

**MINUTES OF THE JUNE 13, 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 6:45 p.m.

Board members present: Doug Grant, Laura Harris, Paul Gillum, Karen Mellin, Rosemary Baker-Monaghan, Frank Satterwhite, and Marilyn Lane. Board members absent: None. Others present: Tommie Redwine, Rich Beveridge, Kristin Shauck, Bill Ham, Richard Rowland, Teena Toyas, Stephen Sanders, Kathy Sanders, Tamara Roberts, Nancy Pyburn, Jo Black, Michael Bunch, Deac Guidi, Nancy Cook, Richard Balkins, Jim Entler, Harley Bristol, Debbie Kaspar, Liz Hylton, Carol Goerges, Roger Friesen, Joanie Weatherly, Sheila Ruhland, Nadine Faith, Bill Pierson, Sara Campbell, Julie Brown, Lenore Morrisson, Heather Goodfriend, Pat Haggard, Florence Sage, President Greg Hamann, Deputy Clerk Lindi Overton, and Recording Secretary Kari Walsh.

**A. Adoption of Agenda**

Marilyn Lane **moved to approve the agenda as presented.** Karen Mellin seconded. The motion carried unanimously.

**II. PUBLIC FORUM**

**A. Introduction of Guests**

Jo Black, Faculty Association President, distributed to the Board a copy of an email she had sent to the Board concerning the faculty's position on the proposed faculty salary increase currently under negotiations. She then commented the percentage spent on direct instruction at Clatsop CC was much lower than the colleges which were selected by the Effectiveness & Efficiency Task Force subcommittee; average being approximately 48% and Clatsop at 41%. She said Clatsop was at an eight year low and dropping. Jo further stated that one of the faculty's concerns was the College not offering salaries that attracted faculty, and not giving reasons for faculty to "want to stick around." She further said "we deserve average wages," and she thinks "faculty is united in that stance." Jo further stated there was such a small percentage that separated faculty on this issue, and thought accepting the faculty's proposal was the "honorable thing to do."

Audience member, Kathy Sanders, said she had attended some of the open faculty negotiation sessions. She said for the amount of money being discussed it was not beneficial emotionally for faculty as well as the community, especially with the decision to move forward with a new campus. Ms. Sanders also said that "getting down to such a small margin" was of great concern to her because it indicated "a lack of respect for

faculty, the hours they put in and the job they do.” Kathy added “it’s the educational experience the students walk away with.”

Sara Campbell said when comparing Clatsop CC to other smaller colleges in Oregon, the fact was that faculty at Clatsop “teach a class with ‘x’ number of students and do all the work for a class, the same type of work as the larger colleges.” She said “the idea that because we are small college we should pay the faculty less has some drawbacks.”

Julie Brown said she “keeps hearing about comparing to other small colleges,” and suggested that it might be better to pick four colleges for example, that CCC has an infinity with and “always use those for our marker.” Julie added if CCC could identify colleges it could form a comradery with, that it could also be helpful with things like program review.

### III. APPROVAL OF MINUTES

Marilyn Lane **moved to approve the minutes of the May 9, 2006 Regular Board Meeting as presented.** Paul Gillum seconded. The motion carried unanimously.

### IV. EDUCATIONAL PROGRAM

Bill Pierson, Director AEFL, presented information about Development of Intensive Language Offerings: South County Center and Cannon Beach. CCC and Tillamook Bay CC are participants in a statewide Career Pathway incentive grant designed to develop career pathways and provide intensive English language instruction. Intensive language classes are being held at various locations at each college with the goal of establishing sufficient language skills so learners would be able to move on to post-secondary education or enter the job market with functional language skills. Students in these classes are non-native speaking people living and working throughout Clatsop County. Bill introduced Tamara Roberts, Community Partner and HR Director for Martin Hospitality, Cannon Beach, who shared a success story about one of her co-workers who is also a student benefiting from the intensive language classes being offered through the College.

### V. REPORTS

#### A. Report of the Board Chair

Rosemary Baker-Monaghan said at the June 6<sup>th</sup> Board Work Session she handed out a resolution in opposition to Initiative Measures 6 and 14; Measure 6 – TABOR, ‘Taxpayer Bill of Rights’ imposes arbitrary spending cap on public services, and Measure 14 – Tax Deduction, changes to state tax code; connects state tax code to federal; reduces biennial state revenue retroactively. Rosemary said she was asking the Board to support the resolution, and acknowledged for the public record, that the resolution was prepared and distributed with non public funds.

Marilyn Lane summarized the intent of both tax limitation measures. Rosemary shared that a similar initiative was passed by the Clackamas CC Board. Marilyn Lane **moved to oppose, as a Board, Initiative Measures 6 and 14.** Frank Satterwhite seconded. The motion carried unanimously.

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

None.

**C. Report of the Deputy Clerk**

Lindi Overton provided the Board with the Financial Summary for May 2006, which included the Statement of Revenues and Expenditures for FY06 by fund source. The report included that total revenues in the General Operating Fund were higher than amounts recorded at this time last year, however, this was due mainly to the fact that the fourth quarterly payment from the State was deferred in April 2005 until July 15, 2005, and that expenditures are higher than amounts expended at this time last year, but still within budgetary limits.

