

**MINUTES OF THE MAY 9, 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 6:30 p.m.

Board Members Present: Marilyn Lane, Paul Gillum, Frank Satterwhite, Laura Harris, Rosemary Baker-Monaghan, Doug Grant, and Karen Mellin. Board Members Absent: None. Others Present: Tifini Linford, Julie Brown, Nancy Cook, Kristin Shauck, Erie Johnson, Suzanne Bagley, Pat Haggard, Carol Goerges, Joanie Weatherly, Kristen Kilter, Mike Riley, Ed Johnson, Rick Pass, Nadine Faith, Kara Hansen, Greg Dorcheus, Cindy Hawkins, Lois Tivey, Barb Wells, Sheila Ruhland, Rick Pass, Rinda Johansen, Don Cunnion, President Greg Hamann, Deputy Clerk Lindi Overton, and Recording Secretary Kari Walsh.

A. Adoption of Agenda

Rosemary Baker-Monaghan requested that 1) "Letter of Agreement with SRG Partnership LLP" be added under NEW BUSINESS, and 2) a conversation with members of the audience under PUBLIC FORUM regarding how CCC might better serve the needs of students from Knappa and surrounding areas. Marilyn Lane **moved to approve the agenda as revised**. Doug Grant seconded. The motion carried unanimously.

II. PUBLIC FORUM

A. Introduction of Guests

Rosemary Baker-Monaghan asked those in attendance to introduce themselves. After introductions, she opened up the meeting for a conversation about how CCC might better meet the needs of students from Knappa and surrounding areas. The following comments/suggestions emerged:

- Knappa District Superintendent Rick Pass said he thought the College was already doing a good job. He shared that Greg Hamann met regularly with Clatsop County superintendents and always asked how the College could better meet the needs of its students.
- Knappa School Board members said they would like to see some evening classes offered in Knappa.
- The idea of utilizing Rosetta Stone language learning software at Knappa schools, primarily for those students who were learning English as a second language, was suggested.
- Online classes were discussed as one way to better serve the distance education student.

- Audience comments regarding new campus planning and the John Warren Field site were mostly favorable. It was mentioned that opportunities for programmatic and facility partnerships, as well as lower costs to taxpayers because of the site location, needed to be communicated to the public.
 - Venues discussed for communicating this information to Knappa and surrounding area residents included the Knappa School District website, “Dispatch” newsletter, Knappa School District Board meetings, and an informational booth at Parent/Teacher Conference nights.

Rick Pass also invited College Board members to attend the May 15 “McREL Technology Solutions Showcase” taking place at the Knappa High School, beginning at 6:30 p.m. Presenters will be from Hilda Lahti Elementary and Knappa High School.

III. APPROVAL OF MINUTES

Marilyn Lane **moved to approve the minutes of the April 10, 2006 Board Work Session, and the April 11, 2006 Regular Board Meeting as presented.** Frank Satterwhite seconded. The motion carried unanimously.

IV. EDUCATIONAL PROGRAM

The May Educational Program highlighted CCC’s Arts and Letters department, whose students are primarily AAOT and AGS students, and some that attend for personal enrichment. This department recently gave a panel presentation to the 4th International Humanities Conference (January 2006); an abbreviated version of that presentation was made to the Board. Panel members present included Julie Brown, Nancy Cook, and Kristin Shauck. Other panel members not present included Patricia Morrissey, Deac Guidi, and Richard Rowland.

Julie, Nancy and Kristin discussed specific lessons, projects and programs that bring us and our students to the community, and specific projects that bring the community to our campus/classrooms. Nancy Cook also distributed copies of the newly released *2006 Rain Magazine*.

V. REPORTS

A. Report of the Board Chair

No report for May.

B. Report of the Associated Student Government

Tifini Linford mentioned the ASG was getting ready to conduct interviews for next year’s Associated Student Government officers, and that ASG was putting on a “Countryfest,” May 17th, 11 am – 2pm, in the cafeteria.

C. Report of the Deputy Clerk

Lindi Overton provided the Board with the Financial Summary for April 2006, which included a Statement of Revenues and Expenditures for FY06 by fund source (General Operating Fund, Grants and Financial Aid Fund, Plant Fund and Retirement of Indebtedness.) A copy of this report is filed with the official minutes.

