

**MINUTES OF THE MAY 12, 2020
CLATSOP COMMUNITY COLLEGE
BOARD OF DIRECTORS
REGULAR BOARD MEETING**

I. CALL TO ORDER

The meeting was called to order on Zoom by Chair Robert Duehmig at 6:30 p.m.

Board members present: Robert Duehmig, Rosemary Baker-Monaghan, Karen Burke, Anne Teaford-Cantor, Dave Zunkel, Sara Meyer, and Tim Lyman. Board members absent: None. Others present: Jerad Sorber, Tina Hayes, Rinda Johansen, Jade Jaconetti, Julie Kovatch, Margaret Frimoth, Teena Toyas, Stephanie Homer, ASG Representative Steven Ellsberg, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

A. Adoption of Agenda

There is one change to the agenda under New Business: the procedures listed do not need to be approved by the Board; only the policies need to be approved for 1st reading.

Rosemary Baker-Monaghan **moved to adopt the agenda as amended.** Dave Zunkel 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

Rosemary Baker-Monaghan **moved to approve the minutes of the April 14, 2020 Regular Board Meeting as presented.** 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 April 30, 2020 compared to revenues and expenditures as of April 30, 2019 and to the FY 2019-2020 Budget. Tuition and fees revenue recorded through April FY19-20 is \$3.022 million or 92.28% of the adopted budget. Tuition and fee revenue is up 2.39% compared to April FY18-19. Spring term revenue has declined due to the COVID-19 impact and is likely to increase before fiscal year end to an estimated flat revenue compared to FY2019. 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 recorded through April FY19-20 are \$4.134 million representing four of the four quarterly payments. State appropriations in the FY19-20 adopted budget is \$3.644 million based on a \$570 million funding formula allocation. The legislatively approved community college allocation was \$640 million. The actual anticipated allocation was \$4.1 million annually for the FY19-21 biennium; however, the economic impact is anticipated to reduce community college state allocation in FY2020-21. Property taxes recorded through April FY19-20 are \$4.478 million. The actual FY18-19 property taxes received are \$4.851 million or 101.22% of the adopted budgeted. Other revenue recorded through April FY19-20 is \$285,000. 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 April are \$9.971 million, or 74.38% of budget, compared to \$9.586 million in March FY18-19 representing a 4.02% increase. Total estimated actual General Fund expenditures in FY18-19 are \$11.813 million or 92.86%.

VP JoAnn Zahn referenced the financial report included in the packet. She said we are still up in tuition and fees over the same time last year but she expects it to be closer to \$3 million after refunds are processed for spring term. If not for the COVID-19 crisis, we would have had a really good year for tuition and fees.

VP Zahn said there will be an estimated \$1.4 million carryover. She noted that the more we can carry over until the next fiscal year, the better off we will be. She said we are ending all spending except for essential items and bills that come due. Employees understand the urgency to save every penny we can and are being really thoughtful in what they are purchasing. There is a hiring freeze except for essential personnel we absolutely have to hire. Chair Duehmig said the strong ending fund balance makes him happy.

B. Report of the Board Chair

Chair Duehmig said he will defer his comments until the discussion on the budget.

C. Report of the Board Representatives

OCCA

Anne Teaford-Cantor said the next OCCA Board meeting will be Friday, May 14 on Zoom. OCCA has been meeting twice weekly via Zoom to provide updates on the COVID-19 crisis. All OCCA committees have met in the last two months. A recent development is that OCCA has been working with other similar associations across the country to lobby for the value of community colleges in helping students complete their education and get back into the workforce. She will have more to share after the next OCCA Board meeting.

President Breitmeyer shared more information about the twice weekly OCCA Zoom meetings. One of the big issues discussed in recent meetings is advocating for additional funding from the federal government as well as other advocacy on behalf of community colleges. Other discussions center around coordinating best practices on our campuses for what we are doing and how we are doing it. The presidents signed up for various committees to work on a phased reopening plan to put forward to the Governor. President Breitmeyer said he was on the instruction committee. The plan will allow for a safe reopening in a phased manner that will be tied to county reopenings. Whatever phase the county is in will be the phase the college is in. President Breitmeyer said we will be operating in summer as we have been in the spring. There will be a little more face-to-face interaction in the summer with CTE classes and labs, utilizing proper precautions. President Breitmeyer said we are looking for a partial reopening in the fall with appropriate social distancing and precautions. Chair Duehmig noted that Clatsop County has requested to enter Phase I of reopening.

