

**MINUTES OF THE NOVEMBER 10, 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, Rinda Johansen, Kristen Wilkin, Katie Frankowicz, Lucien Swerdloff, Angee Hunt, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

A. Adoption of Agenda

Tim Lyman asked to add "Schedule of Standing Committee Meetings" under New Business. Sara Meyer **moved to adopt the agenda as amended.** 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, November 10, 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 October 13 Board Work Session minutes as presented.** Rosemary Baker-Monaghan seconded. The motion carried

unanimously. Anne Teaford-Cantor pointed out a typo in the Regular Board Minutes: the statement, "It [the OCCA Conference] will all be virtual and is long as usual" should read "It will all be virtual and is *as* long as usual." Dave Zunkel **moved to approve the October 13 Regular Board Meeting minutes as corrected**. Karen Burke 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 October 31, 2020 compared to revenues and expenditures as of October 31, 2019 and to the FY 2020-2021 Budget. Tuition and fees revenue recorded through October FY20-21 is \$1.027 million or 31.93% of the adopted budget. Tuition and fee revenue is down 19.66% compared to October FY19-20. For FY20-21, there was no increase in the tuition rate of \$105 per credit.

State appropriations recorded through October FY20-21 are \$2.136 million representing two 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 \$44,000 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 \$36,000. 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 October are \$3.651 million, or 25.72% of budget, compared to \$3.728 million in October FY19-20 representing a 2.08% decrease. Total estimated actual General Fund expenditures in FY19-20 are \$12.085 million or 90.15% of budget.

VP Zahn noted the audit presentation will not be in December this year. Because of the CARES Act, the new computer system, and new staff, we

will need more time to complete all the documentation that auditors have requested. Given all these factors, we will be requesting an extension and will notify the Board when it has been approved. The goal is to have the financial statements presented to the Board at the February 2021 meeting. VP Zahn said the extension doesn't impact the budget process. The first meeting of the Budget Advisory Committee will be on November 17 followed by a meeting on December 3. The Budget Advisory Committee will be meeting twice monthly starting in January. VP Zahn said she hopes to maintain the College's general fund balance. Back in May and June, we made a plan to reduce \$1.1 million in the budget, and we are still on track to do that. Tuition and fee revenue is down about \$250,000. The next economic forecast for the state is due out November 17 for the next biennium. The Governor's budget is due out in early December.

B. Report of the Board Chair

Chair Duehmig said he will delay his report for the discussion on the ERP.

C. Report of the Board Representatives

OCCA

Anne Teaford-Cantor said OCCA has had a busy month because of the untimely death of OCCA Chair Ron Fox. She noted that she served on the advocacy panel for the OCCA Board training in October. After the election, she wrote a note of congratulations to Suzanne Weber. The OCCA DEI Committee met and rolled out statement language to go along with the mission statement to be approved at the December 4 OCCA Board meeting. Rosemary Baker-Monaghan joined Ms. Teaford-Cantor as part of the Board Policy Framework panel for the Executive Assistants Conference that followed the OCCA Annual Conference sessions. Ms. Teaford-Cantor asked everyone who attended the Annual Conference to complete the evaluation survey on the sessions. Session materials will be posted online. Ms. Teaford-Cantor sat in on John Wyckoff's session detailing OCCA's month-by-month, task-by-task plan navigating current conditions and telling community colleges' story. Community colleges are essential to the recovery of the state. Community colleges get people job ready and can really be part of the solution. Chair Duehmig said he has been in a number of meetings on budgets. Budgets are going to be tight and there will be a lot of grumbling. He noted that community colleges educate a lot of the healthcare workforce. Ms. Teaford-Cantor said that OCCA hired a new

communications director. Up until recently, the OCCA staff have been doing the communications work on top of their other jobs.

### CEDR

Sara Meyer said there is not much to report on CEDR except there will be another round of funding for businesses that didn't benefit in the early rounds. CEDR is responsible for distributing those funds.

### Foundation

Dave Zunkel reported that the employee giving campaign was very successful with 87% participation. President Breitmeyer will be taking the polar plunge on Monday, November 16 on Facebook Live. The online auction entitled "Harvest the Potential" will take place November 25-28 in conjunction with Thanksgiving. Angee Hunt said ads regarding the auction will be on the digital Astorian starting this week. The auction website is live and registration for the auction is through the website. If you received emails on the summer giving campaign, you should receive an email on the auction. The items are from the Arts & Experiences Auction that could not be held in May.

