

**MINUTES OF THE JUNE 12, 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 6:32 p.m.

Board members present: Karen Burke, Rosemary Baker-Monaghan, Tessa Scheller, Anne Teaford-Cantor, Robert Duehmig (phone), Esther Moberg and Andrea Mazzarella. Board members absent: None. Others present: Leslie Hall, Margaret Frimoth, Sunny Klever, Catherine Crooker of Crooker Consulting, Edward Stratton, Clarisse Coventry, Madison Gaylin, Adam Simmons, Deputy Clerk JoAnn Zahn, and President Chris Breitmeyer.

A. Adoption of Agenda

Rosemary Baker-Monaghan moved to adopt the agenda as presented.
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**

None.

III. PRESENTATION

Catherine Crooker of Crooker Consulting introduced herself to the Board and gave a brief overview of her background and the large scale fundraising projects she has been involved in. Utilizing a PowerPoint presentation, she outlined the steps for major capital campaign fundraising and the various phases of this particular project.

The first phase which will take place over the summer will focus on studying the college's current fundraising efforts and the budget implications of a major capital campaign. In the second phase, a feasibility study will be undertaken. This phase will take approximately three to four months and will include "listening sessions" where members of the community will hear the college's case and provide feedback. It will also explore other fundraising efforts in the community so as to work with the community and not in competition with it. Ms. Crooker will then hold confidential interviews with potential donors to gauge their interest in this project.

Ms. Crooker answered questions posed by the Board and stated that she will return in the Fall to recommend how the college should structure this major capital campaign.

IV. APPROVAL OF MINUTES

Tessa Scheller moved to approve the minutes of the May 8, 2018 and May 29, 2018 Regular Board meetings as presented. Bob Duehmig seconded. The motion carried unanimously.

V. REPORTS/DISCUSSION ITEMS

A. Report of the Deputy Clerk

Deputy Clerk JoAnn Zahn stated that the Tuition and Fees revenue has stayed consistent from last month, down 3.67% from budget a year ago. The final State appropriation payment for the year has been received, and the college is up 11% compared to what it had budgeted. Property taxes are at 96.27% of budget and it is projected that budget will be exceeded by approximately 1.5%, similar to last year. Other Revenue is artificially high due to the entire third quarter payment from timber revenue being put in the General Fund. This was done deliberately given the fact that an adjustment had to be made last year in our financial statements for auditing purposes. Placing the entire third quarter payment from timber revenue in the General Fund preempts the need for this adjustment. Deputy Clerk Zahn hopes to have an estimate at the July Board Meeting of what the Other Revenue will actually be.

On the expenditure side, there has been a higher level of expenditures as anticipated and it is expected that we will be at approximately 94% of budget where historically we have only been at about 90%. These were expected due to collective bargaining salaries and additional positions that were added.

B. Report of the Board Chair

Chair Burke requested that the Board be thinking about agenda items for the July 18, 2018 Board Retreat and to forward these to the new Board Secretary. Items on Chair Burke's list thus far include a review of Board goals both for this year and the future, a review of the Strategic Plan as it applies to the Board, the Education Summit, officer succession planning, and the capital campaign. She also referred to the OCCA Summer Workshop which is coming up on June 25, 2018 and encouraged board members to register and attend.

C. Report of the Board Representatives

OCCA

At Rosemary Baker-Monaghan's suggestion, Anne Teaford-Cantor distributed take-aways from the last OCCA meeting to the entire Board. Following the May Regular Board Meeting, Anne Teaford-Cantor received a call from the OCCA Board Chair in which she was asked to serve on the Executive Director search committee. Anne discussed this with the Board Chair and College President given that this would involve several additional day trips to Salem. She was

subsequently elected to serve on that committee and a consultant was hired to assist in the search as well. Anne further reported that OCCA is starting much earlier this year on the legislative work since a long Executive Session is approaching and since many community colleges feel underserved by the legislature, particularly in terms of how college funding should be calculated.

Foundation

Robert Duehmig reported that the new scholarship management software is working very well. There were 196 applicants this year. The Scholarship Review committee, which is made up of Foundation Board members and college employees, has reviewed all applications and the winners will be notified soon.

The Foundation Board has approved cash awards to each of the Employee Recognition Award winners, and the cash will be used to improve each winner's course, department, program or initiatives. Robert further reported that this year's auction raised a total of \$126,000, and next year's auction has been slated for Saturday, May 4, 2019.

It was stated that the Lower Columbia Preservation Society has donated \$18,000 toward the new workshop space at the college for the Historic Preservation Program. Lucien Swerdloff, Sunny Klever and others were thanked for their hard work. President Breitmeyer added that the Facilities team has also been very involved and has been very cooperative in making this happen.

