

**MINUTES OF THE MAY 14, 2019
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 6:30 p.m.

Board members present: Karen Burke, Rosemary Baker-Monaghan, Anne Teaford-Cantor, Robert Duehmig, Esther Moberg, Andrea Mazzearella, and Tessa Scheller. Board members absent: None. Others present: Edward Stratton, Margaret Frimoth, Allison Sansom, Roger Sansom, Eldon W. Russell, Ryan Cooper, Darroch H. Cahen, Nathaniel Collins, Matthew Firoz, Curran Collins, Morgan Koyama, Bill Antilla, Sunny Klever, Kristen Wilkin, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

A. Adoption of Agenda

Chair Burke announced an addition to the agenda under New Business: Authorize Request for Fire Response and Research Center Update of Gas Monitor System. Robert Duehmig **moved to adopt the agenda as amended**. Rosemary Baker-Monaghan seconded. The motion carried unanimously.

II. PUBLIC FORUM

A. Introduction of Guests

Chair Burke asked those present to introduce themselves.

B. Public Comment

Allison Sansom, CCC Director of Nursing and Allied Health, announced that the Nurses Pinning Ceremony will be held June 14 at 2:00 p.m. at the Elks ballroom. They would be honored if the Board could share the afternoon with them and celebrate the achievement of the nurses.

Maritime students Darroch Cahen, Eldon Russell, Nathaniel Collins, Matthew Firoosz, Curran Collins, and Morgan Koyama expressed their support for the maritime program and encouraged the Board and the administration to consider purchasing a new vessel, hire additional maritime instructors, and do more to advertise the maritime program nationwide. The students said that CCC's maritime program is only one of two 2-year programs nationwide and would attract more students if it was more widely advertised. Rosemary Baker-Monaghan thanked the students and said the College is working towards addressing the gaps and that's why it is doing the new maritime building on the MERTS campus. Fundraising for the new building has already started. President Breitmeyer said the College does not currently have funding available for the capacity it would like to have and has to work within the realities of the state budget and funding. Ms. Baker-Monaghan said the College can position itself as a national maritime program and that's what it is working towards.

Rosemary Baker-Monaghan said she had a plant and a card to present to former Board Secretary Naomi Garbutt on behalf of the Board to thank her for her service. Ms. Garbutt has moved to HR as Interim Director. Ms. Baker-Monaghan shared that the card was inscribed with a quote from Chief Dan George that he had shared with her many years previously.

III. APPROVAL OF MINUTES

A. April 9, 2019 Regular Board Meeting

Robert Duehmig **moved to approve the minutes of the April 9, 2019 Regular Board Meeting as distributed.** Esther Moberg seconded. The motion carried unanimously.

IV. CONSENT AGENDA

A. Policies and Corresponding Procedures for Review

- BP 6320 Investments (*2nd reading and adoption*)
- BP 6340 Bids and Contracts (*2nd reading and adoption*)

Robert Duehmig **moved to approve the consent agenda as presented.** Anne Teaford-Cantor seconded. The motion carried unanimously.

Esther Moberg moved to add “Rescind Policies 3.110 and 3.145” to Old Business. Anne-Teaford Cantor seconded. The motion carried unanimously.

V. REPORTS/DISCUSSION ITEMS

I. Report of the Deputy Clerk

Deputy Clerk Zahn reviewed the financials provided in the Board packet. Deputy Clerk Zahn said the College continues to be on course for budget versus actual. She anticipates the College will meet the revised tuition and fee budget target of \$3 million. Property taxes are at 96% and anticipated to exceed the budget of \$4.5 million. Timber revenue has not yet been received for the general fund. Timber revenue sales are up, including the price. On the expenditure side, the College is at 8.7% above expenditures for last year which is significant but not unexpected based on collective bargaining agreements and other costs.

The Budget Committee met on May 7. Deputy Clerk Zahn said a balanced budget was presented for all funds. State support has increased to over 1% of the total allocation. Two negotiations with part-time faculty and classified association are in the process. Salary adjustments are not reflected in the budget. Deputy Clerk Zahn is using \$590 million in state support allocation as the basis. For all other funds, everything is very similar to other years. The next step is the Board adoption of budget which will happen in June.

II. Report of the Board Chair

Chair Burke said there will be two vacant Board seats after July 1. In order for a write-in candidate to win, they will need to receive a majority of the write-in votes. If someone does receive a majority of write-in votes, the county will contact them to see if they are willing to serve. If no one receives a majority of the write-in votes or if an individual who receives a majority of the write-in votes declines to serve, that seat will be vacant. If the seats are vacant, the College will advertise and accept applications to fill the seats. The district is Warrenton south to Cannon Beach.

