

**MINUTES OF THE DECEMBER 11, 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, Paul Gillum, Karen Mellin, Larry Sparks (via conference call), Frank Satterwhite, Marilyn Lane, Dirk Rohne. Board members absent: None. Others present: Carol Goerges, Kara Hansen, Michael Bunch, Richard Balkins, Andrea Henderson, Annette Butler, Judy Unruh, Joanie Dybach, Rinda Johansen, Terran Bruinier, Nancy Nelson, Tim Weatherly, Penny Rodgers, Angela Bake, Carol Hubbard, Mariah Manners, Kirsten Horning, Jean Grubaugh, Jo Black, Barb Wells, Mick Alderman, Tom Gill, Lois Tivey, Hazel Martinez, Toni Middleton, Jim Entler, Larry Miller, Paula Duncan, Rhonda Alderman, Janet Miltenberger, Sylvia Adams, Tommie Redwine, Mark Redwine, Bill Antilla, Margaret Antilla, Margaret Frimoth, Abby Sanders, Nadine Faith, Roger Friesen, Deputy Clerk Lindi Overton, President Greg Hamann, and Recording Secretary Kari Walsh.

**A. Adoption of Agenda**

Greg Hamann stated that Harley Bristol would not be presenting the Educational Program Presentation as noted on the agenda, and that Michael Bunch would be presenter. Paul Gillum **moved to approve the agenda as revised.** Dirk Rohne seconded. The motion carried unanimously.

**II. PUBLIC FORUM**

**A. Introduction of Guests**

Rosemary Baker-Monaghan asked those present to introduce themselves.

**B. Public Comment**

Hazel Martinez, on behalf of the Classified Staff, read aloud a letter asking the "College to reconsider our proposal in regards to compensation and longevity....this is consistent with the way the other employee groups were handled when they went to a similar pay schedule." A copy of the letter in its entirety is filed with the official minutes.

Joanie Dybach, CCC Criminal Justice Instructor, commented on the last negotiations meeting between the Classified Staff and College administration, which she had attended. She stated "In all my years I have never seen a more unprofessional bargaining session than I saw that night." "However, if administrators show more respect and appreciation for classified staff's contributions, they could be better positioned to reach long-term goals." She also said "With healthy employer-employee relations, that elusive, much sought after campus culture will occur naturally." Her written statement in its entirety is filed with the official minutes.

**III. APPROVAL OF MINUTES**

Paul Gillum **moved to approve the minutes of the November 13, 2007 Board Work Session and the November 13, 2007 Regular Board Meeting as presented.** Marilyn Lane seconded. Karen Mellin abstained as she was not present at the meetings. The motion carried.

#### IV. EDUCATIONAL PROGRAM PRESENTATION

CCC Biology Instructor, Michael Bunch, introduced Terran Brunier, Nancy Nelson, and Tim Weatherly who presented their Biology 101 Stream Assessment Projects.

After the Educational Program Presentation, Greg Hamann recognized Abby Sanders from LeMaster and Daniels LLC and asked if her presentation on the FY07 Financial Audit could be the next item on the agenda since she had to travel after the meeting. The Board concurred.

#### VII. NEW BUSINESS

##### A. FY07 Financial Audit (Abby Sanders – LeMaster and Daniels PLLC)

ORS 341.709 and College policy 3.140 require the College to have an annual audit. Abby Sanders presented the Clatsop Community College Annual Financial Statements for the Year Ended June 30, 2007. The College was issued unqualified or “clean” opinions on the following three audit opinions: 1) Financial Statements of the College; 2) Internal controls over financial reporting of the College; 3) compliance with federal program requirements of the College. Exit comments included the following recommendations: 1) journal entries be reviewed/authorized by an individual independent of the creation of the journal entry; 2) checks received by the bookstore be restrictively endorsed when they are received.

Lindi Overton acknowledged Margaret Antilla and Sharon Boring “who are key to this process.” Marilyn Lane **moved to accept the annual audit as presented by LeMaster and Daniels.** Frank Satterwhite seconded. The motion carried unanimously.

