

**MINUTES OF THE JULY 9, 2019  
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, Sara Meyer, and Tim Lyman. Board members absent: None. Others present: Margaret Frimoth, Stephanie Homer, Shaun Martin, Angela Martin, Darroch Cahen, Julie Kovatch, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Naomi Garbutt.

**A. Oath of Office**

The new Board members, Sara Meyer and Tim Lyman, were introduced. Sara Meyer said she served on the College Board from 1998 to 2002. She is from southern California and went to the University of Oregon. She was the Orientation Supervisor and Senior RA at Tongue Point Job Corps. She has raised four sons and has also served on school boards. Tim Lyman said he is a computer person by training. He has done consulting for Fortune 500 companies and real estate investments since then. He has a degree in history and is a native Portlander.

The Oath of Office was taken by Karen Burke, Sara Meyer, Anne Teaford-Cantor, and Tim Lyman.

**B. Election of Officers**

Chair Burke gave a brief overview of the policies and procedures related to Board officers and the responsibilities of the Chair and Vice Chair positions.

**Anne Teaford-Cantor nominated Bob Duehmig as Board Chair.** Karen Burke seconded. The motion carried unanimously.

**Karen Burke nominated Rosemary Baker-Monaghan as Vice Chair for FY19-20.** Anne Teaford-Cantor seconded. The motion carried unanimously.

### C. Adoption of Agenda

Karen Burke **moved to adopt the agenda as presented.** Rosemary Baker-Monaghan seconded. The motion carried unanimously.

## II. PUBLIC FORUM

### A. Introduction of Guests

Chair Duehmig asked those present to introduce themselves.

### B. Public Comment

Julie Kovatch asked to take photos of all Board members after the meeting.

## III. APPROVAL OF MINUTES

Karen Burke **moved to approve the minutes of the June 11, 2019 Public Hearing on the Budget as distributed.** Anne Teaford-Cantor seconded. The motion carried unanimously. Sara Meyer **moved to approve the minutes of the June 11 Regular Board Meeting as distributed.** Rosemary Baker-Monaghan seconded. Karen Burke requested a correction to the last paragraph under Report of the Deputy Clerk on page 3 to add "\$500,000 in addition to what was budgeted or planned for." The original motion was withdrawn. Rosemary-Baker Monaghan **moved to approve the minutes of the June 11 Regular Board Meeting as amended.** Sara Meyer seconded. The motion carried unanimously.

## IV. CONSENT AGENDA

### A. Policies and Corresponding Procedures for Review

- BP 2230 Spirit of Clatsop Community Recognition Award  
(*2<sup>nd</sup> reading and adoption*)
- BP 3300 Public Records (*2<sup>nd</sup> reading and adoption*)
- BP 3440 Service/Assistance Animals (*2<sup>nd</sup> reading and adoption*)
- BP 3720 Computer and Network Use (*2<sup>nd</sup> reading and adoption*)
- BP 4010 Academic Calendar (*2<sup>nd</sup> reading and adoption*)
- BP 4100 Graduation Requirements for Degrees and Certificates  
(*2<sup>nd</sup> reading and adoption*)
- BP 4230 Grading and Academic Record Symbols (*2<sup>nd</sup> reading and adoption*)
- BP 4231 Grade Changes (*2<sup>nd</sup> reading and adoption*)

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.** Anne Teaford-Cantor seconded. The motion carried unanimously.

## V. REPORTS/DISCUSSION ITEMS

### A. Report of the Deputy Clerk

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 June 30, 2019 compared to revenues and expenditures as of June 30, 2018 and to the FY 2018-2019 Budget. Tuition and fees revenue recorded through June FY18-19 is \$3.004 million or 90.37% of the adopted budget. Tuition and fee revenue is up by .82% compared to the June FY18-19 budget. The tuition and fee budget is \$3.324 million. The estimated FY18-19 general fund ending fund balance is \$1.5 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. State appropriations recorded through June FY18-19 is \$2.426 million representing three annual quarterly payments. Property taxes recorded through June FY18-19 are \$4.516 million or 99.78% compared to budget. Timber revenues are budgeted at \$450,000 with \$382,000 received above debt payments with a final payment anticipated in August. Total actual General Fund expenditures through June are \$11.670 million or 91.74% of budget compared to \$10.813 million in June FY17-18.

