

**MINUTES OF THE DECEMBER 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, Robert Duehmig, Anne Teaford-Cantor, Dave Zunkel, and Tim Lyman. Board members absent: Sara Meyer. Others present: Caroline Wright, Jerad Sorber, Margaret Frimoth, Naomi Garbutt, Stephanie Homer, Shaun Martin, Greg Dorcheus, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

A. Adoption of Agenda

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

II. PUBLIC FORUM

A. Introduction of Guests

Chair Duehmig asked those present to introduce themselves.

B. Public Comment

None.

III. AUDIT PRESENTATION BY CAROLINE WRIGHT OF CLAF (CliftonLarsonAllen)

Deputy Clerk Zahn introduced Caroline Wright of CliftonLarsonAllen who gave a comprehensive report on the recently completed audit. Ms. Wright presented the Management Letter which was a high level overview of the audit. Ms. Wright thanked JoAnn Zahn, Margaret Antilla, Lloyd Mueller, and the people around them who helped with the audit. She said there were no unadjusted recommendations and no corrected misstatements that management wasn't already aware of as part of the audit process. There were

no disagreements with management. Ms. Wright stated this letter is another level of assurance that management provided auditors with what they needed and everything was above board. She said with the Foundation as a component, it is considered a group audit. Auditors need to make sure the Foundation is audited appropriately.

Ms. Wright moved on to the financial statements and did a brief walkthrough of the information. In reviewing the financial statements, the first several pages express CLA's opinion on the financials provided by management. Ms. Wright stated that an unmodified opinion is the cleanest opinion CLA can provide, and that is what has been issued to the College. She then reviewed the "Management's Discussion and Analysis." The assets, liabilities, and net position were similar to the previous year with an overall decrease in net position compared to the previous year. Ms. Wright went through the different Notes to Financial Statements and the Required Supplementary Information.

Ms. Wright went over the Summary of Auditors' Results and noted no material weaknesses or significant deficiencies not considered to be material weaknesses in internal control. She noted three findings that were considered significant deficiencies and said the good news is that none of the findings were repeat findings. The findings included:

1. Management did not determine if student status changes were being updated accurately and timely with the effect that the College did not update student enrollment statuses correctly or timely to the National Student Loan Data Systems (NSLDS).
 - Recommendation: The College put a process in place to ensure all students who withdraw or graduate are accurately and timely reported to NSLDS. The system should include understanding if and when the National Student Clearinghouse (NSC) third party servicer has correctly reported to NSLDS.
2. A control system to prevent and detect errors during the refund process has not been created with the effect that it is possible for errors to occur and not be caught in a timely manner.
 - Recommendation: Someone other than the preparer of the refund calculation review the report for accuracy.
3. The organization did not perform an IT Risk Assessment in the current year with the effect that the organization did not perform an IT risk assessment tailored specifically to the organization, identify risks, or address risks identified as required by the Gramm-Leach-Bliley Act.
 - Recommendation: The Organization perform a risk assessment which addresses all of the requirements in 16 CFR 314.4(b).

In parting, Ms. Wright thanked the team and said CCC has some very good employees.

IV. APPROVAL OF MINUTES

Karen Burke **moved to approve the minutes of the November 12 Public Hearing on the Supplemental Budget as presented.** Rosemary Baker-Monaghan seconded. The motion carried unanimously with Sara Meyer absent.

Dave Zunkel **moved to approve the minutes of the November 12 Regular Board Meeting as presented.** Anne Teaford-Cantor seconded. The motion carried unanimously with Sara Meyer absent.

V. CONSENT AGENDA

A. None

VI. 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 November 30, 2019 compared to revenues and expenditures as of November 30, 2018 and to the FY 2019-2020 Budget. Tuition and fees revenue recorded through November FY19-20 is \$1.848 million or 56.43% of the adopted budget. Tuition and fee revenue is up 6.02% 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 FY18-19 general fund ending fund balance is \$1.453 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 November FY19-20 are \$2.039 million representing two of four quarterly payments. Property taxes recorded through November FY19-20 are \$4.239 million. 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 actual FY18-19 ending fund balance is \$1.453 million. Total actual General Fund expenditures through November are

\$4.826 million, or 36.01% of budget, compared to \$4.598 million in November FY18-19 representing a 4.96% increase. Total estimated actual General Fund expenditures in FY18-19 are \$11.813 million, or 92.86%. VP Zahn asked the Board for a motion to accept the financial statements as presented by Caroline Wright of CliftonLarsonAllen.

