

**MINUTES OF THE NOVEMBER 12, 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 6:35 p.m.

Board members present: Karen Burke, Rosemary Baker-Monaghan, Robert Duehmig, Sara Meyer, Anne Teaford-Cantor, Dave Zunkel, and Tim Lyman. Board members absent: None. Others present: Jerad Sorber, Margaret Frimoth, Kristen Wilken, Bill Antilla, Jacob Kaup, Levi Kaup, Jessica Kaup, Robert Lester, Eldon Russell, Michael Wilkin, Bryce Potter, Nick Williams, Toni Middleton, and Charlene Larsen. Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, ASG Representative Steven Ellsberg, and Recording Secretary Pat Schulte.

A. Adoption of Agenda

Karen Burke **moved to adopt the agenda as presented.** Sara Meyer seconded. The motion carried unanimously.

II. PUBLIC FORUM

A. Introduction of Guests

Chair Duehmig asked those present to introduce themselves.

B. Public Comment

Robert Lester, a representative from CCC's Nursing Club, said the Club will be making wreaths again this year. He passed an order form around and said the Club will be making the wreaths on December 5 and will contact individuals when the wreaths are ready.

III. APPROVAL OF MINUTES

Karen Burke **moved to approve the minutes of the October 8, 2019 Board Work Session as presented.** Rosemary Baker-Monaghan seconded. The motion

carried unanimously. Sara Meyer **moved to approve the minutes of the Regular Board Meeting as presented**. Karen Burke seconded. The motion carried unanimously.

IV. CONSENT AGENDA

A. None

V. REPORTS/DISCUSSION ITEMS

A. Report of the Deputy Clerk

VP Zahn provided a summary of the Statements and Revenues and Expenditures FY19-20 and FY18-19 by fund source. The Financial Summary also included revenues and expenditures as of October 31, 2019 compared to revenues and expenditures as of October 31, 2018 and to the FY 2019-2020 Budget. Tuition and fees revenue recorded through October FY19-20 is \$1.279 million or 39.05% of the adopted budget. Tuition and fee revenue is up 10.66% compared to October FY18-19. 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 \$1.748 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 October FY19-20 are \$2.034 million representing two of four quarterly payments. Property taxes recorded through September FY19-20 are \$63,000. 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 actual FY18-19 ending fund balance is estimated at \$1.453 million. The FY17-18 General Fund ending fund balance is \$1.748 million. Total actual General Fund expenditures through October are \$3.728 million, or 27.81% of budget, compared to \$3.569 million in October FY18-19 representing a 4.46% increase. Total estimated actual General Fund expenditures in FY18-19 are \$11.813 million, or 92.86%.

VP Zahn said the auditing process is essentially done, and she anticipates the auditors will be presenting financial statements at the December Board meeting.

B. Report of the Board Chair

Chair Duehmig gave an overview of the OCCA Conference which was held at the Salishan Resort November 6-8. He said other colleges attending the conference talked about their challenges, and he thinks CCC is doing really well.

C. Report of the Board Representatives

OCCA

Anne Teaford-Cantor reported that all CCC Board members attended the OCCA Annual Conference last week. She said she was really pleased to see that OCCA is fully staffed. She reported she is also pleased to see the work that has already been done looking forward to the 2020 and 2021 legislative sessions. The OCCA staff is much further ahead than the last two years and have already debriefed legislators. The December OCCA Board meeting in Tillamook will provide more detail.

Rosemary Baker-Monaghan commented that the structure of the OCCA Annual Conference was better than the ACCT conference. All the keynote speakers at the ACCT Conference were during the dinners which were an added cost. Ms. Baker-Monaghan said she appreciated the inclusiveness of the pricing at the OCCA Conference which included all the keynote speakers.

CEDR

No report. There was no CEDR meeting last month.

Foundation

Dave Zunkel reported that the Foundation met on September 17 and will meet again next week. The Foundation Scholarship Awards Reception and Donor Appreciation Concert will be held on November 23 at Peace Lutheran Church. The awards start at 3:00 p.m., and the concert starts at 4:00 p.m.

D. Report of the President

President Breitmeyer pointed to his report and the reports from the VP of Academic Affairs and VP of Student Success that were included in the packet. President Breitmeyer provided an update on the Maritime Science Capital Campaign. He said many of the Maritime faculty and staff presented to the Capital Campaign Cabinet to familiarize them with what they do at MERTS. President Breitmeyer said the Campaign Cabinet members now feel prepared as they meet with potential donors to the campaign. He added that there will be some cultivation events this month. On the grants front, President Breitmeyer said we will be submitting the EDA (Economic Development Administration) grant; the MERTS Project has been deemed fundable. President Breitmeyer said they also met with representatives regarding the New Markets Tax Credits, and Craft3 is feeling very positive.

