

**MINUTES OF THE APRIL 9, 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, Esther Moberg (by phone), and Tessa James Scheller. Board members absent: Andrea Mazarella. Others present: Dan McClure, Kristin Shauck, Greg Dorcheus, Julie Kovatch, Stephanie Homer, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Naomi Garbutt.

A. Adoption of Agenda

**Bob Duehmig moved to adopt the agenda as amended.** 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

Greg Dorcheus, the Director of Physical Plant at CCC, said he is back at work and wanted to say thank you for all the support that he and his family have received from the Board and Administration. He added that he has always been proud of what they've done at the college together. After going through this last year, he said he is proud of who they are together and can't think of any other place he would rather be.

**III. APPROVAL OF MINUTES**

- A. March 12, 2019 Board Work Session and Regular Board Meeting

**Anne Teaford-Cantor moved to approve the minutes of the March 12, 2019 Board Work Session and Regular Board Meeting 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 3560, BP 6450, BP 6700, BP 6750, BP 6800, and BP 6840 in 2<sup>nd</sup> reading by title only.** Bob Duehmig seconded. The motion carried unanimously.

**Rosemary Baker-Monaghan moved to adopt BP 3560, BP 6450, BP 6700, BP 6750, BP 6800, and BP 6840.** Bob Duehmig seconded. The motion carried unanimously.

#### V. REPORTS/DISCUSSION ITEMS

- A. Report of the Deputy Clerk

Deputy Clerk Zahn reviewed the financials provided in the Board packet. Clifton Larson Allen has provided the annual notification of audit for FY 18-19 which outlines the steps they take, what their responsibility is, and what the college's responsibility is for that process. The early pre-audit notification is to ensure that we are all fully informed. Deputy Clerk Zahn said in terms of registration, we are still on course with what was done last year. We are still waiting for the next payment of state support. This year is the last year of the biennium. Property taxes are at 95.41%. We have not received timber revenue that is above debt service. We anticipate we will reach \$450,000 of timber revenue for the general fund. We are just under \$3 million for grants and financial aid. In terms of expenditures, we are still spending under the 10% range.

B. Report of the Board Chair

Chair Burke said she was filling out a survey for the League of Women Voters. There were questions on the survey related to what Board members could be looking at in terms of policy, including questions regarding the unavailability of classes, inadequate counseling, or excessive requirements that can lead students to prolonging their stays or dropping out. Other questions included: in what ways can the college help students complete their program or complete it more quickly; what can we do at the policy level to support that; and how can we support large numbers of students with transportation issues and outside job responsibilities? The last question related to the current state budget: if it doesn't provide adequate funding for increasing needs, how will we meet the shortfall without raising tuition? Chair Burke said it's a tough question to address. What can we do without cutting classes or faculty? Chair Burke said these are good questions for us to think about for the future and long-term planning. Bob Duehmig said these would be good questions to consider at the Board retreat.

C. Report of the Board Representatives

OCCA

Anne Teaford-Cantor reported that she covered the legislative update call this weekend. The good news is that Gov. Brown wants higher ed in the revenue package and is serious about it. The deadline to move a bill forward was today. Tomorrow, OCCA will be publishing a list of the still-live bills. A lot of the bills that OCCA was concerned about have dropped off the radar. April 18 is the Business Partner Lobby Day at the Capital. April 26 is the All Oregon Academic Team event. President Breitmeyer provided an update on the revenue package for K-12 which includes \$590 million for community colleges.

## CEDR

Rosemary Baker-Monaghan provided an update on the CEDR awards event which is this Thursday, April 11 at the Seaside Convention Center at 5:30 p.m. The cost is \$25. CEDR will be giving out outstanding business awards for Clatsop County and reviewing the job fair event.

## Foundation

Bob Duehmig said that scholarships are open for application. Students can apply by going to the financial aid page on the college website. Closing date for applications is May 15. Mr. Duehmig said that everyone is looking forward to the foundation auction and dinner on May 4.

## Health & Wellness Committee

Tessa James Scheller deferred to Julie Kovatch who said that the Health and Wellness Fair is happening on April 17. There will be over 20 vendors from a wide variety of health related areas.

## Diversity Committee

Tessa James Scheller said it is really gratifying to see what the Diversity Committee is doing with their resources, including “train the trainer” as well as training themselves. The committee is planning ahead for the coming year. Pertinent to the Board is HB 2864 relating to cultural competence at post-secondary institutions. VP Margaret Frimoth said that she would love to hear comments after Board members have reviewed the bill. Part of our accountability is that the Board is aware of and understands the bill.

## Board Policy Committee

Rosemary Baker-Monaghan reported that the committee met. Policies that were referred out last month for comments came back. The committee made some changes to these policies and they are going on to College Council. Chair Burke commented that it's nice to have the procedures that come with the policies to provide context.