III. Report of the Board Representatives

OCCA

Anne Teaford-Cantor said she did not participate in legislative update calls

while she was away but participated in a call this afternoon. The latest news is that the K-12 student support bill passed, but community colleges were not included. There will be a revised revenue forecast tomorrow. At this point, the legislature is not going to be providing even current service levels in funding. Hopefully, additional funding will be found. Ms. Teaford-Cantor provided a review of bills they are tracking, including SB 3 which permits community colleges to offer applied baccalaureate degree programs under specified conditions; SB 455 which requires public universities, community colleges, and community college districts to impose certain requirements on contractors for certain work relating to improvements to real property; and SB 1049 which is leadership's "fix" bill for PERS. President Breitmeyer said that earlier in the week all the community college presidents received a request to submit information on how a state funding level of \$620 million would affect tuition increases. He responded back that CCC would need a state funding level of \$647 million to roll back tuition increases.

CEDR

Rosemary Baker-Monaghan said the CEDR Annual Business Awards event was a nice evening and it was good to hear all the stories from local businesses.

Foundation

Robert Duehmig extended a big thank you to the many generous sponsors, volunteers, donors, and guests of the Arts and Experiences Auction and Dinner. The special appeal raised \$34,000. Mr. Duehmig thanked Foundation Director Sunny Klever and her team for all their hard work.

Health and Wellness Committee

Tessa Scheller had nothing to report.

Diversity Committee

Tessa Scheller reported that the Diversity Committee has decided to purchase some resources, including films, documentaries, and books. One of the films, *The Year We Thought about Love*, will be presented in Columbia 219 on May 20 from 6:00 to 8:00 p.m. There will be a panel of students and educators on hand after the film. On Thursday, June 6 at 7:00 p.m., Ales & Ideas will present *Pride and Prejudice: A Panel Discussion for Astoria Pride Weekend* featuring Deac Guidi and friends.

Board Policy Committee

Chair Burke said the Board Policy Committee hasn't met since the last Board meeting. The Spirit of Clatsop Award policy will be on the agenda at the next committee meeting.

IV. Report of the President

President Breitmeyer reported that a finalist for the Vice President of Student Success was on campus today. A second finalist will be on campus on May 24. The candidate participated in a full day of activities, including meeting with students. The student turnout was impressive and they asked the candidate a lot of great questions. President Breitmeyer said there are two strong candidates.

President Breitmeyer reported that the College worked out a collaboration with Tillamook Bay Community College to offer truck driving instruction here on the CCC campus. Everyone who took the class on this campus passed on their first try. President Breitmeyer thanked the Nygaard family who offered space and equipment for that training.

President Breitmeyer drew the Board's attention to the last page of his report which included information on enrollment, affordability, and outcomes data. Most of the data is fairly positive for CCC, particularly in terms of the cost of attendance and time to completion. He highlighted several comparisons to state data. Rosemary Baker-Monaghan asked about the legislation for baccalaureate degrees offered at community colleges. President Breitmeyer responded that it's very limited. Community colleges will not be allowed to compete with four-year institutions. What's up in the air about the bill is the funding and where it will come from. President Breitmeyer said if CCC offered baccalaureate degrees, it would probably be only one or two programs. In other states, it's very common for community colleges to offer baccalaureate degrees. An example of a baccalaureate program CCC could offer is historic preservation.

The staff program was presented by Vice President of Academic Affairs Margaret Frimoth. VP Frimoth provided a PowerPoint presentation and data about basic enrollment. She pointed out that enrollment can be defined in many different ways depending on how you ask the question. She also provided data on withdrawals and said the primary reasons listed for withdrawals are adjustment of schedule, conflict with employment, family obligations, and financial concerns. Other reasons included moving, instructor advice, health

reasons, and computer problems. There was also a discussion on advising. VP Frimoth said that advising needs to be a collaboration between Student Services and Instruction, and she is looking forward to working with the new Vice President of Student Success to develop a holistic method of advising. She also commented that there are multiple people on campus who provide support to students, including acting as coaches and advocating for students. She said they are working on defining the terms and understanding the different roles of advising with the understanding that it has to be collaborative in order to be effective. VP Frimoth also looked at classes that are cancelled due to low enrollment. She said there is work to be done on developing a system that is more appropriate for students and more efficient at offering classes so that students can get a degree in a timely manner.

