

**MINUTES OF THE SEPTEMBER 10, 2019  
CLATSOP COMMUNITY COLLEGE  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING**

**I. CALL TO ORDER**

The meeting was called to order by Chair Robert Duehmig at 6:30 p.m.

Board members present: Karen Burke, Rosemary Baker-Monaghan, Anne Teaford-Cantor, Robert Duehmig, Sara Meyer, Tim Lyman, and Dave Zunkel. Board members absent: None. Others present: Jerad Sorber, Stephanie Homer, Doris Jepson, Julie Kovatch, Tina Hayes, Sunny Klever, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

A. Adoption of Agenda

Rosemary Baker-Monaghan **moved to adopt the agenda as amended to add I.B: Appoint Board Secretary.** Karen Burke seconded. The motion carried unanimously.

B. Appoint Board Secretary

Karen Burke **moved to appoint Pat Schulte Board Secretary.** Anne Teaford-Cantor. The motion carried unanimously.

**II. PUBLIC FORUM**

A. Introduction of Guests

Chair Duehmig asked those present to introduce themselves.

B. Public Comment

Karen Burke said she wanted to acknowledge that just over a week ago we lost Dave Phillips who was the Associate Dean of Instruction when Ms. Burke came to CCC and was her direct supervisor for 20 years. Dave Phillips was responsible for many things at the College and was always an advocate for CCC. Doris Jepson, the new Director of Nursing and Allied Health, said she is enjoying her time at the College and is looking forward to working with everyone here.

### III. APPROVAL OF MINUTES

Karen Burke **moved to approve the minutes of the July 9, 2019 Regular Board Meeting as distributed.** Anne Teaford-Cantor seconded. The motion carried unanimously. Dave Zunkel **moved to approve the minutes of the August 28 Board Retreat as distributed.** Karen Burke seconded. The motion carried unanimously.

### IV. CONSENT AGENDA

#### A. Consider Approval of Core Themes

President Breitmeyer said the core themes were discussed at the Board Retreat. Rosemary Baker-Monaghan **moved to approve 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 August 31, 2019 compared to revenues and expenditures as of August 31, 2018 and to the FY 2019-2020 Budget. Tuition and fees revenue recorded through August FY19-20 is \$1.074 million or 32.81% of the adopted budget. Tuition and fee revenue is up 21.05% compared to the August FY18-19. The variance is likely due to timing and does not reflect enrollment growth. The \$3 per credit tuition increase, effective summer term, is reflected in year-to-date enrollment. The tuition and fee budget is \$3.275 million. The estimated FY18-19 general fund ending fund balance is \$1.5 million.

State appropriations in the FY19-20 adopted budget are \$3.644 million based on a \$570 million funding formula allocation. State appropriations recorded through August FY19-20 is \$993,000 representing the first of four quarterly payments. No property taxes have been recorded through August FY19-20. The actual FY18-19 property taxes received are \$4.851 million or 101.22% of the adopted budgeted. Timber revenues are budgeted at \$450,000. The FY19-20 adopted budget beginning fund balance is \$1.1 million. The estimated ending fund balance is estimated at

\$1.5 million. The FY17-18 General Fund ending fund balance is \$1.748 million. Total actual General Fund expenditure through August is \$1.788 million, or 13.34% of budget, compared to \$1.691 million in August FY18-19. Total estimated actual General Fund expenditures in FY18-19 are \$11.813 million, or 92.86%.

B. Report of the Board Chair

Chair Duehmig thanked everyone for a very successful retreat.