#### V. REPORTS/DISCUSSION ITEMS

##### A. Visit with OCCA Executive Director Andrea Henderson

Andrea Henderson provided an overview of issues relevant to Oregon’s community colleges in the upcoming February 2008 Special Legislative Session, including Clatsop’s need to secure additional funds for capital construction. Ms. Henderson also explained the State’s aspirational goal of 40-40-20; forty percent of adult Oregonians with association degrees or a professional technical certification, forty percent of adult Oregonians with a bachelor’s degree or higher, and the remaining twenty percent encompassing all the rest of the adult population nearing a high school diploma.

##### B. Report of the Board Chair

Rosemary Baker-Monaghan referred to Resolution #2006-07-07 supporting a repeal of Oregon’s double-majority requirement. She stated that OCCA was asking boards from Oregon’s community colleges to support this resolution. Marilyn Lane **moved that the Board of Directors of Clatsop Community College support the Oregon Legislature’s passage of HJR 15 to remove the double-majority requirement in May and November elections.** Frank Satterwhite seconded. The motion carried unanimously.

**C. Report of the Associated Student Government (ASG)**

No report.

**D. Report of the Deputy Clerk**

Lindi Overton provided the Statement of Revenues and Expenditures for FY08 and FY07 by fund source for the five months ended November 30, 2007.

**E. Report of the Board Representatives to Foundation and OCCA**

Frank Satterwhite stated there was no December Foundation Board due to the storm. He then shared about the Donor Reception which was held December 1<sup>st</sup>. He said it was his understanding there were 30 or more donors present and that a somewhat larger number had attended the performance at the PAC immediately following. Nadine Faith distributed the first ever report to contributors of the Foundation, which she will also be distributing to faculty after winter break.

Marilyn Lane said Andrea Henderson had covered quite a bit of the information she was going to share with the Board. Marilyn did add the next OCCA Board meeting was in January 2008 “where we hope to have information from local boards to then craft a plan of addressing the goal of 40-40-20.” She mentioned perhaps the CCC Board at a work session or the mid-year retreat could look at local demographics/data and then discuss and develop responses that address how we can achieve the goal of 40-40-20. Marilyn also mentioned at the December 7th OCCA Board meeting two representatives from the Clatsop CC’s Associated Student Government (ASG) were in attendance and had stated they were working hard to get CCC to join the Oregon Community College Student Association (OCCSA). Marilyn Lane asked the College to encourage and support the ASG joining this statewide organization. She also commented a committee had been appointed to start working on the 2008 OCCA Convention, on which she was serving, and hoped the entire CCC Board would be able to attend.

**F. President’s Administrative Team (PAT) Updates**

Lindi Overton provided the Board with a College Services update focused on Computer Services directed by Greg Riehl. Over the next couple of months Lindi will provide the Board with written reports of the activities of the College Services area. She also informed the Board on storm-related damage to the College and related facilities.

Jo Black commented faculty had been very creative about how they have accommodated students in order for students to get their assignments and /or finals completed as a result of the storm. Frank Satterwhite stated he “hopes the College will bend over backward to accommodate student’s needs because of the storm.”

**G. Report of the President**

President Hamann referred to his written report in the Board packet which highlighted new or ongoing activities, including an update on the November 21<sup>st</sup> all-day work session on ISLO’s, status regarding a region-based SBDC, and a possible partnership with the River Theater that would make our Performing Arts Center their new home stage, and in the process, re-introducing Theater to the community arts programs. He also reminded the Board it was time to think about scheduling a mid-year Board retreat and suggested January

23 as an option. After some discussion, the Board agreed to meet on Wednesday, January 16, 4:30 – 8 p.m., at a location to be determined.

## VI. OLD BUSINESS

None.

