

**MINUTES OF THE JUNE 11, 2019
CLATSOP COMMUNITY COLLEGE
BOARD OF EDUCATION
REGULAR BOARD MEETING**

I. CALL TO ORDER

The Regular Board Meeting was called to order by Chair Karen Burke at 6:35 p.m.

Board members present: Karen Burke, Rosemary Baker-Monaghan, Anne Teaford-Cantor, Robert Duehmig, Esther Moberg, Andrea Mazzarella, and Tessa Scheller. Board members absent: None. Others present: Marsha Pack, Margaret Frimoth, Kristen Wilkin, Naomi Garbutt, Angela Martin, Julie Kovatch, Sunny Klever, Sara Meyer, Shaun Martin, Darroch H. Cahen, Cheryl Capellen, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

A. Adoption of Agenda

Rosemary Baker-Monaghan had a change to BP 6620 under the Consent Agenda and requested that it be moved to Old Business. Rosemary Baker-Monaghan **moved to adopt the agenda as amended.** Tessa Scheller seconded. The motion carried unanimously.

II. PUBLIC FORUM

A. Introduction of Guests

Chair Burke asked those present to introduce themselves.

Chair Burke recognized the Board members for whom this meeting is their last public meeting. Chair Burke presented plaques to Andrea Mazzarella, Esther Moberg, and Tessa Scheller in appreciation of their service to the Board and cited their accomplishments and contributions.

B. Public Comment

Marsha Pack introduced herself and said she is the new Project Coordinator, Alliance for Equity in Education funded through a three-year grant from the Meyer Memorial Trust.

III. APPROVAL OF MINUTES

A. May 14, 2019 Regular Board Meeting

Esther Moberg **moved to approve the minutes of the May 14, 2019 Regular Board Meeting as distributed.** Robert Duehmig seconded. The motion carried unanimously.

IV. CONSENT AGENDA

A. Policies and Corresponding Procedures for Review

- BP 3550 Drug Free Environment and Drug Prevention Program (*2nd reading and adoption*)
- BP 6500 Property Management (*2nd reading and adoption*)
- BP 6520 Security (*2nd reading and adoption*)
- BP 6540 Insurance (*2nd reading and adoption*)

BP 6620 Naming of Buildings (*2nd reading and adoption*) was moved to Old Business.

Rosemary Baker-Monaghan **moved to approve the consent agenda in second reading by title only as presented.** Anne Teaford- Cantor seconded. The motion carried unanimously.

Rosemary Baker-Monaghan **moved to adopt the consent agenda as presented.** Robert Duehmig seconded. The motion carried unanimously.

V. REPORTS/DISCUSSION ITEMS

A. Report of the Deputy Clerk

Deputy Clerk Zahn said the auditors will be on campus the week of August 5, 2019 with the auditor team visit beginning October 28, 2019.

VP Zahn provided a summary of the Statements and Revenues and Expenditures FY19 and FY18 by fund source. The Financial Summary also included revenues and expenditures as of May 31, 2019 compared to revenues and expenditures as of May 31, 2018 and to the FY 2018-2019 Budget. Tuition and fees revenue recorded through May FY18-19 is \$2.989 million or 89.92% of the adopted budget. Tuition and fee revenue is up by .79% compared to the May FY18-19 budget. The tuition and fee budget is \$3.324 million. The FY18-19 adopted budget beginning fund balance is \$1.1 million. The actual FY18-19 ending fund balance is estimated to be \$1.748 million. The FY17-18 General Fund ending balance is \$1.556 million.

The College receives the last state appropriation by July 15 in the second year of each biennium. State appropriations in the FY18-19 adopted budget are \$3.156 million. Property taxes recorded through May FY18-19 are \$4.383 million or 96.84% compared to budget. Timber revenues are budgeted at \$450,000 with \$382,000 received above debt payments. On the expenditure side, total actual General Fund expenditures through May are \$10.656 million or 83.77% of budget compared to \$9.745 million in May FY17-18.

B. Report of the Board Chair

Chair Burke reported that the Board Secretary talked with the County Election Clerk about the Zone 3 positions. The individuals with the majority of write-in votes have until June 21 to accept or decline to serve. If the individuals decline, the positions will need to be declared vacant and filled through an interview process.

