

**MINUTES OF THE DECEMBER 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 6:30 p.m.

Board members present: Robert Duehmig, Rosemary Baker-Monaghan, Karen Burke, Anne Teaforde-Cantor, Sara Meyer, Tim Lyman, and Dave Zunkel.

Board members absent: None. Others present: Peter Williams, Jerad Sorber, Jade Jaconetti, TJ Lackner, Teena Toyas, Stephanie Homer, Carla Moha, Desiree Noah, Eldon Russell, Cody Lachica, Kristin Shauck, Julie Kovatch, Fernando Rojas, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

A. Adoption of Agenda

President Breitmeyer asked to amend the agenda by adding a letter from the Full-Time Faculty Association and the OSBA resolution. Rosemary Baker-Monaghan **moved to adopt the agenda as amended**. Sara Meyer 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 or by mail to: Patricia Schulte, Board Secretary, 1651 Lexington Avenue, Astoria, OR 97103 before the close of business on Tuesday, December 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

Sara Meyer **moved to approve the November 10 Board Work Session minutes as presented.** Anne Teaford-Cantor seconded. The motion carried unanimously. Karen Burke **moved to approve the November 10 Regular Board Meeting minutes as presented.** Rosemary Baker-Monaghan seconded. The motion carried unanimously.

IV. CONSENT AGENDA

A. None

V. Letter from Full-Time Faculty Association

A. TJ Lackner, the President of the Full-Time Faculty Association, presented a letter of no confidence in Campus Nexus Student. The Full-Time Faculty Association met Monday, December 7 in an emergency session and unanimously passed a vote of no confidence in Campus Nexus Student. The Full-Time faculty is requesting that an alternative to Campus Nexus be implemented as early as spring quarter. The list of all the issues on the instructional side as well as student engagement with Campus Nexus Student is long and exhaustive.

The Board discussed next steps. At the beginning of January, President Breitmeyer will submit a letter to Anthology, parent company of Campus Nexus, listing all the issues with Campus Nexus that need to be fixed. Anthology then has 30 days to fix the issues. If Anthology's fixes do not work, the College can begin to extricate itself. Rogue Community College has submitted its letter to Anthology but has not yet heard back. Rogue is still within its 30 day window.

If the College decides to leave Anthology, it will need to migrate its data back into RogueNet before it can move to another system. RogueNet will be able to support the schools who want to come back to the system, but it is a temporary solution for a year or two. In addition, RogueNet will no longer support financial aid and will be using PowerFaid's financial aid software instead. If the College goes back to RogueNet, it will also need to implement PowerFaid's.

In Oregon, most colleges use one of two systems: Jenzebar or Banner. Large schools typically use Banner and small schools use Jenzebar. CCC would most likely implement Jenzebar along with PowerFaid's. The

College is only partially on Campus Nexus. It is still using RogueNet for financial data. Part of the challenge has been connecting Campus Nexus to RogueNet.

The Chair thanked the Full-Time Faculty Association for their letter. Rosemary Baker-Monaghan **moved to accept the Full-Time Faculty Association Letter of No Confidence into the official record.** Dave Zunkel seconded. The motion carried unanimously.

VI. 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 November 30, 2020 compared to revenues and expenditures as of November 30, 2019 and to the FY 2020-2021 Budget. Tuition and fees revenue recorded through November FY20-21 is \$1.024 million or 31.84% of the adopted budget. The transition to the Campus Nexus system has impacted revenue recognition timing. Tuition and fee revenue will be posted as revenue on the first day of each academic term. For example, winter term tuition and fee revenue will be reflected in the January 2021 financial report even though class registration began in November 2020. For FY20-21, there was no increase in the tuition rate of \$105 per credit.

State appropriations recorded through November FY20-21 are \$1.907 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. November property tax revenue is down 49% compared to November 2019. Property tax revenue will be monitored closely in December to understand how timing of payments compared to FY19-20 receipts have impacted revenue. The actual FY19-20 property taxes received are \$4.786 million or 102.79% of the adopted budget. Other revenue recorded through November FY20-21 is \$40,000. 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 \$1.852 million (pending audit completion). The FY18-19 actual budgetary basis ending fund balance is \$1.453 million. The FY17-18 General Fund ending fund balance was \$1.748 million. Total actual General Fund expenditures through November are \$4.626 million, or 32.59% of budget, compared to

\$4.826 million in November FY19-20 representing a 4.16% decrease. Total estimated actual General Fund expenditures in FY19-20 are \$12.085 million or 90.15% of budget.

B. Report of the Board Chair

Chair Duehmig thanked everyone for the discussion on the ERP and expressed his appreciation for the work everyone has put in.

