

**MINUTES OF THE MAY 8, 2007
CLATSOP COMMUNITY COLLEGE
BOARD OF DIRECTORS
REGULAR BOARD MEETING**

I. CALL TO ORDER

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

Board members present: Rosemary Baker-Monaghan, Karen Mellin, Marilyn Lane, Larry Sparks, Frank Satterwhite, Paul Gillum. Board members absent: Laura Harris. Others present: Tom Potter, Chris Bridgens, Cam Preus-Braly, Don Webb, Bob Bridgens, Carol Goerges, Rinda Johansen, Skip Hauke, Rita Hamann, Sheila Ruhland, Aellana Konstantinitas, Don V. Johnson, Michael Simmons, Ann Peitsch, Ralph Peitsch, Pat Haggard, Michael Smith, ASG Representative Melody Dyer, Deputy Clerk Lindi Overton, President Greg Hamann, and Recording Secretary Kari Walsh.

A. Adoption of Agenda

Rosemary Baker-Monaghan pointed out changes to the agenda to include: 1) Report from the Commissioner on Colleges and Workforce Development; and 2) Auditor Recommendation. Marilyn Lane **moved to approve the agenda as revised**. Larry Sparks seconded. The motion carried unanimously.

II. PUBLIC FORUM

A. Introduction of Guests

Rosemary Baker-Monaghan asked those present to introduce themselves. She then opened the meeting up for public comment for any topic NOT on the agenda.

The following members of the Clatsop College Information Group, Christine Bridgens, Don Webb, Tom Potter, Ann Peitsch, Ralph Peitsch, and Don Johnson, addressed the College Board and President Hamann on issues/concerns regarding the college campus improvement or replacement project.

Skip Hauke, Co-Chair of the College Campaign Committee, spoke in favor of the campus replacement project.

Rinda Johansen commended the Board and President Hamann for their efforts to help get a new campus for Clatsop County.

III. APPROVAL OF MINUTES

Marilyn Lane referred to the minutes of the April 10, 2007 Regular Board meeting, page 5, Report of the Board Chair, and requested a change to the minutes as follows: *“Marilyn Lane said the Board subcommittee will meet to propose the process the Board will use to evaluate the President. The evaluation will be completed and ready for discussion by the Board during their May 22, 2007 meeting.”*

Paul Gillum moved to approve the minutes of the April 10, 2007 Regular Board Meeting as amended, and the April 24, 2007 Board Work Session as presented. Marilyn Lane seconded. The motion carried. Rosemary Baker-Monaghan abstained as she was not present at the April 10, 2007 Regular Board meeting.

IV. EDUCATIONAL PROGRAM

Michael Smith, PLUS Program Director, was present to talk about the PLUS Program at CCC. The goal of the PLUS Program is to increase the retention and graduation rates of participants and help students make the transition from one level of higher education to the next. Michael Smith also acknowledged the outstanding PLUS Program staff at Clatsop CC. He then introduced two PLUS Program students, Aellana Konstantinitas and Michael Simmons, who shared how the PLUS Program is helping them to achieve their goals.

V. REPORTS

A. Report of the Board Chair

Marilyn Lane explained the process the Board subcommittee was recommending for the President's evaluation. After some discussion, the Board agreed to the following process: 1) Board members will receive individual links to complete the President's evaluation by May 17th; 2) The Board Chair will then be provided a summary of the data in the form of an aggregate cross-tabulation by May 18th; 3) the Board will discuss the results of the President's evaluation at their May 22nd meeting. Larry Sparks stated he would be out of town on May 22nd and would need to participate via conference call.

The Board also discussed and agreed to meet on August 3, 2007, for a Board Retreat. The Board will discuss agenda items for the retreat at its May 22nd meeting.

B. Report of the Commissioner Department of Community Colleges and Workforce Development

Cam Preus-Braly distributed information about Oregon Community Colleges Budget Picture to help local college board members and their constituents understand what has been happening to community college funding, and what they can expect during the coming biennium. It was noted that the Governor's Recommended Budget proposes \$87M in Article XI-G bonds to provide matching funds for capital construction at twelve community colleges, including Clatsop CC.

C. Report of the Associated Student Government (ASG)

ASG Representative Melody Dyer, one of four senators at CCC, shared some of the activities of the ASG this past month. Melody also shared she was planning to transfer to a four-year college, majoring in Spanish, and that one program Clatsop CC did not offer was a study abroad program. Melody Dyer said she has mentioned the idea of CCC offering a study abroad program to the Dean of Student Services for future consideration.

D. Report of the Deputy Clerk

Lindi Overton provided the Statement of Revenue and Expenditures by fund source for the ten months ended April 30, 2007. Included in her report was the College has received three quarterly State appropriation payments, and that the next quarterly payment will be received

on July 1, 2007. Lindi also reminded the Board the Budget Committee was scheduled to meet May 10, 2007, 6:30 p.m., in Patriot Hall Room 333.

E. Report of the Board Representatives to Foundation and OCCA

No report from the Board Representative to the Foundation.

OCCA Board Representative Marilyn Lane reminded everyone it was not too late to write to members of the Ways and Means Committee urging their support of funding for community colleges. She stated Nadine Faith would be sending out an email containing contact information for Ways and Means Committee members and talking points. Marilyn Lane also mentioned Senate Bill 426, the bill requiring a state-run health insurance pool for school employees. She said a decision will need to be made at the State, OCCA and presidents level about how to address this issue.

F. President's Administrative Team (PAT) Updates

Sheila Ruhland drew attention to the CCC Workforce Education Classes and Community Education Classes for Winter 2007.