### Board Policy Committee

Karen Burke reported that the Board Policy Committee did not meet last month but is looking forward to getting HR policies coming through the governance structure.

### Spirit of Clatsop Committee

Rosemary Baker-Monaghan asked if it is realistic to give out an award this year given the current situation or should it wait until next year. The Board is not required to give an award every year. The process for giving the award is outlined in the board policy and is to be given outside of the campus community. After further discussion, the Board agreed that an award should be given this year. The Spirit of Clatsop Committee, including Ms. Baker-Monaghan, Dave Zunkel, Chair Duehmig, and President Breitmeyer will schedule a meeting in the next month.

## D. Report of the President

President Breitmeyer gave an overview of the issues with the new ERP, Campus Nexus, which is the computer system that runs the college. It has

become clear that it is deficient, and staff and students are suffering because of it. Over the past week, there have been meetings with staff, the consortium of community colleges implementing Campus Nexus, and Anthology (formerly Campus Management), developers of Campus Nexus. Rogue Community College, one of the colleges in the consortium, is cutting ties with Anthology which presents additional problems. Rogue provided the previous ERP, RogueNet. Rogue is extricating their data from Anthology and reinstating RogueNet as a short-term solution. President Breitmeyer said that is also a possibility for Clatsop. Next Tuesday, the four remaining presidents in the consortium will be speaking with the COO and CEO of Anthology about the problems we are experiencing. Unless Anthology can meet expectations, we can't go on with this product. Instead of saving time so staff can spend more time with students, the opposite is happening. Our staff has had to do many things manually, including financial aid. President Breitmeyer said if we do in fact break ties with Anthology as Rogue has done, there will be a financial cost. Rogue has said they will support us if we go back to RogueNet. CCC has spent more than \$1 million on this product. We may be able to recoup some of these costs but not all of them. President Breitmeyer said we may need to finance the purchase of a new system. Some of the early issues with registration where students were unable to register online have been fixed but not in a timely manner. Mr. Lyman said he is glad to see we are not buying into the lost cost fallacy. Some speed bumps are normal, but we shouldn't still be having problems. He recommended having a post mortem on what went wrong in the selection process. He advised getting a law firm with expertise in technology contracts. President Breitmeyer said the Rogue solution will be temporary for a year or two and then Rogue will go out to bid for a new system. He added that Anthology has the desire to make this work, but he doesn't know if they have the capacity to make this work. Blue Mountain Community College has had the same problems. Oregon Coast Community College is not using the financial aid module in Campus Nexus so they are doing a bit better. Columbia Gorge Community College has not even gone live yet. Because Rogue is so large, they have been able to vet new fixes and upgrades in Campus Nexus. Without Rogue, that will fall to Blue Mountain or Clatsop and neither of us has the resources to do that. President Breitmeyer said we will pursue recouping some of the loss.

President Breitmeyer asked Classified President Rinda Johansen to comment. Ms. Johansen said members of the Classified Union have gone overboard trying to deal with Campus Nexus and just wrote a letter of no confidence in Campus Nexus. They have zero confidence it will ever work

for Clatsop. VP Sorber said the most difficult consequences have been on students and staff. It has been over 132 days since Go Live and basic functions that we were told were working are still a challenge for staff. The product wasn't ready for prime time when they rolled it out.

President Breitmeyer said the options are: continue with Anthology if they can assure us that "x, y, z" will happen; go back to RogueNet and work on getting as much money back as possible from Anthology; or purchase a new product immediately which we can do if we do debt financing. VP Zahn confirmed the College can get debt financing. President Breitmeyer noted that whatever we do, it will be challenging. It's not going to be an easy fix and we will have to be committed to the decision. Rogue is planning to go back to RogueNet in the spring. President Breitmeyer said there are products that other community colleges are using and that he has used at other community colleges that are possibilities. He would want to pursue purchasing one of these other products with a proven track record. Lucien Swerdloff commented in the Chat that faculty have also been dealing with this frustration and discussing this issue. Faculty has not voted, but he believes they would support the Classified Staff position.

