

**MINUTES OF THE JANUARY 9, 2018
CLATSOP COMMUNITY COLLEGE
BOARD OF DIRECTORS
REGULAR BOARD MEETING**

I. CALL TO ORDER

The meeting was called to order by Chair Karen Burke at approximately 6:35 pm.

Board Members Present: Chair Karen Burke, Vice-Chair Robert Duehmig, Rosemary Baker-Monaghan, Esther Moberg, Tessa James Scheller, Anne Teaford-Cantor, and Andrea Mazzarella. Board Members Absent: None. Others present: Margaret Frimoth, Mindy Stokes, Sunny Klever, Dan McClure, Julie Kovatch, Karson Nasstrom, Chris Ousley, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Stephanie Dorcheus.

A. Oath of Office

Andrea Mazzarella took the Oath of Office. Chair Burke welcomed Ms. Mazzarella to the Board.

II. CONSENT AGENDA

- A. Revised Policy 2.005 Board – President Relationship – 2nd Reading and Approve**
- B. Revised Policy 2.015 Recruitment and Appointment of the President – 2nd Reading and Approve**
- C. Revised Policy 7.021 Orderly and Effective Conduct of College Business – 2nd Reading and Approve**
- D. Review of Policy 7.035 Social Media – 2nd Reading and Approve**

Chair Burke explained that the Consent Agenda comes first before the Approval of the Agenda and the Public Forum in case any item needs to be pulled off for further discussion.

Tessa Scheller **moved to approve the consent agenda as presented.** Rosemary Baker-Monaghan seconded. The motion passed unanimously.

III. APPROVE AGENDA

Chair Burke pointed out changes to the agenda: the Educational Program is not occurring tonight, the Approval of Minutes needs to be taken off the agenda because the minutes were not distributed, and the Approval to Accept United Way Campaign Funds needs to be moved from New Business to where the educational program would have been on the agenda.

Rosemary Baker-Monaghan moved to approve the agenda as revised. Bob Duehmig seconded. The motion passed unanimously.

IV. PUBLIC FORUM

A. Introduction of Guests

Chair Burke asked those present to introduce themselves.

B. Public Comment

None.

V. EDUCATIONAL PROGRAM

There was no educational program this month.

VI. APPROVAL TO ACCEPT UNITED WAY 2017-18 CAMPAIGN FUNDS

VP Margaret Frimoth and LIT Director Mindy Stokes presented the request for approval to accept United Way 2017-18 campaign funds. United Way funds are used specifically for students in the Lives in Transition (LIT) program for transportation and childcare costs.

Esther Moberg moved to approve the anticipated distribution of 2017-2018 United Way grant funds to the Clatsop Community College, Lives in Transition/Transiciones Program. Anne Teaford-Cantor seconded. The motion passed unanimously.

VII. REPORTS/DISCUSSION ITEMS

A. Report of the Deputy Clerk

Vice President JoAnn Zahn provided a summary of the Statements and Revenues and Expenditures FY18 and FY17 by fund source. The Financial Summary also included revenues and expenditures as of December 31, 2017 compared to revenues and expenditures as of December 31, 2016 and to the FY 2017-2018 Budget. Tuition and fees revenue recorded through December FY 2017-18 is \$1.975 million or 55.73% of the adopted budget. Tuition and fee revenue is down by 1.37% compared to the December FY 2016-17 budget. The tuition and fee budget is \$3.543 million. The FY 2017-18 adopted budget beginning fund balance is \$700,000. The actual FY 2016-17 ending fund balance is estimated to be \$1.255 million adjusted to consider the Auxiliary Fund negative balance of \$300,000. The FY 2015-16 General Fund ending balance is \$922,000 but with the adjustment from a negative ending fund balance in the Auxiliary Fund it adjusts to \$570,000. The actual FY15 general fund ending balance was \$714,000 with an additional \$262,000 from the Miles Crossing property sale proceeds in the Plant Fund.

VP Zahn said that tuition and fees revenue was down 1.37% from December 2016. She said \$3.5 million was budgeted for FY 2017-18 but we won't be reaching it. Expenditures are up about 12.5% which was anticipated due to additional faculty and support positions. With Patriot Hall completed, the full salary for the Facilities Director is back in the general fund which for three years it was not. VP Zahn said there are no surprises six months into the fiscal year. We are down in tuition and fees but up in state appropriation and property taxes. The big variance is the beginning fund balance. VP Zahn said we are ahead when you take into account the beginning fund balance.