Foundation

Dave Zunkel said Sunny Klever's last day was April 24. Angee Hunt has really jumped in and is doing a great job of taking over the directorship of the Foundation. The scholarship deadline has been extended until May 15. The Foundation website has been updated with links and information for emergency support for CCC students who are in financial need. The Foundation Board had a retreat in February and there is now a committee working on developing a mission and vision statement. The Foundation is interviewing a number of people in the community and at the College to get opinions about the College and the Foundation. The auction and dinner was canceled. The Foundation will have a virtual paddle raise fundraiser starting on July 6. There will be more information to follow on that fundraiser. The next Foundation Board meeting is May 19.

D. Report of the President

Budget Discussion

Chair Duehmig said he wanted to thank everyone who was at the Budget Committee meeting last week. There was a good discussion on the budget. Chair Duehmig noted that it is really important to remember we can only deal with the numbers we have, and it will be frustrating because the numbers will keep changing. The Board will vote to adopt the budget in June. Chair Duehmig emphasized that the Board will be an active part of helping the President make changes to meet the challenges going forward. He wants the College community to understand the Board is there to support them.

President Breitmeyer said we don't yet know the current levels of state funding cuts we will be experiencing. There will be a better picture after May 20 when the economic forecast for the State comes out. President Breitmeyer said we have been told to expect a \$3 billion decrease in revenue for the State for the coming year. Preliminary numbers from the State show a potential decrease in funding to CCC of more than \$800,000. There is also the potential for a decrease in property taxes and a decrease in tuition and fee revenue. Tuition and fee revenue could be up or down. Registration for summer and fall just opened so it's too early to make any predictions. President Breitmeyer said he has asked members of Cabinet to come up with strategies for how they will reduce spending in their areas. There will be a hiring freeze except for essential positions. Some positions will remain unfilled and as people retire, we will look at reorganization. President Breitmeyer said we will be talking to the Classified and Faculty unions

about ways that we can mitigate some of these losses. The first suite of options is to try and maintain employment for College employees. We will be able to save a significant amount of money through travel restrictions, hiring freezes, and reorganization without the challenging issues of staff reductions. President Breitmeyer said he has asked Cabinet to provide him with their spending reduction ideas by next Friday. He said he will send out an all campus email to ask employees for their spending reduction ideas. President Breitmeyer explained he does not want to go into specifics right now until he has a better sense from the campus community. He said we are well on the way to making up a budget gap that initially was really shocking. After the state revenue projection comes in next week, we will firm up conversations around how we will meet the reductions in support. President Breitmeyer said to look for an email from him on May 25 on what we are thinking.

Chair Duehmig said one of the challenges about what to do next is trying to determine what level of federal support the State might get. If there is money coming to the State they can use, it might free up money for education. He noted there are millions of people who have lost their health insurance, and the State will need to increase funding for Medicaid and the Oregon Health Plan. Oregon is an income tax-based state, so it will take a while to get out of this.

President Breitmeyer said many community colleges have implemented tuition increases, but CCC has not. Some community colleges have implemented a one-time emergency fee. President Breitmeyer said those are things we may want to use, but he and the Board are committed to keeping tuition and fees as low as possible. He hopes to provide more information in a couple of weeks and noted that based on the conversations in Cabinet today, almost \$600,000 in savings has been identified without any positions having to be laid off or furloughed.

Karen Burke commented that the Board knows budget will be a topic of discussion at every Board meeting this year.

Report of the VP Academic Affairs

Margaret Frimoth referred to her report included in the packet. She said she is currently working on a USDA grant that will support online learning.