C. Report of the Board Representatives

OCCA

The OCCA Board met Friday, December 4. Board Forum time was spent discussing how the virtual conference went and feedback from the conference survey. The main takeaway was that OCCA needs better software for virtual conferences. OCCA is hopeful more business partnerships can be tapped for this kind of software.

Meeting highlights included a wonderful equity presentation by Dr. Raquel Rall from the University of California Riverside. The main takeaway was the discussion about how boards work on equity. The work is the same but the lens is new. Diversity, equity, and inclusion need to be embedded in how the Board does its business. The OCCA DEI Statement Committee brought a revised OCCA Equity Call to Action to the OCCA Board for approval which was passed as a living document. It will go back to the DEI Statement Committee for further tweaking. OCCA will vote to add a DEI Committee to other OCCA standing committees. Given all the discussion on diversity, equity, and inclusion, Ms. Teaford-Cantor suggested that the College's DEI Council present to the Board.

The last main area covered was the legislative update. The legislative session will all be virtual this year. The Governor's initial budget came out days before the OCCA meeting and includes flat funding for community colleges. The budget favors K-12. Because of the pandemic and series of fires, recovery from the fires and COVID are utmost in the budget. While state revenue is looking better than expected, the state economy isn't. The recovery is very lopsided so far. Big companies and wealthy people are doing quite well but other folks are in dire straits. The community college system has very strong talking points, including its role in making the economy more robust. Community colleges serve

underrepresented populations, offer short-term programs, and are an educational safety-net. OCCA has done a lot of work to be ready to dive into this message. OCCA is doing well on its strategic priorities. A highlight was that the audit took one day instead of two this year. Student Success has achieved its goals so far. It has secured and launched a Strong Start Oregon grant to implement co-requisites in math, and it launched Cohort C of Guided Pathways. President Breitmeyer received a lot of kudos for chairing the Oregon Presidents Council.

CEDR

The CEDR Board held its elections. Board members include representatives from the Arts Council, banking, hospitality, fisheries, brewing industry, accounting, and retail.

Foundation

The online fundraiser raised \$9,300 from donations and sale of items. \$10,500 will go to the Fund for Excellence. The Foundation continues to add new and diverse members. The Foundation appreciates the support from the employee giving campaign culminating in the Polar Plunge. The Foundation has started a News and Updates e-newsletter. The first edition was November 17.

Board Policy Committee

There are two new HR policies coming to the Board this evening for first reading. Additional HR policies are moving through the pipeline, and the Board will continue to see HR policies over the next few meetings.

Spirit of Clatsop Committee

The Committee needs to set a meeting date for January and asked the Board Secretary to do a doodle poll to schedule the meeting.

D. Report of the President

The College's partnership with Columbia Memorial Hospital (CMH) has always been strong from a financial and collaborative perspective. CMH will contribute about \$50,000 to the College and is planning to increase its contributions in the future. CMH is looking at building a new facility and would like to talk to the nursing faculty about some dedicated space for the

nursing program in the new facility. The old Merwyn Hotel is being renovated for affordable housing, and they have agreed to reserve some spaces for CCC students. The College has secured some rights to their market rate spaces. The College currently has the MERTS apartment and also had the Josie Peper house before it was sold. There is a team working on reports that are due to NWCCU this spring. The team is led by VP Peter Williams who is the new accreditation liaison. The application to be a Maritime Center of Excellence, which will help the College access funding, has been submitted.

Report of the VP Academic Affairs

VP Peter Williams referred the Board to his written report. The Guided Pathways team has accomplished really good work. The team submitted the action plan before the end of November and received good feedback from OCCA. In today's Coast River Business Journal, there is a wonderful spread on the training ship Forerunner.

- *Faculty Presentation – Celeste Petersen, Math Instructor, “What the HECC is a Co-req . . . and why we are designing them?”*

VP Williams introduced Celeste Petersen who is in her 25th year teaching at CCC and 5th year as a full-time instructor. A co-requisite is a class that has to be taken at the same time as another class. The HECC (Higher Education Coordinating Commission) is requiring development of co-reqs. Ms. Petersen is on a committee to develop the co-req courses. She and VP Williams are working on an application for a \$10,000 grant for co-requisite math. Implementation of co-req courses is optional now, but it may be mandated in the future. Research shows co-requisite courses are effective and make a huge difference for students.

Report of the VP Student Success

The primary focus in Student Services is winter enrollment. There was an excellent socially distanced enrollment event today with about 25 students. Some individuals connected by Zoom. There is another enrollment event on Thursday, December 10 from 2:00 to 6:00 p.m. Staff placed phone calls to every fall student who has not registered for winter quarter with the goal of registering those students for winter quarter. Just under half of fall students have registered for winter quarter. The Talent Search grant for pre-college TRIO is up for renewal this year. The Department of Education said last

week they will let colleges use the best two out of three years for prior experience points rather than using the middle three years. In terms of enrollment data, a big chunk of missing FTE is in CTE prep. Enrollment is also down in lower division transfer.