## D. Report of the President

President Breitmeyer said they will be selecting the finalists for the Vice President of Student Success very soon. Executive Assistant to the President and Board Secretary Naomi Garbutt has moved to HR as the Interim HR Director while continuing to assist the President. President Breitmeyer said they have seen some important strides forward in the HR Department.

On April 16, Representative Suzanne Bonamici will be at the college for a town hall meeting. She will also be this year's commencement speaker.

President Breitmeyer reported that last spring CCC had a Department of Education visit which found some notable findings. We have corrected the findings and our corrections have been accepted by the Department of Education. There were no fines. When the Department of Education was here, the Civil Rights Office was also here. As a result of that visit, we have some changes to make.

Regarding the tuition increase, President Breitmeyer said we will be reaching out to students to let them know that if they need assistance with the tuition increase, there are funds available to help them. We will put together some table tents and will get information out to students before summer registration.

President Breitmeyer said we are starting to align some data in student services. The first thing we decided to tackle is what is causing our students to drop. Some of the reasons include students' schedules, financial situation, or inability to pay. President Breitmeyer said we are looking at what we can do to support students and allow them to continue. He will be providing a more complete report next month.

President Breitmeyer announced that bus service to the MERTS campus will start in the fall. We are starting to get a capital campaign together for the MERTS expansion. There is a lot of support in the community, and we are moving forward with fundraising.

Dan McClure and Kristin Shauck provided the staff presentation on the Forest Visions program. Mr. McClure thanked the Board for all the work they do for the college and invited them to the gallery opening of Forest Visions on Thursday, April 11. Mr. McClure and Ms. Shauck discussed the Forest Visions schedule and showed slides of some of the artwork. Mr. McClure described some of the funding sources which included several outside community contributions and grants.

## VI. OLD BUSINESS

There was no old business to discuss.

## VI. NEW BUSINESS

### A. Tax Anticipation Note Authorizing Resolution 2018-19-07

Deputy Clerk Zahn introduced the OSBA Short-Term Borrowing Resolution. It is an authorization for a not-to-exceed \$970,000 in short-term borrowing. The recommendation is to borrow \$850,000 for FY 19-20 cash flow needs. The short-term “bridge” financing is a prudent step to ensure sufficient cash flow for operations in FY 19-20.

**Rosemary Baker-Monaghan moved to adopt Resolution 2018-19-07.** Bob Duehmig seconded. The motion carried unanimously.

### B. Consider Approval of the Faculty Appreciation Proclamation

Naomi Garbutt introduced the Faculty Appreciation Proclamation which is done every year. Faculty Appreciation Week will be May 6 through May 10. There will be a small reception to thank the faculty for all they do.

**Anne Teaford-Cantor moved to approve the Faculty Appreciation Proclamation.** Bob Duehmig seconded. The motion carried unanimously. Chair Burke read the Faculty Appreciation Proclamation into the record.

### C. Rescind Policies 7.020, 3.310, 3.205, 3.160

These are policies that have been replaced with new policies.

**Rosemary Baker Monaghan moved to rescind policies 7.020, 3.310, 3.205, and 3.160.** Robert Duehmig seconded. The motion carried unanimously.

### D. Policies and Corresponding Procedures for Review

**Rosemary Baker-Monaghan moved to put BP 6320 in 1<sup>st</sup> reading by title only.** Anne Teaford-Cantor seconded. The motion carried unanimously.

**Rosemary Baker-Monaghan moved to put BP 6340 in 1<sup>st</sup> reading by title only.** Bob Duehmig seconded. The motion carried unanimously.

On BP 3550, it was noted that it has a federal requirement and is legally required. This policy is a revision of language. Deputy Clerk Zahn noted that the second page should have an adoption date which is the date the board adopted it originally. Rosemary Baker-Monaghan asked about adding the wording “some of the” in front of health risks to indicate that the list of health risks in the policy may not be the only health risks.

**Rosemary Baker-Monaghan moved to amend BP 3550 and put it back in 1<sup>st</sup> reading by title only.** Bob Duehmig seconded. The motion carried unanimously.

E. New Hire(s)

Deputy Clerk Zahn announced that James McCoy has been selected as the full-time instructor of Maritime Engineering Technology. He began his new position on March 19, 2019. Deputy Clerk Zahn said that she should also announce Naomi Garbutt as interim HR Director.

## VII. ANNOUNCEMENTS/COMMUNICATIONS

- A. Next Board Meeting: May 14, 2019
- B. July Board Retreat: Wednesday, July 24, 2019 (Venue TBD)

## VIII. BOARD FORUM

- Anne Teaford-Cantor announced that she will be out of the country from Sunday, April 14 through Friday, May 10.
- Bob Duehmig reminded everyone that the Budget Committee meeting is Tuesday, May 7 at 6:30 p.m. in COL219.

## IX. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 8:00 p.m.

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Chris Breitmeyer, President

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Karen Burke, Chair

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Naomi Garbutt, Recording Secretary