

**MINUTES OF THE JANUARY 14, 2020  
CLATSOP COMMUNITY COLLEGE  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING**

**I. CALL TO ORDER**

The meeting was called to order by Vice-Chair Rosemary Baker-Monaghan at 6:30 p.m.

Board members present: Karen Burke, Rosemary Baker-Monaghan, Anne Teaford-Cantor, Dave Zunkel, Sara Meyer, and Robert Duehmig (by phone). Board members absent: Tim Lyman. Others present: Jerad Sorber, Naomi Garbutt, Eldon Russell, Shaun Martin, Teena Toyas, Julie Kovatch, Katie Frankowicz, Deputy Clerk JoAnn Zahn, and President Chris Breitmeyer.

A. Adoption of Agenda

Robert Duehmig asked to amend the agenda to add "Propose Date Change for February Board Meeting" under New Business. President Chris Breitmeyer asked to add "MERTS Project Update" under the President's Report. Karen Burke **moved to adopt the agenda as amended**. Anne Teaford-Cantor seconded. The motion carried unanimously with Tim Lyman absent.

**II. PUBLIC FORUM**

A. Introduction of Guests

Vice-Chair Rosemary Baker-Monaghan asked those present to introduce themselves.

B. Public Comment

None.

**III. APPROVAL OF MINUTES**

Robert Duehmig **moved to approve the minutes of the December 10, 2019 Regular Board Meeting as presented**. Dave Zunkel seconded. The motion carried unanimously with Tim Lyman absent.

#### IV. CONSENT AGENDA

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

- BP 3100 Organizational Structure (*2<sup>nd</sup> reading*)
- BP 3310 Records Retention and Destruction (*2<sup>nd</sup> reading*)
- BP 5052 Open Enrollment (*2<sup>nd</sup> reading*)

Robert Duehmig **moved to put the consent agenda into 2<sup>nd</sup> reading by title only**. Karen Burke seconded. The motion carried unanimously with Tim Lyman absent. Anne Teaford-Cantor **moved to adopt the consent agenda**. Karen Burke seconded. The motion carried unanimously with Tim Lyman absent.

#### 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 December 31, 2019 compared to revenues and expenditures as of December 31, 2018 and to the FY 2019-2020 Budget. Tuition and fees revenue recorded through December FY19-20 is \$2.125 million or 64.9% of the adopted budget. Tuition and fee revenue is up 8.97% compared to December 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 actual 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 December FY19-20 are \$2.039 million representing two of four quarterly payments. Property taxes recorded through December FY19-20 are \$4.262 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 December are \$5.808 million, or 43.33% of budget, compared to \$5.544 million in December FY18-19 representing a 4.77% increase. Total estimated actual General Fund expenditures in FY18-19 are \$11.813 million, or 92.86%.

Robert Duehmig **moved to accept the financials**. Sara Meyer seconded. The motion carried unanimously with Tim Lyman absent.

VP Zahn said all seven members of the Budget Committee have committed to continuing to serve on the Budget Committee. VP Zahn added there are opportunities for input into the budget through the Budget Advisory Committee and Budget Forums that are held on campus. Vice-Chair Baker-Monaghan said the Budget Committee used to take two meetings to do the budget and maybe the Budget Committee is going through it too fast. Ms. Burke said the Budget Committee meetings are open meetings and the public can attend. Vice-Chair Baker-Monaghan said in the past there have been changes made to the budget from when the Budget Committee met and when the budget came to the Board for approval in June. VP Zahn said we need to do more marketing around when the budget meetings are to get more participation.

B. Report of the Board Chair

Chair Duehmig said the Board meetings are packed with a lot of information and he would like the Board to start having work sessions prior to the start of all Board meetings so Board members can take a deeper dive into various topics impacting the College. Chair Duehmig said he will be putting together a draft of topic areas for future Board Work Sessions.

C. Report of the Board Representatives

OCCA

Anne Teaford-Cantor reported that the next OCCA Board meeting is February 7 in Salem. OCCA's Executive Director Cam Preus was recently elected Chair of the Western Interstate Commission for Higher Education for 2019-2020.

