

**MINUTES OF THE JULY 10, 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 6:30 p.m.

Board members present: Karen Burke, Rosemary Baker-Monaghan, Anne Teaford-Cantor, Robert Duehmig, Esther Moberg, and Andrea Mazzarella. Board members absent: Tessa James Scheller. Others present: Julie Kovatch, Chris Ousley, Kristen Wilkin, Bjorn Cloutson, Kent Duffy, Ann Gyde, Gary Danielson, Eric Ridenour, Bryce Potter, Eldon Russell, Margaret Frimoth, Sunny Klever, Edward Stratton, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Naomi Garbutt.

Chair Burke opted to begin the meeting with Section II of the agenda, delaying discussion on the election of Board officers until a later time.

II. PUBLIC FORUM

A. Introduction of Guests

Chair Burke asked those present to introduce themselves.

B. Public Comment

None.

The meeting proceeded with adoption of the agenda.

I. B. Adoption of Agenda

Bob Duehmig moved to adopt the agenda as presented. Anne Teaford-Cantor seconded. The motion carried unanimously with Tessa Scheller absent.

The meeting proceeded with a presentation by SRG.

III. PRESENTATION BY SRG PARTNERSHIP, INC.

Gary Danielson and Eric Ridenour distributed a replacement map of the MERTS Campus plan and walked everyone through the document that was included in the board packet. They reported that SRG first looked at reusing the Marine Science building; however, the cost to upgrade the foundation, liquefaction of the soil, and displacing people from their current work areas were factors that would add significantly to the costs. They stated that it would be more cost-effective for CCC to build a new building on improved soils. They added that GRI would be used for their expertise in soil borings.

The recommendation is to build the foundation system on top of the piers and compacted, improved soil. SRG is working with faculty to develop a program statement, shorter term priority needs, etc. Renovation of the IMTC was discussed along with the fact that FRRC has up to 3 firetrucks available for training purposes. The replacement map showed a 3D view of the proposed site for the new building. SRG also summarized the components of the free-standing drawing which was distributed at the meeting. It was reported that Liberty Lane is not being claimed by the city or the county. A potential trail for environmental sciences has also been discussed. The long-range map shows the elements of the proposed new building with two options. The cost estimate was reviewed, and it was stated that this needs to be completed by Q2 of 2023. Escalation has gone up quite drastically; it is best to start construction ASAP.

The project timeline was reviewed. It was highly recommended that ground improvements be undertaken soon; these can run on the same project track. It was also stated that it will take five months to build the piers. Esther Moberg inquired whether noise would impact wildlife in the area; SRG replied that there will be noise but that any impacts are not quite known at this time. The status of the appraisal was briefly discussed. The MSD program will be moved to new building.

President Breitmeyer distributed the new MSB rationale with information as to what the new building will prospectively house. Esther Moberg asked if we are keeping up with maintenance; the answer was Yes. Faculty was commended for using spaces for multiple uses, requiring a smaller new building. It was stated that CCC is the only maritime college in Oregon.

Esther Moberg expressed concern in that CCC just completed Patriot Hall and the timing of embarking on a new building may not be right, although she is all for buying the property.

SRG was thanked for its presentation.

The meeting proceeded with the election of Board officers.

I. A. Election of Board Officers

Rosemary Baker-Monaghan nominated Karen Burke as Board Chair and Robert Duehmig as Vice Chair for FY18-19. Esther Moberg seconded. No other nominations came forth. The motion carried unanimously with Tessa Scheller absent.

The remaining Board items were addressed in order.

III. APPROVAL OF MINUTES

- A. June 12, 2018
- B. February 13, 2018
- C. January 9, 2018
- D. December 12, 2017

Rosemary Baker-Monaghan moved to approve the minutes of the June 12, 2018, February 13, 2018, January 9, 2018, and December 12, 2017 Regular Board Meetings as written. Bob Duehmig seconded. The motion carried unanimously with Tessa Scheller absent.

IV. REPORTS/DISCUSSION ITEMS

- A. Report of the Deputy Clerk

Deputy Clerk Zahn reported that she used final June 30, 2017 numbers when comparing June to June in the financial reports. She does not expect that we will be more than 3.6% down in tuition and fees as a final number, and there may still be a change in the Property Tax numbers. Other Revenue is quite high but an adjustment will be made in the actual number. Higher expenditures were expected this year, and she pointed out that expenses are actually \$1M higher, about a 10% increase versus the prior year. Deputy Clerk Zahn reminded all that about 80% of CCC's total general fund costs are human resources. In the budget process for FY18-19, everything was ratcheted down to FY16/17 levels and we should be right on course for budgeted numbers. Staff is being very

mindful of timber proceeds and how those are being utilized in very large purchases over the course of the next 2-3 years.