- Identify Budget Committee Members**

VP Zahn said there are seven really dedicated Budget Committee members. Kim Shillinger's three-year term will be ending June 30 and she has emailed him to ask if he is willing to serve another three-year appointed term. If he agrees, there will be a full Budget Committee. Kim Shillinger has served since 2007. Other Budget

Committee members are Al Arp, Rachel Jensen, David Oser, Robert Stricklin, Larry Popkin, and Nicole Williams. The Budget Committee will meet Tuesday, May 1 with Tuesday, May 15 and Tuesday, May 22 also reserved for Budget Committee meetings if needed.

B. Report of the Board Chair

Chair Burke said there are two Board subcommittees: the President's evaluation subcommittee and the subcommittee dedicated to reviewing Board policies. She said the subcommittee reviewing Board policies will schedule a time to meet and will begin with policies that have not been reviewed or revised 1989.

C. Report of the Board Representatives

- OCCA. Anne Teaford-Cantor said she is the Board's current delegate to OCCA. OCCA is meeting this coming Friday in Salem. OCCA is going back to the state legislature to ask for the extra \$32 million that community colleges did not get last year. The \$32 million would keep funding at current levels for all 17 community colleges. Ms. Teaford-Cantor said she is also sad that Representative Deborah Boone is finishing up her term in office because she has been a great advocate for community colleges.
- Foundation. Bob Duehmig gave the Foundation report. May 5 is the Arts & Experiences auction and dinner at Patriot Hall. The theme is "The Stars are Out Tonight." The Foundation is working with Financial Aid to implement a new scholarship management system in order to increase accessibility to scholarships and streamline the application process. The Foundation will determine the full amount of scholarships that can be offered for the 2018-19 year at the January 16 Foundation Board meeting. The Foundation is anticipating an increase in the amount that can be given for scholarships. Mr. Duehmig said that Eileen Purcell was successful in her application to the Autzen Foundation for GED science and ESL literacy receiving \$3,000. The Foundation received a \$10,000 donation for a scholarship for maritime science.
- Health and Wellness Committee. Tessa James Scheller said the Health and Wellness Committee has not met since the last Board meeting. Tina Kotson is the chairperson for the committee. She is working on a grant application to the American Cancer Society for up to 20,000 for a tobacco-free generation campus initiative. Awards will be given to colleges that currently have smoking on campus and are accelerating and adopting 100% smoke-free and tobacco-free policies. Another grant application is for cancer survivors from the American Cancer Society in partnership with Oregon State University and other cancer groups called Step It Up Survivors. Mr. Duehmig added that the Knight Cancer Center is trying to do a lot in rural communities with additional grants that come up twice each year.
- Diversity. Ms. Scheller said the Diversity Committee is not meeting currently and she looks forward to the reconstitution of the committee.

D. President's Cabinet Updates

- Instruction. Vice President of Academic Affairs, Margaret Frimoth, said the winter in-service was great. Assessments are coming in from faculty and are a huge part of getting ready for the accreditation report. VP Frimoth said she just came from the Maritime Science Advisory Committee which was celebrating the passage by Congress of HR 2810 which is the Maritime Centers of Excellence designation. With the congressional designation, the expectation is there could be additional funding available for the Maritime program because CCC is recognized as a Maritime Center. VP Frimoth added that the QMED program is pushing forward.
- Student Affairs. Dean of Students, Chris Ousley, said he would let most of the report speak for itself. Dr. Ousley said the Senior Preview Day was a success. He pointed out the emails that are sent to students that are included in the packet. He said they get 40% to 45% readership of emails. Dr. Ousley pointed out information about Winterfest as well as the TRIO and Talent Search and Upward Bound programs. There is a Transfer Fair on January 25 to connect CCC students to universities. There are 11 or 12 universities represented at the Transfer Fair. Ms. Scheller asked about the 45% of students who responded on the student survey that they feel somewhat uncomfortable. Dr. Ousley said the survey doesn't provide detail on those responses but it might be worthwhile to dig into the "uncomfortable" responses to find out what students are feeling uncomfortable about.
- Marketing & Communications. Director of Marketing and Communications, Julie Kovatch, pointed out a few highlights from her report. She is getting quotes for the website redesign and is starting to wrap up the RFP process to secure a vendor and a new website. She hopes to have it completed in this fiscal year. Ms. Kovatch said she is gathering information for the report to the community. For external communications, the highlight of December was the Maritime Centers of Excellence announcement. For marketing, there is a big push in December on the radio and in the newspaper for winter term. The next big push will be in March for spring term. Ms. Kovatch said she has been appointed to the secretary position for the Astoria Downtown Historic District Association Board.
- Accreditation. VP Zahn said the Northwest Commission will do their training on February 5 and 6. There is no agenda yet but the Northwest Commission is committed to providing board and president training. VP Zahn said the college is moving through to the next quarter of the calendar which involves some writing. VP Frimoth said she is working on assessment. Assessment has to be done in all areas. VP Zahn said that each finance and operations department has their own strategic plan but what is tough is having the measurables. VP Frimoth said there is a huge amount of work in looking at and viewing systems. There is a lot of work that happens, but it's not always efficient and linked to other work. There is discussion from different committees about how we do things and how we can do things better. VP Zahn commented on the strategic planning that took place during the winter in-service and how we are tying strategic planning with the budget process.

