

**MINUTES OF THE OCTOBER 13, 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 6:32 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, Jade Jaconetti, Julie Kovatch, Desiree Noah, Cody Lachica, Shaun Martin, Doris Jepson, Robert Lester, 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.

**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, October 13, 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**

Sara Meyer **moved to approve the September 8 Board Work Session minutes as presented.** Karen Burke seconded. The motion carried unanimously. Dave

Zunkel moved to approve the **September 8 Regular Board Meeting minutes as presented**. Anne Teaford-Cantor 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 FY20-21 and FY19-20 by fund source. The Financial Summary also included revenues and expenditures as of September 30, 2020 compared to revenues and expenditures as of September 30, 2019 and to the FY 2020-2021 Budget. Tuition and fees revenue recorded through September FY20-21 is \$1.075 million or 33.41% of the adopted budget. Tuition and fee revenue is down 14.03% compared to September FY19-20. For FY20-21, there was no increase in the tuition rate of \$105 per credit.

State appropriations recorded through September FY20-21 are \$1.055 million representing one of the four quarterly payments. State appropriations in the FY20-21 adopted budget is \$4.218 million based on the second year of the \$640 million community college allocation for the 2019-2021 biennium. Property taxes recorded through September FY20-21 are \$26,000 and represent 1.0% compared to budget. The actual FY19-20 property taxes received are \$4.786 million or 102.79% of the adopted budget. Other revenue recorded through September FY20-21 is \$30,000. Timber Proceeds are budgeted at \$450,000. The FY20-21 adopted budget beginning fund balance is \$1.4 million, and the actual beginning fund balance is \$2.004 million (pending audit completion). The FY18-19 actual budgetary basis ending fund balance is \$1.453 million. Total actual General Fund expenditures through September is \$2.657 million, or 18.72% of budget, compared to \$2.725 million in September FY19-20 representing a 2.52% decrease. Total estimated actual General Fund expenditures in FY19-20 are \$12.085 million or 90.15% of budget.

VP Zahn referred to the financial report and noted we are down 14% for tuition and fees compared to the same time one year ago. Switching from RogueNet to Campus Nexus, there is a timing difference. With RogueNet, revenue recognition has historically been on a month to month basis. With

Campus Nexus, revenue will not post for tuition and fees until the first day of the academic term. For this September report, it is a true and accurate comparison. VP Zahn said we are currently 2.5% down in expenditures compared to one year ago. We are spending less due to retirements; some elimination of FTE; and reductions in operations and maintenance, institutional support, and instructional support. VP Zahn noted we will carry over \$2 million in the general fund. She said she appreciates the Board's patience in not having a financial report. VP Zahn gave extra kudos to the Business Office and Students Services staff.

Chair Duehmig asked about the timeline for the plant fund restoration. VP Zahn replied that revenue for that fund is from timber revenue. We will be getting \$1.1 million in timber revenue. The first \$600,000 goes to debt service. The remaining \$450,000 is already budgeted in the general fund. VP Zahn said her understanding is that timber revenue is going up. She added we will have to be conservative on larger purchases. We had some pretty sizeable purchases for nursing simulation and fire science.

B. Report of the Board Chair

Chair Duehmig said he did some work with the County Commission this last week on how to do broadband development in the County. He was there as an individual and not representing the College. Chair Duehmig said he will have more to share at the work session on distance learning next month.

C. Report of the Board Representatives

OCCA

Anne Teaford-Cantor said the OCCA board training has been moved to October 20 because of the unexpected passing of OCCA Board Chair Ron Fox. OCCA held their regularly scheduled meeting this past Friday. The meeting ran quite long and was one of the better meetings OCCA has had. During the Board Forum, the colleges talked about the impact of the fires and COVID-19. Most classes are online with labs and CTE in person. All Portland Community College campuses are entirely closed and all learning is remote which is probably having a huge impact on a lot of students. The meeting started with a moment of silence for Ron Fox. Steve Crow has stepped into Mr. Fox's shoes.