President Breitmeyer said the bulk of his report is about accreditation and commented that the accreditation site visit was very successful. He said the accreditation team left us with some commendations and recommendations. Commendations included recognition of the student-focused culture on campus; recognition of the faculty for their assessment work; recognition of the library for service to students, faculty, and staff; recognition of the College's integration with the community; and recognition of CCC's facilities. President Breitmeyer shared that the lead evaluator was on the accreditation team that was here 12 years ago and said he saw a very different campus at that time. Recommendations included developing measurable objectives and indicators for the core themes, developing a separate Safety Plan, and continuing to work on updating Policies and Procedures. President Breitmeyer said there is a separate Safety Plan so we have already fulfilled that recommendation. President Breitmeyer reiterated it was an excellent visit overall, and he is really proud of the work that was done. He emphasized that accreditation is about making us better. He said the accreditation team makes recommendations to NWCCU; NWCCU will accept and/or modify the recommendations. Sometime in January 2020, President Breitmeyer will go before NWCCU to address the recommendations.

- Staff Presentation: What Forerunner Did Over Summer Vacation

The staff presentation was given by Maritime Science faculty and staff, including Bryce Potter, Nick Williams, and Eldon Russell. Former student

Jacob Kaup and OHSU Center for Coastal Margin Observation and Prediction Senior Researcher Michael Wilkin assisted with the presentation. Toni Middleton handed out floating key holders and a brochure on the Maritime program. Dean Kristen Wilkin introduced the presentation. After some technical difficulties, slides and a video on the Forerunner were shown. Bryce Potter, Maritime Science Department Faculty, said he trains students to be professional mariners. He covered the various classes that are offered and what students learn. He said he also does some research support work. Nick Williams, Maritime Science Department Instructional Assistant, described the repairs and maintenance that were done on the Forerunner over the summer, including rebuilding the engine. Michael Wilkin, OHSU Center for Coastal Margin Observation and Prediction Senior Researcher; Eldon Russell, Maritime Science Department Faculty; and Jacob Kaup, 2017 Clatsop Community College graduate of the Training Ship/Vessel Operations Associate of Applied Science Degree and summer deckhand on the M/V Forerunner, showed a video and talked about their experiences of deploying the Waverider buoy from the Forerunner to collect data for the Corps of Engineers.

E. Report of the ASG Representative

ASG President Steven Ellsberg said ASG is still working on creating a policy flow for when new clubs apply to become clubs at the College. The Tabletop Games Club just submitted to be a new club, and the Nursing Club just renewed. ASG is working on a fee for students that student clubs can use so they have funds to do what they want to do. ASG just approved working on the giving tree project. There will be a tree in Columbia Hall and one at MERTS which will have stars with Head Start children's ages and genders. Individuals can select a star and purchase a gift for that child. It will help Head Start families give their children holiday presents. ASG is also getting recycling bins out and would like to get tables in the courtyard area for students to eat and play games. Mr. Ellsberg said that both Jerad Sorber and Cat Teague are doing a great job of helping them make their ideas successful.

Sara Meyer asked about the Nursing Club. Mr. Ellsberg replied that anyone enrolled in the nursing program is part of the Nursing Club which meets monthly. The Nursing Club does a lot of community outreach, including working with LIT, putting together a Thanksgiving basket, doing a giving tree, organizing a blood drive, and participating in the Health Organizations Fair.

VI. OLD BUSINESS

A. Update on Policy Progress

Rosemary Baker-Monaghan said the Board Policies Committee met last week and is looking at policies that are making their way through the system. She said they won't be seeing any more policies until January. VP Zahn said College Council had a good conversation at their November 7 meeting about working on policies simultaneously. President Breitmeyer said we probably need to be working on policies and procedures year-round. Ms. Baker-Monaghan said it's important that procedures accompany the policies to give them context. VP Zahn said we have only completed 72 policies out of 350. Ms. Baker-Monaghan said they did a presentation at the ACCT Conference on the OCCA policy framework, and the room was packed.

VII. NEW BUSINESS

A. Adopt FY 2019-20 Supplemental Budget, Making Appropriations for the Unexpended Plant Fund.

VP Zahn said the main adjustment to the budget is for the purchase of the MERTS property which is scheduled to close on Thursday.

Rosemary Baker-Monaghan **moved to adopt Resolution 2019-20-02 amending the appropriations for the FY 2019-20 Unexpended Plant Fund budget.** Anne Teaford-Cantor seconded. Robert Duehmig, Rosemary Baker-Monaghan, Karen Burke, Anne Teaford-Cantor, Sara Meyer, and Dave Zunkel voted aye. Tim Lyman abstained. The motion carried.

B. Consider Approval to Purchase Storage Array

VP Zahn said the college is critically low on network data storage and a new storage array is needed. It is in the regular technology budget and will be financed over a five-year term. Tim Lyman asked why a storage array is being purchased versus leased cloud service. VP Zahn said she would follow up with Greg Riehl for the answer to that question.

Karen Burke **moved to purchase the storage array for network use.** Dave Zunkel seconded. Robert Duehmig, Rosemary Baker-Monaghan, Karen Burke, Anne Teaford-Cantor, Sara Meyer, and Dave Zunkel voted aye. Tim Lyman vote nay. The motion carried.