In Nadine Faith's absence, Greg Hamann provided a brief overview on College Relations Legislative Activities, including: 1) Calling and Letter Writing Campaign; 2) April 5 Budget Hearing of the Joint Ways and Means Committee, Portland; and 3) April 12 Clatsop Day at the Capitol.

Carol Goerges announced new hires Holly Tumbarello, Medical Assisting Instructor, Angie Kunert, JOBS Program Coordinator, and Aneita Coates, Payroll Specialist. Carol also mentioned that negotiations had begun with Classified staff.

G. Report of the President

President Hamann called attention to his report in the Board packet. He also announced Faculty Appreciation Week was May 7-11, and shared some of the special events taking place on campus to show appreciation to our faculty. President Hamann then announced CCC's OCCA Student Scholars, Jody Stephens and Pat Haggard, who were recognized at the April 23rd Student Scholar Event held in Salem. Pat Haggard was also present at the Board meeting to receive the "2007 All-USA Academic Team" award. Pat expressed his gratitude and thanked the Board for their support.

VI. OLD BUSINESS

A. Request to Eliminate Policy 3.463, Alcohol on Campus – Second Reading

See VI. B. below.

B. Request to Revise Policy 4.705, Alcohol/Controlled Substance Use – Second Reading

Greg Hamann recalled as of January 1, 2007, the College switched to a new drug testing provider. This change brought about a review of current drug abuse policies. Changes to 4.705 are attempts to (1) incorporate Board policy 3.463 into other existing policy; (2) bring language in 4.705 to conform with recommended content by the new drug testing provider; and (3) to ensure the policy is in line with current laws and regulations. President Hamann pointed out changes in policy 4.705 as a result of concerns raised at the April Board meeting.

Discussion ensued about what process the College uses if an employee is found to be impaired at work.

Greg Hamann also mentioned the College was currently working on a drug testing policy and that it would be some time before anything would be brought to the Board for its action, because the different employee groups wanted to have some time to address this issue. It was also discussed and agreed that it was the intent of the College to have a drug free workplace without unnecessarily impacting the privacy of our employees.

Marilyn Lane moved to approve the elimination of Board Policy 3.463, Alcohol on Campus, and the revisions to Board Policy 4.705, Alcohol/Controlled Substance Use, as presented. Paul Gillum seconded. The motion carried unanimously.

C. Tuition Recommendation

Greg Hamann presented a recommendation to increase the tuition rate by \$3/credit, from the current rate of \$60/credit to \$63 credit, effective with the Fall 2007 Term. This recommended increase is consistent with the adopted Resource Allocation Guidelines policy that tuition should be benchmarked to the 3rd quartile (2nd lowest) for Oregon community colleges. President's Council discussed and unanimously approved the tuition recommendation at its April 17th meeting.

Marilyn Lane moved to approve the tuition increase, and that this increase be reviewed and perhaps rescinded or revised should the Legislature choose to provide funding that is substantially different from what is assumed in our 2007-08 budget. Paul Gillum seconded. Rosemary asked if there was any discussion before calling for the vote. Karen Mellin remarked the College has increased tuition at a "fairly rapid and steady pace since she has been on this board," and that she would prefer the College look for some other means of raising revenue.

Without further discussion, Rosemary Baker-Monaghan called for the vote. **Marilyn Lane, Larry Sparks, Paul Gillum, Rosemary Baker-Monaghan and Frank Satterwhite voted in favor of the motion.** Karen Mellin abstained. The motion carried.

VII. NEW BUSINESS

A. Request for Changes to Policy 5.035, Minimum Standards for Instructor Qualifications and Development – First Reading

The revised policy recommends a title change to Institutional Standards for Instructor Qualifications and includes policy for Adult Basic Education, General Education Development, English Language Learners, Librarian and Counselors not included in the current policy. The policy also explains the process for exceptions to the institutional standards. Frank Satterwhite spoke favorably of the proposed changes. His one suggestion was that there was some consideration that Counselors are also required to possess a State licensure as professional counselor or some other respective field, such as social work.

Frank Satterwhite moved to accept Request for Changes to Policy 5.035, Minimum Standards for Instructor Qualifications and Development for first reading. Paul Gillum seconded. The motion carried unanimously.

B. Auditor Recommendation

ORS 341.709 requires that an annual audit be performed by auditors licensed as Oregon municipal auditors by the Oregon Board of Accountancy. The College issued a request for proposals for audit services for the fiscal year ending June 30, 2007 with the option of auditing the financial statements for the four (4) subsequent fiscal years. The Committee reviewing the responses to the request for proposals for audit services recommends the board engage the service of LeMaster & Daniels PLLC from Yakima, Washington. The firm quoted a price of \$44K with subsequent year increases of 5%.

Marilyn Lane **moved to authorize the administration to engage the services of LeMaster & Daniels PLLC to complete the annual financial audit for the period ending June 30, 2007 with the option of auditing the financial statements for up to four (4) subsequent fiscal years.** Frank Satterwhite seconded. The motion carried unanimously.

VIII. ANNOUNCEMENTS/COMMUNICATIONS

President Hamann proposed the Board discuss details concerning the May 31st Board-led values conversation on “Integrity” at the May 22 Board Work Session.

IX. BOARD FORUM

Marilyn Lane mentioned the book “Handbook on CEO-Board Relations and Responsibilities, (Boggs, George)” would be a useful tool for the Board when conducting its own self evaluation. She suggested talking about this at the August 3rd Board retreat.

X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 9:25 p.m.

Greg Hamann
President

Rosemary Baker-Monaghan
Chair

Kari Walsh
Recording Secretary