Deputy Clerk Zahn said the auditors are expected the week of August 5. Fieldwork will be completed the week of October 28. Deputy Clerk Zahn said they hope to bring a proposal for a contract from the part-time faculty in September. She pointed out the draft budget calendar that was included in the packet and asked the Board to reserve all Tuesdays in May of 2020 for Board and Budget Committee meetings.

B. Report of the Board Chair

Chair Duehmig said he is excited to be chairing. He is looking forward to the upcoming Board Retreat and Board member discussions later in the meeting.

C. Report of the Board Representatives

OCCA

Anne Teaford-Cantor announced that the legislative session is officially over after six months. She handed everyone a copy of the document produced by OCCA which is a summary of the Legislative Session highlights. She said there is still some work being done on the PERS system. Ms. Teaford-Cantor said there may be ballot initiatives on some things that are still pending. President Breitmeyer explained the partnerships with Eastern Oregon University and other colleges for CCC students to gain a Bachelor's degree without needing to leave the community. Ms. Teaford-Cantor said OCCA has a new director and the staff is able to function at full capacity. She said a lot of progress was made over the prior year and the environment has been better to tell the community the College's story. She added that OCCA is doing new Board member training later in July.

CEDR

Rosemary Baker-Monaghan said the CEDR Board meets every other month so there is nothing to report. The next meeting is July 23, 2019.

Foundation

Chair Duehmig gave an update on recent Foundation activities.

Health & Wellness Committee

No report.

Diversity

No report.

D. Report of the President

There is no report in the packet but President Breitmeyer went over some highlights. He gave a brief summary on the Civil Rights review report. The report covered nine major areas within the college; the goal is to ensure there were no barriers for students to attend the institution. Most

of the findings had to do with notifications, physical plant modifications related to doors and parking lots (which will be the largest expenditure), and publications that need to be provided in both English and Spanish. There are some changes required at all campuses. There were also a lot of commendations in the report. President Breitmeyer said the reviewers were pleased with how transparent the staff and faculty were and commented that not all colleges are as open. The College was given until July 30 to provide a plan for changes. The expectation is that required changes will be made within the next calendar year.

- Staff Presentation

Vice-President of Academic Affairs Margaret Frimoth gave a PowerPoint presentation to recap the Campus Nexus ERP implementation, attending Council of Instructional Administrators meetings, strengthening of internal systems, a faculty-driven assessment and program review cycle, improved class schedules, new website and class schedules, House Bill 2998 (relating to transfer of credits to public post-secondary institutions of education), dual credit/Coastal Commitment, and having two part-time coordinators connecting with high schools. The Office of Instruction has been participating on monthly calls regarding House Bill 2864 related to cultural competency, ongoing GED and ABE revitalization, looking at CTE offerings for GED students, and the NWCCU Academy. VP Frimoth also shared information about STEP (SNAP Training and Employment Program); ongoing policy review; Instructional Leadership Team; College presence at monthly Superintendent meetings; Alliance for Equity in Education; accreditation; and CCC participation along with 20 other colleges and universities in the region in a two-year mentored look at assessment, retention, and successful completion. VP Frimoth thanked the Board for their commitment to continuous improvement.

Karen Burke asked if information about course offerings and community education will still be sent out in paper form. Julie Kovatch responded affirmatively and described the process. Chair Duehmig asked about the accreditation report. VP Frimoth replied a draft would be ready by the end of July. The report needs to be submitted by mid-August. President Breitmeyer said the draft will be sent electronically to the Board and he will highlight specific areas the Board needs to be aware of. Jerad Sorber, the new Vice-President of Student Success, came from an institution that recently completed their seven-year accreditation review and has been able to share information and resources.

