

**MINUTES OF THE FEBRUARY 14, 2006
CLATSOP COMMUNITY COLLEGE
BOARD OF DIRECTORS
REGULAR BOARD MEETING**

I. CALL TO ORDER

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

Board Members Present: Doug Grant, Laura Harris, Rosemary Baker-Monaghan, Paul Gillum, Frank Satterwhite, Karen Mellin, Marilyn Lane. Board Members Absent: None. Others Present: Scott Simpson, Kevin Mullerleile, Charlotte DeWitt, Christine Riehl, Carol Goerges, Nadine Faith, Sheila Ruhland, Tom Gill, Roger Friesen, Richard Balkins, ASBG Representative Sarah Salmonson, President Greg Hamann, Deputy Clerk Lindi Overton, and Recording Secretary Kari Walsh.

A. Adoption of Agenda

Rosemary Baker-Monaghan requested a change to the agenda to move NEW BUSINESS, Item A. FY04-05 Audit Presentation (Moss Adams LLP) to immediately follow the Educational Program in order to accommodate the auditors' schedules. Paul Gillum **moved to approve the agenda as amended.** Karen Mellin seconded. The motion carried unanimously.

II. EXECUTIVE SESSION

The Regular Board meeting was recessed at 6:03 pm. Rosemary Baker-Monaghan called for an Executive Session in accordance with ORS 192.660(2)(e) to deliberate with persons designated by the governing body to negotiate real property transactions.

Following conclusion of the Executive Session, the Regular Board meeting was reconvened at approximately 6:55 p.m.

III. PUBLIC FORUM

A. Introduction of Guests

Rosemary Baker-Monaghan asked those in attendance to introduce themselves.

IV. APPROVAL OF MINUTES

Marilyn Lane **moved to approve the minutes of the January 10, 2006 MERTS Regular Board Meeting as presented.** Paul Gillum seconded. The motion carried unanimously. Marilyn Lane **moved to approve the minutes of the January 10, 2006 Regular Board Meeting as presented.** Laura Harris seconded. The motion carried unanimously.

V. EDUCATIONAL PROGRAM

PLUS Program Director, Charlotte DeWitt, presented information on the College's PLUS Program, which is currently in its 13th year at CCC. Charlotte shared the PLUS Program had just received a grant total (4 years) in the amount of \$1,113,332.00 and was just starting the four year cycle. Ms. DeWitt also provided statistics which illustrated the positive impact of the PLUS Program on student retention, graduation, transfer and GPA. She then introduced ASBG Vice President and PLUS Program student, Sarah Salmonson, who shared how the PLUS Program has made a positive difference in her life.

VIII. NEW BUSINESS

A. **FY04-05 Audit Presentation (Moss Adams LLP)**

Scott Simpson and Kevin Mullerleile, auditors for Moss Adams LLP, presented information regarding the College's annual fiscal audit for the fiscal year ended June 30, 2005. Highlights of that presentation included: 1) auditors issued an "unqualified" or "clean" opinion on the College's financial statements; 2) no material weaknesses in Internal Control were noted; and 3) there were no major issues discussed with management in connection with Moss Adams' retention as the College's independent accountants.

An instance of non-compliance was disclosed relating to the Auxiliary Fund overdrawing its cash by \$197,195. Lindi Overton referred to page 19 of the annual fiscal audit which stated the "College's auxiliary food service has had a deficit fund balance for a number of years." Effective July 1, 2003 the College outsourced the food service with an independent contractor in an attempt to eliminate this deficit operation."

Scott Simpson and Kevin Mullerleile commended Lindi Overton, Margaret Antilla and Sharon Boring for their time and attention during the audit process, and for the help they provide Moss Adams LLP throughout the year.

Doug Grant asked about general reserve balances at other community colleges. Lindi said she will provide that information at the March Board meeting. With no further discussion, Marilyn Lane **moved to formally accept the FY04-05 Audit**. Doug Grant seconded. The motion carried unanimously.

VI. REPORTS

A. **Report of the Board Chair**

Rosemary Baker-Monaghan read aloud the proclamation announcing Support Staff Week, which takes place March 6-10, 2006.

B. **Report of the Associated Student Body Government**

Sarah Salmonson reported on the huge success of the January 26th Red Cross Blood Drive. She also reported the ASBG delivered Valentine balloon bouquets to Clatsop Care Center and Astor House residents on February 13-14. Lastly, the ASBG is going to sponsor a 1950's/60's style sock hop on February 22nd which will offer burgers, curly fries, root beer floats and 1950's/60's music. Cost for lunch is \$3.00.

C. Report of the Deputy Clerk

Lindi Overton referred to the FY2006 Financial Summary for January 2006. She also mentioned that if any staff were interested in obtaining a copy of the FY04-05 audit that she would have those available in her office February 15th.