C. Report of the Board Representatives

OCCA

Anne Teaford-Cantor attended the OCCA Board meeting on May 17 and has participated in all legislative update calls. The big news is that the state legislature passed HB 5024 which keeps community college funding at \$640.9 million. The funding will be nearly a \$1 million over the Governor's recommended budget. Ms. Teaford-Cantor said the \$70 million for CTE training and the \$70 million for wraparound services were not passed. Community colleges will get \$10 million more for Oregon Promise. The takeaway is that ongoing strong efforts from OCCA helped to secure the \$640.9 million. Another takeaway is that OCCA was recognized as a force to be reckoned with. For CCC, the \$640.9 million in state support equates to about \$500,000 for the biennium in addition to what was budgeted or planned for.

CEDR

Rosemary Baker-Monaghan said she is the CEDR alternate for President Breitmeyer. Since he was at the meeting, she asked him to report. President Breitmeyer reported that the family leave bill came up at the CEDR meeting. Employers are concerned about what it could mean for them. The main focus of the last meeting was how to make the CEDR meetings more meaningful with very specific topics at each meeting, such as education and housing, which have an economic impact on the County, and bringing in experts to speak on the topic instead of just doing a roundtable update.

Foundation

Robert Duehmig said that the spring scholarship application process has closed, and all applications are being reviewed by Foundation Board members and College employees. The Foundation will announce the award winners shortly. The Foundation approved providing cash awards for employees to be used for their programs. New Foundation Board members are Anne Carpenter, Stanley Gott, Greg Swendenborg, and John Toyooka. The Foundation raised \$129,000 for scholarships and programs at the most recent Arts and Experiences Auction.

Health and Wellness Committee

Tessa Scheller said she wasn't able to attend the last meeting. She understands there was participation in a conference call for Place Matters at the fairgrounds. There will be a two-day interactive conference for suicide first aid – Living Works Education.

Diversity Committee

Tessa Scheller said she wants to thank the Board and College as whole for revitalization of the Diversity, Equity, and Inclusion Committee. It has gone from not meeting to having council status and a budget. The committee is building up its resources and has purchased several films. It is educating itself as well. It has tools now and is using the tools effectively. Ms. Scheller said she is looking forward to a positive future for this council.

The DEI Committee participated in the creation of a panel for the June Ales & Ideas at Fort George which was one of the most significant and meaningful events of the Pride Festival. Ms. Scheller thanked the College for marching in the Pride Parade.

Board Policy Committee

Chair Burke reported that the Board Policy Committee met. The result was a Spirit of Clatsop policy for 1st reading. There are additional policies that are at Cabinet and Council. The next Board Policy Committee meeting is June 18 at 1:00 p.m.

D. Report of the President

Jerad Sorber has accepted the position of Vice President of Student Success and will be starting July 1. President Breitmeyer said that we're very excited about the experience and leadership he will bring. Student Services, led by Emeera Mathew and Siv Serene Barnum, were tasked with reinvigorating student government. As a result, there are five students who will be part of student government, including a president, vice president, secretary-treasurer, and two liaisons. Over the summer, the Student Services team will work with the students to get them ready. President Breitmeyer reported that over the winter and spring, a group has been working on Environmental Sciences and is looking to have an AAS in Environmental Sciences starting in winter term. The College is already offering some classes and will be adding two new classes that will go through Instructional Council in the fall. The College is looking at utilizing the MERTS campus for this program. On June 21, the Columbia Land Trust will be conducting tours of the new property they are acquiring at South Tongue Point. Columbia Land Trust is also hosting a meet and greet in Patriot Hall, 3rd floor from 5:00 to 7:30 p.m. on June 21. There will be boat tours available at 1:00 and 2:00 p.m. departing from the John Day boat ramp. There will also be a walking tour from the MERTS campus. President Breitmeyer asked Julie Kovatch to summarize the tobacco-free campus survey for students and employees. Ms. Kovatch said there was great feedback from students and faculty about the policy. Most of the respondents to the survey knew the College has a smoking policy but not everyone knew it includes vaping. One area that needs improvement are the resources the College has for those who want to quit smoking. President Breitmeyer handed out copies of RAIN magazine to Board members. It is the 50th anniversary. President Breitmeyer said the staff presentation scheduled for this month will be presented next month instead.

VI. OLD BUSINESS

A. Update on MERTS and Capital Campaign

President Breitmeyer provided an update on MERTS and the Capital Campaign. A Capital Campaign Committee has been formed and will meet the end of June. New Markets Tax Credits came through for CRAFT3 and the College will be working with them to utilize those funds. President Breitmeyer said a cost estimate from the architects came in at \$15 million for the building, and we are still waiting for an estimate for the architectural services. Shaun Martin summarized the two phases of the construction process. Phase one is site preparation which will be delivered as a design build project. Phase Two will be

the building construction and will be delivered as a design bid build.

B. BP 6620 Naming of Buildings

Rosemary Baker-Monaghan requested that the wording in the second to last paragraph be changed from “The President and the Board of Education” to “The College and the Board of Education.”