D. Report of the Board Representatives to Foundation and OCCA

Doug Grant updated the Board on the April 1st Foundation Art Auction and Benefit Dinner, reporting that the net return was approximately \$32K (including the \$9K raised for the Fund for Heavy Metal). Doug also shared his desire to see increased participation in giving to the Foundation by faculty. He recognized the Board's support of the Art Auction and also stated that it is "not too late to contribute more to the Foundation as there is always a need – the key is to get more students into more classes and the Foundation does that."

Nadine Faith confirmed that next year the Foundation will be distributing close to \$127K in scholarships, an additional \$37K in program support (including the Fund for Heavy Metal support). Distributions from the endowment equal 5% of its fair market value.

Marilyn Lane said discussion would take place at the May 12 OCCA Board meeting concerning the "Strategic Plan for Oregon Community Colleges," and that a copy of that document would be given to the CCC Board at their June 13th Board meeting. Marilyn also expressed that Andrea Henderson and Cam Preus-Braly had indicated a desire to discuss this document with the College Board at a future meeting date.

E. President's Administrative Team (PAT) Updates

Sheila Ruhland distributed copies and gave a brief overview of 1) Instructional Program Evaluation, A Process for Self-Assessment of Program Effectiveness, and 2) Advisory Committee Members' Roles and Responsibilities handbook.

Sheila also referred to the letter from the State Board of Nursing confirming the State Board's acceptance of CCC's updated plan for improvement of the NCLEX-RN Pass rate.

Marilyn Lane requested a copy of Advisory Committee members. Sheila stated she would provide that to Marilyn.

F. Report of the President

President Hamann first commended Sheila and Advisory Committee members for their work helping to guide the College and its programs. He also commented on some of the activities from the months of April and early May contained in his President's Report.

Greg Hamann also remarked on the recent Northwest Commission on Colleges and Universities (NWCC) Interim Visit to Clatsop Community College. He said the interim accreditation team had generous praise for the College's student-centered focus, which included the evening AAOT degree, extended library hours, new computer lab in the library, plans for "One-Stop" student services, to name a few. He also drew attention to his letter which appeared in The Daily Astorian titled "*What if We Fail, What if We Succeed*," CCC Suggested Resource Principles Process Progress Report, minutes of the April 18, 2006 President's Council, and a copy of the Memorandum of Understanding between Clatsop Community College and Tongue Point Job Corps Center (Regarding Operation of the Advanced Career Training (ACT) College Program) for the period July 1, 2006 through June 30, 2007.

President Hamann also distributed a resolution from the Warrenton City Commission regarding Clatsop Community College Development Plans, and his response to the resolution addressed to the City Manager of Warrenton which offered some clarification regarding the College's new planning process.

G. Communications and News Items

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

VI. OLD BUSINESS

A. CCC Vision and Mission Documents – Second Reading

Marilyn Lane **moved to approve the Vision and Mission documents as presented.** Paul Gillum seconded. The motion carried unanimously.

B. CCC Core Values Document – First Reading

Greg Hamann said this document was being presented for the first time in a new format which included the addition of a preamble and slight grammatical changes. The document was posted on the College's intranet to allow an opportunity for review and feedback by the campus community. No comments/suggestions came forth. Marilyn Lane **moved to accept the CCC Core Values Document for first reading.** Laura Harris seconded. The motion carried unanimously.

C. Proposed Board Goals for FY2006-07 – Second Reading

Marilyn Lane noted she had approved the Proposed Board Goals for FY06-07 for first reading at the April meeting, but since then had some changes which she shared with the Board. After some discussion, the Board agreed that additional time was needed to discuss this issue, and appointed a Board subcommittee comprised of Marilyn, Rosemary and Laura, who will work together to provide a revised version at the June Board meeting.

D. Proposed Resolution, Aboriginal Residency at Oregon Community Colleges – Second Reading

Doug Grant **moved to approve Proposed Resolution, Aboriginal Residency at Oregon Community Colleges as presented.** Paul Gillum seconded. The motion carried unanimously.