#### Staff Presentation – Lucien Swerdloff, Historic Preservation/Computer-Aided Design Instructor, Recent Historic Preservation Projects

Lucien Swerdloff provided a PowerPoint presentation on two projects the Historic Preservation program has worked on: the 1852 Custom House in Astoria and the Lindgren Cabin at Cullaby Lake. For both projects, students duplicated traditional building techniques appropriate to the time period. Everything was done by hand with hand tools. Future projects include continuing to work on the outbuildings at the Cullaby Lake site, the Hillside Cemetery (Pioneer Cemetery) in Astoria, and the Deep River Church built in 1902 on the other side of the Columbia River. The Historic Preservation program is taking COVID-19 safety precautions. Most of the work is outside, and students and staff are used to wearing masks during the restoration work. For indoor workshops, masks are required and workshop capacity is reduced to accommodate social distancing. A lot of the students are not from the area; they come from all over the country. Mr. Swerdloff will provide a copy of the PowerPoint to Board members.

#### Report of the VP Academic Affairs

VP Peter Williams referred the Board to his written report. Lucien Swerdloff's presentation was the first of the monthly faculty presentations.

In support of program prioritization, VP Williams has had a series of back and forth conversations with our Institutional Researcher, Justin Smith, at Linn-Benton Community College. This Thursday and Friday, the Guided Pathways team will be attending a two-day Guided Pathways workshop. VP Williams is expecting an RFP to be released for a \$10,000 grant for math they are interested in applying for. VP Williams is working with Celeste Petersen on co-requisite math. Co-requisite math would provide additional support for students to be successful. VP Williams is interested in tying it into the Guided Pathways work.

#### Report of the VP Student Success

VP Sorber said in addition to the items in his written report, he is now able to get some enrollment data. The College is down just over slightly 30% in FTE. Sara Meyer asked if the pre-TRIO program not meeting its numbers is a concern since Talent Search needs to apply for a new grant. VP Sorber replied we should not be negatively impacted in the way we originally feared. The U.S. Department of Education is a bit slower than expected in getting that information out right now.

#### E. Report of the ASG Representative

There was no report because the ASG representative was not in attendance.

### **VI. OLD BUSINESS**

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

President Breitmeyer said OSHA put out some new rules that impact the College slightly. The good news is our plan is already compliant. OSHA's temporary rules go into effect on November 16 and will be in effect for 180 days. The Safety Committee is meeting and will have an update to the response plan for the December Board meeting. VP Zahn noted we are requiring everyone to do a self-check for symptoms before they come on campus, but we do not have the capacity to check everyone's temperature. VP Sorber said there is a link to the CDC self-check on our website.

### **VII. NEW BUSINESS**

#### A. President's Evaluation

There are minor changes proposed for this year's questionnaire, including the addition of items on the strategic plan and strategic initiatives.

Otherwise, it is the same questionnaire as last year and will provide some trend data from last year. Following the questionnaire in the packet is the proposed distribution list. Ms. Burke said normally we would do a 360 evaluation this year because we do it every third year. Since this year is not normal, we are proposing basically the same distribution list as last year, including two students (the ASG president and a representative of the Latinx Club). The committee is also proposing the addition of the OCCA executive director since President Breitmeyer works closely with her. When the survey is sent out by email, there will be an introduction asking for comments. The committee will work with the Board Secretary to set up the survey and get it sent out. They plan to be ready to meet with the President in Executive Session before the December Board meeting. Rosemary Baker-Monaghan **moved to approve the President's evaluation questionnaire and the distribution list.** Anne Teaford-Cantor seconded. The motion passed unanimously.

B. Student Retention Committee

Tim Lyman said the original intent of the Student Retention Committee was to get back students who had dropped out of degree-seeking programs from last spring term to fall term. The method would be to develop scripts and train personnel to use those scripts to call students. Mr. Lyman said at the time he proposed this committee, he had no idea of the magnitude of the problem. To VP Sorber and President Breitmeyer's credit, they got together a list of students to be called, but the callers needed training. Mr. Lyman clarified that he doesn't want a permanent committee. He is proposing to develop a retention program in cooperation with the staff and then turn it over to the College. Mr. Lyman detailed his relevant experience that qualifies him to work with the staff on this effort. He stated he disagrees that student retention is not Board business. Chair Duehmig agreed the Board needs to address student retention but stated we may have different views on how to do it. He said the Board needs to set policies to retain students. Developing programs and then turning them over to staff is not the Board's role. It is the Board's role to make sure the policies are in place to implement strategies. It is not our role as a policy Board to develop programs. In response to a question from Sara Meyer, Chair Duehmig said if Mr. Lyman was not a Board member, he could be hired as a consultant if the College chose to do so. Mr. Lyman emphasized he is not asking to be paid. He said the original proposal is that he, VP Sorber, a faculty member, and someone from the Foundation be on the retention committee. VP Sorber suggested that if the Board