E. Report of the ASG Representative

There have been some club renewals this term. GSA (Gay Student Alliance) and Latino Club are active. ASG had photos taken which will be on the website soon. ASG is working on updating the ASG handbook and establishing the foundations of student government. Student representatives partnered with Ben Palenske in hosting a Zoom college tour. ASG is developing application forms for student representatives for DEI Council and forms to apply for funds from ASG. The plan is to have more engagement with the student body and reestablish pride in the students.

VII. OLD BUSINESS

A. Update on Fall 2020 COVID-19 Response Plan

Clatsop County is currently in the high risk category based on the number of cases per 100,000 individuals (100 to 200 per 100,000 for the high risk category). Clatsop County was at 147 cases per 100,000 when it first came out of the two-week freeze. As of Monday, the county is at 195 cases per 100,000. The numbers are updated every two weeks. As it stands now, the College's COVID-19 Response Plan still exceeds expectations. The changes in the plan are fairly minimal. The title was changed from Fall 2020 COVID-19 Response Plan to COVID-19 Response Plan. Reporting of student cases has been changed to VP Sorber and employee cases to HR Director Desiree Noah. There was also one minor change in the resources section where there was a typo.

Anne Teaford-Cantor **moved to adopt the COVID-19 Response Plan as amended.** Karen Burke seconded. The motion passed unanimously.

VIII. NEW BUSINESS

A. President's Evaluation

The Board met with President Breitmeyer in Executive Session earlier this evening to share the results of the survey and evaluation that was done. The Board will meet again in Executive Session in January to draft a letter to be shared at the January Regular Board Meeting. The letter will also go into the President's personnel file.

B. Policies and Corresponding Procedures for Review

- BP 7135 Faculty Outside Employment (*1st reading*)
- BP 7700 Whistleblower Protection (*1st reading*)

Rosemary Baker-Monaghan **moved to put BP 7135 Faculty Outside Employment and BP 7700 Whistleblower Protection in first reading by title only**. Karen Burke seconded. The motion carried unanimously.

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

A concern was shared that the College paid too much in total architect's fees for the MERTS project. Generally in public projects, architect's fees should be around 7% and are based on construction costs. Additional costs such as furniture, cubicles, equipment, etc. are not included. Oregon does not have a schedule of A/E fees. The attached A/E Guidelines from the Washington State Office of Financial Management were included in the board packet as the closest analog to Oregon. The College needs to not only look at whether it wants to do a project but if the prices are fair. It does not appear that the reasonableness of the architectural fees for the MERTS project was questioned at the time.

The President clarified that an RFP for architectural fees was put out. Three or four firms responded. It was narrowed down to two firms who were interviewed. The College follows ORS and OAR guidelines.

The point was made that the Board needs to understand what standard costs are in the future. It is important for the Board to keep an eye on all costs.

D. Standing Committee Meeting Schedule

A list of standing committee meeting times was included in the packet. July is an appropriate time to schedule meetings for the President's Evaluation Committee because it meets in the fall and winter to work on the President's evaluation. In the future, the Chair will announce the date and time of the upcoming month's committee meetings under Announcements and Communications.

IX. ANNOUNCEMENTS

The next Board meeting is on Tuesday, January 12, 2021 with an Executive Session to complete the President's evaluation followed by a Work Session and the Regular Board Meeting.

X. BOARD FORUM

Anne Teaford-Cantor said she attended the all-campus Zoom update meeting on the ERP. She was pleased with the attendance and engagement. She attended the Facebook presentation of the Gay Student Alliance Transgender Day of Remembrance. It was a moving ceremony.

Tim Lyman wished everyone a Happy Christmas, Happy Hanukkah, and Winter Solstice.

Dave Zunkel said he appreciates the work Mr. Lyman has done to look at things as well as the work of his fellow committee members on the President's evaluation.

Sara Myers said it was on this day in 1922 that downtown Astoria burned up. She asked everyone to remember that we do survive in this community and wished everyone Happy Holidays.

Rosemary Baker-Monaghan said she serves on the Clatsop County Cultural Coalition which awarded \$9,400 to four cultural organizations in Clatsop County. The funds come from the Oregon Cultural Trust.

Karen Burke echoed everyone's wishes for a safe holiday season.

Bob Duehmig reiterated thanks to everyone for the hard work of this past year and said he is looking forward to the challenges going forward. Thanks to the Board, the President, and staff.

President Breitmeyer said there will be a virtual Happy Holiday get-together at 4:00 p.m. on Friday, December 11.

XI. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 8:34 p.m.

Chris Breitmeyer, President

Robert Duehmig, Chair

Pat Schulte, Recording Secretary