E. Request for Elimination of Policy 3.415, College Vehicles – Second Reading

Paul Gillum **moved to approve elimination of Policy 3.415, College Vehicles, as presented.** Marilyn Lane seconded. The motion carried unanimously.

F. Request for Elimination of Policy 3.420, College Vehicle/Seat Belts – Second Reading

Marilyn Lane **moved to approve elimination of Policy 3.420, College Vehicles/Seat Belts as presented.** Doug Grant seconded. The motion carried unanimously.

VII. NEW BUSINESS

A. Letter of Agreement with SRG Partnership LLP

President Hamann presented the Board with a letter of agreement that authorized SRG to begin Site Analysis, Programming, and Master Planning for a new college campus for Clatsop Community College. He clarified the full agreement was still being prepared and finalized and that this letter of intent authorized SRG to begin work on the initial phases of the project only. President Hamann stated the completed contract will be presented to the Board at their June meeting at which time the Board will be asked to approve the contract.

Marilyn Lane **moved to approve the Letter of Agreement with SRG Partnership LLP as presented.** Paul Gillum seconded. The motion carried unanimously.

B. Request for Revision to Policy 5.005, Curriculum – First Reading

The revised policy includes the approval process for all degree and certificate programs as defined by state regulation. Paul Gillum **moved to approve Request for Revision to Policy 5.005, Curriculum, for first reading.** Marilyn Lane seconded. The motion carried unanimously.

C. Request for Elimination of Policy 5.025, Field Trips and Excursions – First Reading

The Office of Instruction has developed a new procedure for off-campus field trips. The information in the new procedure outlines the process for all faculty and staff to follow when students who are registered for a college course or enrolled in a college program at an off-campus location other than the regular scheduled on-campus class locations must follow. Marilyn Lane **moved to approve Request for Elimination of Policy 5.025, Field Trips and Excursions for first reading.** Doug Grant seconded. The motion carried unanimously.

D. Disposition of Surplus Property

College policy requires that property be declared surplus prior to its disposition. The Board is asked annually to approve the list of property as surplus. Marilyn Lane **moved to approve the list of property as surplus.** Karen Mellin seconded. The motion carried unanimously.

VIII. ANNOUNCEMENTS

President Hamann called attention to the article regarding CCC student Jan Nerenberg, who was selected as one of 38 students to receive a \$90K scholarship from the Jack Kent Cooke Foundation.

Lindi Overton stated the IMTC Conference Room at the MERTS/IMTC campus had been reserved for the May 22nd Budget Committee Meeting.

Greg Hamann announced the architectural firm, SRG Partnership LLP, would like to meet with the Board as part of their June 6th Work Session.

Carol Georges distributed a flyer regarding the June 16th End-of -Year Employee Recognition and Awards event.

IX. BOARD FORUM

Frank Satterwhite shared he had heard from a couple of sources there were some people in the community who were giving the impression that Frank opposed the John Warren Field site. He said if people were spreading that rumor, it was an error. He further said in his view if looking at timing and support from the State and County, that the John Warren Field site was the “best option we have had so far and he supports it.” He remarked “I have said this before and regret having to say it again, and that I am not sure where this is coming from.”

Laura Harris said “it’s nice to be in Knappa!”

Marilyn Lane agreed with Laura’s comment. She then suggested it might be good for the College to work with the Sunset Empire Transportation District to find ways to serve students from the Knappa area on evenings when the AAOT degree courses were being offered at the College. Marilyn also remarked she thought the Educational Program presentation made by the faculty was inspiring, and asked that sentiment be conveyed to them.

X. EXECUTIVE SESSION

The Regular Board meeting was recessed at 8:35 pm. Rosemary Baker-Monaghan called for an Executive Session in accordance with ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Following conclusion of the Executive Session, the Regular Board meeting was reconvened at approximately 9:12 p.m.

XI. ADJOURNMENT

Without further business, the Regular Board meeting was adjourned at approximately 9:12 p.m.

Greg Hamann
President

Rosemary Baker-Monaghan
Chair

Kari Walsh
Recording Secretary