E. Associated Student Government

Associated Student Government representative, Adam Simmons, said that the ED 120 class raised \$666.58 that went to Clatsop Community Action, the Astoria Warming Center, and the Astoria and Warrenton Head Start programs for clothes and toys for Head Start children.

F. Report of the President

President Breitmeyer said he will be giving Board members some homework regarding the strategic planning priority process. He would like the Board to look at the objectives and provide some feedback. President Breitmeyer said he was approached to serve on the City of Astoria Budget Committee. President Breitmeyer reminded the Board that he talked last month about the internship program where local high school districts have come together to fund a position that will be housed at CCC's South County Center. He hopes to have the position filled by February.

- School Board Recognition Month. President Breitmeyer read a proclamation from the Office of the Governor designating January 2018 as School Board Recognition Month. All CCC Board members received a certificate and a new Clatsop Community College designed t-shirt. Refreshments in honor of School Board Recognition Month will be served after the Board meeting.

VIII. OLD BUSINESS

A. President's Evaluation

Chair Burke said the Board met in Executive Session for an hour prior to the open meeting and discussed President Breitmeyer's evaluation summary with him. Chair Burke said the evaluation subcommittee will be summarizing the findings of the evaluation interviews they conducted as well as the Board discussion into a letter that will be read and presented to the public at the February Board meeting. It will also be put into the President's personnel file.

Tessa James Scheller said the evaluation subcommittee drafted a seven-item questionnaire and randomly selected volunteers to interview from CCC working groups, administrators, community leaders, presidential peers, and students. The interviews were conducted with respect to confidentiality. No quotes were used and comments were aggregated and condensed. The evaluation process is a 360 degree evaluation that reflected goals, areas of concern, and leadership of the President. The report was submitted to the full Board.

Ms. Scheller said that the subcommittee unanimously recommended that the CCC Board provide recognition of a commendable and meritorious first year in office for President Breitmeyer and further recommended his retention and continued contract with CCC.

B. College Property Discussion – PAC

President Breitmeyer gave a brief presentation of some options for the Board to consider in terms of the PAC and its disposition. The college currently has no programming at the PAC. The PAC is used for programming by the Partners for the PAC and is also used by the Unitarian church.

President Breitmeyer presented four options:

Option 1: Stay as is and continue to lease the building to the Partners for the Pac. President Breitmeyer said the lease amount we are charging now doesn't cover the total cost of operating the PAC based on staff time and the resources we have put into the building. In order to cover all costs, the increase to the lease rates would be significant. President Breitmeyer said that if we go with option 1, we would phase in an increase in the lease rate over several years. Even with an increase in the lease rate, it would only cover the college's costs and would not cover over \$1 million of deferred maintenance.

Option 2: Sell the property on the open market. President Breitmeyer said the Board had an offer for the PAC before he came to the college. The college could surplus the PAC property and sell it. The Josie Pepper building is already surplused. The proceeds of a sale could be used towards the \$8 million capital funds match for MERTS.

Option 3: Sell the property to the Partners for the PAC. President Breitmeyer said with this option the college would enter into a purchase agreement with the Partners for the PAC. The college would act as lien holder. It would basically be a lease-to-own. The \$22,000/year the Partners for the Pac pay would go to the loan. President Breitmeyer said we could also include some restrictions in the purchase agreement. For example, if we sell at a reasonable rate, the Partners for the PAC would not then be able to turn around and use the building for anything but a Performing Arts Center.

