

**MINUTES OF THE MARCH 12, 2019  
CLATSOP COMMUNITY COLLEGE  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING**

**I. CALL TO ORDER**

The Regular Board Meeting was called to order by Chair Karen Burke at 6:30 p.m.

Board members present: Karen Burke, Rosemary Baker-Monaghan, Anne Teaford-Cantor, Robert Duehmig (by phone), Andrea Mazzarella, Esther Moberg, and Tessa James Scheller. Board members absent: None. Others present: Edward Stratton, Sunny Klever, David Oser, Craig Hoppes, Stephen Ellsberg, Margaret Frimoth, Shaun Martin, Julie Kovatch, Stephanie Homer, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Stephanie Dorcheus.

A. Adoption of Agenda

It was requested that Item VI. B regarding tuition be moved to take place after public comment.

**Tessa Scheller moved to adopt the agenda as amended.** Anne Teaford-Cantor seconded. The motion carried unanimously.

**II. PUBLIC FORUM**

A. Introduction of Guests

Chair Burke asked those present to introduce themselves.

B. Public Comment

Craig Hoppes thanked the college for the support of the successful bond measure for Astoria School District. David Oser explained the outcome of the bonds and the favorable rate received.

The meeting proceeded with agenda item VI. B. regarding the tuition increase.

**VI. OLD BUSINESS**

B. Consider a Tuition Increase for FY2019-2020

President Breitmeyer is requesting the increase to help maintain current services; this increase will add \$75,000 to the budget. He revealed the results of the student survey that was sent out by email with 75 students responding; 68% no impact, 23% will reduce credit hours, and 9% will not be able to attend. Breitmeyer stated that the impact to students does not need to be there. The college does have a few ways for students to offset increased costs which include Oregon Promise money, Pell Grants, and other college funds that have been set aside. The college will need to focus on communication to students to get them the financial help they need.

Student Stephen Ellsberg spoke to the board expressing that there is a lack of understanding of available support to students and that outreach is critical. He believes information needs to be dispersed not only electronically but also through hard copy at the campus.

The board also discussed adding a comment button on the website with Marketing Director Julie Kovatch for students to easily make comments to the administration and board. The board also asked if there would be a tuition raise expected for the next year. President Breitmeyer explained it would not be known until legislation passes the budget. With the tuition raise, Clatsop would fall in the middle range of tuition for the state's community colleges. Aside from the tuition increase, the college is also working on resource reallocation to improve spending and focus on retention.

Rosemary Baker Monaghan said she would continue to vote no to any tuition increases in protest to the state-cut funding and support of community colleges. Tessa Scheller voiced the same.

**Esther Moberg moved to approve the \$3 per credit tuition increase, effective summer term 2019.** Anne Teaford-Cantor seconded. Chair Burke asked for a vote by name. Andrea Mazzarella - Yes, Esther Moberg - Yes,

Robert Duehmig absent (lost call), Karen Burke - Yes, Rosemary Baker-Monaghan - No, Anne Teaford-Cantor - Yes, Tessa Scheller – No. **The motion carried.**

The meeting proceeded with agenda item number III, Approval of Minutes.

### **III. APPROVAL OF MINUTES**

- A. February 12, 2019 Regular Board Meeting
- B. February 28, 2019 Board Work Session

**Rosemary Baker Monaghan moved to approve the minutes of the February 12, 2019 Regular Board Meeting and the minutes of the February 28, 2019 Board Work Session as written.** Tessa Scheller seconded. The motion carried unanimously.

### **IV. CONSENT AGENDA**

- A. Policies and Corresponding Procedures for Review

**Rosemary Baker-Monaghan moved to put BP 6100, BP 6150, BP 6200, BP 6250, BP 6300, BP 6400, BP 6600, and BP 6900 in 2<sup>nd</sup> reading by title only.** Tessa Scheller seconded. The motion carried unanimously.

**Rosemary Baker-Monaghan moved to adopt BP 6100, BP 6150, BP 6200, BP 6250, BP 6300, BP 6400, BP 6600, and BP 6900.** Anne Teaford-Cantor seconded. The motion carried unanimously.

Deputy Clerk Zahn handed out a draft glossary.

### **V. REPORTS/DISCUSSION ITEMS**

- A. Report of the Deputy Clerk

Deputy Clerk Zahn reviewed the financials provided in the Board packet. She further stated that the dates have been set to work with the auditors. The only change this year will be the October visit, which has changed due to a conflict with the Accreditation site visit. It should not affect the December auditor report to the board.

B. Report of the Board Chair

Chair Burke reported that the board had discussed the MERTS project and funding in the workshop held before the board meeting and the college will continue its path of commitment to the project.

C. Report of the Board Representatives

OCCA

Anne Teaford-Cantor and Chris Breitmeyer reported on the legislative summit in Salem. They were able to meet with State Representative Tiffany Mitchell regarding state funding for community colleges. President Breitmeyer drew from his report the summary of different budgets that are being requested and the goal to maintain current funding levels.

CEDR

Rosemary Baker-Monaghan reported the Business Awards dinner would be April 11 at the Seaside Convention Center.

Foundation

Sunny Klever reported that the scholarship application process would open April 1. She also promoted the Art & Experiences auction in May.