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

Doug Grant had nothing to report as the Foundation Board did not meet last month. He did share he was disappointed in the level of participation by faculty contributing to the Foundation. Discussion took place regarding faculty/staff participation in relation to the Foundation. In response to Laura Harris' inquiry about faculty/staff participation, Nadine shared that since she has come on board she has been tracking participation of the various employee groups and could provide that information at a future meeting.

Rosemary Baker-Monaghan commented she was not able to attend the last OCCA meeting. She then referred to the Strategic Plan for Oregon Community Colleges dated May 9, 2006, contained in the Board packet. A more recent copy of the Strategic Plan as of June 7, 2006 was distributed to Board members. It was announced that Andrea Henderson and/or Cam Preus-Braly had indicated an interest in meeting with the CCC Board to discuss the Strategic Plan at the July Board meeting.

**E. President's Administrative Team (PAT) Updates**

Nadine Faith presented information on the Integrated Marketing and Communications (IMC) team, the purpose of which is to develop, implement and continuously review and improve an integrated marketing and communications plan that supports the College's strategic objectives. (See CCC Strategic Plan for 2006-07.). It was mentioned the team anticipates that development of a comprehensive, research based, integrated marketing and communications plan will require at least three years' of analysis, plan development, budgeting, implementation and review (until processes for this cycle have become institutionalized). Paul Gillum commented he was very pleased with the way marketing was now being done at the College, and that he thought the information was "getting out there in a positive and consistent manner."

Laura Harris asked if the IMC team had talked about or was open to having College Board members as part of its membership. She said with this being so connected to the community and with the new campus planning taking place that it might be a good opportunity for some participation by the Board. Nadine Faith said she would notify the Board once regular meetings of this team are scheduled.

Carol Goerges shared about the following new employees: 1) Tynan Weed, Medical Assisting Instructor; 2) Charlotte DeWitt, Guidance Coordinator for the PLUS Program; 3) Elaine McMillan, One-Year Temporary Accounting Instructor.

**F. Report of the President**

In addition to his President's Report for June, Greg Hamann also drew attention to a copy of the Memorandum of Understanding, Degree Partnership Program, between Oregon State University and Clatsop Community College. He announced that Clatsop CC would soon have a similar signed document from Portland State University.

**G. Communications and News Items**

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

**VI. OLD BUSINESS**

**A. CCC Core Values Document – Second Reading**

Paul Gillum moved to approve the Clatsop Community College Core Values Document as presented. Marilyn Lane seconded. The motion carried unanimously.

**B. Proposed Board Goals for FY2006-07 – Third Reading**

It was pointed out in bullet #1 that the second word needed to be deleted. Marilyn Lane moved to adopt the Proposed Board Goals for FY2006-07 as amended. Doug Grant seconded. The motion carried unanimously.

**C. Request for Revision to Policy 5.005, Curriculum - Second Reading**

Laura Harris moved to approve Request for Revision to Policy 5.005, Curriculum, as presented. Karen Mellin seconded. The motion carried unanimously.

**D. Request for Elimination of Policy 5.025, Field Trips and Excursions – Second Reading**

Paul Gillum moved to approve Request for Elimination of Policy 5.025, Field Trips and Excursions, as presented. Laura Harris seconded. The motion carried unanimously.

**VII. NEW BUSINESS**

**A. FY07 Budget Adoption**

The resolution contained in the Board packet was provided to the Board as required by law. It consists of three parts: 1) it adopts the budget and states the total amount of all the budget requirements; 2) it provides legal spending authority throughout the fiscal year; 3) it imposes and categorizes taxes in the form and amount the College wants to certify to the assessor. Marilyn Lane moved to approve Resolution 2005-2006-05, Resolution Adopting the Budget, Making Appropriations, and Imposing and Categorizing Taxes. Paul Gillum seconded. The motion carried unanimously.

**B. FY06 Budget Amendments**

Lindi Overton estimated year-end expenditures, and amendments were needed in the General and Grant/Financial Aid Funds to comply with Oregon budget law. A resolution was included in the Board packet requesting the Board adopt the resolution amending the appropriations for FY06. Karen Mellin moved to approve Resolution 2005-2006-06, Resolution Amending 2005-2006 Appropriations. Laura Harris seconded. The motion carried unanimously.

**C. Request for Revisions to Policy 5.010, Cancellation of Classes – First Reading**

The Office of Instruction has reviewed the Cancellation of Classes policy. The revised policy clarifies who makes the decision to cancel a class and reasons a class may be cancelled. Instructional Council and President's Council have approved the changes to the policy. Greg Hamann mentioned that discussion had taken place at a PAT meeting regarding whether or not this was a Board policy. He said it was his bias that Policy 5.010 was not a Board policy, and that Sheila thought it was, hence the reason for it coming to the College Board. President Hamann suggested that perhaps the Board could discuss what constituted Board policy at a future Work Session. Laura Harris **moved to approve Request for Revision to Policy 5.010, Cancellation of Classes, for first reading.** Karen Mellin seconded. The motion carried unanimously.

