

**MINUTES OF THE DECEMBER 11, 2018
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 6:33 p.m.

Board members present: Karen Burke, Rosemary Baker-Monaghan (by telephone), Anne Teaford-Cantor, Andrea Mazzarella, Tessa James Scheller, and Esther Moberg. Board members absent: Robert Duehmig. Others present: Sunny Klever, Chris Ousley, Lloyd Mueller, Julie Kovatch, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Naomi Garbutt.

A. Adoption of Agenda

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

II. PUBLIC FORUM

A. Introduction of Guests

Chair Burke asked those present to introduce themselves.

B. Public Comment

There were no public comments.

**III. AUDIT PRESENTATION BY CAROLINE WRIGHT OF CLA
(CliftonLarsonAllen)**

Deputy Clerk Zahn introduced Ms. Caroline Wright who gave a comprehensive report on the recently completed audit. Ms. Wright reported that half of the footnotes in the letter to the Board correspond to GASB 68 and 75. She mentioned that some adjustments that will not materially affect the College are not necessarily called out in the

documents. A PERS-related adjustment to record an \$809,000 liability was a correction made as part of the audit process.

In reviewing the financial statements, the first several pages express CLA's opinion on the financials provided by management. Ms. Wright stated that an unqualified opinion is the cleanest opinion CLA can provide, and that is what has been issued to the College. She then reviewed the "Management's Discussion and Analysis."

Ms. Wright explained that there was some decrease in revenue, other local revenue, and interest expense while there was an increase in non-operating revenue and an increase in property taxes.

More detail was given as to changes that occurred due to GASB 75. Pension footnotes on pages 35-57 all refer to pension and other post-employment benefits. Pages 58 and 59 contained required supplemental information that relates to PERS.

Ms. Wright stated that Financial Aid complied in all material respects; any exceptions were included in the report.

Rosemary Baker-Monaghan will be provided a hard copy of the audit by the Recording Secretary.

Rosemary-Baker Monaghan moved to accept the audit as presented. Tessa Scheller seconded. The motion carried unanimously with Bob Duehmig absent.

IV. APPROVAL OF MINUTES

A. November 13, 2018 Regular Board Meeting

Tessa Scheller moved to approve the minutes of the November 13, 2018 Regular Board Meeting as written. Anne Teaford-Cantor seconded. The motion carried unanimously with Bob Duehmig absent.

V. CONSENT AGENDA

There were no consent agenda items to consider.

VI. 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 that we have a 1% increase in enrollment, tuition and fees; state appropriation is expected to be slightly above the budgeted number. We have received our first timber payment of the fiscal year.

B. Report of the Board Chair

Chair Burke reported on the Board Policy Committee report. The committee met with Cabinet and a very aggressive calendar for reviewing Board policies was created. She explained that the remaining policies will go to Cabinet, then College Council, and lastly the Board. All board members will receive a copy of the calendar once it has been finalized. She thanked Tessa Scheller and Rosemary Baker-Monaghan for insisting that Equity Action be part of the strategic plan.

C. Report of the Board Representatives

OCCA

Anne Teaford-Cantor reported that the Governor came out with her recommended budget and that several conference calls regarding the budget took place. A lobbying package for December was received on December 11, 2018 containing talking points and charts; Naomi will forward it to the Board. The OCCA goals for next year were distributed at the meeting.

CEDR

Rosemary Baker-Monaghan reported that 3 Board vacancies had been filled.

Foundation

Sunny Klever reported that we received two new scholarships, one for two GED graduates and the other was a general scholarship (with the preference given to first year college students). A \$5,000 dollar grant was also for the automotive program and \$1,750 was received for the Forest Vision. Sunny Klever added that we have \$12,000 to date in sponsorships for the May 4, 2019 auction. Lastly, the audit was approved and the 990 has been filed.

Health & Wellness Committee

Tessa Scheller stated that the committee is working on the second annual Health and Wellness Fair scheduled for April 17, 2019 at Noon. Implementation of a health incentive program was also discussed.

Diversity Committee

Tessa Scheller reported on a meeting where in-service programs such as micro-aggression, etc. will be discussed. The Meyer Memorial Trust tool was also discussed.

Board Policy Committee

There was nothing further to report.

President's Evaluation Committee

The results of the evaluation will be ready for an Executive Session scheduled for January 15, 2019.

D. Report of the President

President Breitmeyer provided a written report in the Board packet. He also discussed HB 2364.

For the staff presentation, he introduced Julie Kovatch, CCC's Director of Marketing and Communications. She reported on the target marketing out of county over the past year, such as the nursing students program. EO Media, the parent company of the Daily Astorian, is helping to focus on historic preservation (December) and nursing (December and January) to increase applicants to the program from the Portland area. There were 691 hits in the first week. She added that the website is the College's main marketing tool and that a great amount of time is being spent on designing the new website. The current site is not fully ADA compliant nor is it mobile-friendly. The new website is focusing on up-to-date content; future students, current students, and the community are the main target audience. It will also be mobile-friendly. Anyone who has website accessibility will be trained in ADA compliance while the marketing department will have oversight of all new content and edits. The new website launch date will be January 18, 2019. Training for editors will occur through the end of January.

Julie answered questions posed by the Board and was thanked by all for an excellent presentation.

E. Associated Student Government

Jake Clark gave a brief report regarding the December 8th basketball game at Patriot Hall and the funding under ASG. ASG is in the process of hiring an ASG Club Coordinator and three new students are currently applying to participate in the ASG. Head Start received toys for 73 children.

VII. OLD BUSINESS

A. Motion to Rescind Policies 1.150, 1.155, and 1.160 and Add References to New Policies Where Required

Rosemary Baker-Monaghan moved to rescind Policies 1.150, 1.155, and 1.160 and to add references to new policies where required as indicated in the spreadsheet provided in the packet. Anne Teaford-Cantor seconded. The motion carried unanimously with Bob Duehmig absent.

VIII. NEW BUSINESS

A. Approve Request for Early Retirement

Tessa Scheller moved to grant early retirement for full-time faculty member Tommie Redwine effective June 14, 2019. Andrea Mazzarella seconded. The motion carried unanimously with Bob Duehmig absent.

B. Consider Equity Action Agenda Report

This document, which discusses the Board role, was provided for information only. President Breitmeyer suggested its ongoing review but perhaps very specifically at the summer Board retreat. No Board action was required.

C. New Hire(s)

Deputy Clerk Zahn shared this information with the Board.

IX. ANNOUNCEMENTS/COMMUNICATIONS

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

X. BOARD FORUM

Esther Moberg reported that she met the Chief Justice of the Oregon Supreme Court, the first female Chief Justice of that court.

Andrea Mazzarella had nothing further to report.

Rosemary Baker-Monaghan commented that CCC should consider obtaining a conference-calling phone for Columbia 219, allowing one or multiple Board members to participate via phone if requested.

Tessa Scheller had nothing further to report.

Anne Teaford-Cantor had nothing further to report.

XI. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 8:08 p.m.

Chris Breitmeyer, President

Karen Burke, Chair

Naomi Garbutt, Recording Secretary