Karen Burke asked what was looked at in the peer review of dual credit programs. VP Frimoth replied we are in the third cycle of a first time process of review of dual credit programs. The State is looking at how dual credit programs are operating and the level of accountability. VP Frimoth said CCC vets all the

high school instructors in the dual credit program to make sure they meet CCC qualifications. Some high school instructors may have a master's degree in education but not in the subject area being taught. In that case, the College mentors them. VP Frimoth explained that peer review looks at how we are reviewing our dual credit instructors. The dual credit program builds relationships within our community to help high school students believe they can be successful in college. One of the goals of dual credit is to provide a more streamlined way of providing support for students who may not have considered attending college. VP Frimoth said the peer review of our dual credit programs has been written up and submitted to the State. The dual credit coordinators are reviewing the report and if they see any gaping holes, they will let us know.

In response to a question from Dave Zunkel, VP Frimoth said the student computer labs are going really well. They are not heavily used which VP Frimoth thinks is a good sign. She said the Library lent students all the laptops it had available and purchased some additional laptops in case there was more need at mid-term. VP Frimoth noted that we are aware that WiFi access is a problem for some students. Students sit in the parking lot in their vehicles to access WiFi. The College started with one computer lab and now has three. The computer labs maintain strict social distancing with only four students permitted in the lab at one time. One computer lab is for all CCC students, a second computer lab is strictly for graphics and photography students, and a third computer lab is specific to the nursing program.

Report of the VP Student Success

VP Jerad Sorber said spring quarter enrollment hasn't changed much since his last update. The enrollment graph included in his report has gone flat for spring quarter, while in the previous two years enrollment continued to go up. VP Sorber said we are about 92 FTE below last year at this time and explained we are not able to realize FTE from the CTE programs at MERTS that cannot meet. Registration for fall and summer started about 20 days earlier than last year. Part of the early registration is due to the ERP changeover to Campus Nexus. The plan had been to register high school students while they were in class this spring, which obviously is not working for this year. VP Sorber reported that right now, we are looking slightly up for fall and summer. Application volume is going up significantly. There were 713 applications last year at this time and there are 778 this year. There may be an impact because high school students and others may not be looking for the four-year college/university experience of

residence halls, clubs, dining halls, etc. at this time. VP Sorber said he is feeling a little more confident about more positive enrollment scenarios.

VP Sorber said the College received about \$220,000 in CARES Act funding that has to go to students. A little over \$150,000 has been distributed. VP Sorber noted we were the first community college in Oregon to get the money sent out to students, and he thanked Margaret Antilla, Lloyd Mueller, and Hazel Martinez. One student told him it saved him to be able to pay rent, etc. so that he could stay in school. The College has applied for a Ford Foundation grant of \$10,000 that will go to supplies for the food pantry program that will get started this fall. An AmeriCorps volunteer will work with the Foundation and other resources to get the food pantry program up and running in the Services Building. Clatsop Community Action is a primary partner.

VP Sorber said there are five students participating in the STEP program. He noted that we can use Pathways to Opportunity grant funds as match for the STEP program; for every dollar spent we get 50 cents. The match funds must be from a nonfederal source. The STEP program also partially offsets some staff salaries. The other big thing Student Services is working on is the ERP Campus Nexus and getting it moving forward. Campus Nexus is consuming the lion's share of staff time right now.

In response to a question from Chair Duemig, VP Sorber said we have one year to spend the CARES Act funds. However, the goal is to get the money out to students as soon as possible so we don't lose them. At the current burn rate, there will be some CARES Act funds left over for summer and possibly fall. VP Sorber clarified that CARES Act money has to be related to COVID-19 disruption.

E. Report of the ASG Representative

ASG President Steven Ellsberg said ASG has been working on a few different things in the last month or so. The biggest thing was the additional 25 cents per credit fee for each student that went through. These funds will go specifically to renewing clubs and incentivizing new clubs and projects on campus. They are also working on an election process for ASG for next year. Previously ASG representatives were selected through an application and interview process. ASG is working with TRIO to add a food pantry on campus for next year. ASG worked closely with VP Sorber to streamline communication to students about the CARES Act funding as well as SNAP enrollment and the new STEP program at CCC to make sure students were aware of these programs. ASG has started a

video series called ASG Wellness Corner that has taken the place of the Health and Wellness Fair that had to be canceled. The first video was last week with Amy Magnussen discussing ways to deal with stress. The Wellness Corner will be featuring local health care practitioners, and the videos will be put up on YouTube. Chair Duehmig commented that he watched the video and it was well done. In response to a question from Sara Meyer, VP Sorber confirmed that the food pantry project ASG is working on is the same project he discussed in his report. Shelly Alford from the TRIO program is the lead.