Rosemary Baker-Monaghan **moved to accept the financial statements as presented.** Karen Burke seconded. The motion carried unanimously with Sara Meyer absent.

B. Report of the Board Chair

Chair Duemig said this meeting is the Board's last meeting of 2019 and thanked everyone for the good year. The College was accredited, had a good audit, and signed on the MERTS property. He added that there seem to be a lot of happy campers on campus.

C. Report of the Board Representatives

OCCA

Anne Teaford-Cantor said she attended the OCCA board meeting last Friday. The meetings have been moved to 8:00 a.m. which means OCCA board members need to stay over one night instead of two nights for schools that have to drive quite a distance. OCCA Executive Director Cam Preus will attend our March 2020 board meeting. There was a lot of talk about DACA and how it is likely to go away. The next steps include Congress passing the DREAM Act. OCCA may be considering lobbying in that regard. There was a very good presentation at the meeting on equity. Ms. Teaford-Cantor passed around an interesting handout to show the difference between equality and equity using a bicycle analogy. There was a lot of debate on the legislative ask for the upcoming session but no consensus was reached. Ms. Teaford-Cantor said there was a lively debate over whether we should go in with a different number and ask for CTE or wraparound services again or go in and ask for a different package. Chair Duehmig asked if it shows we don't think it's important if we don't ask for the same thing we asked for last year. Ms. Teaford-Cantor replied there was a point of view at the meeting that there was such a sound rejection last year that the same request won't even be entertained. She said the Legislature typically doesn't do ongoing funding during a short session. Ms. Teaford-Cantor said there was a broader discussion that

we've been limiting ourselves by asking for current service levels and instead should we be asking for what it really costs to educate students. That number will be very big and there was resistance to going in with such a big number. There was also a lot of support for it.

CEDR

Rosemary Baker-Monaghan reported CEDR met last week, and it was mainly presentations by the Astoria, Seaside, and Warrenton school districts on their bonds and how they are spending them. There wasn't much discussion.

Foundation

Dave Zunkel reported that the Foundation Board met on November 19. There is good news from the financial aspect. Total assets are over \$4.2 million but most of that is restricted. Foundation Director Sunny Klever has a new hire, Noelle McClure, helping her half-time. A \$30,000 scholarship has been established for Adult Basic Skills. Applications will open in the spring. The awards reception and concert on November 23 was very nice. The next auction will be held May 2, 2020 in Patriot Hall, and the Auction Committee is looking for donations of items and scholarships.

Board Policy Committee

Rosemary Baker-Monaghan said the Board Policy Committee met and decided since we just finished accreditation and everyone needs to catch up, the committee is not meeting again until January. Ms. Baker-Monaghan listed some of the policies that will be coming up for review, including Chapters 4 and 5. VP Zahn said she received the first of the annual policy and procedure updates from Karen Smith, including 11 new and revised BPs and 22 new and revised APS. For the College's internal process, policies and procedures go through Cabinet and College Council and will also now go through the DEI Council. Ms. Baker-Monaghan said we are the first and only college raising it to this level of inclusion.

President's Evaluation Committee

Karen Burke said she has received the President's evaluation surveys and has compiled the results. The President's Evaluation Committee is

meeting next week and will present the results in Executive Session before the Regular Board Meeting in January.

D. Report of the President

President Breitmeyer said the first milestone report for HB2864, Cultural Competency at Post-Secondary Institutions, is due the end of December. The draft report was not included in the packet, but President Breitmeyer said he will send it to the Board. He said we are on track to meet the requirements of this bill and added that it is important because legislators who passed this bill are interested in results from community colleges and are paying attention. A lot of good work has gone into this and will continue.

