

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

I. CALL TO ORDER

The meeting was called to order by Chair Robert Duehmig at 6:36 p.m.

Board members present: Rosemary Baker-Monaghan, Karen Burke, Anne Teaford-Cantor, Dave Zunkel, Sara Meyer, Tim Lyman, and Robert Duehmig. Board members absent: None. Others present: Naomi Garbutt, Julie Kovatch, Angee Hunt, Jerad Sorber, Doris Jepson, Margaret Frimoth, Kristen Wilkin, ASG Representative Steven Ellsberg, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

A. Adoption of Agenda

Dave Zunkel moved to adopt the agenda as presented. Sara Meyer seconded. The motion carried unanimously.

II. PUBLIC FORUM

A. Introduction of Guests

Chair Robert Duehmig asked those present to introduce themselves.

B. Public Comment

No one signed up for public comment.

III. APPROVAL OF MINUTES

Anne Teaford-Cantor said she had a correction to the March 10, 2020 Regular Board Minutes. In the section on OCCA Executive Director Cam Preus, AACC should be corrected to ACCT. Sara Meyer asked to add Margaret Frimoth and Pat Keefe to the list of guests in attendance at the March 10 Regular Board Meeting. Pat Schulte had previously sent out a correction to the March 10 Regular Board Minutes that they should read "The meeting was called to order by Chair Robert Duehmig . . ."

Rosemary Baker-Monaghan moved to approve the minutes of the March 10, 2020 Board Work Session and the March 20, 2020 Emergency Board Meeting as presented

and the March 10, 2020 Regular Board Meeting as amended. 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 March 31, 2020 compared to revenues and expenditures as of March 31, 2019 and to the FY 2019-2020 Budget. Tuition and fees revenue recorded through March FY19-20 is \$3.026 million or 92.40% of the adopted budget. Tuition and fee revenue is up 5.76% compared to March 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 March FY19-20 are \$4.134 million representing four of four quarterly payments. Property taxes recorded through March FY19-20 are \$4.454 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 March are \$8.970 million, or 66.92% of budget, compared to \$8.580 million in March FY18-19 representing a 4.54% increase. Total estimated actual General Fund expenditures in FY18-19 are \$11.813 million, or 92.86%.

VP Zahn said our cash flow indicated that we were not eligible for a tax anticipation note this year. If there becomes a cash flow problem later in the next academic year, another borrowing might be possible if needed. Related to the budget, VP Zahn noted that we are moving forward with \$4.2 million in state support knowing that it's likely we won't receive that in the second year of the biennium. From a spending standpoint, even though there are some essential

positions we are recruiting and hiring for, we may look at positions that won't be filled if they vacate. VP Zahn added that we could be looking at a potential \$800,000 reduction in state support and will want to have capacity just in case. VP Zahn reminded everyone that the May 5 Budget Committee meeting will start at 6:30 p.m. via Zoom. Justin Smith from Linn-Benton Community College will be participating and providing data. Jerad Sorber will provide an overview of enrollment. Shaun Martin will give an overview of the MERTS capital project. VP Zahn added that we will have the MERTS project budgeted as if it will move forward. It's a shovel ready project. In response to a question from Anne Teaford-Cantor, VP Zahn responded that we have not gotten any updates on timber revenues. VP Zahn responded to a question from Rosemary Baker-Monaghan that she will work to get the budget documents out beforehand so the Budget Committee has time to review them before the meeting. VP Zahn said we did not receive any applications or interest in the one vacant Budget Committee position. At this point, we will just have six appointed Budget Committee members.

B. Report of the Board Chair

Chair Duehmig thanked President Breitmeyer and everyone who helped to get fully online for this meeting.

C. Report of the Board Representatives

OCCA

Anne Teaford-Cantor said the next OCCA Board meeting will be May 14 on Zoom. OCCA has been in contact with all the community colleges on a daily basis to coordinate the state of affairs we are in right now. President Breitmeyer said the OCCA Executive Committee met regarding OCCA's budget. The Executive Committee is recommending that we go forward with the budget that was discussed previously which includes a 2% increase in dues. OCCA will be so critical in the upcoming months and years ahead. Ms. Teaford-Cantor said she concurs based on her experience with OCCA.

Foundation

Dave Zunkel said the Foundation is welcoming Angee Hunt who is the new Foundation Director. She started on March 16 and is working closely with Sunny Klever on the transition. The Arts & Experiences Auction has been postponed possibly to October. Scholarship applications are available on the College website and are due April 30.