Foundation

Dave Zunkel reported that the Foundation is having a retreat in February. The Foundation Auction is set for May 2. Foundation Director Sunny Klever has given notice of her retirement. President Breitmeyer said the Foundation Director position is currently being advertised. No date has

been set for Ms. Klever's last day. She will stay through the auction and a little beyond that.

D. Report of the President

President Breitmeyer said he had a meeting with all the local distillers and brewers in the county to discuss how the College could support them. Most of them were unaware of the basic management skills and customer service training the College offers and committed to sending their employees to these trainings. There was a broader discussion around the College starting a fermentation program. President Breitmeyer said a fermentation program would not require the College to add any courses it is not currently offering, and the College would offer experiential learning at the local breweries. The distillers and brewers were excited about this idea and talked about having a cohort model and limiting the size of each cohort. President Breitmeyer said it is likely the College will move forward with a fermentation program. He added that OSU has a Fermentation Science program and we are approaching them for an agreement as well.

President Breitmeyer said he, Director of Nursing and Allied Health Doris Jepson, and Foundation Director Sunny Klever approached local hospitals for a commitment for funding to the College.

President Breitmeyer reported that the Diversity, Equity, and Inclusion (DEI) committee has been elevated to the council level. The DEI Council will be part of the policies and procedures review as well. Policies and procedures will go concurrently to College Council and the DEI Council.

VP Student Success Jerad Sorber followed up on the enrollment data included in his report. He said that this year compared to last year is tracking pretty much even. The fall 2019 FTE is significantly down because of the heavy weather school that did not happen due to the nice fall weather. VP Sorber said the capture rate of 28% of local graduating high school seniors starting at CCC is above the state average. He added that the biggest competitor is not students going to four-year institutions but "I'm not going to college right now."

- Report on the MERTS Project

MERTS Project Manager Shaun Martin presented a PowerPoint with an update on the MERTS project. In his presentation, Mr. Martin

covered the status of the design, project milestones, recent activities, current activities, budget, and risk management. Mr. Martin said there have been minor modifications to the design based on feedback from the faculty. The plan is for construction to begin in April 2021 with completion in June 2022. Mr. Martin added that a traffic study is not required, the Fire Chief will require “no parking” signs along Liberty Lane in lieu of road improvements, and additional hydrants will still be required on campus. Mr. Martin said the design is probably 50% to 60% completed and added there has been a reduction in the cost of construction by \$1.1 million.

E. Report of the ASG Representative

ASG Representative Steven Ellsberg was not able to attend the meeting. President Breitmeyer and VP Sorber gave a brief report in his place. ASG met their goal on the holiday Giving Tree for Head Start Children. Over 60 children received gifts through the Giving Tree. ASG is currently working on their Wellness Fair.

**VI. OLD BUSINESS**

A. None

**VII. NEW BUSINESS**

A. Consider Approval to Accept United Way 2019-2020 Campaign Funds

President Breitmeyer said the United Way funds support the Lives in Transition (LIT) Program and is something LIT applies for every year. Sara Meyer asked how much funding is received. VP Zahn said she would follow up to get that amount.

**Karen Burke moved to approve the anticipated distribution of 2019-2020 United Way grant funds to the Clatsop Community College Lives in Transition Program.** Anne Teaford-Cantor seconded. The motion passed unanimously with Tim Lyman absent.

B. Consider Authorizing and Empowering the President or President’s Designee to Execute All Documents Necessary to Complete the Sale of Performing Arts Center (PAC) and Josie Peper Properties

Vice-Chair Baker-Monaghan said the purpose is to authorize and empower the President or the President’s Designee to execute all documents

necessary to complete the sale of the Performing Arts Center and Josie Peper properties including four lots located at 550 16<sup>th</sup> Street, Astoria, Oregon. The Performing Arts Center and Josie Peper properties represent .74 acres; 32,234 SF. The properties have been deemed surplus in Board actions. The legal description is tax lots 17100, 17200, 17300, and 17400. The surplus property sale provides the opportunity for the Performing Arts Center to continue to serve the community with new ownership.

