

**MINUTES OF THE JANUARY 15, 2019  
CLATSOP COMMUNITY COLLEGE  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING**

**EXECUTIVE SESSION**

Executive Session was called to order by Chair Karen Burke at 5:00 p.m. in accordance with ORS 192.660 (2)(i) to review and evaluate the employment-related performance of the Chief Executive Officer/President. Executive Session was adjourned at 6:34 p.m. followed by a brief recess.

**OPEN SESSION**

The Board will report out on the President's employment-related performance during agenda item number VII - Old Business.

**I. CALL TO ORDER**

The Regular Board Meeting was called to order by Chair Karen Burke at 6:40 p.m.

Board members present: Karen Burke, Rosemary Baker-Monaghan, Anne Teaford-Cantor, Robert Duehmig, Andrea Mazzarella, Esther Moberg, and Tessa James Scheller. Board members absent: None. Others present: Walt Postlewait, Susan Bartlett, David Oser, Eldon Russell, Clifford Fick, Gerry Swenson, Susan Stein, Sunny Klever, Julie Kovatch, Margaret Frimoth, Edward Stratton, Catherine Crooker, Tiffany Brown, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Naomi Garbutt.

A. Adoption of Agenda

**Bob Duehmig moved to adopt the agenda as written.** Tessa Scheller seconded. The motion carried unanimously.

**II. PUBLIC FORUM**

A. Introduction of Guests

Chair Burke asked those present to introduce themselves.

B. Public Comment

There were no public comments to entertain.

**III. PRESENTATION BY CROOKER CONSULTING**

Catherine Crooker of Crooker Consulting utilized a PowerPoint presentation to present her report and answered questions posed by the Board. She presented the results of the feasibility study that indicated the College could raise \$4 million as part of the capital campaign.

Esther Moberg recommended a workshop in late February or March, with an invitation extended to members of the Foundation Board of Directors at the appropriate time to discuss next steps. All Board members concurred. Recording Secretary, Naomi Garbutt, will send out a survey to ascertain a mutually-agreeable work session date and time.

**IV. APPROVAL OF MINUTES**

A. December 11, 2018

**Esther Moberg moved to approve the minutes of the December 11, 2018 Regular Board Meeting as written.** Bob Duehmig seconded. The motion carried unanimously.

**V. CONSENT AGENDA**

A. There were no consent agenda items to discuss.

**VI. REPORTS/DISCUSSION ITEMS**

A. Report of the Deputy Clerk

Deputy Clerk Zahn introduced Tiffany Brown of Clatsop County Emergency Management who distributed an informational report on the Multi-Jurisdictional Natural Hazards Mitigation Plan (NHMP).

Ms. Brown explained why mitigation planning is critical and the shared resources that can be had by participating in the NHMP.

Ms. Brown answered questions posed by the Board and was thanked for an excellent presentation.

Deputy Clerk Zahn reported that the Budget Committee members are still to be identified. Three position terms have expired and will require reappointment. David Oser has committed to serving on the committee; two others have been asked to participate. This will be brought back to the Board in February or March.

Lastly, Deputy Clerk Zahn reviewed the financials provided in the Board packet. With respect to budget discussions, the Board requested that Staff consider achieving the higher reserves which would result in a higher Standard & Poor's rating. Deputy Clerk Zahn also reviewed the financial charts which will be included in all future reports; these were very well received by the Board.

B. Report of the Board Chair

Chair Burke discussed succession planning in terms of Board positions and stated that she would entertain nominees for the Chair and Vice Chair positions. Chair Burke will separately talk to Deputy Clerk Zahn about computer access for Board members.

C. Report of the Board Representatives

OCCA

Anne Teaford-Cantor reported that she has been on some legislative calls, formerly on Mondays but now moved to Tuesdays. She discussed the recent conference call with the Governor and distributed the agenda for that call. Anne Teaford-Cantor asked that Chris distribute the notes when they are disseminated. She will be participating in CTE (Career Technical Education) day at the Capitol on February 1, 2019, visiting legislators along with some students. She and President Breitmeyer will be scheduling meetings with the legislators.