**D. Resolution Authorizing Land Purchase, Incurrence of Development Costs, and Other Matters Related to Development of New College Campus**

In order for the College to issue tax-exempt bonds in the amount of \$7.5million and expend the proceeds, the Board must take action to assure bond counsel that the College reasonably expects to proceed with due diligence to spend the funds on the initial phase of the new campus project. Included as Attachment Q was a resolution that bond counsel was asking that the Board approve to show due diligence that funds will be used for the purchase of land and the incurrence of costs for predevelopment of site and work. Paul Gillum **moved to approve Resolution 2005-2006-04 as presented.** Frank Satterwhite seconded. The motion carried unanimously.

**E. Service/Supervisory and Administrative Salary Schedule for 2006-07**

Greg Hamann referred to Attachment R, a proposed salary schedule for 2006-07, which included a 2.6% increase for S/S/Administrative staff (exclusive of the President) which would take effect July 1, 2006. Also included in Attachment R was an explanatory cover memorandum which explained the process used to reach the proposed amount. It was also noted the amount recommended was the amount of the annualized Portland CPI-U for 2005, and that the recommendation include the continuation of the current plan of step increases, of which eleven people were eligible for on July 1, 2006, costing about \$34K.

Marilyn Lane **moved to approve the proposed salary increase for Service/Supervisory and Administrative employees (exclusive of the President) effective July 1, 2006.** Paul Gillum seconded. The motion carried unanimously.

**F. Approval of Contract with SRG Partnership LLP**

Lindi Overton said the attorney was still working on the contract and that this item would be revisited at the July Board meeting.

**G. President's Evaluation**

On behalf of the Board Subcommittee on the President's Evaluation for 2005-06, Marilyn Lane recommended to the Board the following components to the President's Evaluation: 1) Complete a short version of the evaluation which includes Board's narrative of President Hamann's goals, and other related items; 2) President Hamann to complete a self-evaluation which incorporates Direct Report's evaluations of the President; 3) Utilize services of third party (OSBA consultant Greg McKenzie) to synthesize raw data, and; 4)

take that information and have a conversation in Executive Session with President Hamann before the July Regular Board meeting. The Board concurred with these recommendations. Frank Satterwhite suggested the third party summarizing the Board's comments not be provided a copy of the President's self-evaluation, keeping the two sets of data separate. The Board also concurred with this recommendation.

#### **H. Strategic Plan for 2006-07**

The Board was provided with the 2006-07 iteration of strategic planning objectives for the College. These objectives will help guide the College's decision-making, activities and resource allocation for the coming year. It was noted that President's Council had unanimously endorsed the Strategic Plan at its May meeting, however, Greg Hamann pointed out that target indicators had been added to I. 1.c., since its endorsement. President Hamann also noted the Strategic Plan was restructured so it represented the new mission statement recently approved by the Board.

Board and staff comments about the Strategic Planning document were very favorable. Paul Gillum **moved to accept Strategic Plan for 2006-07 for first reading.** Frank Satterwhite seconded. The motion carried unanimously.

### **VIII. ANNOUNCEMENTS**

Rosemary called attention to the Announcements listed on the Board agenda.

### **IX. BOARD FORUM**

Doug Grant announced he was resigning from the Clatsop Community College Board of Directors as he was moving to Redmond, Oregon at the end of the month. He said he was appreciative of having had opportunity to serve on the Board, and that he was looking forward to the events planned for Friday, June 16<sup>th</sup>. Doug also mentioned "if you haven't heard Sheila's evaluation about where she and the staff are going to go in next few years to evaluate a spectrum of programs here at Clatsop, it is a work of art, in his opinion."

Marilyn Lane thanked Doug Grant for his service on the Clatsop Community College Board. She said "we will miss you and wish you the best in the Redmond and Bend area." Marilyn also announced she was looking forward to assuming her new role as President of the OCCA Executive Committee, and that she planned to attend the OCCA Board Member Training scheduled for August 3-4, 2006. She encouraged as many Board members to attend this training as possible as it was a good opportunity to meet with other board members from other community colleges around the state.

Karen Mellin mentioned she was attending school at Lewis and Clark College this summer and might not be available for the July Board meeting. She also expressed to Doug "it has been a real joy to have you as part of this team."

Laura Harris echoed Karen and Marilyn's comments about Doug, adding "you will truly be missed by all of us, and the Foundation Board."

For the Board's "second annual summer reading program," Rosemary Baker-Monaghan suggested the book "The World Café: Shaping our Futures through Conversations that Matter." She said this book ties in to the process the Board used for vision, mission and values work.

## **X. EXECUTIVE SESSION**

The Regular Board meeting was recessed at 8:40. 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 9:55 p.m.

## **XI. ADJOURNMENT**

Without further business, the Regular Board meeting was adjourned at approximately 9:55 p.m.

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Greg Hamann  
President

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Rosemary Baker-Monaghan  
Chair

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Kari Walsh  
Recording Secretary