A brief update was provided on the OCCA Policy Workshop. This workshop was attended by JoAnn Zahn, Rosemary Baker-Monaghan, and Naomi Garbutt on June 28. Four other community colleges were represented. Changes proposed to our policies fall under one of four categories: accreditation related, legally required, legally advised, and suggested. A lot of information will be coming to the Board in October, possibly November. The goal is to work on chapters 1 and 2; every new policy will have ORS and Federal references noted. The OCCA templates will prove to be very useful. Rosemary Baker-Monaghan added that it makes sense to use the new numbering system; she added that old policies must be rescinded. The Board Policy Committee will review policies in sections to ensure everything CCC previously had is covered. Both Deputy Clerk Zahn and Rosemary Baker-Monaghan stated that it is worth every penny we've paid to have the OCCA resources. Additionally, it was noted that OCCA's legally required verbiage should not be changed as any change may affect the legal intent of the OCCA policy wording. Board policies are likely to be reviewed and brought before the Board first; procedures will be attached to each policy for reference. All three attendees were thanked for participating in this important workshop.

B. Report of the Board Chair

Board Retreat, July 18

Chair Burke reminded all Board Members of the July 18, 2018 retreat. She added that, at the recent OCCA Trustee Workshop, one thing that was emphasized was data-informed decision making. At the retreat, the Board will look at the strategic plan and at board goals that are data-informed. The retreat agenda was distributed for everyone's review and input.

C. Report of the Board Representatives

OCCA

Anne Teaford-Cantor reported that the next Executive Director selection meeting will be on Tuesday, July 17, the day preceding the CCC Board retreat. She stated that the committee has not yet seen applications for the Executive Director position.

Anne Teaford-Cantor separately reported that she has just returned from her sorority's national convention where, during one of the breakout sessions, a coordinator at the Western Interstate Commission for Higher Education shared some useful information. Among other things, the Commission does projections of high school graduation trends. She distributed a website link to all Board members and stated that it provides data and reports regarding potential students coming down the pipeline. There is also a link regarding community college enrollment trends. The reports are all very data-driven and can prove to be a very useful resource.

CEDR

Rosemary Baker-Monaghan was unable to attend the last meeting. The next meeting will be held on July 24, 2018.

Foundation

Bob Duehmig reported that staff had worked hard to coordinate the three Maritime Science Center listening sessions. Sunny Klever was thanked for her efforts in this regard. He also reported that the Foundation Board approved the budget at its July meeting. President Breitmeyer was thanked for his enthusiasm and support this past year.

Health & Wellness Committee

No report.

Diversity

No report.

D. President's Cabinet Updates

Instruction

Margaret Frimoth provided a written report in the Board packet. She also reported that Celeste Peterson had been selected to participate in Project Access, a mentoring and professional organization that helps full-time instructors in their first three years. It is part of the American Mathematical Association of 2 Year Colleges. Celeste is excited to broaden her awareness and bring information back to our campus. Membership fees and conferences are paid for by Project Access.

Communications and Marketing

Julie Kovatch shared some highlights of the new CCC website. She is hoping to have something to share with the Board in the coming weeks. With respect to the graduation ceremony, all were invited to view photos online. Julie also reported on the Tobacco-Free Team Implementation, stating that she had spent considerable time in June creating a plan to push forward with the hopes of implementing this initiative by the time students return in September. With respect to social media, two videos were posted on social media on June 15th and were live-streamed: President Breitmeyer's tattoo and the CCC graduation. The tattoo outnumbered graduation with 1,200 views; 822 viewed all or some of the graduation. In reporting on events, it was stated that CCC participated as a sponsor in the Astoria Pride Parade. Approximately 20 people participated in 2017; this year, 35-40 people joined in. Participation in the Sunday Farmers Market is also continuing.

Student Affairs

Chris Ousley provided a list of talking points. With respect to enrollment assistance and a tuition increase of \$3 per credit, there have been some positive changes with Pell Grant and Oregon Awards, namely: Pell Grant = \$175 increase for students; Oregon Opportunity Grant = \$350 increase for students; and Oregon Promise = up to \$140 increase for students. Upward Bound has a summer, on-campus program. The High School graduation rate for the nation is 82%; CC's graduation rate was 69% while TRIO's graduation rate was 98%. Chris then showed a video of students' testimonies. Bob inquired whether the video has been shared with Congresswoman Bonamici's office; the reply was that Jon Graves sent it to our delegation but it was not known whether the Congresswoman personally received it. As a last point, Chris stated that Oregon graduation rates are going down due to a decrease in population, which makes it essential, in his opinion, to pursue GED graduates and non-traditional paths to college enrollment.

Accreditation

Each dept head is setting accreditation as part of their direct reports' evaluation.

E. Associated Student Government

There will be no report throughout the summer.