## VI. OLD BUSINESS

### A. Change Date of Board Retreat

There was discussion on moving the Board Retreat date so that the new Board member who has yet to be selected can participate. It was decided to move the Board Retreat to Wednesday, August 28 with the first 20 to 30 minutes as a regular Board meeting to swear in the new Board member. The time will be the same at 11:00 a.m. to 4:00 p.m. and the location will likely be in Seaside at Angelina's.

### B. Update on MERTS Project and Capital Campaign

President Breitmeyer said the Capital Campaign Committee recently met for an organizational meeting to prepare the group for the campaign. Informal meetings are being planned. Bob Dorn is not officially part of the Capital Campaign but may host one of these informal meetings. The first meeting will likely be held before the end of the summer. President Breitmeyer also met with Craft3 to discuss New Markets Tax Credits. Craft3 is going to include CCC in their next application. CCC will likely get \$3 million if Craft3's application is approved. President Breitmeyer said the College will also work with a consultant who can connect it to other entities who might be interested in pursuing New Markets Tax Credits.

President Breitmeyer turned it over to MERTS Project Manager Shaun Martin who gave a comprehensive PowerPoint presentation regarding the MERTS Maritime Science Center project. Mr. Martin gave an overview of the project including design of the new building, equipment, budget, construction phases, milestones, and the design-build process. A copy of the presentation was distributed to everyone and discussed.

### C. Rescind Policies 3.430, 5.016, and The Spirit of Clatsop Community Recognition Award (unnumbered)

Karen Burke **moved to rescind policies 3.430, 5.016, and The Spirit of Clatsop Community Recognition Award.** Rosemary Baker-Monaghan seconded. The motion carried unanimously. For the benefit of the new Board members, Ms. Burke explained that the Board has adopted new policies to replace these policies, so these policies must be rescinded.

## VII. NEW BUSINESS

### A. Proposed Regular Board Meeting Dates/Locations

There was discussion about possibly having Regular Board Meetings on the third Tuesday of the month rather than the second Tuesday. Sara Meyer and Rosemary Baker-Monaghan requested that Board meetings be kept on the second Tuesday of the month. Rosemary Baker-Monaghan **moved to approve the proposed 2019-2020 Board Meeting Dates for the second Tuesday of the month at 6:30 p.m. at the regular meeting location in Columbia Hall noting that the venue can change.** Karen Burke seconded. The motion carried unanimously.

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

VP Zahn pointed out that the Board Secretary position is vacant right now and recommended that only the Clerk and Deputy Clerk be appointed at this time. Sara Meyer **moved to appoint President Chris Breitmeyer as Clerk and Vice-President JoAnn Zahn as Deputy Clerk for the CCC District.** Rosemary Baker-Monaghan seconded. The motion carried unanimously.

### C. Appointment of Board Representatives for FY19-20

OCCA: Rosemary Baker-Monaghan **moved to keep Anne Teaford-Cantor as the OCCA Board representative.** Karen Burke seconded. The motion carried unanimously. Ms. Baker-Monaghan noted the exceptional job Anne Teaford-Cantor has done.

CCC Foundation: Karen Burke **moved to keep Bob Duehmig as the CCC Foundation representative.** Rosemary Baker-Monaghan seconded. The motion carried unanimously.

CEDR: Rosemary Baker-Monaghan explained that President Breitmeyer is the voting member on the CEDR Board and she is an alternate member because there are term limits. Karen Burke **moved that President Breitmeyer remain as the CEDR Board representative with Rosemary Baker-Monaghan as alternate.** Anne Teaford-Cantor seconded. The motion carried unanimously. Chair Duehmig said there will be more discussion at the retreat.

