

**MINUTES OF THE SEPTEMBER 8, 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 6:51 p.m.

Board members present: Robert Duehmig, Rosemary Baker-Monaghan, Karen Burke, Anne Teaford-Cantor, Sara Meyer, and Dave Zunkel. Board members absent: Tim Lyman. Others present: Peter Williams, Jerad Sorber, Jade Jaconetti, Julie Kovatch, Desiree Noah, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

A. Adoption of Agenda

Karen Burke **moved to adopt the agenda as presented.** Dave Zunkel seconded. The motion carried unanimously with Tim Lyman absent.

II. PUBLIC FORUM

A. Introduction of Guests

Chair Duehmig asked those present to introduce themselves. The new Director of Human Resources, Desiree Noah, introduced herself and gave a little of her background.

B. Public Comment

Chair Robert Duehmig 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, September 8, 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

Anne Teaford-Cantor noted a correction to the July 14 Regular Board Meeting minutes. It was listed in the minutes that she was appointed to the Spirit of Clatsop Committee but she was not appointed to this committee. Pat Schulte said she listened to the recording and it was actually Rosemary Baker-Monaghan and Dave Zunkel who were appointed to the Spirit of Clatsop Committee. She has made the correction to the July 14 Regular Board Meeting minutes.

Sara Meyer **moved to approve the July 14 Regular Board Meeting minutes as corrected.** Karen Burke seconded. The motion carried unanimously with Tim Lyman absent. Karen Burke **moved to approve the July 29, 2020 Board Retreat minutes as distributed.** Dave Zunkel seconded. The motion carried unanimously with Tim Lyman absent. Karen Burke **moved to approve the August 12, 2020 Special Board Meeting minutes as distributed.** Anne Teaford-Cantor seconded. The motion carried unanimously with Tim Lyman absent.

Ms. Meyer noted that she was listed in the September 8 minutes as absent and asked if it is an excused absence should it be listed as such. Ms. Baker-Monaghan responded that if you know you are going to miss a Board meeting, notify the Board at the meeting the month before. If someone is ill and can't attend the meeting, it could be noted at the meeting that it is an excused absence. Chair Duehmig noted for the minutes that Ms. Meyer's absence at the September 8 meeting was an excused absence. If you are ill and will miss the meeting, contact the Chair to let him know. Ms. Baker-Monaghan recommended that it be noted in the minutes if an absence is excused.

IV. CONSENT AGENDA

A. None

V. REPORTS/DISCUSSION ITEMS

A. Report of the Deputy Clerk

VP Zahn said it is the first time in the nine plus years she has been at the College that she hasn't been able to prepare a finance report. There are two individuals working on corrections in the system on the student side. VP Zahn said Finance won't be live in Campus Nexus until January. She added that we are having trouble getting CNS (Campus Nexus Student) into RogueNet. VP Zahn said she is hopeful she will have the August

finance report to the Board before the next Board meeting. VP Zahn said it's concerning to her not to have a financial report. President Breitmeyer said that the Board members all know VP Zahn and the work she does. It's beyond her control. It's not an error on the part of the College and our staff. It's an error on the part of the new system. Chair Duehmig said he appreciated the explanation. VP Zahn emphasized the effort and work so many people are putting in. She said that Margaret Antilla and Angela Martin who retired June 30 have been helping for a few weeks and she wants to give them the credit and appreciation they deserve. There has also been a change in the accounts payable position.

B. Report of the Board Chair

Chair Duehmig said he was able to chat with a couple of students on campus who are excited about being back.

C. Report of the Board Representatives

OCCA – Anne Teaford-Cantor said the next OCCA Board training is September 15 from 9:00 a.m. to noon. She will be on a panel on advocacy for that training. Ms. Teaford-Cantor said she attended Deborah Boone's kickoff on Zoom. She hand wrote letters to Deborah Boone and others who spoke about how important community colleges are to the recovery and health of all Oregonians.

Foundation – Dave Zunkel said he can't find his report from Foundation Director Angee Hunt so he will do his best to recall. The fundraiser that was started in early July was very successful and raised about \$90,000. It was a very fine effort and he complimented Angee Hunt for her fine work. There will be an online auction for the items that were donated. The Foundation committed \$20,000 to the student support effort as well as \$7,000 to the food pantry. The Foundation meets next week and he will provide a more complete report in October. The Foundation has expanded its efforts and exposure.