CEDR

Rosemary Baker-Monaghan stated that a meeting will take place next Tuesday.

Foundation

Bob Duehmig gave a brief report on the May 4, 2019 upcoming auction in Patriot Hall with the theme: *Education: A Forest of Opportunity*. He also

reported that the Meyer Memorial Trust awarded \$183,000 over three years to establish the Alliance for Equity in Education; the Laurie Choate Memorial Scholarship for nursing students has been established; scholarships to be offered during the 2019/2020 year will be determined by the Foundation Board on January 23, 2019; and funding requests from several programs will also be reviewed on January 23<sup>rd</sup>.

#### Health & Wellness Committee

Tessa Scheller reported on the April 17<sup>th</sup> Noon to 2:00 p.m. Health and Wellness fair. The committee is also participating in the Project Homeless Connect.

#### Diversity Committee

Tessa Scheller commented that she is very, very excited about the DEI Council's progress and momentum. She briefly discussed the Micro-Aggressions training which took place during Winter in-service week, the upcoming "Promised Land" documentary, and the next "Ales and Ideas" on February 7<sup>th</sup>.

#### Board Policy Committee

Committee members stated that a committee meeting needs to be scheduled. Input from Foundation Board members will be sought on some policies. Rosemary Baker-Monaghan added that the Spirit of Clatsop Committee needs to be listed within our policies and procedures. Craft3 and Columbia Land Trust were mentioned by Tessa Scheller as possible contenders for the award; the committee will consider other recommendations and will plan to meet in late February.

#### D. Report of the President

President Breitmeyer reviewed portions of his written report which was included in the Board packet. He also stated that strong discussions have taken place regarding the Environmental Science program which is expected to be offered beginning Fall 2019. He stated that possible assistance for students who are affected by the Federal shutdown was being considered.

Deputy Clerk Zahn gave a staff presentation on Patriot Hall. She distributed and discussed historical data provided by Justin Smith on Patriot Hall headcount and FTE, Patriot Hall Non Credit Activities and Events, Patriot Hall Budget, and Patriot Hall 2017-2018 SFTE & Tuition

Revenue. Per Rosemary Baker-Monaghan's request, a regular report will be requested from Justin Smith and provided to the Board.

E. Associated Student Government

Jake Clark was not present to report.

## VII. OLD BUSINESS

A. Report Out on Executive Session – President's Evaluation

Chair Burke read a letter into the record summarizing the Board's evaluation of the President's employment-related performance. The letter will be signed by Chair Burke and placed in the President's personnel file.

**Rosemary Baker-Monaghan moved to accept the President's performance evaluation letter which will be placed in his personnel file.** Anne Teaford-Cantor seconded. The motion carried unanimously.

## VIII. NEW BUSINESS

A. Consider Update on the 2018-2023 Strategic Planning Process

President Breitmeyer stated that a proposed timeline per strategic initiative was included in the Board packet. He stated that the March 2019 meeting will provide implementation plans and a broader discussion with backup materials such as a priority list.

No board action was required.

B. Approval to Accept United Way 2018-2019 Campaign Funds

**Rosemary Baker-Monaghan moved to approve the anticipated distribution of 2018-2019 United Way grant funds to the Clatsop Community College Lives in Transition/Transiciones Program.** Bob Duehmig seconded. The motion carried unanimously.

C. Consider Spirit of Clatsop Award

A meeting will be set for late February.

D. New Hire(s)

JoAnn Zahn shared this information with the Board.

E. Board Appreciation Month

President Breitmeyer distributed appreciation gifts valued at under fifty dollars to all Board members. The Board was thanked for its individual and collective contributions to the College's success.

**IX. ANNOUNCEMENTS/COMMUNICATIONS**

Chair Burke drew attention to the announcements and communications in the Board packet.

**X. BOARD FORUM**

There was nothing additional to report.

**XI. ADJOURNMENT**

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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Karen Burke, Chair

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Naomi Garbutt, Recording Secretary