Sara Meyer **moved to authorize and empower the President or President's Designee to execute all documents necessary to complete the sale of the Performing Arts Center (PAC) and Josie Peper Properties.** Dave Zunkel seconded. The motion carried unanimously with Tim Lyman absent.

C. Student Success Metric Discussion/Core Theme Indicators

President Breitmeyer said one of the recommendations from the Accreditation site visit was to focus more on data and measures of student success that correlate to the core themes. He said there was a brief but exciting discussion around data at the winter inservice. President Breitmeyer said we are looking at a few measures, including completion – transfer, certificates, or earning a degree. He added that we are starting to look at numbers over a realistic course of time and will also look at initial measures of success, including gateway courses (developmental English, writing, math) and milestones (e.g., completing 30 credit hours, fall to fall retention). President Breitmeyer said the Board will take a much deeper dive at the February Work Session and indicated that his gift for Board Appreciation Week is homework: what kind of indicators are important for the Board to know?

D. New Hire

VP Zahn said Jake Campbell is the new full-time Instructor of Fire Science and Maritime Fire, and he brings a wealth of experience to his role.

E. Board Appreciation Month

For Board Appreciation Month, President Breitmeyer presented each Board member with the book, Creating a Data informed Culture at Community Colleges: A New Model for Educators. He asked Board members to start with Chapter 4 if they don't have time to read the entire book before the next Board Meeting. He added that the book will help contextualize what we will talk about at the Board Work Session in February.

#### F. Propose Date Change for February Board Meeting

Chair Duehmig said that both he and President Breitmeyer will be in Washington, DC for the next regularly scheduled Board meeting on February 11. He would like to move the meeting to the following week if possible. After a brief discussion, the Board decided on Wednesday, February 19. Robert Duehmig **moved to change the date of the Board meeting to Wednesday, February 19.** Karen Burke seconded. The motion carried unanimously with Tim Lyman absent. As a reminder, Karen Burke said the Board needs to meet briefly in Executive Session to complete the President's evaluation which should not take more than 10 minutes or so. The Executive Session will start at 5:30 p.m. followed immediately by the Board Work Session. The Regular Board Meeting will start at 6:30 p.m.

### VIII. ANNOUNCEMENTS/COMMUNICATIONS

The next Board Meeting is Tuesday, January 19, 2020 in Columbia Hall 219 starting with Executive Session at 5:30 p.m. to finish the President's evaluation followed immediately by the Board Work Session. The Regular Board Meeting will start at 6:30 p.m.

### IX. BOARD FORUM

Dave Zunkel said it was a pleasure to work with the other Board members on the President's Evaluation Committee.

Sara Meyer said that Clatsop County Health District was offering free nurse's aide training and she queried of the reasons that the Health District needed to from the College's point of view. President Breitmeyer replied that we have had trouble attracting students when we offer nurse's aide training. It's an expensive class to offer and is limited to nine students per instructor.

Anne Teaford-Cantor said she and President Breitmeyer met with the new Executive Director of the Lower Columbia Hispanic Council, Jenny Pool Radway. Ms. Teaford-Cantor said it was a great chance to say that the College is here and is committed to diversity, equity, and inclusion. President Breitmeyer said they talked about training and using the Lower Columbia Hispanic Council as a resource in some of the cultural competency training the College wants to do. Ms. Teaford-Cantor said the Council can provide insight about outreach to the Hispanic community and retention of Hispanic students.

Robert Duehmig thanked everyone for putting up with his participation by phone. He also thanked Vice-Chair Baker-Monaghan for chairing the meeting.

Karen Burke said she had nothing to share.

Rosemary Baker-Monaghan said there will be policies coming the Board's way. The Board Policy committee is meeting tomorrow. President Breitmeyer said he was at the NWCCU meeting in Seattle to discuss the next stage. The emphasis from the commissioners is to continue with the policy work. President Breitmeyer said he explained our process and that we are not going to rush through the policies and procedures because we have a process we are following.

## **X. ADJOURNMENT**

Without further business, the Regular Board meeting was adjourned at approximately 7:45 p.m.

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Chris Breitmeyer, President

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Rosemary Baker-Monaghan,  
Vice-Chair

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Transcribed by Pat Schulte, Board Secretary