Ms. Teaford-Cantor went over some highlights of the meeting. The Governor's Relief Fund includes \$10 million for higher education split between community colleges and universities. There is \$6 million for students and \$4 million for remote learning tools. The OCCA Annual Conference is coming up and is free. It will all be virtual and is as long as usual. Pat Schulte can help you sign up. Ms. Teaford-Cantor said she is on the DEI workgroup which presented its draft statement package. The statement was discussed at length. The OCCA Board passed action items and revised the mission statement. Anne read the mission statement: "Leading with racial equity, we advocate, communicate, and collaborate to strengthen community colleges for the benefit of Oregonians particularly those historically underserved or systemically marginalized in higher education." There was also an extensive legislative update. The previous budget projection was a 20% cut in current service levels. It has been recalculated to a 3.5% cut. Ms. Teaford-Cantor pointed out that it is not as rosy as it sounds. It's a K-shaped recovery. The recovery to the wealthy is offsetting the significantly slower recovery for lower-income populations. Another significant issue is that the State Department of Corrections is pulling out of its relationship with community colleges. OCCA's plan for the legislative session is broken out month by month. The driving message is that community colleges are essential to the recovery and are a mechanism for getting help to people. Community colleges provide formal education for many essential worker occupations. The Governor's office is laser-focused on DEI. Community colleges serve historically underrepresented populations. Community colleges are part of the solution. We know there will be limited resources, and we hope to be able to tell the story of how important community colleges are to the recovery. Umpqua President Deb Thatcher is retiring at the end of this academic year and OCCA Executive Director Cam Preus is retiring in November 2021.

President Breitmeyer said just today we received information that the GEER funding for students is coming. He added he is part of the group that will be looking at the money spent on distance learning tools. Chair Duehmig said he was in a meeting recently and was able to invite the State Treasurer to visit CCC.

### CEDR

Sara Meyer gave a brief history of CEDR which was started 30 to 40 years ago. Since the pandemic began, CEDR has given up to 73 grants

that totaled \$230,342 to businesses to keep them afloat. The average grant amount was \$3,155. They have another \$73,000 for small business grants. The County is working on a strategic plan and CEDR is involved in it. Clatsop Works employed 18 interns. Nine were from CCC. CCC's total economic impact is \$123.2 million. Sara said the SBDC (Small Business Development Corporation) started about 40 years ago. It has grown from one employee to five employees. Rosemary Baker-Monaghan noted that the partnership with the College is key.

### Foundation

Dave Zunkel said the Foundation last met on the 15<sup>th</sup> of September. The Foundation raised just over \$88,000 with its online fund drive. Total Foundation assets are back to a little better than before the beginning of COVID. There will be a virtual auction of items that were donated for the Arts and Experiences fundraiser and will be held November 25 through December 1. The Foundation supported the library's literacy award for \$1,200. The Foundation is working with Lloyd Mueller to mine more information about scholarships. The Foundation Board supported staff inservice day with gift certificates for lunch. The Foundation is shooting for 90% participation in the employee giving program. Providence Seaside Hospital has arranged for an annual \$10,000 scholarship to be named the Health and Diversity scholarship. The Foundation's proposed goals are to increase scholarship funding by 10% annually, initiate an alumni giving strategy, and develop a marketing campaign for the Foundation. The Foundation hopes to provide \$25,000 in special donations each year.

### Board Policy Committee

Karen Burke said the Board Policy Committee met virtually on October 1 with Naomi Garbutt, Desiree Noah, Jennifer Bakke, and Pat Schulte. The next chapter we will work on is Chapter 7 (HR) starting with those policies that are legally required and legally advised. Desiree Noah and Naomi Garbutt will be reviewing the OCCA templates and cross-referencing current policies. These HR policies should come to the Board in December.

#### D. Report of the President

President Breitmeyer said under our continual quest to strengthen the academic environment, we are looking at removing barriers to students with a redesign of the website. As we prepared for fall term, we did a lot

of work, Facilities and IT in particular, to prepare for students to be on campus. We created a new computer lab in Patriot Hall that has created greater access. It is open 6 a.m. to 10 p.m. Students can sign up to use the lab. We have an art gallery exhibit and are allowing six guests to visit at one time. We hosted a candidate forum for District 32. It was engaging to hear from a very diverse array of candidates. President Breitmeyer gave another plug for SBDC which has helped with over \$2.9 million infusion of capital into the area, especially with PPE and EIDL loans. At fall inservice, we had a very important conversation regarding the Black Lives Matter movement and equity and privilege which has led to the DEI Council mining some of the data. The DEI Council will continue to develop opportunities on campus.

Staff Presentation – Doris Jepson, Director of Nursing and Allied Health

Doris Jepson pointed out the one-page handout in the packet with some points about the nursing program. Doris thanked the Board for the funds for the nursing program to purchase new simulators. They have a new female mannequin and a junior mannequin – Suzy and Hal. The nursing faculty participated in 1.5 days of training in September. The nursing program has 44 students between both cohorts which is up six from last year. The nursing program is in full swing with face-to-face classes and simulation happening. Ms. Jepson said we implemented some virtual simulation last spring and are really pleased with it. The College used CARES act funding to purchase some of the virtual simulation products. All of our labs and classrooms are spaced out with six-foot distancing. We have cleaning procedures as well as guidelines for students who use the open lab on PPE and how to keep safe. Ms. Jepson noted there are a lot of things you don't really think about when you are not in a pandemic that you have to plan for and implement when you are. Students are excited to be on campus mask-to-mask. We are in the third week of term and things are going well. The average age of students is 29. There is almost a 40-year span from the youngest to the oldest in the nursing program. Faculty have to think about what generational things impact students. We have between 15% and 25% who are Hispanic and one with American Indian background. Students are 20% male and 80% female. We are excited about our advisory committee and our clinical partnerships. We are pursuing agreements with Kidney Care and Adventist in Tillamook. Clatsop Care Memory Care is a new partner. Major clinical partners are Columbia Memorial Hospital (CMH) and Seaside Providence Hospital. They are still hiring graduates. Seaside Providence hired three, CMH hired three, and

