

**MINUTES OF THE AUGUST 28, 2019  
CLATSOP COMMUNITY COLLEGE  
BOARD OF DIRECTORS  
SPECIAL BOARD MEETING (RETREAT)**

**I. CALL TO ORDER**

The meeting was called to order by Chair Bob Duehmig at 11:00 a.m.

Board members present: Karen Burke, Rosemary Baker-Monaghan, Anne Teaford-Cantor, Robert Duehmig, Sara Meyer, and Tim Lyman. Others present: Dave Zunkel, President Chris Breitmeyer, and Recording Secretary Naomi Garbutt.

**A. Oath of Office**

The Oath of Office was taken by new Board member, Dave Zunkel.

**B. Introductory Activity**

Chair Duehmig asked all present to introduce and state something about themselves. President Breitmeyer then requested that the Board divide into two teams for an introductory activity. There was also a philosophical discussion regarding the Board's role in the College.

**II. UPDATES**

The Strategic Plan was discussed in some depth, beginning with "Strengthening the Academic Program," Objective 2 on the Strategic Enrollment Plan. It was determined that pathways will be rolled into the enrollment plan. There was also discussion regarding increasing retention, particularly during the first quarter.

Rosemary Baker-Monaghan stated that the Strategic Plan usually comes to the Board already formed. She requested a 'safe place' where the Board can be more participatory and bring the input of those who elected them. Karen Burke added that the Board can take the longer range (10-15 year) view, and Tim

Lyman agreed that Strategic Planning should be an important part of the Board's responsibility.

President Breitmeyer then distributed a handout regarding the three new core themes and how these relate to CCC's four existing strategic initiatives. He stated that he will be requesting Board approval of the three new core themes at the September Board of Directors meeting, adding that the new core themes are a more succinct version of the existing five core themes.

A discussion regarding the Associated Student Government (ASG) ensued. The Board requested to know the status of the ASG; President Breitmeyer replied that the ASG will now have representation on the Board, College Council, and the DEI Council. To participate as a member of the ASG, the students must be taking credit-bearing classes. Students who submit an application to serve on the ASG are currently appointed; however, they are moving toward an election process. The ASG will sit at the Board table and have a voice but will not have voting rights.

It was stated that a Campus Climate Survey will occur every other year.

With respect to MERTS, President Breitmeyer stated that he is actively involved in the capital campaign process. A significant amount of networking is taking place. Funding for the project was also discussed.

The topic of student success metrics and the VFA data included in the Board packet was next discussed, including a conversation regarding various classes and critical thinking skills that are not being properly taught by schools in general. It was stated that the average age of CCC students is 27-28 years old. These are not usually full-time students as they are working individuals. Rosemary Baker-Monaghan explained the opportunity to get a 4-year degree from Eastern (and OCNE, added Karen Burke) while going to school for a 2-year degree; the prospect of doing the same through Oregon State and other colleges is also underway. There was additional discussion regarding Career Pathways.

With regard to legislation, senate bills affecting community colleges were distributed by President Breitmeyer and briefly discussed.

### **III. ACCREDITATION**

President Breitmeyer reviewed the “Overview of Accreditation” document and what the Board can expect during the October 21-23, 2019 accreditation visit. There will be a prep session in October, particularly regarding Standard 5, prior to the visit. Related to the accreditation process, President Breitmeyer then discussed policy progress to date. The Board Policy Committee described the work that has been done to date, OCCA’s board policy template service, and the structure of the process. President Breitmeyer stated that the five accreditation standards have been synthesized down to two Standards under NWCCU’s new system.

### **IV. BOARD PROCESS**

Chair Duehmig distributed the New Board Member Handbooks to Sara Meyer, Tim Lyman, and Dave Zunkel. A digital version of the handbook was requested by Tim Lyman, Anne Teaford-Cantor, and Karen Burke. Rosemary Baker-Monaghan requested a handbook in hard copy as well. These will be provided by the Board Secretary as requested.

Board responsibilities versus the President’s responsibilities were described by Chair Duehmig. He also discussed the importance of maintaining a positive Board/President relationship as well as the Board’s need to set goals for, and expectations of, the President. He added that the entire Board employs President Breitmeyer, not any individual.

There was discussion regarding board members’ communication with their constituents or employees and what is appropriate. Vigorous debate was encouraged, and the importance of getting all the information at Board meetings and bringing information to the Board as a group was also discussed. Karen Burke commented on the need to attend in person, whether by phone or physically, but not by proxy. It was also stated that ethics laws Board members must follow is very different than those practiced by general citizens. Board members may not accept gifts above \$60; any perceived ethical violations must be reported to the Board Chair; and any questions can be asked and run by the College’s attorney whenever necessary.