Option 4: A public/private partnership – entering into a contract with a private developer. For example, a private developer could lease the land from the college and develop it into housing. As part of the agreement, there would still need to be a performing arts center for the Partners for the PAC. President Breitmeyer said if we went this route, we would also want to have some student housing. Option 4 would be a long-term solution of an estimated four to five years. All other options are short-term.

President Breitmeyer said the first two are not good options. His recommendation is the third option. However, he is most excited and energized about the last option which could do a lot of good for the community. However, the building would be lost, and there is a strong feeling by the Partners for the PAC and others in the community that the building holds meaning for them, which is why President Breitmeyer recommends the third option. The next step is to approach the Partners for the PAC and assess their willingness and ability to purchase the building.

In response to a question from Mr. Duehmig, the President said the property has to be surplused because it is being transferred. Ms. Scheller said she thought the current lease covers maintenance costs. VP Zahn replied that the lease covers utilities and an amount for routine maintenance, HVAC, and supplies but does not cover deferred maintenance costs. President Breitmeyer said there is a shortfall of \$40,000 to 60,000 per year in costs. Ms. Teaford-Cantor asked about deferred maintenance for option 3. President Breitmeyer replied that the college would not cover deferred maintenance for option 3. Chair Burke asked about the Partners' ability to purchase. President Breitmeyer said limited discussions have been held with the Partners, but they are aware of the options. He has a meeting scheduled with them to talk about option 3. President Breitmeyer said he has told

the Partners that his goal is for them to sustain the building and have the space as they want it. President Breitmeyer reiterated that it is costing the college money and there is no college programming there. The money saved could be invested in a lot of ways.

The PAC and the Josie Pepper were appraised for \$390,000 with the assumption that both structures would be razed. The appraisal said the structures have no value. President Breitmeyer said the college could enter into an agreement for both buildings or the buildings could be separated. There are some parking issues if the buildings are separated. The Josie Pepper is currently being rented for \$1,000/month. Ms. Mazzarella asked if there was an option 5 for the college to use the facility. President Breitmeyer replied that the PAC building is not up to our standards to be able to use it. It is not ADA accessible. VP Zahn added there are life safety issues – the building doesn't have a fire suppression system. President Breitmeyer said the college invested \$8,000 in a boiler system to make the building functional this winter and there will be more costs in the future.

Chair Burke said we shouldn't rule out option 4 altogether, but she would like to explore option 3 first to see if it is a viable option for the Partners for the PAC. Ms. Baker-Monaghan said she could support option 3 if it's feasible but would like to explore option 4. President Breitmeyer said option 4 would be very exciting and could help alleviate some of the housing difficulties in Astoria. Columbia Memorial Hospital would be interested in partnering on housing as well. Ms. Moberg said she is open to options 2, 3, or 4, but the Partners for the PAC should be involved first. President Breitmeyer said he will approach the Partners with option 3. Chair Burke and Ms. Baker-Monaghan indicated they would like to be involved in that meeting. Ms. Scheller thanked the president for his work on the PAC and said that no hyperbole can overstate how important the PAC is to the community. When Ms. Scheller has spoken with the Partners, they feel they have a growing number of partners and capacities. Ms. Teaford-Cantor said the priority is respecting the relationship with the Partners for the PAC and being respectful of the community's interest, but the numbers don't pencil out and it doesn't make sense for the college to keep supporting the building. She said the Partners for the PAC should have the first right of refusal and she supports option 3 as the first approach. Ms. Scheller said she appreciates the comprehensive deliberation regarding the PAC and is learning towards option 3.

IX. NEW BUSINESS

A. New Hires

VP Zahn said there are three new hires: Shaun Ford has been hired as a part-time Program Assistant with the TRIO Student Support Services program. Alicia Vargas has been hired as a full-time Custodial/Maintenance Assistant on the night crew. Timothy Clodgo has also been hired as a full-time Custodial/Maintenance Assistant on the night crew. He was one of VP Zahn's students in the business program.

X. ANNOUNCEMENTS/COMMUNICATIONS

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

XI. BOARD FORUM

Andrea Mazzarella thanked the Board for selecting her as the newest Board member.

Tessa James Scheller thanked everyone for a great year.

Chair Burke invited everyone to stay for cake.

XII. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 7:45 pm.

Chris Breitmeyer, President

Karen Burke, Chair

Transcribed Minutes by Pat Schulte
Submitted by Stephanie Dorcheus