Clatsop Care hired one. Students who graduate here are very well qualified. Our partners support us by donating items they no longer need because they are upgrading, such as IV pumps. We will be hiring two part-time clinical instructors for winter term. We have our OSBN survey and site visit scheduled for February 2021. Shaun Martin has been helping order the PPE supplies we need. About every other week, the PPE requirements change. We have students in different facilities and they have different requirements. Ms. Jepson said she appreciates Shaun Martin and Evon Jacobsen for helping to coordinate those purchases.

Ms. Jepson introduced Robbie Lester who is co-president of the Nursing Club. Mr. Lester said he spent over 14 years in the military and got into the nursing program last year. He decided to go into nursing so he can touch people's lives and still have time for his family. His career plan is to spend two years in a critical care setting and then go into flight nursing. He and the Nursing Club co-president worked together over the summer to fill in gaps for new students coming into the nursing program, including support and insider information about how to approach certain scenarios. They have implemented a peer mentoring program. It is basically optional for all second year students. New first year students are strongly advised to take advantage of the program. Most second year students have one or two students they are mentoring. The Nursing Club is hosting a blood drive in Patriot Hall November 10. Red Cross is desperate for donations. When you donate, they will test you for COVID antibodies. First year nursing students will be doing a Thanksgiving basket for a family in the community. Second year students will be working with the Giving Tree Program to supply some of the families in the community with Christmas gifts. Nursing Club will be doing wreaths for Christmas as a fundraiser. Ms. Meyer asked if the nursing program could go up to 35 students. Ms. Jepson said they try to balance the number of students with clinical placements and job opportunities. The patient census in local hospitals went down for quite a while because of COVID. Last year, the nursing program increased from 20 to 24. Currently, there are only three classrooms on campus that can accommodate 24 students because of social distancing. If we expanded, we would need more staff and about half of students wouldn't get jobs. Ms. Meyer commented there are a lot of students trying to get into a nursing program. Ms. Jepson said they had 49 applicants for 20 seats last year.

### Report of the VP Academic Affairs

VP Williams referred the Board to his written report. He said faculty completed a survey on the fall inservice. The survey just closed and he hasn't had a chance to review it yet. VP Williams said he pitched an idea to President Breitmeyer for a faculty presentation at every meeting. Lucien Swerdloff will present at the November meeting and Jake Campbell will present at the December Board meeting.

### Report of the VP Student Success

VP Sorber said in addition to the items in his written report, we are still facing challenges on getting clear data. We are working with Linn-Benton Community College on getting the data. VP Sorber said enrollment is roughly about 25% below last year at this time due to COVID impacts plus the new ERP implementation. We are expecting some of the negative impacts with the ERP to lessen. Online registration is working. We are hopeful that we will recover enrollment for winter quarter that we weren't able to do in fall. Kristen Wilken said it looks like the Coast Guard is bringing folks back to Cape Disappointment. VP Sorber said we have had weather conducive to heavy weather training.

#### E. Report of the ASG Representative

Cody Lachica introduced herself as the new ASG president. ASG has had two meetings so far. There is a team of six other individuals. ASG is working on a way to incorporate the community at CCC. ASG would like to foster different events and get students connected with resources. There is talk of a pre-recorded talent show. There wasn't a welcome back BBQ this year. The BBQ is a big deal for students. ASG is working on revising the ASG handbook. ASG is building on what has been but since everything is online, it's a whole new process.

## **VI. OLD BUSINESS**

#### A. Update on Fall 2020 COVID-19 Response Plan

President Breitmeyer said there haven't been any changes in the COVID Response Plan. There is some new guidance from Oregon OSHA that may change what we do slightly but there is nothing major. The OSHA guidance goes into effect November 1. In response to a question from Chair Duehmig, President Breitmeyer said the College does not get



notified if there is an outbreak associated with a particular employer. It's only through media outlets that we would get information.