President Breitmeyer pointed out the reports from VP of Academic Affairs Margaret Frimoth and VP of Student Success Jerad Sorber that were included in the packet. President Breitmeyer pointed out in VP Sorber's report that one main reason for the decrease in FTE from last fall to this fall is because the Coast Guard training for heavy weather could not be held due to the nice weather. There was no heavy weather to train in, so these classes may be delayed until January. Karen Burke asked about headcount versus FTE and commented that it looks like FTE has dropped significantly compared to headcount. VP Sorber replied that the decrease in FTE is directly related to the heavy weather classes. Running a really heavy rotation for these classes gets a lot of FTE for not a lot of headcount.

- Report on the MERTS Project.

Project Manager Shaun Martin gave a report on the MERTS project. He said that over the last three days, surveying was completed at the MERTS campus. They were staking out the new building. They had to do some additional borings (soil samples) because of changes in building code. The work was finished today. Mr. Martin said they are making good progress and have met with the City to see what will be required to get permits. The Fire Marshall had pointed out some things. Originally, there was a requirement to widen Liberty Lane to 20 feet. However, this requirement is no longer in place. Mr. Martin said we will have to put No Parking signs on Liberty Lane. The intersection coming onto Liberty Lane is still unknown, and it will probably be several months before we know what that will entail. Mr. Martin said we have to put two new fire hydrants by IMTC and the new building.

The cost is \$1,000 per hydrant plus infrastructure. There is a hydrant on campus but it's for classes and hasn't been flow tested. Those costs were unexpected. Mr. Martin said we have a generous contingency fund, but we also know there will be other unanticipated costs.

Rosemary Baker-Monaghan asked about the intersection. Mr. Martin said it has been deferred to ODOT and the County to let us know what they want us to do. They may ask us to do a traffic study. Mr. Martin said regarding the design, design development is finished. We have a set of incomplete construction drawings but they do have errors. The next set of meetings will be after the holidays, and it looks like we will have complete drawings after spring. Mr. Martin said we want to issue an RFP in the spring for soils mitigation, but it depends on cash flow. Ms. Baker-Monaghan asked where the water line comes in. Mr. Martin replied it comes up Highway 30 and we are unsure what the water capacity is. One solution is to draw out of the river and another solution is a large cistern for water suppression.

Ms. Baker-Monaghan pointed out the case statement that has been developed for the MERTS Project capital campaign.

VII. OLD BUSINESS

A. None

VIII. NEW BUSINESS

A. Policies and Corresponding Procedures for Review

- BP 3100 Organizational Structure (*1st reading*)

Rosemary Baker-Monaghan **moved to put BP 3100 Organizational Structure in 1st reading by title only**. Karen Burke seconded. The motion carried with Robert Duehmig, Rosemary-Baker Monaghan, Anne-Teaford Cantor, Karen Burke, and Dave Zunkel voting aye with Tim Lyman and Sara Meyer absent. Tim Lyman stepped out of the room momentarily before the vote.

- BP 3310 Records Retention and Destruction (*1st reading*)

Rosemary Baker-Monaghan **moved to put BP 3310 Records Retention and Destruction in 1st reading by title only**. Anne Teaford-Cantor seconded. The motion carried with Robert Duehmig, Rosemary-Baker

Monaghan, Anne-Teaford Cantor, Karen Burke, and Dave Zunkel voting aye with Tim Lyman and Sara Meyer absent. Tim Lyman stepped out of the room momentarily before the vote.

Ms. Baker-Monaghan commented that BP 3310 also pertains to board records, minutes, and recordings. Stephanie Homer said there is a schedule for records retention from the state that is 16 pages of 8 point font that she will be happy to provide.

- BP 5052 Open Enrollment (*1st reading*)
Rosemary Baker-Monaghan **moved to put BP 5052 Open Enrollment in 1st reading by title only.** Dave Zunkel seconded. The motion carried unanimously with Sara Meyer absent.

- B. Consider Authorizing President or President's Designee to Execute All Documents Necessary to Complete the Sale of Arizona Property in the Trust Estate from John W. Towler for Scholarship Purposes in Accordance with the Terms of the Trust

VP Zahn pointed out the details from the cover memo. In 2006, the College accepted the gift of the trust from John Towler.

