

**MINUTES OF THE FEBRUARY 19, 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 6:35 p.m.

Board members present: Rosemary Baker-Monaghan, Karen Burke, Anne Teaford-Cantor, Dave Zunkel, Sara Meyer, Tim Lyman, and Robert Duehmig (by phone).

Board members absent: None. Others present: Greg Riehl, Jerad Sorber, Teena Toyas, Naomi Garbutt, Rinda Johansen, Fernando Rojas, Darroch Cahen, Eldon Russell, Greg McMillan, Nathaniel Collins, Matthew Firoz, Deputy Clerk JoAnn Zahn, and President Chris Breitmeyer.

A. Adoption of Agenda

Vice-Chair Rosemary Baker-Monaghan said there is one correction on the agenda. Under Reports/Discussion Items: Item D – Proclamation of Classified Employee Appreciation Week should be March 9-13 instead of March 2-6. Karen Burke **moved to adopt the agenda as amended.** Robert Duehmig seconded. The motion carried unanimously.

II. PUBLIC FORUM

A. Introduction of Guests

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

B. Public Comment

Eldon Russell introduced himself as a taxpayer and said he would like to comment on the MERTS expansion project. Mr. Russell is also an employee of the College in the Maritime Program. Mr. Russell said the issue he is raising has nothing to do with educating students. The issue is the cost of the new Maritime Science building and not having the College go into debt. He said that \$22 million is going to the building, including \$8 million of taxpayer money. Mr. Russell raised concerns regarding the

design of the building as well as maintenance issues down the road because of the design. He is asking the Board to hold the College accountable. He said he has asked to be shown how this money will be paid back and has been told the College is looking into it. He emphasized that all of these issues should be addressed before breaking ground. Tim Lyman asked Mr. Russell for his contact information.

III. APPROVAL OF MINUTES

Sara Meyer had a correction under her comments on the Board Forum section regarding Nurse's Aide training. She asked that the minutes be corrected to include her comment that the Clatsop County Health District was offering free nurse's aide training and wondered why they needed to do so from the College's point of view. Dave Zunkel **moved to approve the minutes of the January 14 Regular Board Meeting as corrected.** Anne-Teaford Cantor 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 January 31, 2020 compared to revenues and expenditures as of January 31, 2019 and to the FY 2019-2020 Budget. Tuition and fees revenue recorded through January FY19-20 is \$2.221 million or 67.83% of the adopted budget. Tuition and fee revenue is up 7.75% compared to January 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. The legislatively approved community college allocation was \$640 million. The actual anticipated allocation will be \$4.1 million annually for the FY19-21 biennium. State appropriations recorded through January FY19-20 are \$3.086 million representing three of four quarterly payments. Property taxes recorded through January FY19-20 are \$4.278 million.

The actual FY18-19 property taxes received are \$4.851 million or 101.22% of the adopted budgeted. Timber Proceeds 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 January are \$6.902 million, or 51.49% of budget, compared to \$6.636 million in January FY18-19 representing a 4.01% increase. Total estimated actual General Fund expenditures in FY18-19 are \$11.813 million, or 92.86%.

Sara Meyer **moved to accept the financials**. Karen Burke seconded. The motion carried unanimously.

B. Report of the Board Chair

Chair Duehmig is proposing to have Board Work Sessions before every regular Board meeting for the rest of the year to give the Board an opportunity for a deeper dive on topics pertaining to the College and to prepare for the Board Retreat and Board goal setting.

Chair Duehmig said he and President Breitmeyer had great meetings in Washington, DC as part of the ACCT Legislative Summit. They met with several members of the Oregon congressional delegation and their staff. Last year, they met with the Congressional delegation as part of the larger group of Oregon community college representatives and did not have the opportunity to discuss CCC specifically. This year, he and President Breitmeyer were able to do one-on-one meetings with the Oregon congressional delegation and/or their staff and delve into topics specific to CCC. They also met with a representative from the American Waterways Operators to talk about MERTS and what is going on with the Maritime Science expansion project. Chair Duehmig said it was well-invested time.

- Proclamation of Classified Employee Appreciation Week March 9-13, 2020

Dave Zunkel **moved to proclaim March 9, 2020 through March 13, 2020 as Classified Appreciation Week and authorize the Board Chair to sign and conduct the public reading of the attached proclamation into the record.** Karen Burke seconded.

Vice-Chair Baker-Monaghan read the Proclamation into the record. Rinda Johansen was thanked for being present and representing the Classified Association.