D. Report of the President

President Breitmeyer referred to his written report in the packet and said he would highlight a few items. In regard to the challenges with the ERP, the Board should be very pleased with the work that has been done on campus. It has been a team effort. Folks are stretched very thin. We went into it knowing it would be a challenge, but when we are done we will

have a better system. Despite the challenges with the ERP, we are doing a lot of other things. The communications team has been doing a lot of work internally and externally about the COVID-19 Response Plan. President Breitmeyer drew attention to the EMSI study which shows the economic impact the College has had in the county. He will provide a more detailed report in the future. For every dollar students spend, they gain \$5.30 in lifetime earnings. The EMSI study is paid for as part of our membership through OCCA. OPC deemed it important to have this data on the impact of institutions. The study comes with a PowerPoint presentation to take on the road. Dr. Zunkel commented that this is really powerful data that has to be transmitted to the citizens of the county.

Ms. Baker-Monaghan said there is a paragraph in the President's report on community connections and it appears all the outreach on the COVID-19 plan is to North County. There's no outreach to South County, even to the businesses. She said that adds to the perception that North County gets all the attention.

Staff Presentation/Report of the VP Student Success

VP Jerad Sorber said Student Services is focused on two things that are intertwined – ERP and fall enrollment. Community college fall enrollment around the state is down in the mid-30% range. The consortium of schools that are implementing the ERP are taking an all hands on deck approach. VP Sorber said we are working a list of students who were here for winter, spring, or summer terms who haven't registered for fall. Student government and staff volunteers will be phone banking to those students. VP Sorber said we are building a comprehensive support system around students that includes continuing projects like the food pantry, looking at advising systems, and how we are utilizing the ERP now that we have experience with it. Regarding the ERP, we have had issues with data conversion. In addition, the wrong program version was applied which created more problems. Some students were stopped at the registration page when they tried to register. Previously, there was a practice that students were required to meet with their advisor before they could access the registration system. VP Sorber said we have eliminated that requirement with the idea that returning students should know what classes they need to take. We are still making advising available for those students who need additional help and support. VP Sorber said he could not provide his regular FTE and head count report due to problems with the ERP and we are working with the vendor to correct these problems.

His guess is that we are down mid-thirties for fall enrollment. There is space in classes and we are trying to get the message out. We have done some restructuring of GED. We reassessed what we are doing with placement testing and GED testing. VP Sorber said the Director of Student Access Services, Mallory Vollner, is now in charge of the testing center. We are able to support students with accommodated testing. Mallory Vollner relayed that she walked a student who completed their GED to talk to Ben Palenske and get registered for fall quarter. VP Sorber emphasized that we want to help students access the college. We are moving forward on all the initiatives like the food pantry and the STEP program, so students can easily see themselves as being successful. Going forward, we will have a good foundation. VP Sorber said he can't say enough good things about the team that has been working on this.

Sara Meyer asked if there is encouragement for students to change their home addresses for registration and voter registration. VP Sorber replied they haven't done a lot on voter registration. ASG will be working on voter registration and education around the eviction moratorium which is expiring the end of this month. CDC has their own eviction moratorium. VP Sorber said there has been a lot of work to get financial aid out to students. We are changing the timing on when we will be able to get checks into student accounts. The goal for winter quarter is to have financial aid checks into student accounts on the first day of the quarter. In response to a question from Ms. Baker-Monaghan, VP Sorber said the food pantry is a coalition effort between the College, the Foundation, Community Action, and the Ford Family Foundation grant. We will be engaging an AmeriCorps volunteer to manage the day to day operations of the food pantry. It will be housed in the Services building. Mallory Vollner will serve as one of the point people on the project. The food pantry will provide emergency food support for students as well as community members. Food insecurity for our students was identified in the RealCollege survey last fall. The AmeriCorps volunteer will be on staff in mid-October and the food pantry will open shortly thereafter. The Foundation will be the fiscal agent. We are working on the legal language of the MOU so we can get it passed up to the Executive Committee on the Foundation Board. The food pantry is a really great example of a community partnership.

In response to a question from Chair Duehmig, VP Zahn said the state is honoring the \$4.2 million in state support for this fiscal year. On tuition and fees, we were flat compared to the previous year. What we found for

last year was that the percentage decline in enrollment didn't correlate to a decline in tuition revenue. Last year, tuition revenue was up slightly under 1%. Spring term was down 25%. President Breitmeyer noted it's hard to make a year to year comparison because of the ERP. VP Sorber said we are seeing a late surge in enrollment that is much stronger than what we saw last fall. Students are realizing they need to figure out what they are doing for fall.