C. Report of the Board Representatives

OCCA

Anne Teaford-Cantor highlighted two bills that were passed by the State Legislature this year. Starting in 2020, there will be a hazing report that will be required as well as a policy addressing hazing which the College has. Likewise, sexual assault and harassment policies will be updated. Staff training in these areas is required. As a matter of practice, Ms. Teaford-Cantor attended Representative Tiffany Mitchell's Town Hall and happened to be seated behind Representative Barbara Smith-Warner who is the new majority leader of the House. After the Town Hall, Ms. Teaford-Cantor talked to Rep. Smith-Warner about funding going forward as well as MERTS. She contacted Annette Mattson who is the new chair of the OCCA Board and brought her up to speed on what Rep. Smith-Warner said. Ms. Mattson is going to bring comments back to the OCCA Executive Committee. Ms. Teaford-Cantor said she is hoping it will be helpful for OCCA and CCC.

CEDR

The next CEDR meeting is September 24. The Clatsop Works program has doubled in size. The Clatsop Works internships are paid, and work-study students are eligible to apply for internships.

### Foundation

Lum's Auto Center has established a new \$5,000 scholarship for two automotive students. TLC will present a donation to the Foundation on Thursday. The Foundation will be providing lunch for the first day of in-service. Foundation Director Sunny Klever thanked Dave Zunkel for being a fantastic Foundation Board member. They will miss him greatly and are thrilled that he is a new College Board member.

### Health and Wellness Committee

No report. This report will not be on the agenda going forward.

### Diversity

No report. This report will not be on the agenda going forward.

## D. Report of the President

The accreditation site visit is coming up October 21-23. Before the October Board meeting, there will be a Board Work Session to prepare the Board for the accreditation visit. President Breitmeyer said we will be talking about accreditation at the upcoming staff in-service, and there will be a full court press going forward before accreditation. The ERP "go live" date will be in May 2020. Greg Riehl is the lead on the new ERP and is shepherding the group along. Anne Teaford-Cantor asked about the delay. President Breitmeyer responded that the ERP vendor was not aware of what community colleges do and how we operate. The process of taking the data from one format and putting it into the new ERP takes some time. President Breitmeyer also pointed out the new VP report template that was included in the packet.

Staff Presentation: The new Vice-President of Student Success Jerad Sorber provided the staff presentation. He said the Student Services staff has been amazing at welcoming him to the College and helping him to figure out where things are. Student Government has formed for the upcoming year. Fall orientations are continuing with 49 students booked for orientation today. There was an article in the Astorian about Upward Bound students installing solar panels. VP Sorber's background is in enrollment management. He said it looks like enrollment will be up for the fall. VP Sorber said there are quite a few departments in Student Services; some of the departments are supported by the same staff. Student Success works on what it takes to get students to the door of the

classroom and what it takes to keep them here. Another big area of focus for this year is bringing those services together, making sure everyone is on the same team, and breaking down silos to boost retention, boost completion, and boost success. Rosemary Baker-Monaghan shared the story of a young woman she met who attended orientation today and said how good it was and how excited she is to be attending college here.

## VI. OLD BUSINESS

### A. Approve Board Goals for FY 2019-2020 as Discussed at August 28, 2019 Board Retreat

Karen Burke commented on the Board self-evaluation survey that was sent out by OCCA. She said as she was going through it, she realized that the Board's goals do address the role of student success and helping the college achieve its mission. Sara Meyer asked about new members filling out the survey because they weren't on the Board during the last year. Anne Teaford-Cantor commented that there's a "don't know" response. Tim Lyman said he didn't fill it out because he has only attended two meetings. Karen Burke said the survey results are for use by the Board.

The Board members discussed the Board goals. Tim Lyman said the fundamental parts of a goal are success metrics and time elements and felt that the Board should be calling these something other than goals. After further discussion, the Board decided to use Board Priorities rather than Board Goals. Rosemary Baker-Monaghan suggested using bullet points instead of numbers in the list of priorities because they don't denote ranking.

Rosemary Baker-Monaghan **moved to approve the Board Priorities for FY 2019-2020 as discussed at the August 28, 2019 Board Retreat.** Dave Zunkel seconded. The motion carried unanimously.