wishes to prioritize retention, it would say here are our strategic initiatives and we would like to see you move retention from x% to x% in one year or two years: here are your indicators and metrics. Then he and President Breitmeyer would come back to the Board and say here are the resources we need to achieve that goal. A combination of resources could include consultants, software, and other additional resources that would move us down the road toward accreditation requirements. VP Sorber said he wants to stay focused on the College's strategic goals and top priorities. Given the ERP and COVID, Student Services has very limited capacity. VP Sorber understands the urgency. He also wants to make sure we are taking the holistic view. President Breitmeyer said setting a priority around retention is wholly appropriate for the Board to do. It's the responsibility of the staff to execute a plan as we move forward with the evolution of our strategic plan. Mr. Lyman commented that he doesn't mean this in a denigrating way, but if you knew how to do that you would already be doing it. President Breitmeyer said one of the reasons VP Sorber stood out in the hiring process is his experience in enrollment management. Now we also have VP Williams who has experience in academics. Everyone needs to be working with a comprehensive enrollment management plan. Ms. Teaford-Cantor pointed out the Board is a policy governance board by state law and having sat in on a refresher course on that concept, she would not want to implement any plan that didn't do this through policy. Sara Meyer commented that as a business owner, she could make decisions in consort with her employees. She can understand Mr. Lyman's frustrations about wanting to get things done. Chair Duehmig reiterated that it's not the role of Board members to develop programs to turn over to the College to run. President Breitmeyer said we will commit to a very specific focus on reporting on retention efforts to the Board. Chair Duehmig asked Mr. Lyman if there is a specific motion he wants the Board to vote on. Mr. Lyman replied that a motion would be pointless and he did not have anything constructive to add.

C. Washington State Office of Financial Management A/E Guidelines

Given the time, Mr. Lyman asked to table this item to the December Board meeting.

D. Standing Committee Meeting Dates

Mr. Lyman requested that a schedule of standing committee meetings be presented at the December Board meeting. Karen Burke replied that the Board Policy Committee could schedule standing meetings but there may

not always be policies to discuss. She also doesn't know if committee meetings can be guaranteed to happen because of staff availability. Mr. Lyman replied he would like to have a regular schedule because he only had 24-hours-notice of the last two committee meetings. Sara Lyman pointed out that Board committees cannot have more than three Board members in attendance or it is a public meeting. Ms. Baker-Monaghan said the Board Policy Committee meetings are recorded if Mr. Lyman would like to view them. Although not a committee of the Board of Education, the Foundation Board has a regular meeting schedule which can be put out in advance of the meetings. Chair Duehmig said we will work harder to make notice of committee meetings available.

E. New Hires

President Breitmeyer announced the new hires: Felicity Green is the new Assistant to the VP Student Success reporting to Jerad Sorber effective October 19, Jiang Fei Koch is the new Registrar and STEP Program Assistant reporting to Siv Barnum effective October 26, Krystal Brailsford is the new Accounting Clerk II-Accounts Payable reporting to Stephanie Homer effective October 27, and Emeera Mathew is the new Enrollment Assistant reporting to Siv Barnum effective November 9.

**VIII. ANNOUNCEMENTS**

The next Board meeting is on Tuesday, December 8 with an Executive Session on the President's Evaluation at 5:30 p.m. followed by the 6:30 p.m. Board Meeting.

**IX. BOARD FORUM**

Dave Zunkel said he is a student at CCC taking Religion 101 with Seth Tichenor.

Anne Teaford-Cantor said she got to attend the town hall that State Treasurer Tobias Read did on Zoom. We have an ally in him. She said she wrote him a thank-you.

Sara Meyer said she had nothing to report except that she liked the election that has gone on.

Rosemary Baker-Monaghan said she agreed with Sara Meyer.

Karen Burke said she had nothing.

Chair Duehmig thanked everyone for the conversation today.

**X. ADJOURNMENT**

For the minutes, the Board noted that Mr. Lyman left the meeting prior to 8:50 p.m.

Without further business, the Regular Board meeting was adjourned at approximately 9:00 p.m.

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Chris Breitmeyer, President

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Robert Duehmig, Chair

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Pat Schulte, Recording Secretary