Report of the VP Academic Affairs

VP Peter Williams provided updates on his written report. He said he has had a wonderful couple of months meeting with members of the community. Last week, his instructional leadership team had a three-hour retreat and put together an inservice schedule that will go out tomorrow. VP Williams said he believes in communication and is sending out *Vibes from the Veep*. The College is starting in the third cohort of Oregon Pathways. VP Williams said he is working with Library Director Dan McClure on affordable textbooks and is putting together a task force to develop a plan. The task force will meet for a quarter or two. Ms. Baker-Monaghan Rosemary asked if the textbook project will tie into classes that aren't online. VP Williams replied it will be addressing that. He will provide a more detailed update at the next Board meeting. VP Williams said the high cost of textbooks is a barrier we don't want to have in place for our students.

VI. OLD BUSINESS

- A. Approve Strategic Initiatives and Board priorities for FY 2020-2021 as Discussed at the July 29, 2020 Board Retreat

Sara Meyer **moved to approve the Strategic Initiatives and Board Priorities for FY 2020-2021 as discussed at the July 29, 2020 Board Retreat.** Karen Burke seconded. The motion carried unanimously with Tim Lyman absent.

Chair Duehmig said we don't want to put these Board Priorities away somewhere and not look at them again until next year. President Breitmeyer noted a lot of the priorities are the subjects of upcoming work sessions.

B. Update on Fall 2020 COVID-19 Response Plan

President Breitmeyer said there have been no changes to the plan the Board approved. One recent issue is that OSHA has come out with some new guidelines that may change what we have to do. K-12 has been exempted and community colleges are seeking an exemption given that we have the HECC/OHA guidelines to follow. President Breitmeyer said we are hoping we won't have to make changes to the plan. The OSHA requirements would significantly impact our operations and would put us in the same category as restaurants.

C. Meeting Structure

Chair Duehmig pointed out the cheat sheet for Robert's Rules of Orders in the packet. Tim Lyman brought a request forward to discuss the meeting structure. We checked with OCCA who said there is no requirement to adopt a certain meeting structure. Ms. Meyer suggested we should wait for Mr. Lyman for further discussion. Ms. Baker-Monaghan said she has mixed feelings about the meeting structure. Technically, this is just a business meeting of the Board. When we have resolutions, the Robert's Rules procedures are appropriate. When we have a public hearing, we need to follow the rules. However, Robert's Rules can be used to stop a conversation and she has mixed feelings about using them for a general business meeting. Structure for structure's sake sometimes stops a conversation. The agenda item will be carried over to the next Board meeting when Mr. Lyman is present.

VII. NEW BUSINESS

A. New Hires

President Breitmeyer announced the new hires: Alicia Vargas as Custodial/Maintenance Assistant on the night crew effective August 13; Dale Butts as Instructor, Maritime Technology effective September 18; Desiree Noah as Director, Human Resources and Title IX Coordinator effective September 1 on a part-time basis and September 14 on a full-time basis; Greg Dorcheus (son of retired Facilities Director Greg Dorcheus) as Custodial/Maintenance Assistant working the swing shift effective August 28.

VIII. ANNOUNCEMENTS

Chair Duehmig pointed out the announcements and communications included in the Board packet. The next Board meeting is Tuesday, October 13. There will be a work session at 5:30. The meeting will be in hybrid format. Ms. Teaford-Cantor asked if the College is planning to attend the ACCT Leadership Conference. President Breitmeyer replied we typically attend it every other year. Since it's virtual this year, it's less costly. Given the budgetary concerns, we can probably only send one person. Chair Duehmig said if anyone would like to go, please talk to him.

IX. BOARD FORUM

- Ms. Baker-Monaghan said she had nothing to share.
- Karen Burke also had nothing to share.
- Anne Teaford-Cantor said she had nothing.
- Sara Meyer said the College is helping AAUW and KMUN and Astoria to provide a Candidate's Forum on October 6. It will be live-streamed and President Breitmeyer will be the facilitator.
- Robert Duehmig said good luck to everyone this coming week.

X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 7:45 p.m.

Chris Breitmeyer, President

Robert Duehmig, Chair

Pat Schulte, Recording Secretary