VI. OLD BUSINESS

- Update on MERTS and Capital Campaign

President Breitmeyer provided a PowerPoint presentation on the MERTS expansion and Capital Campaign. President Breitmeyer went over the goals of the project, timeline as it stands now, schematics, and floor plan. The new maritime building will be located in front of the current maritime building. President Breitmeyer said they are in the process of establishing a Capital Campaign Cabinet. The Campaign Cabinet will assist in making connections with individuals in the industry and others. They are finalizing the case statement which will tell the story in a brief, concise, and compelling way. President Breitmeyer has met with a few potential donors and will be going out on initial visits next week. President Breitmeyer also provided an update on current grant efforts. The college is in the process of purchasing the property the MERTS campus sits on and will hopefully close before June 30. Without owning the property, the College can't build the new maritime building. President Breitmeyer said the Columbia Land Trust submitted a grant to purchase the land right across from Liberty Lane and plans to deed it to the College. The Columbia Land Trust needs to secure an additional \$141,000 in funding to purchase the land. The College is collaborating with Columbia Land Trust to close that gap. The land will be used as a living laboratory. The Columbia Land Trust needs to close on the property by December but their desire is to close by September. Deputy Clerk Zahn said the Columbia Land Trust is inviting the College and Foundation Boards to a meet and greet to be held at the College on June 21.

- Rescind Policies 3.310 and 3.314

These policies have been replaced with new policies.

Esther Moberg moved to rescind policies 3.310 and 3.314 and associated attachments. Rosemary Baker-Monaghan seconded. The motion passed unanimously.

Rosemary Baker-Monaghan said there was some discussion at the Budget Committee Meeting about adding new policies regarding the budget. Deputy Clerk Zahn replied she believes the concerns that were expressed are covered under current ORS Budget Law which the College follows.

VII. NEW BUSINESS

A. Purchase of Patient Simulator for Nursing

Director of Nursing and Allied Health Allison Sansom asked the Board to consider the purchase of additional patient simulators. She said the Allied Health program has a state of the art simulation suite with a slowly dying simulation mannequin. Simulation is done in nursing education to supplement clinical experiences and focus on high stakes, low frequency events. The current simulator is working but they can't buy parts. She is requesting a high fidelity pediatric simulator and a high fidelity female simulator which will cost between \$50,000 and 70,000 for simulators, accessories, and training. Deputy Clerk Zahn clarified it will be a Request for Bid process.

Esther Moberg moved to authorize Request for Bid (RFB) for purchase and installation of a Pediatric Hal, five-year-old simulator; Susie, adult female simulator; plus wireless streaming audio option; bedside virtual monitor accessory; fingerstick option; all-in-one computer; three-year service plan; and two-day training with a total cost anticipated to exceed \$50,000 but not to exceed \$70,000 for equipment, training, and service plan for the Nursing program. Rosemary Baker-Monaghan seconded. The motion carried unanimously.

B. Authorizing Request for Fire Response and Research Center (FRRC) Update of Gas Monitor System

Kristen Wilkin, Dean of Workforce Education and Training, presented the request to update the gas monitor system for the Fire Response and Research Center

(FRRC). Ryan Cooper, the West Coast Tech from Kidde Fire Trainers, was also present to answer questions. Kidde Fire Trainers out of New Jersey is the sole source supplier. Dean Wilkin said the cost will be around \$85,000 and split over this fiscal year's budget and next fiscal year's budget. The gas monitor system is for safety. Dean Wilkin reported that in the last three or four months, the gas sensors have started to go out and they can't get spare parts anymore. These gas sensors were put in 20 years ago.

Esther Moberg **moved to authorize request for Fire Response and Research Center (FRRC) Update of Gas Monitor System.** Rosemary Baker-Monaghan seconded. The motion carried unanimously.

C. Description of Program Review

President Breitmeyer pointed out the program review documents in the packet and said the program review came out of the strategic plan – institutional accountability and strengthening programs – and will inform the budget process. The College is looking at resource allocation by program. The first step is to define the academic and educational support programs at CCC. The next step is to identify the criteria by which those programs will be evaluated and then create a rubric. At its last meeting, College Council used the program review documents as a starting point for discussion. President Breitmeyer asked the Board to think about what questions should be asked. Rosemary Baker-Monaghan said that one question that is always asked is, “does it lead to a good quality job?” Chair Burke said to include community needs: is there a need for the program? President Breitmeyer said they are developing surveys for current students, potential students, and the community to ascertain what the College does not have that students may want. Chair Burke said she would like to see something relating to outcomes: what are the outcomes and is the program meeting those outcomes? Esther Moberg expressed concern about scheduling conflicts. President Breitmeyer responded they are in the process of developing a year-long schedule. Ms. Moberg said that low enrollment statistics should be plugged in. President Breitmeyer said the goal is to gather information to be more efficient and optimize existing programs. The program review is informed by a book by Robert Dickeson (*Prioritizing Academic Programs and Services*) and is being done through the vehicle of College Council.