CEDR

Rosemary Baker-Monaghan said the CEDR meetings are canceled for the rest of this year. The annual business awards are also canceled.

Board Policy Committee

Rosemary Baker-Monaghan said the Board Policy Committee has not met this month but hopes to have some policies to present to the Board in June.

D. Report of the President

COVID-19 and Campus Impact Update

President Breitmeyer pointed out the lengthy report on the College's COVID-19 response in the packet. President Breitmeyer said the Board met in emergency session on March 20 to give him more flexibility in responding to the COVID-19 pandemic. He said he wants to assure the Board that he has only used this expanded authority in responding to the COVID-19 situation. One decision was to delay the start of spring term by one week to allow faculty and staff to prepare for distance instruction. President Breitmeyer said we also moved forward with a set of guidelines for faculty and staff on working from home. He emphasized how proud the Board should be of everyone who works at the College for their ideas and the extra work they have put in to make it all work. The College entered into an MOU with some of the faculty, particularly CTE, to delay the start of their classes if and when they are able to do face-to-face instruction. President Breitmeyer said he can't say enough about faculty; all they ask is how we can best serve students. For students with technology needs, there is a laptop checkout and an open computer lab on campus with limited access that is cleaned and sanitized after each use. President Breitmeyer noted that we are looking at our budget and projections and enrollment. We are in constant contact with OCCA and the HECC. The 2020-2021 budget will go forward as if we will

be fully funded with reductions to be made later after we know what state support will be. President Breitmeyer said this is a really stressful time for employees and we are doing things to build the spirit of comradery. The Board is invited to participate in a photo campaign to write a message with the hashtag #togetheratccc to students, faculty, staff, and community along with a photo that will go into the College's Instagram feed. President Breitmeyer said the library staff have gone above and beyond with tutoring and checking out laptops. LIT and TRIO are working to meet their students' needs. The MERTS faculty has been actively engaged on how to teach welding and auto online and are hoping to get back to face-to-face sometime this summer. President Breitmeyer said maritime is a special situation. The Department of Homeland Security has designated maritime as essential so we have plans to bring those students on campus later in the spring term with proper precautions in place. Students in the medical fields were given a special exemption in the Governor's Executive Order and were on campus this morning. President Breitmeyer said the SBDC has done great work helping to guide businesses so they can successfully navigate through the forms and bureaucracy to keep their businesses afloat. CCC's facilities team is top notch and is ensuring that spaces that are inhabited are clean and sanitized. The bookstore is open because students need books and supplies, and they have put processes in place to maintain social distancing. The Science faculty quickly put together kits for the students in their classes which students were able to pick up at the bookstore. Student Services has moved all of their services online and implemented a virtual Student Center. President Breitmeyer said we have worked to minimize declines in enrollment and as of today are down about 12%. Some of the larger community colleges are down even further.

Sara Meyer commented that she has never read such a great report detailing how so much work has been done in such a short time. It really helped her as a Board member to understand what is going on and said it makes her proud. Dave Zunkel agreed and said it is amazing work that everyone has done.

Karen Burke asked about the ADP fraud. President Breitmeyer said it was basically a phishing attempt. An individual sent out an email that said we need to update your direct deposit information. A few people clicked on the link. Fortunately, whenever someone changes their bank account information, the next paycheck is sent as a paper check rather than direct deposit to make sure the change is legitimate.

Chair Duehmig asked if we have to wait for the Governor to make an exemption for maritime if the Department of Homeland Security says maritime is essential. President Breitmeyer replied that we have been given guidelines by the HECC to

help us determine if we think a program is essential; maritime fits the criteria. He emphasized that safety of the students is the top priority. Chair Duehmig asked if we have sufficient PPE for our allied health programs. President Breitmeyer replied that we have some PPE, and he asked ASG President Steven Ellsberg to comment. Mr. Ellsberg said he is a first year nursing student and from a year one perspective, the nursing staff is waiting until May to determine if first year students will be scheduled for their required clinical experience. For the moment, Providence has adequate PPE. CDC has different guidelines. In places like New York and California, they are actively changing the requirements because of a shortage of PPE. Right now, there isn't a surge here so we are not reusing PPE. According to Doris Jepson, the Nursing Department has the supplies they need. The local hospitals are interested in having CCC students there. CCC entered into an MOU with Columbia Memorial Hospital to serve as their secondary care facility should they have an overflow. Doris Jepson commented that right now CMH is allowing both first and second year students. Providence is only allowing second year students. The students are working in safe areas alongside nurses and using the same PPE nurses use. She said first year nursing students are on campus and we are working on putting together simulation for them. We are excited about being able to continue simulation next year to augment their training. We do have basic PPE in the lab. Students are doing a lot of their labs virtually. Nursing students will be able to come to campus in small groups (10 or under). It's going well.