Health & Wellness Committee

Tessa James Scheller reported that the last meeting of the year was held and the committee's accomplishments were reviewed. The committee discussed safety drills and policies to keep in mind, particularly vis-à-vis September's National Preparedness Month. It was also suggested that the next Health and Wellness Day take place the week of April 7, 2019.

Diversity

Tessa stated that, thanks to President Breitmeyer, there is now a Diversity/Equity/Inclusion Council. Mindy Stokes is taking leadership of the IOU Committee and discussion took place as to how best to recruit, encapsulate the committee's message, and work within the framework of the Strategic Plan. Discussion also took place regarding "Training the Trainer," bringing a campus-wide awareness and survey to the diversity efforts.

D. President's Cabinet Updates

Instruction Report

Margaret Frimoth drew attention to the written report, adding that, as part of the accreditation, the main focus has been on improving our internal systems which will be an excellent foundation for next year. Also, working on this in tandem with the Strategic Plan provides a holistic look at who we are as an institution and where we want to go. She wanted to express to the Board that these are robust and wonderful discussions going on on-campus. With respect to accreditation,

Margaret stated that the full written report will need to be submitted in the early Fall.

A brief discussion ensued regarding the Board Policy workshop on June 28, 2018 which will be attended by Deputy Clerk Zahn and the new Executive Assistant. In terms of Board representation and participation, Rosemary Baker-Monaghan expressed her willingness to attend. Chair Burke commented that a Policy Committee meeting should be scheduled soon after this workshop takes place.

Student Affairs

President Breitmeyer asked the Board to refer to the written report and also introduced students Adam Simmons, the Student Government President, Clarisse Coventry, and Madison Gaylin. He stated that this group has done an amazing job in terms of outreach, events that they have coordinated, and creation of a student space on campus. He invited the students to speak on what they have accomplished and what they envision as next steps. The students were welcomed and enthusiastically congratulated on their excellent work efforts.

Marketing & Communications

A written report was provided in the Board packet.

Accreditation

President Breitmeyer stated that the process is on target and moving forward.

E. Associated Student Government

There was no additional report.

F. Report of the President

President Breitmeyer stated that the new Executive Assistant, Naomi Garbutt, will be starting on Monday, June 18. Both he and Chair Burke were on the hiring committee and are excited to have her join the team.

President Breitmeyer reported that, after submitting his Board report, a \$100,000 gift had been received from the Chopping estate to support nursing students. Of this amount, two awards of \$5,000 each will be awarded to nursing students every year.

All Board members were reminded that the Student Awards banquet will occur on June 14, 2018. In addition, the End of Year Celebration for faculty and staff will take place on Friday, June 15. President Breitmeyer thanked the Foundation for their generosity in providing the cash awards for this purpose.

The Tobacco-Free Campus initiative is moving forward. A lot of work has been put into making this happen in September when students are back on campus.

A guest addressed the Board Chair, stating that she was in attendance for Public Comment. She asked whether she could address the board and her request was granted.

The guest stated that she represents the North Coast Prevention Works Coalition. She wished to recognize the Clatsop Community College Board with an award for its

Tobacco Free Campus initiative, stating that these policies work to drive down smoking and tobacco rates. She thanked the Board for the opportunity to speak and all were applauded.

President Breitmeyer added that he and Chair Burke attended the Astoria School District's awards night to accept the Community Partnership award on behalf of the college.

VI. OLD BUSINESS

A. Amendment to the Part-time Non-Credit Instruction Date and Rates

Deputy Clerk Zahn and HR Director, Leslie Hall, were on hand to answer questions regarding this agenda item. The effective date was changed from July 2018 on the resolution to the Fall Term of 2018. Also, there had been some questions on the hourly rates at the last Board Meeting. When revisited, a change of 6% and 9% in the two charts that were presented last month came about as a result of working with the Workforce Development Community Education office and also from looking at when the last rates had been increased, namely in 2006. HR Director Hall stated that her goal will be to review these rates every three years going forward.

Tessa Scheller moved to approve the amendment to the Part-Time Non-Credit Instruction Date and Rates as recommended by staff with an effective date of Fall term 2018 and a rate increase of 6% for reimbursable and 9% for non-reimbursable. Esther Moberg seconded. The motion carried unanimously.

VII. NEW BUSINESS

A. Amend FY2017-18 Budget

Deputy Clerk Zahn explained that this is an annual amendment. She drew everyone's attention to a \$12,190 amendment to the Plant Debt Service, specifically related to paying off the Astoria water line early in order to save some money on interest. All other adjustments were fairly typical.

Rosemary Baker-Monaghan moved to adopt Resolution 2017-18-03 amending the appropriations for the FY2017-18 Budget. Robert Duehmig seconded. The motion carried unanimously.