C. Report of the Board Representatives

OCCA

Anne Teaford-Cantor said the OCCA Board met recently. After much discussion, both amongst all the members of the board and further discussion based on that feedback by Executive Committee and Legislative Committee members, OCCA will not be moving forward with any asks in this short legislative session. Ms. Teaford-Cantor handed out strategies for moving forward in this short session and talking points if anyone has reason to use them. Reasons for not moving forward include the short session and Republicans walking out of the legislative session because of controversy over the cap and trade bill. The feeling is that very little is going to get accomplished in this session other than emergency triage related bills. OCCA is laying the groundwork to go back with a different approach for the next long session. Community colleges still did not get current service levels of funding in the last long session. Showing what our real needs are will get attention going forward. Ms. Teaford-Cantor said there was also discussion on the Hope Center report on food insecurity, housing insecurity, and homelessness among community college students, adding there is great concern among community colleges about these issues. Ms. Teaford-Cantor said she visited Representative Mitchell's office. Representative Mitchell was out but she was able to speak at length with Representative Mitchell's aide and brought him up to speed on what OCCA is doing. He reiterated how much support Representative Mitchell has for Clatsop Community College.

President Breitmeyer said the results of the Hope Center report are striking, and it will definitely be directing the College's work for some time to come. He added that we can't solve everyone's problem, but we can work on addressing these issues.

Foundation

Dave Zunkel said the Foundation Board met on January 21. Cliff Fick is the new Foundation president, Sue Stein is vice-president, Stanley Gott is treasurer, and Jamey Hendricks is secretary. The Foundation will be allocating \$104,000 for scholarships in the coming year. Scholarship applications open in March. The Foundation has a retreat planned for this Friday, February 21. The Arts and Ideas auction and dinner will be held on May 2.

CEDR

President Breitmeyer said the main focus of the CEDR Board meeting was the election of a new slate of officers for the group. He will share the names via email. The Board talked about the upcoming year, priorities for the group, and what issues it will continue to work on. The main goal will be bringing together private and public sectors in order to support new businesses in the community. Local government has to be engaged in the process.

Vice-Chair Baker-Monaghan said she wasn't at the meeting, but CEDR has renewed their by-laws. They are proposing to add as a permanent member one representative from CMH or Seaside Providence on a rotating basis every other year. They are also adding a non-voting member from Georgia Pacific Wauna Mill. With these additions, the CEDR board membership increases from 18 to 20. They are also moving Clatsop County and CCC to permanent member status. Nominations for the annual business awards are due March 17, and awards will be presented April 17 in Patriot Hall.

Board Policy Committee

Vice-Chair Baker-Monaghan said the Board Policy Committee met last week. She presented a list of policies and procedures that have been through President's Cabinet, College Council, and the Board Policy Committee and which will be going to the DEI Council. Sara Meyer asked who makes up the DEI Council. President Breitmeyer replied that DEI is structured similarly to College Council with representatives from Classified, Full-time Faculty, Part-time Faculty, Service & Supervisory, and students. There is also a representative from the community. Part of the new policies and procedures process is that the DEI Council will review policies and procedures through the equity lens.

ACCT Community College National Leadership Summit and Meetings in Washington, DC

President Breitmeyer reiterated Chair Duehmig's comments about the successful visits they had when they were in Washington, DC for the ACCT Legislative Summit. They met with members of the Oregon Congressional delegation and/or their staff and talked about the recent budget that was put out. They also discussed the Maritime Centers for Excellence and the importance of funding going forward. The Maritime Centers for Excellence designation is still in the rule-making process. President Breitmeyer said our goal is to get the designation and then hopefully be able to access some of the funding that will come with it. Currently, there is \$3 million available for 12 to 15 institutions wanting to be part of it. President Breitmeyer and Chair Duehmig met with the Deputy Associate

Administrator for Maritime Education and Training at MARAD (Maritime Administration) out of the Department of Transportation. They also met with a representative from American Waterways Operators. President Breitmeyer said that American Waterways will be an excellent source of referrals for potential funding for the maritime project going forward. Having a pipeline of qualified individuals is important to them. He added that the group is currently planning a conference for the Pacific Northwest in the fall. There are currently no details on a date. President Breitmeyer is planning on reaching out to them.

D. Report of the President

- Staff Presentation by Greg Riehl, Director, Computer Services

Director of Computer Services Greg Riehl gave an overview of what Computer Services has been doing, where they are now, where they came from, and where they are going. He discussed three main projects. The first is the ERP implementation. CCC is one of five community colleges in a consortium that have come together to implement CampusNexus. CampusNexus is a student information system including enrollment management, curriculum management, course scheduling, academic records, student progress monitoring, degree processing, student/faculty portal, and a finance module. CCC started the project in August 2018 and CampusNexus is slated to go live on June 1, 2020. Mr. Riehl said that it's a high stress time, and he put in a plug for Computer Services staff and others on campus who are putting in a lot of time and effort on this project.