VI. OLD BUSINESS

A. None

VII. NEW BUSINESS

A. Policies and Corresponding Procedures for Review

- BP 2710 Conflict of Interest (*1st reading*)
- BP 3430 Prohibition of Harassment (*1st reading*)

Rosemary Baker-Monaghan asked Stephanie Homer to speak to the policies and procedures process. Ms. Homer said we are at a point in which the Board Policy Committee has gotten to between seven to ten policies ahead of where the institutional process is, so we are letting the institutional process catch up. The Board Policy Committee addresses any concerns regarding individual policies before they go to Cabinet and College Council. The committee looks at them again after they have gone through Cabinet and College Council. It was clarified that procedures are not adopted by the Board but are included in the Board packet to give context to the policies. Karen Burke thanked Ms. Homer for the table that listed the changes to the policies and procedures that was provided in the packet.

Rosemary Baker-Monaghan **moved to put BP 2710 Conflict of Interest and BP 3430 Prohibition of Harassment in 1st reading by title only.** Karen Burke seconded. The motion carried unanimously.

B. New Hire

VP Zahn announced the following new hire: Maureen Storey is the new Grant Accounting Specialist reporting to Margaret Antilla, Director of Accounting Services. Ms. Storey has been with the College for nine years in Accounts Payable.

VP Zahn said the Accounts Payable position is considered essential and will be rehired. The Accounts Payable position is key in the Campus Nexus implementation.

VIII. ANNOUNCEMENTS/COMMUNICATIONS

There will be a Board Work Session at 5:30 p.m. on Tuesday, June 9, 2020. The Public Hearing on the Budget will be held at 6:30 p.m. on June 9 immediately followed by the Regular Board Meeting. All three meetings will be held on Zoom.

IX. BOARD FORUM

Sara Meyer asked President Breitmeyer if there have been any confirmed COVID-19 cases on campus. President Breitmeyer said no cases have been confirmed. If there is a confirmed case, the campus community will be notified but the individual will not be identified.

Rosemary Baker-Monaghan asked if there is a final determination on graduation. President Breitmeyer replied we are going to do something virtually to honor graduates. There was a task force working on graduation that had a lot of input from students. An in-person graduation will be held as early as possible in the fall. On June 12, the original date of graduation, the Column will turn green, and there will be speeches from President Breitmeyer and others online. Board members will be able to provide written or recorded messages. Julie Kovatch and Russ Dickerson are offering students the opportunity to come to campus and be photographed in their caps and gowns. There are yard signs available in the bookstore congratulating the 2020 CCC graduates. The bookstore is open regular hours Monday through Thursday.

Tim Lyman asked if he could receive the marked-up policies and procedures prior to the Board meeting so he can see what the changes are. Stephanie Homer explained that for the institutional review, the work is done at the Cabinet, College Council, and DEI level so by the time it comes to the Board, it's pretty well refined. Mr. Lyman said he would like to see the difference between the existing policy and the refined policy for anything the Board is voting on. Stephanie Homer said she is happy to do so.

Dave Zunkel said he was sorry about the loss in Ms. Baker-Monaghan's family. He told everyone to stay healthy.

Anne Teaford-Cantor said she picked up a graduation yard sign and installed it on the corner of her property. She attended the Zoom Ales and Ideas event last Thursday and said it was great to see how many people attended the event and how much

interest there is from the community. She applauded everyone who helped put it on. There were some technology hiccups but they were worked through.

Karen Burke reminded everyone that today is the International Day of the Nurse. It is the 200th anniversary of the birth of Florence Nightingale who is known for moving nursing from apprenticeship into educational.

Robert Duehmig said there are a couple of interesting months coming up and he is looking forward to working with everyone.

X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 7:37 p.m.

Chris Breitmeyer, President

Robert Duehmig, Chair

Pat Schulte, Board Secretary