In response to a question from Chair Duehmig, President Breitmeyer said enrollment is down about 12% which is right in line with most of the other community colleges. We are holding fairly steady in lower division transfer. Developmental math, English, and writing are doing very well. The decline in enrollment is mostly in the CTE areas. President Breitmeyer said he has heard anecdotally from faculty and staff that it is going fairly well. There are a lot of supports in place for students. VP Sorber said that normally our pattern is adding students throughout the term in CTE, e.g. maritime and criminal justice, but we won't realize those enrollments this term. He said staff are doing a lot of work calling students who haven't enrolled for spring term. Kristen Wilkin said welding is doing two sections of summer classes. Auto instructor Thad Nolan will help students over the summer. She said we are adding five new classes to summer that will be totally online. VP Sorber noted we are building partnerships with DHS and some of the other agencies so they remember we are here as the premier training provider. President Breitmeyer said it's been wonderful to work with our peer institutions to come up with solutions. He emphasized we should be proud of being citizens of a state where all community colleges are working

together for the benefit of students. Karen Burke commented that she hopes we get a bump in enrollment that often comes with an economic downturn.

President Breitmeyer said CCC will be receiving \$440,281 in CARES Act funding; half of that amount goes to students. The other half will allow us to cover expenses related to the pandemic. He thanked Jerad Sorber, Margaret Antilla, and Christine Riehl for submitting the application for CARES Act funding. In response to a question from Ms. Baker-Monaghan, President Breitmeyer said that whatever moneys are available from the state will be distributed using the funding formula as it is at this time. Chair Duehmig wondered what the impact of tele-education will be on campuses like ours and campuses in general as we come out of the pandemic. President Breitmeyer said there will always be a place for community colleges. Delivering classes online has honed skills for those who were already there and for those who weren't there, it has shown them what they can do.

MERTS Project Update

President Breitmeyer said he sent an email to the Board and all CCC employees last week with an update on the MERTS Project. The College is reaching out to the State to seek an extension of the match requirement to 2023. President Breitmeyer said he has not heard back but expects the request to be granted. It may take legislation to extend the match, but he doesn't expect it to be an issue. President Breitmeyer added that we are moving forward with the capital campaign, but this is not the time to be asking major donors for major dollars. He said we will need to assess where we are with the project based on state funding. This project could be attractive because we are shovel ready. Going forward, there may be some economic recovery funding available that we weren't anticipating to complete the project. President Breitmeyer does not expect the project to be on the same timeline that it was before the pandemic. At the current moment, the project is in a holding pattern. In response to a question from Chair Duehmig, President Breitmeyer said we are nearly complete with the actual design of the project. Shaun Martin, the project manager, expected to receive the final draft of the documents either yesterday or today. Money had already been expended for the design before the pandemic hit, so the design is ready and paid for. Chair Duehmig said it makes sense to wrap up the design so we are ready to go when the time is right. President Breitmeyer emphasized again that we may be in line for some funds that we would not previously have had access to as part of the economic recovery.

E. Report of the ASG Representative

ASG President Steven Ellsberg said that over the break ASG got together and recorded a video for students with the message that we understand students are going through a lot of hard times. He said ASG members each recorded their portion at home separately. They wanted to let students know they are not alone. Mr. Ellsberg put the link to the video in the chat box and will also send it via email (<https://www.facebook.com/ASGatCCC/videos/153873892566466/>). Sara Meyer commented that she posted the link on the AAUW website. Mr. Ellsberg said that local hospitals are seeing a lot of mental health issues; suicide attempts are going up.

ASG brought two miniature ponies on campus during dead week for students to interact with and pet. The Health and Wellness Fair was supposed to be run tomorrow. As an alternative, ASG is looking into recording short videos with local health care providers and posting them on ASG's social media pages to highlight some of the essential services available to local citizens, staff, and students. ASG wants to use their platform to create those pathways of communication. Now more than ever, it's really important for everyone to know what health and related services and businesses are available in the area.

VI. OLD BUSINESS

A. None

VII. NEW BUSINESS

A. Report on Personnel Matter

Rosemary Baker-Monaghan **moved to accept staff's recommendation and authorize staff to move forward on the personnel matter as discussed in Executive Session.** Anne Teaford-Cantor seconded. The motion carried unanimously.

