

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

EXECUTIVE SESSION

Executive Session was called to order by Chair Karen Burke at 6:00 p.m. in accordance with ORS 192.660 (2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions. The room was cleared except for Edward Stratton who remained in the room but who will not report on the discussion.

OPEN SESSION

The Board accepted the information-only report which was presented in Executive Session. No further action was required.

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, Andrea Mazzearella, and Tessa James Scheller. Board members absent: Esther Moberg. Others present: Leslie Hall, Sunny Klever, Julie Kovatch, Margaret Frimoth, Shelly Alford, Martha Garner, Edward Stratton, Dave Ambrose, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Naomi Garbutt.

A. Adoption of Agenda

Rosemary Baker-Monaghan moved to adopt the agenda as written. Bob Duehmig seconded. The motion carried unanimously with Esther Moberg absent.

II. APPROVAL OF MINUTES

A. September 26, 2018

Tessa Scheller moved to approve the minutes of the September 26, 2018 Special Board Meeting as written. Rosemary Baker-Monaghan

seconded. The motion carried with Bob Duehmig, Anne Teaford-Cantor, Rosemary Baker-Monaghan, and Karen Burke in favor, Andrea Mazzarella abstaining, and Esther Moberg absent.

III. PUBLIC FORUM

A. Introduction of Guests

Chair Burke asked those present to introduce themselves.

B. Public Comment

Martha Garner

Ms. Garner, a student at CCC, asked to address the Board. She stated that she loves CCC and everything it does for its students. Her one concern, however, is regarding safety and disabilities and whether those topics are really being addressed. She explained that she recently fell at the college in a stairway that was not adequately lighted down from the Library. Ms. Garner said that the stairway is still dark, the door and the bottom of the stairwell should always be propped open, and that her fall resulted in a concussion and bruising on her back. Ms. Garner added that the main campus is not disability-friendly, there is no disability parking for the Towler building, and the campus is not wheelchair-friendly.

Ms. Garner requested that the Board have the Safety Committee meet regularly and to have them provide an ongoing report to the Board. She also suggested not having all the steps of the College's stairwells be the same color.

The Board thanked Ms. Garner for her expressions and requested a report from the Safety Committee be presented at the November Regular Board Meeting.

Jake Clark

Mr. Clark, the new Associated Student Government President, introduced himself to the Board. He asked the Board and Staff to consider instituting public transportation (bus) for students who attend at the MERTS campus. President Breitmeyer replied that he is working on that initiative himself. Mr. Clark was welcomed and thanked by all.

IV. CONSENT AGENDA

- A. Revised Board Policies Chapter 1 – First Reading
- B. Revised Board Policies Chapter 2 – First Reading

It was requested that two modifications be corrected prior to second reading, namely changing “quarantined” to “guaranteed” and “Board of Directors” to “Board of Education.” Any additional typos will be corrected prior to second reading.

Rosemary Baker-Monaghan moved to approve the Consent Agenda and place the policies in first reading by title only. Anne Teaford-Cantor seconded. The motion carried unanimously with Esther Moberg absent.

V. REPORTS/DISCUSSION ITEMS

- A. Report of the Deputy Clerk

Deputy Clerk Zahn reported on the financials as provided in the Board packet. She also reported on the ongoing audit, stating that the auditors will be on campus the week of October 22nd and that she anticipates having a final report to the Board at the December Regular Board Meeting unless an extension is requested.

- B. Report of the Board Chair

Chair Burke reported that it will be a challenging year for the Board with accreditation and the ongoing policies review.

- C. Report of the Board Representatives

OCCA

Anne Teaford-Cantor reported that she attended a meeting at Oregon Coast where the primary focus was on ramping up legislative advocacy. She added that three President searches are currently underway. Blue Mountain CC, Central Oregon CC, and Chemeketa CC are all recruiting for a new President.

CEDR

Rosemary Baker-Monaghan distributed handouts from the last meeting. She also stated that the CEDR Awards Banquet will be held on April 11, 2019 and asked everyone to hold that date.

Foundation

Bob Duehmig reported that the Scholarship Award Reception and Concert has been scheduled for Sunday, November 4 with the reception commencing at 1:00 p.m. He also reminded everyone about the October 20, 2018 Art Sale from 1:00 to 5:00 p.m. at the Riverwalk Inn. He concluded his report by stating that the Employee Giving campaign has begun and will end on October 31st.

Health & Wellness Committee

Tessa Scheller and Julie Kovatch stated that a MERTS representative is still needed on the committee. Ms. Kovatch reported on the use of Patriot Hall, communications through Clatsop Connections, and the status of the "Tobacco-Free" campaign. Regarding the latter, neighbors will soon be surveyed for feedback regarding the effectiveness of the campaign.

Diversity Committee

Tessa Scheller reported about recruiting of other members and stated that the committee is excitedly discussing ways to use its new funding.

Board Policy Committee

Rosemary Baker-Monaghan reported that there are 4 policies in other chapters that need the committee's review; the committee will make arrangements to meet again and bring these forward. Chair Burke added that, based on the Workshop discussion earlier this evening, the committee will be developing a policy review calendar to ensure policy reviews are completed in a timely, systematic manner.