C. President's Evaluation

Karen Burke pointed out BP and AP 2435 Evaluation of the President in the packet. She also passed out the proposed questions and said they are essentially the same as last year with a few minor changes. They are not planning to use a full 360 evaluation this year. They will send this survey using an online survey tool to all Board members, President Breitmeyer's direct reports, Kristen Wilkin as a representative of MERTS, Susan Bartlett as a representative of the Foundation, and the ASG President. Once the results are in and compiled, the Board will meet with President Breitmeyer in Executive Session before the January Board meeting. Dave Zunkel pointed out that the survey this year will include a space for comments after each question which last year's survey did not have. Mr. Lyman asked if this questionnaire is similar to what other community colleges do. President Breitmeyer replied that it is. Mr. Lyman also asked if external stakeholders are included, and Ms. Burke replied they are not including external stakeholders this year because they did a 360 evaluation last year.

Rosemary Baker-Monaghan **moved to approve the evaluation process and questions as proposed.** Dave Zunkel seconded. The motion carried unanimously.

D. Summary of ACCT Leadership Congress October 16-19, 2019

Rosemary-Baker Monaghan, Karen Burke, and President Breitmeyer attended the ACCT Leadership Congress in San Francisco October 16-19. Ms. Baker-Monaghan handed out notes summarizing the sessions she attended. She covered some highlights from the sessions she attended which included *Enabling Student Success through Technology Collaboration; The Future is Now! How Future Proof is Your College?; The Board as a Critical Partner in Institutional Transformation and Building Equity-Minded Institutions; Frida Kahlo 2020 Cultural Arts as a Catalyst; and Transformative Partnerships: How Industry Partners Can Help Move the Needle.* Takeaways included: lessons in all classes should be available online; some colleges are helping students with microloans, e.g., a student can take out a microloan to fix a flat tire and then pay the college back; language is a barrier, e.g., the language of academia, language of business, language of the student, etc.; every public dollar invested generates \$3 to \$4 of economic return; "data without action is cowardice"; having an early warning system so that anyone can report a barrier; things that need to be included in buildings like milling spaces for students; the Frida Kahlo cultural arts program that

impacted other college programs; board policy leadership; and transformative partnerships with industry.

Ms. Baker-Monaghan also participated on the panel discussion *Board Policy and Administrative Procedure Leadership for All Community Colleges* which covered the OCCA policy framework. Karen Burke also helped to answer questions from the audience during that discussion. Former CCC President Larry Galizio was in the audience for that session.

Karen Burke also passed out highlights from the sessions she attended, including a session on *Continuous Quality Improvement: A Board's Evolution in Policy Governance*. Other highlights included: getting the College open as soon as possible after a disaster is critical to student retention; embedding a tutor in at-risk courses like math and writing; automatically awarding a certificate to students who have completed requirements; success is the ability to compete which depends on the ability to differentiate from other colleges; partnering with unions to offer free college benefit; and having an Affordability and Success Standing Board Committee. Ms. Baker-Monaghan commented that we need to look at our policies to see if they have inadvertently created barriers for students.

President Breitmeyer said the ACCT conference was time well spent. One takeaway was that most colleges are partnering with industry, and we need to identify some partner industries in the area. He said he was really inspired by South Puget Sound which has a brewing program. The other track he focused on was equity work. Chair Duehmig commented that the issue of equity was really driving the OCCA Conference. President Breitmeyer said the equity lens should drive everything.

E. New Hires

VP Zahn announced that Mallory Vollner has been hired as the new Director, Disability Services. She began her new position on November 1. Nick Noack has been hired as the new Custodial/Maintenance Assistant on the Sunday through Thursday night shift. He began his employment on November 3.

VIII. ANNOUNCEMENTS/COMMUNICATIONS

The next Board Meeting is Tuesday, December 10, 2019 at 6:30 p.m. in Columbia Hall 219.

The Scholarship Awards Reception and Concert is Sunday, November 23 at Peace Lutheran Church. The awards are at 3:00 p.m. and the concert is at 4:00 p.m.

IX. BOARD FORUM

Tim Lyman said he is disturbed that we just dropped \$68,000 on something that we know nothing about.

Dave Zunkel said he enjoyed the first part of the OCCA Conference.

Anne Teaford-Cantor said she had the good fortune of judging the Halloween costume contest. She added that she went to the Latino Club bread and hot chocolate sale and met Jenny Radway, the new director of the Hispanic Council.

Sara Meyer invited Charlene Larsen to speak because she missed the Public Comment section of the meeting. Ms. Larsen spoke about how much she appreciates her encounters with Clatsop Community College. She thanked the Board, staff, and students for their support.

Sara Meyer said she is enjoying her time on the Board.

Karen Burke said it was the most positive exit interview for Accreditation she has ever participated in.

X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 8:17 p.m.

Chris Breitmeyer, President

Robert Duehmig, Chair

Pat Schulte, Recording Secretary