D. Report of the Board Representatives to Foundation and OCCA

Doug Grant shared one of the agenda items on the February 15th Foundation Board Meeting agenda was to select the winning Fund-A-Project from a list of several proposals received from College faculty/staff. Mr. Grant also mentioned Foundation Board member Jean Danforth had planned to address the College Board at the February meeting about the April 1st Art Auction, but since the Board agenda was so full, this item was deferred until the March Board meeting. He also mentioned it was not too late to contribute to the Foundation, adding that if the time came to go to the voters to ask their support for a new campus, it was important to show that the College Board, faculty and staff were “100% behind what we are doing.”

Marilyn Lane referred to the “OCCA Strategic Planning Next Steps” document contained in the Board packet; a preliminary summary of the work done this fall by attendees at the OCCA Strategic Planning Conference. Marilyn explained that local boards are being asked to provide input to their OCCA Board Representative on the following seven strategic initiatives: #1- Access; #2 - Workforce/Economic Development; and #3 - Quality (which are considered goals), and #4 - Funding; #5 -Governance; #6 - Community Focus; and #7 - Collaboration/Leadership (which are needed to accomplish these goals). Boards are asked to be prepared to answer the following questions: 1) Are these the right seven topics on which to focus our planning; and 2) What are the most important initiatives for the next three years. Discussion ensued and the following comments/ suggestions emerged:

- Greg Hamann said he felt #6 - Community Focus, was a core mission and should be considered one of the top goals.
- Frank Satterwhite remarked he had not read the document line for line, and inquired if the document included a strong impetus to form a close partnership between community colleges and the Oregon University System, similar to what CCC is trying to accomplish with PSU and other institutions. It was noted this issue was mentioned in different places throughout the document, but Marilyn said probably not as clearly stated as Frank would like to see. She added if Frank felt strongly about this topic then that was the kind of feedback which would be helpful.

Marilyn asked that this item be included on the March Board agenda for further discussion at which time Board members can provide additional input if needed.

E. President’s Administrative Team (PAT) Updates

- Campus Climate Survey
Carol Goerges presented Campus Climate Survey responses from the November 2005 Survey, which also included data compiled from the 2000 and 2003 Campus Climate Surveys for comparison purposes. She also developed a summary sheet of topic areas covered in the survey, their corresponding overall scoring, areas of noteworthiness, and areas needing improvement. Discussion ensued and the following comments/ questions came forth:

The question was raised as to why the return rate, especially with faculty, was so low. One explanation was that some people felt the survey was difficult to complete when it is a .PDF file, and that more people would have responded if the survey was provided via hard copy. Rosemary commented she was disappointed to see the results under Diversity as she had hoped we were making progress in that area. Marilyn remarked on the length of the survey, and asked if the length was providing enough valuable information to justify it being that long, or could it be shorter and still yield valuable information. Carol explained one reason for the survey being longer this time was a new section was added in order to collect information for an internal program review of the support areas.

In order to gain a better understanding for the low response rate and the responses in nearly all topic areas and across all employee groups which indicated “less” satisfaction than the survey distributed in 2003, it was mentioned that Program managers will be responsible for analyzing the results and then having follow-up discussions within their respective departments.

Marilyn Lane noted the survey took place November 2005, and that it provides a lot of valuable information that the Board is trying to address in its Work Sessions with regard to vision and mission.

- Running Start Student Funding
At the December Board meeting, Frank Satterwhite had inquired as to why Washington state Running Start students were charged more than other Washington residents to enroll for classes. Roger Friesen and Greg Hamann provided information about how the Running Start agreement works.

F. Report of the President

In addition to his President’s Report for February, President Hamann also commented on the following:

- DRAFT 2004-05 Strategic Plan Progress Report: Under RESOURCES, 2(c). “The overall institutional student-to-faculty ratio for 2004-05 was **13.85**. Although not achieving our target of 15-1, Greg Hamann said this is a significant improvement in that ratio and moves us in a direction where we can be financially viable over time.
- Revised Planning Calendar: Hopefully the final version!
- Effectiveness and Efficiency Task Force Report (Progress to Date, New Strategy, Suggested Principles)
A list of five suggested resource principles was developed and will be used to prompt discussion and agreement (or alternates) from the campus community as we do budget planning in the future. PAT members are responsible for facilitating conversations with the campus community on the various resource principles, and then coming back in the fall to President’s Council with feedback and revised principles which will be put into a model that will work financially.

2006-07 Tuition Discussion: President Hamann provided tuition history for Oregon’s seventeen community colleges (1998-present). He said he intended to bring a

recommendation to President's Council at its February 21st meeting before bringing a recommendation to the Board. He further shared his recommendation will be based on historical data and that we will benchmark our tuition against the lowest quartile for Oregon community colleges.