The second project, in conjunction with Student Services, was putting together a Microsoft Active Directory – building a new network from the ground up. Microsoft Active Directory is a directory service developed by Microsoft for Windows domain networks. It authenticates and authorizes all users and computers in a Windows domain type network – assigning and enforcing security policies for all computers and installing or updating software. Mr. Riehl said they have migrated all machines and users to the directory. It has been a big project.

The third project Computer Services has been working on is VMware which is a virtual machine software that is used to run multiple operating systems over a single physical host computer. Mr. Riehl said they have five host machines which is the server end of it. They have also set up VDI (Virtual Desktop Infrastructure) which is a technology used to create a virtualized desktop environment on a remote server setup. Mr. Riehl gave a

demonstration of the VDI. He said each classroom has a unique login and a laminated set of instructions. A user can log in from anywhere and access their desktop. So far, between 450 and 500 user profiles have been created. Mr. Riehl explained that the underlying work that went into making this possible was a network upgrade a couple of years back because they needed the bandwidth to go from building to building. Last year, they did two very specialized host servers to house the virtual desktop environment. This fall, they added more network storage with another storage array to give speed and performance and storage to house all the user profiles that are being created. In response to a question from Chair Baker-Monaghan, Mr. Riehl said that students can access their desktops from anywhere. Ms. Meyer asked about security. Mr. Riehl replied that servers on campus are protected using standard network security. Mr. Lyman commented that when security is compromised it's often because an individual person leaves their password on a desk. CCC is a small community college and is not a high-risk target.

Chair Baker-Monaghan asked what is next. Mr. Riehl responded that continuing work on CampusNexus is next. President Breitmeyer said it's been incredibly hard work, and Mr. Riehl has been a leader on our campus and in the consortium.

- Report of the Vice President Student Success

President Breitmeyer asked VP Sorber to cede his time and asked the Board members to look through the RealCollege Survey Report with CCC specific results. Page 7 shows CCC compared to other institutions. President Breitmeyer commented that CCC is not that different from other colleges and is just as challenged as they are. A focus for Student Services will be to provide support for students who are experiencing food insecurity, housing insecurity, and homelessness. He added that this report will be shared with the Foundation Board at their retreat.

Tim Lyman commented that it's really important to have good data which relies on people responding to the survey. He said he doesn't see the definitions for homelessness, housing insecurity, and food insecurity in the report. Mr. Lyman suggested that students fill out a mandatory survey at enrollment to quantify some of these issues, e.g., "Have you missed a meal in the last week, the last month; have you gone without a roof over your head in the last 30 days, etc." Mr. Lyman questioned the quality of the data in this report and that the people who tend to respond to these surveys are the people who have an interest in the outcome. To get meaningful data, you

need to hire a professional survey firm or sample the entire population or nearly the entire population. He felt it was not good to rely on the data in this report for something this important. VP Sorber said the survey was administered electronically at all Oregon community colleges. To encourage responses, there was a drawing for a gift certificate. There were 10 prizes which were all distributed. There was no communication with staff about the survey other than that it was being implemented. Distribution was through email to all enrolled students with a follow-up. Chair Duehmig asked who we look to as our community partners. We can do a certain amount as a community college and how do we do it in conjunction with the County or the City. He added that we need to make sure we are complementing what others are doing rather than being redundant. President Breitmeyer said the focus will be to make students more aware of resources that are available to them using a resource center (webpage, Students Services, or combination) so that someone who is experiencing these challenges can get connected to resources. Karen Burke asked what the response rate was on other campuses. VP Sorber said the response rate was 12 to 14 percent. Sara Meyer asked if the information will be shared with the County. President Breitmeyer responded that the intent is to make broader connections for our students and our community. Mr. Lyman again questioned the quality of the data. Chair Duehmig responded that the data is imperfect, but it's a starting point. Mr. Lyman suggested that we could ask these questions as part of the registration process. Students would not be able to complete the registration process unless they answered the questions or they opted out. Ms. Burke expressed her opposition to requiring students to answer these questions to complete registration.

VP Sorber gave a quick update on enrollment numbers. He said it appears that winter quarter enrollment is up from the year before and he is feeling more optimistic than he was a couple of months ago.

E. Report of the ASG Representative

Associated Student Government President Steven Ellsberg gave an update on ASG. He said several college clubs have renewed: Rising Lites, Historic Preservation, and Phi Theta Kappa Honors Society. New clubs include Sports Club and Gay Straight Alliance.