## B. Meeting Structure

Chair Duehmig pointed out the cheat sheet for Robert's Rules of Orders in the packet. Tim Lyman noted we have a meeting sequence but no rules behind it. Chair Duehmig asked if we are trying to solve a problem or trying to put more structure around the sequence we have. Mr. Lyman replied that when he worked on Robert's Rules before, there were rules about when you could bring something up and how to do it. Ms. Meyer said if she wants to add something to the agenda, she knows she needs to do it when the agenda is approved. Ms. Baker-Monaghan said for a regular business meeting, the process is in the policies. Someone can submit an agenda item at the meeting and can also submit it in writing. She said she could support it if the Board wanted to do a process for when it does a formal public hearing and little pieces of that in the agenda. She doesn't support adding Robert's Rules to the business meeting portion. Mr. Lyman said he doesn't want to blurt out something at a point in the meeting if it is not appropriate to bring it up. Dr. Zunkel replied it would be appropriate to bring up new items to add to the agenda at the beginning of the meeting. President Breitmeyer said we can do more on requesting agenda items from the Board. All Board members should feel they have an opportunity to add items to the agenda, and we can let everyone know when the Board Agenda Prep meeting is. Mr. Lyman responded that he has been asking for a schedule of committee meetings for a year. Chair Duehmig said if we add something to the agenda at the beginning of the meeting, we might not want to have much of a discussion then but we can carry it over to the next meeting. Mr. Lyman said he proposed back in July to have a student retention committee including himself, Jerad Sorber, and one other. Chair Duehmig said he thought that had been addressed because a meeting on student retention was held. He added that it's not the role of the Board to be on such a committee. President Breitmeyer said we could add a section under the report of the VP of Student Success on retention. Mr. Lyman replied that VP Sorber and his team got on it in very short order and contacted 367 students. Mr. Lyman added that it was great but it was an ad hoc process.

Chair Duehmig said we will do a better job of getting notice of Board Agenda Prep meetings out and requesting agenda items. At the beginning of the regular Board meeting, we will add items to New Business and

decide whether to fully discuss, partially discuss, or table. Mr. Lyman said he wants to vote on a retention committee at the next meeting. Ms. Baker-Monaghan asked if it's appropriate to have a Board member on such a committee. President Breitmeyer said typically no but he would like to think about it. Mr. Lyman said he had some objections to the script that was used to contact students. Ms. Baker-Monaghan said retention is so important and in that respect, she agrees with what Mr. Lyman is saying. Dr. Zunkel said this is where guided pathways has been helpful. Mr. Lyman replied that guided pathways are years in the future. Retention is something that needs to be addressed right away. Chair Duehmig said if we are going to succeed as an institution, we need to keep our students. He added that in our role as a Board, we need to not step over the line. Ms. Baker-Monaghan said sometimes it's just someone noticing a student hasn't returned and calling them. Chair Duehmig said we will bring retention as a regular report to the Board and will do regular reminders of Board Agenda Prep meetings so Board members can get items on the agenda.

## **VII. NEW BUSINESS**

### **A. New Hires**

VP Zahn announced that Edie Olsen was hired as a buyer/lead clerk for the bookstore reporting to Denise Russell, Bookstore Manager. She started September 14.

## **VIII. ANNOUNCEMENTS**

The next Board meeting is on November 10 with a work session at 5:30. The OCCA Board training has been moved to October 20. The OCCA Annual Conference is as originally scheduled in November and there is no cost. Ms. Teaford-Cantor said it's structured in a way that people can come and go. Each of the three days is a separate topic. There are some keynotes and some breakout sessions. The Howard Cherry awards will be on one of the mornings.

## **IX. BOARD FORUM**

Ms. Meyer said she mentioned earlier that we should be doing more as a College to get information out. President Breitmeyer replied that he will ask Julie Kovatch to bring back ideas on how to do that. Ms. Meyer reminded everyone to vote.

Tim Lyman said he sent information from the Washington State Office of Financial Management and would like to follow up at the next meeting. He hopes we continue the 5:30 work sessions.

Rosemary Baker-Monaghan said she serves on the Clatsop County Cultural Coalition. The coalition received \$402,081 through the Oregon Cultural Trust which they were able to award to 20 cultural organizations in Clatsop County to help them make it through the pandemic. Everyone who applied for it qualified. The Clatsop County Cultural Coalition will also be getting regular funds to re-grant. The deadline is October 21. Information is on the Cultural Coalition's website. For many of those organizations, state funds were in the nick of time.

Anne Teaford-Cantor said she was able to sit in on the all campus update this week and was pleased to hear the engagement of faculty and staff. She said VOTE.

Chair Duehmig welcomed Cody Lachica and said it was great to hear the work that ASG is doing. It's exciting to be moving forward into the year.

## **X. ADJOURNMENT**

Without further business, the Regular Board meeting was adjourned at approximately 8:18 p.m.

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Chris Breitmeyer, President

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Robert Duehmig, Chair

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Pat Schulte, Recording Secretary