C. Class Offerings in Arts and Humanities

President Breitmeyer said the Arts and Humanities offerings are adjunct heavy. One of the things the program review will show is where these programs fall on

that spectrum. Rosemary Baker-Monaghan said the concern is the balance between full-time and adjunct faculty. President Breitmeyer agreed that the College needs to figure out that balance. Adjunct faculty can bring expertise the College can't afford to hire in full-time faculty. Chair Burke said full-time faculty are also available to provide advising and mentoring. President Breitmeyer said the College is really looking at what students want. The number one thing potential students ask about is music. Once the data starts to come in, the College will investigate offerings in music and other arts and humanities as well. Chair Burke said when she taught at CCC, there was full-time faculty in psychology, theatre arts, sociology. Anne Teaford-Cantor said that people ask her about it at all the time. Tessa Scheller commented there are students who take classes like sculpture repeatedly. Andrea Mazzarella said she knows multiple individuals who make their living or part of their living as musicians. There are many aspects, including lighting technology, sound technology, and stage management. Anecdotally, there is a lot of need. There was further discussion around music and art as life-long learning. Andrea Mazzarella said the College's mission statement (*enriching lives*) reflects that.

D. Update on Collective Bargaining

President Breitmeyer said there is tentative agreement for a package that will be taken to the classified association on May 21. For part-time faculty, things are still moving forward but progress is slower. The next meeting is tomorrow afternoon and there are three additional meetings scheduled. President Breitmeyer said he expects the part-time faculty agreement to be completed before June 14. Interaction with both groups has been collaborative and congenial.

E. Policies and Corresponding Procedures for Review

There was a motion at the last Board meeting to put BP 3550 back into 1st reading.

Rosemary Baker-Monaghan **moved to put BP 3550 in 1st reading by title only.**
Robert Duehmig seconded. The motion carried unanimously.

Robert Duehmig **moved to put BP 6500 in 1st reading by title only.** Rosemary Baker-Monaghan seconded. The motion carried unanimously.

Rosemary Baker-Monaghan asked about the trespassing issue. Deputy Clerk Zahn replied that it will be a separate policy.

Anne Teaford-Cantor **moved to put BP 6520 in 1st reading by title only.** Rosemary Baker-Monaghan seconded. The motion carried unanimously.

Robert Duehmig **moved to put BP 6540 in 1st reading by title only.** Tessa Scheller seconded. The motion carried unanimously.

BP 6620 is a new policy that the Board Policies Committee developed. A procedure was not developed.

Robert Duehmig moved to put BP 6620 in 1st reading by title only. Anne Teaford-Cantor seconded. The motion carried unanimously.

It was requested that procedures accompany the policies.

Deputy Clerk Zahn said that additional BP and AP are being reviewed. Chair Burke asked Stephanie Homer to set up a Board Policy Committee meeting.

F. New Hire

Carla Moha has been selected as an instructor in the Business and Accounting Department.

VIII. ANNOUNCEMENTS/COMMUNICATIONS

- A. Town Hall Meeting with Senator Jeff Merkley: May 25, 2019 in Patriot Hall
- B. GED graduation: June 10, 2019 in COL219
- C. Graduation: June 14, 2019 in Patriot Hall
- D. Student Awards Night: Date to be Determined
- E. Next Board Meeting: June 11, 2019 in COL219
- F. July Board Retreat: Wednesday, July 24, 2019 (Venue TBD)

IX. BOARD FORUM

- Tessa Scheller said she attended the Youth Watershed Symposium today at the Maritime Museum with young scientists from elementary school through high school.
- Robert Duehmig said his husband Bill will be out at Astoria High School with human brains on May 23.
- Andrea Mazarella said she had a great time at the candidate forum. She is concerned there is no student government representative. President Breitmeyer

said there will be an application process for student government representatives (president, vice-president, and secretary-treasurer) with a selection committee consisting of students, faculty, and student services staff. An announcement of applications will go out to the entire student body. The goal will be to have a student government election next year.

- Anne Teaford-Cantor attended the Forest Visions art opening. The quality of CCC's gallery was showcased and it was lovely.
- Rosemary Baker-Monaghan said she will be co-presenting with Karen Smith from OCCA at the ACCT Leadership Conference in San Francisco in October.

X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 9.20 p.m.

Chris Breitmeyer, President

Karen Burke, Chair

Pat Schulte, Recording Secretary