B. Adopt FY2018-19 Budget

Deputy Clerk Zahn explained that the resolution in the packet was not accurate but that an updated resolution had been provided to the Board Chair for signature if the Board approves this agenda item. Deputy Clerk Zahn also stated that transfers must be appropriated among the funds; therefore, the reflected amount

appears to be different from what was originally approved when the budget was adopted.

Anne Teaford-Cantor moved to adopt the budget for fiscal year 2018-2019 in the total sum of \$25,336,177 as now on file in the office of the Vice President of Finance & Operations, Clatsop Community College, 1651 Lexington Avenue, Astoria, OR 97103; and that for the fiscal year beginning July 1, 2018, the amounts set forth in Resolution 2017-18-04 are hereby appropriated for Clatsop Community College for the purpose indicated within the funds listed; and that the Board of Directors for Clatsop Community College hereby imposes the taxes provided for in the adopted budget at the rate of \$.7785 per \$1,000 of assessed value for operations and in the amount of \$991,444 for bonds, and that these taxes are hereby imposed and categorized for the tax year 2018-2019 upon the assessed value of all taxable property within the College district. Rosemary Baker-Monaghan seconded.

Upon further discussion, Tessa Scheller requested that a Diversity Fund be added as a permanent line item in the budget. President Breitmeyer discussed the funding of Strategic Plan initiatives through the contingency funds (general funds) and called out the equity, diversity, and inclusion initiative with examples. The Board directed the President to bring the initiatives and the plan for funding them to the September Board Meeting for a more in-depth discussion.

The motion carried unanimously.

C. Adopt 2018-2023 Strategic Plan

President Breitmeyer stated that the revised organizational Mission and Vision statements had been adopted but the Strategic Plan has not officially been adopted to date. It was requested that the Board formally adopt the strategic plan as well as the four strategic initiatives contained therein.

Individual Board members expressed their desire to have more in-depth conversations regarding the Strategic Plan prior to giving their approval. Because a Strategic Plan sets out policy that requires Board participation and input, and because the Board's participation to date has not been in-depth, the Board requested the opportunity to vet this document fully. After further discussion, the Board stated that it could support adopting the objectives within the Strategic Plan with the understanding that the Strategic Plan itself, and the Board's role in the implementation of the Strategic Plan, will be discussed in greater detail at the July 18 Board Retreat.

Robert Duehmig moved to adopt the stated objectives in the 2018-2013 Strategic Plan. Tessa Scheller seconded. The motion carried unanimously.

D. Approve ERP Contract

Deputy Clerk Zahn stated that, because RogueNet/C-Net will no longer be supported after June 2020, it is necessary for the college to secure a new ERP.

Campus Management Corp. (CMC) is currently working very well with five community colleges in collaboration; on the other hand, they have not done an implementation quite like the one needed by the college. Approval of this board item would constitute a financial commitment to CMC. The implementation costs, which were highlighted in the board packet, will be paid for from the Plant Fund, and CMC has agreed to a three-year, tiered payment schedule. Software as a Service monthly costs will also be paid for from the Plant Fund. The new ERP will allow the college to be much more effective and efficient; relevant policies and procedures will need to be revised and updated as part of this process. Implementation costs will be payable over three years but the service is for seven years. CMC has agreed to allow the college to renew the agreement on an annual basis for years four through seven at no change in cost.

Robert Duehmig moved to approve of Campus Management Corp. (CMC) and the services to be performed including project management, product implementation, and master agreement for software as a service (SAAS) and software and professional services and thereby authorize the President to execute the agreements upon Board approval. Tessa Scheller seconded. The motion carried unanimously.

VIII. ANNOUNCEMENTS/COMMUNICATIONS

Chair Burke drew attention to the announcements and communications in the Board packet. She also reminded those in attendance that the Lives in Transition graduation was scheduled for 5:30 p.m. on Wednesday, June 13. Board members who are able to attend the graduation on Friday, June 15 were asked to arrive by 6:30 p.m. and meet in the President's Conference Room.

IX. BOARD FORUM

Anne Teaford-Cantor stated that she had the opportunity to attend the Art Books Opening at the library, the student art show opening and the (Nebacur?) sign unveiling, worked our Sunday market booth in May, the GED graduation, and marching with the college in the Pride Parade.

Esther Moberg reported that she went to Chitty-Chitty-Bang-Bang and saw the college advertised in the program. She also appreciated the Library Director's information.

Robert Duehmig will not be able to attend the graduation events this year.

Tessa Scheller expressed her appreciation for the community and the college for its participation in the Pride Parade.

Rosemary Baker-Monaghan thanked everyone for the flowers she received after her mother's recent and sudden passing.

Adam Simmons was thanked for his participation in the board meetings this year.

X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 8:12 p.m.

Chris Breitmeyer, President

Karen Burke, Chair

Stephanie Dorcheus, Recording Secretary