B. Graduation 2020

President Breitmeyer said we will not be able to have a traditional in-person graduation due to the Governor's Executive Order. There are several options we are considering. Most of the sister colleges are postponing their ceremonies to fall and some to December. Blue Mountain Community College will be having a parade on graduation day. Folks can drive their cars and be recognized that way with appropriate social distancing. The president might be on the side of the road

handing out diplomas. Julie Kovatch and Jerad Sorber are working on ideas for CCC's graduation. President Breitmeyer asked the Board for their thoughts on how we might honor the students and recognize their accomplishments. Ms. Baker-Monaghan asked if it is possible to have a virtual display of the Board members and the president online and then certificates could be mailed to them. President Breitmeyer replied that we are considering a virtual ceremony. Anne Teaford-Cantor said she has her own cap and gown and will dress up for the virtual ceremony. Karen Burke said she likes the idea of something that actually celebrates the students. She likes the parade idea. Ms. Baker-Monaghan added that the parade would be perfect for immediately after the virtual ceremony. People can drive by and wave and honk. Chair Duehmig suggested sending a letter specific to each student when the certificate is mailed. In response to a question from Ms. Teaford-Cantor, President Breitmeyer said graduation will be the same week as originally scheduled even though the term started a week late. The last week of instruction will be for finals, and we will meet all necessary credit requirements and seat time. June 12 will still be the date of graduation. Ms. Baker-Monaghan asked about the nurse's pinning ceremony. Doris Jepson replied they met with second year nursing students last night, and the most popular thought is to postpone the pinning ceremony to such time as they can actually be together.

C. Appoint Budget Officer

VP Zahn said appointing the Budget Officer is required by Oregon Budget Law and is just a formality. In the future, "Appoint Budget Officer" will be added to the July Board agenda. Rosemary Baker-Monaghan **moved to appoint JoAnn Zahn, Vice President Finance and Operations, as the Budget Officer.** Karen Burke seconded. The motion carried unanimously.

D. Consider Approval of the Faculty Appreciation Proclamation

The Board would like to add the following statement to the Faculty Appreciation Proclamation as the fifth 'whereas': "Whereas, teachers have stepped up in this current emergency to provide quality education and protect the well-being of our students." Dave Zunkel **moved to proclaim May 4 through May 8 as Faculty Appreciation Week and authorize Chair Robert Duehmig to sign and conduct the public reading of the attached proclamation as amended into the record.** Anne Teaford-Cantor seconded. The motion carried unanimously.

President Breitmeyer noted we will not be able to have an in-person Faculty Appreciation event. We also had to suspend our Classified Appreciation get-together. He said we are talking about a celebration when we can get back together, and Greg and Christine Riehl have volunteered to host it.

E. New Hires

VP Zahn announced the following new hires: Gad Perez Tichenor as the new Tutor Coordinator/Instructional Assistant reporting to Dan McClure, Library Services Director; Angee Hunt as the new College Foundation Director reporting to President Chris Breitmeyer; and Katie Bearden as the new Science Storeroom and Hazardous Chemicals Coordinator reporting to Teena Toyas, Dean of Transfer Education.

President Breitmeyer said the hiring committee for the Vice President of Academic Affairs will be meeting soon. There is a very strong applicant pool.

VIII. ANNOUNCEMENTS/COMMUNICATIONS

The next Board Meeting is Tuesday, May 12, 2020 at 6:30 p.m. via Zoom.

The Budget Committee is meeting Tuesday, May 5 at 6:30 p.m. via Zoom. Additional Budget Committee meetings are scheduled for Tuesday, May 19 and Tuesday, May 26 via Zoom if needed.

IX. BOARD FORUM

Karen Burke thanked everyone and said she can't imagine how anyone on campus has gotten any sleep. Kudos to President Breitmeyer and the administrative team.

Sara Meyer and Anne Teaford-Cantor echoed Ms. Burke's comments.

Tim Lyman agreed and said stay safe and stay sane. IMDB has a list of the top 100 great movies of all time and by category.

Dave Zunkel echoed the previous comments and applauded the tremendous work done by faculty, staff, and President Breitmeyer for getting us through this thing.

Rosemary Baker-Monaghan said ditto to all the previous comments and added it makes her proud to be associated with this College.

Robert Duehmig said we have a lot of challenges in the immediate future, but there is also a lot of opportunity ahead. Thanks to everyone.

President Breitmeyer thanked the Board for their support at this time and said it is much appreciated by everyone on campus.

X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 8:11 p.m.

Chris Breitmeyer, President

Robert Duehmig, Chair

Pat Schulte, Board Secretary