F. Report of the President

President Breitmeyer reported on the Listening Sessions related to the capital campaign for MERTS. Over 60 individuals attended over the course of three sessions. He expects to get a report from Catherine Crooker of Crooker Consulting prior to the board retreat. She will refine and incorporate feedback from the community. Attendees included elected officials, people who have donated to the college in the past, Oregon State University and Coast Guard members, Bar Pilots, etc. Excellent questions were asked. Anne Teaford-Cantor added that she was very impressed with the level of questions asked and stated that the sessions were a very good use of staff's time. The responses from attendees were all in the context of helping CCC. Catherine Crooker will create a list of potential donors (25 or so) with the intent of meeting with each individually. In September or October, Catherine will communicate the result of those interviews to the Board.

V. OLD BUSINESS

There was no old business to consider.

VI. NEW BUSINESS

A. Proposed Regular Board Meeting Dates/Locations

One Board meeting per year will be held at South County and another will be held at MERTS. The dates for these meetings will be selected and communicated at the September Board meeting.

Rosemary Baker-Monaghan moved to approve the proposed 2018-2019 Board Meeting dates as presented. Bob Duehmig seconded. The motion carried unanimously with Tessa Scheller absent.

B. Appointment of Clerk, Deputy Clerk, and Board Secretary for CCC District

Rosemary Baker-Monaghan moved to appoint the current CCC District representatives, namely Chris Breitmeyer (Clerk), JoAnn Zahn (Deputy Clerk), and Naomi Garbutt (Board Secretary). Bob Duehmig seconded. The motion carried unanimously with Tessa Scheller absent.

C. Appointment of Board Representatives for FY18-19

OCCA

Anne Teaford-Cantor will remain as the OCCA Board representative.

CCC Foundation

Bob Duehmig will remain as the Foundation Board representative.

Health and Wellness

Tessa Scheller will remain as the Health and Wellness Board representative.

Diversity

Tessa Scheller will remain as the Diversity Board representative.

CEDR

Rosemary Baker-Monaghan will remain as the CEDR Board representative.

Spirit of Clatsop (2-3)

Rosemary Baker-Monaghan proposed having Andrea Mazzarella and Esther Moberg join this committee. Both Andrea and Esther were in favor of this suggestion.

D. Authorize FY19 Signatures

Rosemary Baker-Monaghan moved to authorize the FY19 signatures as proposed by staff. Esther Moberg seconded. The motion carried unanimously with Tessa Scheller absent.

E. Designate Depository of Funds for FY19

Rosemary Baker-Monaghan moved to designate the depository of funds for FY19 as proposed by staff. Anne Teaford-Cantor seconded. The motion carried unanimously with Tessa Scheller absent.

F. Early Retirement Incentive

Deputy Clerk Zahn recapped the incentive and rationale for offering an early retirement incentive, stating that the underlying reason for considering this is to lower overall institutional costs. Bob Duehmig asked if this will save costs in terms of PERS; Deputy Clerk Zahn replied that any savings would be taken out of CCC's overall PERS rate. Anne Teaford-

Cantor asked how many employees are eligible; the answer was 24. Bob Duehmig inquired whether the college would be able to cope if all 24 eligible employees accepted; the reply was that it would be highly unlikely for that to occur. Likely four employees will accept the incentive.

No Board action was required.

G. Request for Approval to Issue an RFP for the Rock Repointing Project in Front of Towler Hall

Deputy Clerk Zahn referred to the Board memo and recapped that there is currently a cyclone fence in front of the sidewalk at Jerome Ave and 16th Street. There were early discussions as to whether this could be handled by the historic preservation team; however, it is too big a job to do as a school project and would take the team 3-5 years. Staff feels it is time to go out and see what it would cost to do this work. Ann Gyde has been instrumental in looking at the repair and has been getting recommendations from outside of the area since no one local has the needed experience. The Board requested a presentation once the RFP results are in.

Esther Moberg moved to approve issuance of an RFP for the Rock Repointing Project in Front of Towler Hall. Bob Duehmig seconded. The motion carried unanimously with Tessa Scheller absent.

H. Consider Issuing an RFP for Architect Services for the MERTS Campus Project

The Board was not willing to move forward with consideration of the RFP at this time.

I. New Hire(s)

Naomi Garbutt was introduced and welcomed by all in attendance.

VII. ANNOUNCEMENTS/COMMUNICATIONS

Chair Burke drew attention to the announcements and communications in the Board packet, requesting that all take special note of the OCCA Annual Conference dates in November.

VIII. BOARD FORUM

Andrea Mazzarella stated that she will not be present at September's Board meeting. Esther Moberg added that she would not be present at October's Board meeting.

IX. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 8:26 p.m.

Chris Breitmeyer, President

Karen Burke, Chair

Naomi Garbutt, Recording Secretary