- Letter from NWCCU re: Recommendation 5: Greg Hamann announced the progress report submitted by CCC was accepted, and the Commission was satisfied with the progress made regarding Recommendation 5 of the 2001 comprehensive evaluation.
- Board Meeting Location Schedule: By consensus, the Board unanimously approved the proposed Board Meeting Location Schedule, effective immediately.
- 1/31/06 President's Council Minutes

G. Communications and News Items

A variety of news articles from various publications and letters regarding Clatsop Community College.

VII. OLD BUSINESS

A. Request for Revision to Policy 3.005, College Budget Preparation and Management – Second Reading

Lindi Overton pointed out that Old Business Item B. should read “Request to *Eliminate* Policy 3.010, Budget Committee.” Frank Satterwhite **moved to approve Old Business Items A-E as revised** Marilyn Lane seconded. The motion carried unanimously.

B. Request to Eliminate Policy 3.010, Budget Committee – Second Reading

Approved under Old Business, Item A.

C. Request to Eliminate Policy 3.015, Budget Hearing – Second Reading

Approved under Old Business, Item A.

D. Request to Eliminate Policy 30.20, Budget Adoption Procedures – Second Reading

Approved under Old Business, Item A.

E. Request to Eliminate Policy 3.025, Budget Implementation – Second Reading

Approved under Old Business, Item A.

VIII. NEW BUSINESS

B. New Campus Development Recommendation

Greg Hamann presented the Board with a recommendation authorizing him to proceed with development options for a new college campus at the John Warren Field and surrounding areas as the site. He also provided two pages of rationale documenting the steps the College has taken since July 2004 eventually leading to a site recommendation.

Laura Harris inquired about costs associated with the feasibility analysis. Greg Hamann shared the Request for Proposal (RFP) will be structured so that architects are required to bid each step of the process separately, and if at any point the Board wants to change

direction, the College would not be obligated to the remainder of the contract. Frank asked if the Board would be getting monthly feedback on how the feasibility analysis was going. Greg Hamann said it would be a month or two before he had any information. He added as soon as that was available he hoped that both Frank and Rosemary could report back to the Board each month as they both will be serving on the design committee working with architects on feasibility studies and design options. After some further discussion, Rosemary opened the meeting to public comment. Audience member Richard Balkins said he would provide his comments in writing. Rosemary asked Richard to provide those to President Hamann for the record.

Marilyn Lane **moved that the Board authorizes the President to proceed with feasibility analysis and development of plan options for a new college campus, utilizing the John Warren Field and surrounding areas as the site.** Laura Harris seconded. Discussion. Frank Satterwhite commented he thought this was a good move and that there was sufficient flexibility in it so that the College could correct its course at any time it needed to. The Chair called for a vote on the question. The motion carried unanimously.

The Board then discussed an anonymous letter that was addressed to the College Board regarding a new college and how to handle anonymous letters in the future. Doug Grant **moved to not provide the Board with anonymous letters.** Marilyn Lane seconded. Discussion. Laura Harris commented it would be a concern to her if the Board started receiving several anonymous letters in just a few days. The Board also discussed the fact that anonymous letters could contain information that conveyed something illegal or inappropriate might be taking place, and perhaps that is why the writer might choose to remain anonymous. Rosemary stated if Board members receive letters at their home to provide those to all Board members so that everyone can have the same information. Frank said he wanted to suggest publicly that the Board discourage anonymous letters, especially on the issue of future campus development. Karen Mellin concurred with Frank's suggestion. Marilyn Lane also agreed, but said she had heard strong enough arguments in favor of accepting anonymous letters, and withdrew her second. After some further discussion, the Board agreed it would accept anonymous letters into the record, and at the same time, discourage them.

C. Part-Time Temporary Pay Schedule

Current Oregon law requires that the minimum wage be adjusted each year effective January 1. This year, major overhaul of the salary schedule was deemed necessary; the schedule was reviewed with PAT and managers, and was now ready for approval by the Board.

Marilyn Lane **moved to approve the proposed Part-time Temporary Salary Schedule effective January 1, 2006.** Frank Satterwhite seconded. The motion carried unanimously.

IX. ANNOUNCEMENTS

In addition to the announcements contained in the Board packet, Greg Hamann mentioned that Clatsop CC will be hosting the Oregon Community College Presidents' meeting March 22 and 23, 2006.

X. BOARD FORUM

Laura Harris announced she had a conflict on February 28th and would not be able to attend the Community Conversation in Knappa. She asked if someone else from the Board could attend. Rosemary said she would plan to attend the event. Doug said he will try to attend as well.

Karen Mellin thanked Sarah Salmonson for attending and participating at the Board meeting, and for wearing “both hats” as ASBG Representative and as a PLUS Program participant. Karen added “you were a joy to listen to.”

Marilyn Lane also welcomed Sarah to the meeting, and said “it is nice to always have a student here.”

XI. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 9:10 p.m.

Greg Hamann
President

Rosemary Baker-Monaghan
Chair

Kari Walsh
Recording Secretary