Mr. Ellsberg reported that Sunset Transit is changing their bus routes and will no longer provide bus service to the main campus in Astoria. Mr. Ellsberg said they were given three days notice to present to Sunset Transit on the proposed change. They were told that this change has been in the hopper for three years, but the College did not get a heads up that it was happening. Getting to the Lexington campus is the main way students are accessing Sunset's services. The College only had 1.5 weeks to let students know this change was coming. In addition, Sunset said per their policy they could not refund the cost of bus passes that students had already purchased. On a more positive note, Sunset will be providing bus service to the MERTS campus three times each day which is a big benefit for students.

Mr. Ellsberg said ASG is working on ideas for childcare on campus, reviewing CCC's campus policy on minors, tables outside of Towler, and a food pantry on campus (with TRIO). Mr. Ellsberg provided a list of upcoming events, including Pi Day on March 14, Nursing Club HPV movie showing on March 3, Wellness Fair on April 16, Petting Zoo the Tuesday of Dead Week, Senior Preview Day on February 27, and Drum Performance Event on February 21.

VI. OLD BUSINESS

A. Report Out on Executive Session – President's Evaluation

Karen Burke said the Board has been through a process of evaluating the President who is the one and only employee of the Board. The evaluation process included a survey administered electronically to a select number of internal constituents. In January 2020, the Board met with President Breitmeyer in executive session and discussed the results of the survey as well as President Breitmeyer's self-evaluation and goals for the year. Just prior to this meeting, the Board met in executive session and developed a draft letter for the public record that will also go in President Breitmeyer's personnel file. Chair Baker-Monaghan thanked the Board for their participation in this process.

Karen Burke **moved to approve the draft letter and increased compensation package** as presented. Anne-Teaford Cantor seconded. The motion carried unanimously.

Chair Baker-Monaghan read the letter into the record. This year's evaluation of the President's performance was very positive. The Board unanimously supports President Breitmeyer's continued leadership.

VII. NEW BUSINESS

A. Consider Setting a Time and Place for the July 2020 Board Retreat

President Breitmeyer said the Board Retreat will be held during July or August with Camp Rilea as a possible location. Chair Baker-Monaghan said the Retreat typically replaces the business meeting for that month. President Breitmeyer added that we will do a Doodle poll to identify a date and can figure out a location once the date is identified.

B. Consider Appointing Members to the 2020/2021 Budget Committee

VP Zahn handed out the cover memo for appointment of Budget Committee members. Larry Popkin has decided not to continue on the Budget Committee. Rachel Jensen and Al Arp have agreed to continue. VP Zahn said she is working with Julie Kovatch and Pat Schulte to advertise for the open position. The Budget Committee member does not have to represent a specific zone but must be a resident of Clatsop County.

Karen Burke moved to appoint Rachel Jensen and Al Arp to a new three-year term ending June 30, 2022. Robert Duehmig seconded. The motion carried unanimously.

D. New Hires

VP Zahn reviewed the following new hires: Ashlea Still is the new Buyer/Lead Clerk for the College Store, Jade Jaconetti is the new Help Desk Technician for Computer Services, Kinga Sanders is the new Community Education Coordinator; Kristi Polus is the new Library Assistant II, and Laura Evans is the new Workforce and Professional Development Coordinator.

Anne Teaford-Cantor asked if any of the positions are new. VP Zahn replied that the only new position is the Help Desk Technician which is a temporary position. VP Zahn recognized Jennifer Bakke and Naomi Garbutt for all the work they have done. Vice-Chair Baker-Monaghan congratulated Naomi Garbutt for getting her SPHR certification.

VIII. ANNOUNCEMENTS/COMMUNICATIONS

The next Board Meeting is Tuesday, March 10, 2020 in Columbia Hall 219 starting with a Board Work Session at 5:30 p.m. The Regular Board Meeting will start at 6:30 p.m.

IX. BOARD FORUM

Dave Zunkel said he had the opportunity to attend the Chamber of Commerce meeting on January 28 on behalf of the College.

Sara Meyer said March 14 is the WINGS Conference. She added that they are low on students and people from the community registering and asked the Board to please encourage people to register.

Anne Teaford Cantor said that after leaving Representative Mitchell's office, she ended up in conversation with Carla Piluso who is the representative from the Gresham area. She was the first female police chief of Gresham and is a huge fan of community colleges. Ms. Teaford-Cantor wrote letters to Representatives Mitchell and Piluso the day after she got home.

Rosemary Baker-Monaghan asked about the status of the campus climate survey. President Breitmeyer said the climate survey is something we need to put back at the top of the priority list.

Karen Burke said she had nothing to report.

Tim Lyman said he had nothing to report.

Robert Duehmig said he had nothing to report.

X. ADJOURNMENT

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

Chris Breitmeyer, President

Rosemary Baker-Monaghan, Vice Chair

Transcribed by Pat Schulte, Board Secretary