Health & Wellness Committee

Tessa Scheller reported the Health & Wellness Fair would be in Patriot Hall on April 17.

Diversity Committee

Tessa Scheller reported the committee is using a spectrum tool to set an institutional baseline on diversity, equity, and inclusion.

Board Policy Committee

Chair Burke reported the committee had reviewed three policies. The one policy regarding the naming of buildings will be forwarded to the college foundation for review and input. The one regarding insurance will go to the college's legal counsel for review. The one regarding disposal of property will be forwarded to College Council.

Robert Duehmig physically joined the board meeting at this time. Since he missed the vote on the tuition increase, he asked to go on record that he would have voted in favor of the increase.

D. Report of the President

President Breitmeyer reviewed portions of his written report earlier during the OCCA report. He also reported there would be a discussion the next day regarding the ERP replacement project and the roll out schedule. The college is expecting the first module to go live on September 1<sup>st</sup>.

**VI. OLD BUSINESS**

- B. Consider Adopting a Resolution Authorizing the President or the President's Designee to Complete the MERTS Campus 21.78 Acres Land Acquisition

Deputy Clerk JoAnn Zahn informed the board an extra step was taking place with the State of Oregon. The State is posting legal notification of the sale and Zahn wanted the board to be aware and not surprised.

**Rosemary Baker Monaghan moved to adopt Resolution 2018-19-05.**  
Robert Duehmig seconded. The motion carried unanimously.

**VII. NEW BUSINESS**

- A. Consider Adopting a Resolution to Join the Participating Oregon Community Colleges (POCC)

Deputy Clerk JoAnn Zahn explained the benefits of the POCC which includes the streamlining of process, regular updates with the legislative changes, and experts in procurement. The college would adopt the Community College Rules of Procurement (POCC), replacing the Attorney General Model Rules, for use in policy and procedure. This membership would be at no cost to the college.

**Esther Moberg moved to adopt Resolution 2018-19-06.** Rosemary Baker Monaghan seconded. The motion carried unanimously.

B. Consider Adopting the Community College Rules of Procurement

**Tessa Scheller moved to adopt the Community College Rules of Procurement.** Esther Moberg seconded. The motion carried unanimously.

C. Rescind Policies 3.005, 3.105, 3.115, 3.120, 3.130, 3.140 and Procedures 3.025P and 3.105P

**Rosemary Baker Monaghan moved to rescind policies 3.005, 3.105, 3.115, 3.120, 3.130, 3.140 and procedures 3.025P and 3.105P and any attachments.** Robert Duehmig seconded. The motion carried unanimously.

D. Policies and Corresponding Procedures for Review

**Rosemary Baker-Monaghan moved to put BP 3560 in 1<sup>st</sup> reading by title only.** Tessa Scheller seconded. The motion carried unanimously.

**Rosemary Baker-Monaghan moved to put BP 6450 in 1<sup>st</sup> reading by title only.** Anne Teaford-Cantor seconded. The motion carried unanimously.

On BP 6700, there was a discussion of using the wording “College site” instead of campus because of the wording used in the federal Campus Safety report. Recently approved policies will need to be checked for consistency.

**Anne Teaford-Cantor moved to put BP 6700 in 1<sup>st</sup> reading by title only.** Bob Duehmig seconded. The motion carried unanimously.

**Anne Teaford-Cantor moved to put BP 6750 in 1<sup>st</sup> reading by title only.** Bob Duehmig seconded. The motion carried unanimously.

On BP 6800, Rosemary Baker Monaghan asked if “College sites” should be changed to “College locations” to be consistent with BP 6700. Since this is a legally required policy, there will be follow up with legal at OCCA to see if this change is possible.

**Anne Teaford-Cantor moved to put BP 6800 in 1<sup>st</sup> reading by title only as modified by the Board’s discussion.** Bob Duehmig seconded. The motion carried unanimously.

On BP 6840, Rosemary Baker Monaghan asked for the IPM plan and low-impact pesticide list to be listed under References.

**Anne Teaford-Cantor moved to put BP 6840 in 1<sup>st</sup> reading by title only as modified by the Board's discussion.** Bob Duehmig seconded. The motion carried unanimously.

E. New Hire(s)

There were no new hires to report.

## VIII. ANNOUNCEMENTS/COMMUNICATIONS

All announcements were included in the Board packet.

## IX. BOARD FORUM

- President Chris Breitmeyer informed the board the hiring committee reviewed applications for the Vice President of Student Success and there were many qualified applicant.
- Andrea Mazzarella attended a Wooden Window Restoration workshop at the college and enjoyed meeting the students and working in the new Historical Preservation workspace.
- Esther Moberg gave kudos to Dan McClure, Library Director for his work on OERs (Open Educational Resources).
- Tessa Scheller commented on how the college has become a community hub to so many people for so many different reasons.
- Anne Teaford-Cantor echoed Tessa citing Art Instructor Kristen Shauck's pet portrait class (sales of portraits went to local shelter), Printmaking Instructor Mikiala Souza article in Hipfish, and the Clothesline Project bringing awareness to the community about domestic abuse.
- Karen Burke thanked the other board members for the open discussion at the work session on concerns and support for the MERTS project.

## X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 8:10 p.m.

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Chris Breitmeyer, President

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Karen Burke, Chair

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Stephanie Dorcheus, Recording Secretary