Rosemary Baker-Monaghan **moved to put BP 6620 in 2nd reading by title only as amended.** Robert Duehmig seconded. The motion carried unanimously.

Rosemary Baker-Monaghan **moved to adopt BP 6620 as amended.** Anne Teaford-Cantor seconded. The motion carried unanimously.

VII. NEW BUSINESS

A. Consider Approval of Classified Association Contract for FY 2019-2023

Robert Duehmig **moved to approve the Clatsop Community College 2019-2023 agreement with the Classified Bargaining Unit as ratified by their membership.** Rosemary Baker-Monaghan seconded. The motion carried unanimously.

B. Approve Salary Schedule Change for Confidential Classified Employees

Robert Duehmig **moved to approve the salary schedule change for the non-represented Confidential Classified employees effective, July 1, 2019.** Rosemary Baker-Monaghan seconded. The motion carried unanimously.

C. Approve FY2019-20 Salary Adjustment for Non-Represented Administrative and Service and Supervisory Employees

Robert Duehmig **moved to approve a 2% salary adjustment for non-represented Administrative and Service and Supervisory employees, effective July 1, 2019.** Esther Moberg seconded. The motion carried unanimously.

D. Approve FY2019-20 Part-time Hourly Temporary Employee Rate Schedule

Robert Duehmig **moved to approve the revised part-time hourly temporary employee salary schedule effective July 1, 2019.** Esther Moberg seconded. The motion carried unanimously.

E. Amend 2018-19 Appropriation Resolution 2018-19-08

Deputy Clerk Zahn said there are two minor changes. All others remain at the adopted allocation. Rosemary Baker-Monaghan **moved to adopt Resolution 2018-19-08 amending the appropriations for the FY2018-19 budget.** Anne Teaford-Cantor seconded. The motion carried unanimously.

F. Adopt FY 2019-20 Budget, Making Appropriations, and Imposing and Categorizing Taxes Resolution 2018-19-09

Rosemary Baker-Monaghan **moved to adopt the budget for fiscal year 2019-2020 in the total sum of \$24,970,168 as now on file in the office of the Vice President of Finance and Operations, Clatsop Community College, 1651 Lexington Avenue, Astoria, OR 97103; and that for the fiscal year beginning July 1, 2019, the amounts set forth in Resolution 2018-19-09 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 \$996,628 for bonds; and that these taxes are hereby imposed and categorized for the tax year 2019-2020 upon the assessed value of all taxable property within the College district.** Tessa Scheller seconded. The motion carried unanimously.

G. Approve the Intergovernmental Agreement (IGA) for the Clatsop County Multi-Jurisdictional Natural Hazards Mitigation Plan (NHMP) Resolution 2018-19-10

VP Zahn said Tiffany Brown presented on the mitigation plan at the February 2019 Board meeting. The federal government was shut down at that point, and it took this long for FEMA to approve the plan. Rosemary Baker-Monaghan asked about the cost for the college to participate in the plan. VP Zahn said the only cost to participate is the time commitment involved. The overall value to the college is much greater than the cost. If there is a disaster, the College will know who our colleagues are; we are depending on them and they are depending on us. VP Zahn said most of the grant funding will come through the County and will be distributed to the partners. It's a win-win for the College. Shaun Martin said the Oregon Department of Geology and Mineral Industries (DOGAMI) is the source providing the science and it is coming through the County. The College is not generating the science but it has an impact on interpreting the science.

Robert Duehmig **moved that the Board of Education of Clatsop Community College approve the Intergovernmental Agreement to participate in the Clatsop County Multi-Jurisdictional Natural Hazards Mitigation Plan (NHMP).** Tessa Scheller seconded. The motion carried unanimously. Esther Moberg added that being part of this will give the College access to FEMA resources in the event of a disaster.

H. Declaration of Surplus Real Property

President Breitmeyer said the College has been working with the Partners for the PAC for some time. In the fall of 2018, the College and the Partners discussed a timeline of the Partners coming with an agreement by May 2019 to purchase the PAC. President Breitmeyer said he and the Board Chair and Vice Chair (via phone) met with the Partners last week and are extending the timeline through October. He emphasized that if the College declares the PAC surplus property, it doesn't mean the College is putting it up for sale. Making the PAC surplus property gives the Partners the opportunity to buy it.