## VII. NEW BUSINESS

### A. Consider Board Representation on the Clatsop Community College Foundation Committee

Rosemary Baker-Monaghan **moved to appoint Dave Zunkel as Foundation Representative.** Karen Burke seconded. The motion carried unanimously. Sunny Klever thanked Chair Duehmig for all he has done as Foundation Representative.

B. Consider Proposed Naming Opportunity at MERTS

President Breitmeyer said he is not going ask the Board to take any action on proposed naming opportunities tonight and will probably be bringing it back to the October or November Board meeting. The Capital Campaign Committee will be hosting two events with industry people to familiarize them with the program and what's going on with the MERTS project.

C. Emergency Adoption of Policy BP 3200, Accreditation – 1<sup>st</sup> and 2<sup>nd</sup> Reading

Rosemary Baker-Monaghan **moved to declare an emergency and put BP 3200, Accreditation, in 1<sup>st</sup> and 2<sup>nd</sup> reading and adoption by title only.** Karen Burke seconded. The motion carried unanimously.

D. Emergency Adoption of Policy BP 3225, Institutional Effectiveness – 1<sup>st</sup> and 2<sup>nd</sup> Reading

Rosemary Baker-Monaghan **moved to declare an emergency and put BP 3225, Institutional Effectiveness, in 1<sup>st</sup> and 2<sup>nd</sup> reading and adoption by title only.** Dave Zunkel seconded. The motion carried unanimously.

E. Emergency Adoption of Policy BP 3250, Institutional Planning – 1<sup>st</sup> and 2<sup>nd</sup> Reading

Rosemary Baker-Monaghan **moved to declare an emergency and put BP 3250, Institutional Planning, in 1<sup>st</sup> and 2<sup>nd</sup> reading and adoption by title only.** Anne Teaford-Cantor seconded. The motion carried unanimously.

F. Emergency Adoption of Policy BP 5130, Financial Aid, for 1<sup>st</sup> and 2<sup>nd</sup> Reading

Rosemary Baker-Monaghan **moved to declare an emergency and put BP 5130, Financial Aid, in 1<sup>st</sup> and 2<sup>nd</sup> reading and adoption by title only.** Dave Zunkel seconded. The motion carried unanimously.

## G. New Hires

President Breitmeyer announced that Teena Toyas has been hired as the Dean of Transfer Education effective September 1, 2019. Ms. Toyas is moving from part-time Dean and faculty member to full-time Dean.

## VIII. ANNOUNCEMENTS/COMMUNICATIONS

Chair Duehmig pointed out the announcements and communications included in the Board packet. There will be a Work Session before the next Board meeting starting at 5:30 p.m. to go over accreditation. The OCCA Annual Conference will be held at Salishan November 6-8. Bob Duehmig, Rosemary Baker-Monaghan, Anne Teaford-Cantor, Karen Burke, Sara Meyer, and Dave Zunkel indicated they would like to attend. Tim Lyman said it depends on the timing of business whether or not he can attend.

## IX. BOARD FORUM

Tim Lyman said he had nothing to share.

Sara Meyer asked how many had attended “Shanghaied in Astoria” and shared that they are going out for some grants. She looked for the Board meeting announcement in the Astorian and could not find it there. The Board Secretary will follow up with Edward Stratton to see why it wasn’t posted.

Anne Teaford-Cantor said she, Karen Burke, and Sara Meyer were all at the Upward Bound presentations. She said she will be in Greece until October 25. Effective Aug. 1, Ms. Teaford-Cantor has been elected to the Alpha Chi Omega Foundation Board of Trustees which is a national level position. The philanthropy is supporting domestic violence and sexual assault awareness.

Rosemary Baker-Monaghan said she had nothing to share.

Karen Burke said she had nothing to share.

Dave Zunkel said it was nice to see Anne Teaford-Cantor at Rep. Tiffany Mitchell’s event and making those connections.

## X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 7:30 p.m.

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Chris Breitmeyer, President

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Bob Duehmig, Chair

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Pat Schulte, Recording Secretary