President's Evaluation Committee

Bob Duehmig reported that the committee will present a plan and questions for the Board's approval in November.

D. Report of the President

President Breitmeyer provided a written report in the Board packet. He stated that he was invited by Senator Merkley's office to participate on a panel in Washington DC and that excellent connections were made. He added that CCC will not be notified of its potential Maritime Centers for

Excellence designation until mid-2019 and that some funding may be attached to that designation when and if it does come. He also reported on the October 10th Mayoral debate, the upcoming “Pizza with the President” equity and inclusiveness discussions, and Staff’s completion of the updated Annual Safety Report which was submitted to the Department of Education.

President Breitmeyer also provided a brief update on the PAC. He stated that he had a very productive meeting with the PAC partners and that he had requested a decision or action on their part by May 2019. President Breitmeyer informed them that there is another interested party and that he was going to encourage them to connect with the PAC and discuss how they might work together. He asked PAC partners’ representative Dave Ambrose if he had anything to add. Mr. Ambrose stated that they are doing a comprehensive review of maintenance and repairs that would be required along with other considerations.

President Breitmeyer further stated that a report by the Safety Committee will be added to the November Board agenda. He and Deputy Clerk Zahn stated that meetings have been occurring on the third Wednesday of each month; however, Deputy Clerk Zahn will be taking on a more active role in that committee. It was also reported that additional safety measures are being planned but have been put on hold until the Civil Rights Review is received in order to ensure that any modifications made on campus will meet the requirements of that review as well.

With respect to accreditation, President Breitmeyer stated that the President’s Cabinet met to assess where we are in the process and to ensure everyone knows their responsibility and role in the process. Deputy Clerk Zahn added that the documentation and evidence needed for the accreditation review will be housed in SharePoint. A temporary, 2-year Special Projects and Compliance Coordinator position was just approved to be filled; that position will support accreditation, ERP initiatives, updating policies, the capital campaign, and other priority projects. She also related that an Integrated Pest Management audit will soon be taking place.

E. Associated Student Government

Jake Clark stated that only 2 students are currently signed up for serving on the student government. President Breitmeyer added that he spoke

with another student who may also be interested in joining. Bob Duehmig recommended involving the student government in the legislative activities that will be pursued during the 2018/2019 fiscal year. All were in agreement.

VI. OLD BUSINESS

There was no old business to consider.

VII. NEW BUSINESS

- A. Approval of Plan Documents with Maestro Health and Authorization to Sign Certificate of Resolution

Rosemary Baker-Monaghan moved to approve the plan documents with Maestro Health and authorize the signing of the Certificate of Resolution by JoAnn Zahn, Vice President of Finance and Operations. Bob Duehmig seconded. The motion carried unanimously with Esther Moberg absent.

- B. Approval of 403b Services Third Party Administrator Plan Document

Rosemary Baker-Monaghan moved to approve the 403b Services Third Party Administrator Plan Amendment and authorize JoAnn Zahn, Vice President of Finance and Operations, to sign the Resolution Agreement for said Amendment. Anne Teaford-Cantor seconded. The motion carried unanimously with Esther Moberg absent.

- C. Approval of an RFQ for the Online Orientation Project

Tessa Scheller moved to approve the RFQ for the acquisition of services for the development of an online orientation system. Bob Duehmig seconded. The motion carried unanimously with Esther Moberg absent.

- D. Acceptance of MERTS Property Appraisal

Rosemary Baker-Monaghan moved to accept the MERTS proprietary Property Appraisal and Fair Market Value report prepared by Real Estate Services Group. Bob Duehmig seconded. The motion carried unanimously with Esther Moberg absent.

E. New Hire(s)

JoAnn Zahn shared this information with the Board.

VIII. ANNOUNCEMENTS/COMMUNICATIONS

Chair Burke drew attention to the announcements and communications in the Board packet. She also reminded everyone about the October 10 Mayoral Debate and the November 7-9 OCCA Annual Conference.

IX. BOARD FORUM

Andrea Mazzarella stated that she looked forward to serving on the President's Evaluation Committee; in addition, she suggested distributing voter registration cards at the Mayoral debate. She also regrets that she has a scheduling conflict which will not permit her to attend this OCCA Conference but will clear the way in order to attend next year's conference.

Bob Duehmig had nothing additional to report.

Tessa Scheller invited all to attend the Safe Learning Environments event, sponsored by the Lower Columbia Diversity Coalition and others, from 1 to 4 p.m. in Columbia 219 on October 28. She separately added that she attended Ales & Ideas and that the moderator did a very good job.

Anne Teaford-Cantor had nothing further to report.

Rosemary Baker-Monaghan asked that the ADA reference in one of the Board policies be updated prior to second reading and adoption. Naomi Garbutt replied that the reference had been updated but that it would be rechecked.

Chair Burke commented on the need for better signage for those who are disabled. Rosemary Baker-Monaghan asked whether it would be possible to have an app for students to show them where they are and direct them to where they need to go; Deputy Clerk replied that this possibility will be explored with Computer Services. Bob Duehmig further suggested sending something out to students, informing them about what is being done and/or explored to make the campus a more disability-friendly environment.

X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 7:46 p.m.

Chris Breitmeyer, President

Karen Burke, Chair

Naomi Garbutt, Recording Secretary