Chair Duehmig reviewed each Board Committee and asked Board members to communicate any interest they may have with respect to serving on a particular committee. Sara Meyer expressed an interest in serving on the CEDR Board Committee but not at this time. Rosemary Baker-Monaghan stated her willingness to chair the Spirit of Clatsop Award Committee; Karen Burke voiced her willingness to Chair the President's Evaluation Committee; and Dave Zunkel expressed his interest in participating on the Foundation Committee. Action related to these committee appointments will be taken at a future Board meeting.

President Breitmeyer requested input regarding Board reports from staff and the possibility of creating an electronic form. Chair Duehmig stated that he would like to receive different information from each area; however, Student Services and the Office of Instruction should provide ongoing reports. President Breitmeyer stated that he will develop a generic report for the remaining areas and send it to the Board for input. Karen Burke said that she would like to receive a more balanced report from the Office of Instruction; for example, LDT and other areas are rarely considered in those reports. The Board expressed its desire to have different ones give the Office of Instruction report from time to time. Chair Duehmig talked about the possibility of developing a dashboard of information.

With regard to GISS Training, President Breitmeyer stated that OCCA is working with ACCT to provide this training at the end of the November OCCA Annual Conference if anyone is interested in receiving it. The Board was asked to inform President Breitmeyer at the September board meeting if there was any interest.

The September 26, 2019 deadline for the Howard Cherry Award was discussed along with a conversation regarding a possible nominee.

## **V. BOARD GOALS**

The 2018-2019 Board goals were reviewed. Tim Lyman asked the question, "What objective measure defines success or failure of the Board's goals?" Various ones responded that a narrative evaluation has been used in the past but qualitative data could also be utilized. Discussion took place around goals that are still ongoing, such as the MERTS project, meeting the educational needs of the community, strategic planning, expanding Patriot Hall use, etc.

The Board proceeded with its self-evaluation with respect to its 2018-2019 goals, namely:

**Actively supporting the accreditation process** through participating in training sessions and the Board Policy Committee's work.

**Celebrating and recognize positive contributions** by continuing to add CCC and community events to each agenda and encouraging Board attendance at these events.

**Promoting a college community that is committed to DEI.** The budgetary allocation to the Diversity, Equity, and Inclusion committee was an excellent first step. Re-forming of the committee into a council as well as ongoing training on DEI have been working in the right direction; however, there is more to do.

**Increasing offerings in the arts program:** Challenging but kept on as a long-term goal. The Board expressed its desire to build up these offerings once the MERTS project is well underway; it also requested that this goal be incorporated into the strategic plan. Movement on the PAC will also assist in allowing CCC to put resources toward a creative arts program. Sara Meyer asked if classes can be offered off-campus, such as at the VanDusen building; the reply was Yes, this could be explored.

**Supporting the development and implementation of a Strategic Plan:** Through policy and other actions, the Board has fully supported this.

**Commitment to Professional Growth:** The Board agreed to a Professional Development Fund for non-represented employees and Collective Bargaining Agreements have incorporated language regarding this fund as well.

The Board further agreed to the following goals for 2019-2020:

1. Continue to assess and evaluate whether CCC is meeting the educational needs of our community through:
  - a. accelerated learning.
  - b. developing, fostering, and investigating partnerships with SBDC/CEDR/Clatsop Works.

- c. incorporating appropriate partnerships into the Strategic Plan.
2. Actively support accreditation follow-up.
3. Support Student Government and Leadership.
4. Celebrate and recognize positive contributions and accomplishments of College employees' professional development (quarterly recognitions).
5. Continue to promote a college community that is committed to diversity, equity, and inclusion as well as the success, health, dignity, and worth of every person.
6. Incorporate the assessment and expansion of offerings in arts programming into the strategic planning process.
7. Continue to support the implementation of a Strategic Plan that includes the four strategic initiatives, namely: A strategic plan that strengthens the academic environment for students, cultivates connections with the community, is committed to equity and inclusion, and advances institutional accountability.
8. Assess distance education possibilities and initiatives.

The above-mentioned goals will be distributed to the Board for approval at the September 2019 Regular Board Meeting. It was also requested that, once adopted, these goals be included in large letters within all board packets immediately following the agenda.

## **VI. OTHER ITEMS AND WRAP-UP**

President Breitmeyer distributed a handout from the City of Warrenton regarding the impact of tax changes on CCC.

The meeting was adjourned at approximately 3:50 p.m.

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Chris Breitmeyer, President

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Bob Duehmig, Chair

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Naomi Garbutt, Recording Secretary