Robert Duehmig **moved to approve the declaration of surplus property for the real property known as the Performing Arts Center and the adjacent parking lot, located at 550 and 588 16th Street, Astoria, Oregon 97103.** Anne Teaford-Cantor seconded. Tessa Scheller said she is voting no on principal because she firmly believes in bringing the arts back. Karen Burke, Robert Duehmig, Rosemary Baker-Monaghan, Esther Moberg, Anne Teaford-Cantor, and Andrea Mazzarella voted aye. Tessa Scheller voted no. The motion carried.

I. Rescind Policies 3.435, 3.450, 3.460

Rosemary Baker-Monaghan moved to rescind policies 3.435, 3.450, and 3.460. Anne Teaford-Cantor seconded. The motion carried unanimously.

J. Policies and Corresponding Procedures for Review

The Spirit of Clatsop Community Recognition Award policy states that the Spirit of Clatsop Committee will recommend an award recipient and bring it back to the Board for approval. There is no requirement that the award be given every year. Rosemary Baker-Monaghan recommended that a Spirit of Clatsop Awards plaque be put up in the President's office that lists the names of all recipients.

- Robert Duehmig **moved to put BP 2230 Spirit of Clatsop Community Recognition Award 1st reading by title only.** Tessa Scheller seconded. The motion carried unanimously.
- Robert Duehmig **moved to put BP 3300 Public Records in 1st reading by title only.** Anne Teaford-Cantor seconded. The motion carried unanimously.
- Anne Teaford-Cantor moved to put BP 3440 Service/Assistance Animals **in 1st reading by title only.** Rosemary Baker-Monaghan seconded. The motion carried unanimously.
- Rosemary Baker-Monaghan **moved to put BP 3720 Computer and Network Use in 1st reading by title only.** Andrea Mazzarella seconded. The motion carried unanimously.
- Rosemary Baker-Monaghan **moved to put BP 4010 Academic Calendar in 1st reading by title only.** Robert Duehmig seconded. The motion carried unanimously.
- Rosemary Baker-Monaghan **moved to put BP 4100 Graduation Requirements for Degrees and Certificates in 1st reading by title only.** Robert Duehmig seconded. The motion carried unanimously.
- Rosemary Baker-Monaghan **moved to put BP 4230 Grading and Academic Record Symbols in 1st reading by title only.** Andrea Mazzarella seconded. The motion carried unanimously.

K. New Hire

Marsha Pack has been selected as the new Project Coordinator for the Alliance for Equity in Education effective June 3, 2019. Jerad Sorber has been selected as the new Vice President of Student Success effective July 1, 2019. Doris Jepson has been selected as the new Director of Nursing and Allied Health effective July 1, 2019.

VIII. ANNOUNCEMENTS/COMMUNICATIONS

- A. Wednesday, June 12: Lives in Transition (LIT) Graduation, 5:30 p.m. – 6:30 p.m., Columbia 219
- B. Thursday, June 13: Student Awards Night, 6:30 p.m., Fort George – Lovell Room
- C. Friday, June 14: End of Year Employee Event and Awards, 8:30 a.m. – 10:30 a.m., Columbia Café Area
- D. Friday, June 14: Nurses Pinning Ceremony, 2:00 p.m. – 3:30 p.m., Elks Ballroom
- E. Friday, June 14: Commencement, 7:00 p.m., Patriot Hall – gather in President’s conference room at 6:30 p.m.

- F. Friday, June 21: Columbia Land Trust Meet and Greet, 5:00 – 7:30 p.m., Patriot Hall 3rd Floor
- G. Next Board Meeting: July 9, 2019, 6:30 p.m., COL219
- H. July Board Retreat: Wednesday, July 24, 2019 (Angelina’s in Seaside), 11:00 – 4:00 p.m.

IX. BOARD FORUM

Tessa Scheller thanked the College, Board, administration, staff, and faculty and said she really believes in her heart that people here love and respect the students.

Anne Teaford-Cantor said she has had so much fun attending events at the College, including the DEI movie, art books at the library, opening of the student art show, and Senator Merkley’s town hall. She also attended the Pride parade which the College participated in.

Rosemary Baker-Monaghan said she is going to miss Tessa, Esther, and Andrea on the Board. She added that she has so much respect for all of them.

Andrea Mazzearella said she is going to miss the Board and has learned a lot from all of the Board members. She got everything she wanted out of the experience.

Esther Moberg said she has appreciated the building of Patriot Hall. Building up the reserve fund was important to her as well. She said hopefully the performing arts will be back on campus someday.

Bob Duehmig thanked Tessa, Esther, and Andrea for what they have taught him.

Karen Burke said thank you to everyone on the Board. It’s been a great team.

X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 8:05 p.m.

Chris Breitmeyer, President

Karen Burke, Chair

Pat Schulte, Recording Secretary