## VII. NEW BUSINESS

### **B. Request for Revision to Policy 3.410, Use of College Property – First Reading**

As part of the on-going review of college policies and procedures, Lindi has revised the language to reflect a general policy statement regarding use of the College's equipment rather than procedural language that it currently includes. President's Council has reviewed this policy prior to it being sent to the Board. Marilyn Lane **moved to accept Policy 3.410 for first reading**. Paul Gillum seconded. The motion carried unanimously.

### **C. Request for Revision to Policy 3.430, Public Records – First Reading**

Lindi Overton explained she had revised the current policy language to include what kinds of documents are considered public documents. It also updates legal references. Frank referred to the first sentence, second paragraph, and asked if an individual was using College equipment and wrote email to another college individual that had nothing to do with "*conduct of the public's business*" would that not become public record? He said it was his understanding that anything written on a college computer or email becomes public record, whether it pertains to the public's business or not, and that the wording in the policy should then be that broad. Greg Hamann stated he believed the verbiage was lifted from something external but would verify that. Frank Satterwhite **moved to accept Policy 3.430 for first reading**. Dirk Rohne seconded. The motion carried unanimously.

### **D. Request to Eliminate Policy 3.405, Maintenance and Control of Equipment – First Reading**

Lindi Overton said Policy 3.405 was no longer necessary because the language had been included in other policies or procedure. Marilyn Lane **moved to accept Elimination of Policy 3.405 for first reading**. Karen Mellin seconded. The motion carried unanimously.

### **E. Part-Time Temporary Support Staff Schedule**

The State of Oregon reviews and increases the minimum wage effective January 1 each year. Beginning January 1, 2008, the minimum wage will increase from \$7.80 per hour to \$7.95 per hour. Level 1 of the Part-time Temporary Support Staff schedule is minimum wage. In order to be in compliance, this rate needs to be increased, and any other rates affected by the minimum wage increase also need to be changed. Frank Satterwhite noted Level 1 was being increased by five cents and the other levels by twenty-five cents, and asked for the rationale behind this. Carol said she had talked with the department managers about this and not one had suggested any changes to this salary schedule.

Paul Gillum **moved to approve the revised Part-time Temporary Support Staff schedule effective January 1, 2008**. Dirk Rohne seconded. Without further discussion, Karen Mellin, Rosemary Baker-Monaghan, Dirk Rohne, Larry Sparks and Paul Gillum voted in favor of the motion. Frank Satterwhite opposed. The motion carried.

## VIII. ANNOUNCEMENTS/COMMUNICATIONS

Rosemary read aloud the announcements in the Board packet.

## IX. BOARD FORUM

Marilyn Lane made positive remarks on the signage about OSU partnering with Clatsop Community College. She also referred to the upcoming Board Mid-Year Retreat and said there were some documents Larry Sparks had distributed at the November Board meeting that would be beneficial to include as part of the agenda.

Frank Satterwhite inquired if the College was in meditation with the Classified. Frank was informed the College would be in mediation with the Classified on January 16, 2008, but that the College had separately contacted the Classified to try to have a conversation and not wait for mediation. That meeting is scheduled for the week of December 17.

Larry Sparks remarked on the Classified negotiations and said “the key there is they believe they are being treated unfairly unlike the other unions, such as compensation, longevity and seniority, and somehow we have to bridge that gap.” Larry directed his next comment to the new Director for Institutional Research Assessment and Grant Development, and the Foundation Director. He shared in the November 26, 2007 issue of *Business Week* they would find the “50 most generous philanthropists” and thought it might be worth sending a letter to these corporate donors.

Karen Mellin commented she was “sorry she missed the meeting in Cannon Beach.” She explained she is taking an online class and had lost power before the Board meeting, so needed to make that up.

Dirk Rohne mentioned he was looking forward to going to the next PORTALS meeting, but due to the storm was not certain if they held that or not. He commented he was “intrigued by the first one he attended.”

## X. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 8:30p.m.

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Greg Hamann  
President

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Rosemary Baker-Monaghan  
Chair

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Kari Walsh  
Recording Secretary