Rosemary Baker-Monaghan **moved to authorize the President or President's Designee to execute all documents necessary to complete the sale of the Arizona Property in the Trust Estate from John W. Towler for scholarship purposes in accordance with the terms of the Trust.** Karen Burke seconded. The motion carried unanimously with Sara Meyer absent.

- C. Approve Maritime Science Naming Opportunities

President Breitmeyer said the Capital Campaign Committee has vetted and approved the naming opportunities. He has met with entities who are interested in naming opportunities, and he let them know it needs to be approved by the Board.

Karen Burke **moved to approve the Maritime Science Naming Opportunities.** Anne Teaford-Cantor seconded. The motion carried unanimously with Sara Meyer absent.

- D. Approve Requests for Early Retirement

VP Zahn presented the requests for Early Retirement for Greg Dorcheus and Margaret Antilla with a retirement date of June 30, 2020 for both of

them. VP Zahn acknowledged how privileged she is to work with both of these individuals. Tim Lyman asked for an overview of early retirement. VP Zahn responded that early retirement is for employees that were hired before 2004. It has sunsetted. Those that have early retirement have health benefits until age 65 and tuition waivers. Greg Dorcheus said he wishes he wasn't here requesting early retirement. He has had a couple of interesting years and that adventure isn't over. He said he has always been a supporter of the college and will continue to be so.

Rosemary Baker-Monaghan **moved to approve the requests for early retirement.** Anne Teaford-Cantor seconded. The motion carried unanimously with Sara Meyer absent.

E. OSBA Elections

Board Secretary Pat Schulte explained the documents related to the OSBA election included in the packet. Chair Duehmig said we are members of OSBA which is why we are being asked to vote. Anne Teaford-Cantor shared that one of the votes at the last OCCA Board meeting was to have an ex officio member from OSBA. OCCA and OSBA are starting to rebuild the relationship between the organizations that had deteriorated over the last 10 years.

Rosemary Baker Monaghan **moved to vote for Greg Kintz for OSBA Board of Directors Position 14.** Karen Burke seconded. The motion carried with Robert Duehmig, Rosemary-Baker Monaghan, Anne-Teaford Cantor, Karen Burke, and Dave Zunkel voting aye. Tim Lyman abstained. Sara Meyer was absent.

There was no declared candidate for OSBA LPC Position 14. The Board declined to name a write-in candidate for this position.

F. New Hires

VP Zahn summarized the new hires. Ronda Alderman has changed positions in the Library and is the new Lead Technical Services Specialist as of December 1. JiangFe (Asia) Koch has been selected as the new Buyer/Lead Clerk for the Bookstore and Registrar Assistant effective immediately. Helen Keefe has been selected for the position of Patriot Hall Coordinator of Events and Activities effective immediately.

IX. ANNOUNCEMENTS/COMMUNICATIONS

The College is closed December 23 through January 2.

The next Board Meeting is Tuesday, January 14, 2020 starting with Executive Session at 6:00 p.m. for the President's evaluation followed by the Regular Board Meeting at 6:30 p.m. in Columbia Hall 219. Chair Duehmig will be joining the meeting via conference call from Washington, DC. Vice-Chair Baker-Monaghan will chair the meeting.

X. BOARD FORUM

Dave Zunkel congratulated President Breitmeyer on his tie.

Anne Teaford-Cantor said she attended the Foundation reception and Deac Guidi's concert. She was able to meet the students and speaker. Because of Facebook connections, the Harbor held a forum on DEI issues reaching out about LGBTQ and Latino populations. Ms. Teaford-Cantor said she met the new Executive Director of the Harbor at this forum, and she is really glad the College is hosting events like this.

Rosemary Baker-Monaghan offered congratulations on how successful accreditation was and thanked President Breitmeyer for leading the College through it.

Karen Burke said she was at a lunch with ex-Clatsop employees. One of them related that when she was a relatively new staff member, she came to a Board meeting and berated the president for all the behaviors he was displaying. Karen Burke thanked President Breitmeyer that this Board doesn't have to deal with that.

Tim Lyman said he is really happy to see the bicycle graphic of equity. He added that we can get on this train or we can get run over.

XI. 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