Spirit of Clatsop: Rosemary Baker-Monaghan explained the background of the Spirit of Clatsop Award as a way to recognize community members

with a long-term commitment to the college. The award is not given out every year. She expressed interest in remaining on the committee. Karen Burke also expressed interest. The new Board policy states that the committee will meet and make a recommendation for the award and then the recommendation comes back to the Board for approval. Sara Meyer **moved to appoint Rosemary-Baker Monaghan and Karen Burke to the Spirit of Clatsop Committee.** Bob Duehmig seconded. The motion carried unanimously.

D. Authorize FY20 Signatures

Karen Burke **moved to authorize the College Clerk, the Deputy Clerk, and the Director of Accounting Services to sign College checks. The Clerk and the Deputy Clerk may use facsimile signatures.** Rosemary Baker-Monaghan seconded. The motion carried unanimously.

E. Designate Depository of Funds for FY20

Rosemary Baker-Monaghan **moved to adopt the list of qualified depositories in Clatsop County for public funds for FY20 as designated by the Oregon State Treasury.** Anne Teaford-Cantor seconded. The motion carried unanimously.

F. Declaration of Board Vacancy for Zone 3, Position 6

Rosemary Baker-Monaghan **moved to declare a Board Vacancy for Zone 3, Position 6.** Karen Burke seconded. The motion carried unanimously. The next step is to advertise for interested candidates. There will be a Special Board Meeting to interview the candidates.

G. Approve Expenditure for Architectural and Engineering Design Services for a New Maritime Science Building on the MERTS Campus

The expenditures for SRG's architectural and engineering design services for the new Maritime Science Building on the MERTS campus will be phased in as stated during the MERTS presentation. Karen Burke **moved to approve expenditures not to exceed \$1.478258 million for architectural design and engineering services with SRG Partnership, Inc.** Rosemary Baker-Monaghan seconded. The motion carried with Bob Duehmig, Rosemary Baker-Monaghan, Karen Burke, Anne Teaford-Cantor, and Sara Meyer voting aye. Tim Lyman voted nay.



#### H. Policies and Corresponding Procedures for Review

- BP 4225 Course Repetition (*1<sup>st</sup> Reading*)
- BP 4226 Multiple and Overlapping Enrollments (*1<sup>st</sup> Reading*)
- BP 4232 Pass/No Pass (*1<sup>st</sup> Reading*)

President Breitmeyer said the process is that policies and procedures go through Cabinet, College Council, and the Policy Committee of the Board and then to the Board of Education. Anne-Teaford Cantor provided further description and explanation of the process the College is using to review and update all College policies and procedures. Anne Teaford-Cantor **moved to put BP 4225, BP 4226, and BP 4232 into 1<sup>st</sup> reading by title only**. Rosemary-Baker Monaghan seconded. The motion carried unanimously.

#### I. New Hires

Deputy Clerk JoAnn Zahn announced that Shaun Martin has been hired as the new Senior Project Manager effective July 1 and Ryan Stanley has been hired as the new Clatsop Works Coordinator effective July 2.

### VIII. ANNOUNCEMENTS

Chair Duehmig pointed out the announcements and communications included in the Board packet.

### IX. BOARD FORUM

Karen Burke said she participated in the tour of the South Tongue Point site by boat and it was well worth it.

Sara Meyer said she met the potential County Managers last night. She is glad to be on the Board.

Rosemary Baker-Monaghan said she also participated in the boat tour of South Tongue Point and it was wonderful. She added that the Board has agreed that any significant event at the College will be discussed by the Board to ensure that at least one Board member can be present.

Anne Teaford-Cantor said she also participated in the boat tour, dock tour, and reception and commented on the wonderful partnership. She said that graduation was especially awesome this year with 100% Board participation. She welcomed the new Board members.

Tim Lyman said his father was one of the first instructors at the College many years ago.

Bob Duehmig commented he wasn't able to attend the boat trip and feels a little left out.

**X. ADJOURNMENT**

Without further business, the Regular Board meeting was adjourned at approximately 8.45 p.m.

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Chris Breitmeyer, President

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Bob Duehmig, Chair

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Naomi Garbutt, Recording Secretary