



**BOARD AGENDA ITEM:**

**3.1 – Regular Meeting Minutes**

**DATE:**

**Tuesday, June 20, 2023**

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**REGULAR MEETING MINUTES**

**Tuesday, May 16<sup>th</sup>, 2023**

*This meeting was held remotely.*

ATTENDANCE:

**Board of Education:**

Jonathan Fost  
Tim Arbogast  
Lucille Begay  
Nathanael Stice  
Kim Morgan  
Robin Feuerbacher

**Staff and Representatives:**

Dr. Marta Cronin  
Danny Dehaze  
Dr. Jarett Gilbert  
Dr. Lorelle Davies  
Courtney Judah  
Mike Espinoza  
Tiffany Prince

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**Regular Business Meeting –**

**1.0 CALL REGULAR BOARD MEETING TO ORDER**

Chair Arbogast called Board Meeting to Order at 5:01pm

**2.0 WELCOME AND INTRODUCTIONS**

Post introductions Chair Arbogast entertains a motion to add agenda item 8.4 – Resolution 051623 to the agenda.

**MOTION - #1 APPROVED**

Director Morgan **moved to add Business Item 8.4 – Resolution 051623 to the agenda.** Director Fost seconded. Motion passed unanimously.

**3.0 APPROVAL OF MINUTES**

**3.1 Regular Minutes, April 18, 2023**

**MOTION - #2 APPROVED**

Director Feuerbacher **moved to approve the April 2023 Meeting Minutes, as presented.** Director Morgan seconded. Motion passed unanimously.



### 3.2 FY 2023-24 Budget Committee Minutes

#### **MOTION - #3 APPROVED**

Director Morgan **moved to approve FY 2023-24 Budget Committee Meeting Minutes, as presented.** Director Begay seconded. Motion passed unanimously.

### 4.0 PUBLIC HEARING FOR FY 2023-23 BUDGET ADOPTION & PUBLIC COMMENT – *none*

### 5.0 EXECUTIVE SESSION -

#### **Executive Session- ORS 192.660(2)(a), 192.660(7), Employment of an Officer**

*The Board of Education entered Executive Session at 5:09pm for the purpose considering the employment of an officer.*

*The Board adjourned Executive Session at 5:55pm.*

### 6.0 ANNOUNCE PRESIDENTIAL CANDIDATE FINALISTS

Chair Arbogast states that the Board of Education review the four (4) presidential finalist candidates as put forth by the Presidential Search Committee.

#### **MOTION - #4 APPROVED**

Director Stice **moved to approve the following persons as finalists for the position of Columbia Gorge Community College President, Dr. Anne Howsare Boyens, Dr. Jerry Fliger, Dr. Rachel Solemsaas, and Dr. Kenneth Lawson.** Director Morgan seconded. Motion passed unanimously.

### 7.0 REPORT ITEMS

#### **7.1 Instructional Programs Update – Advanced Manufacturing**

Professor Robert Wells-Clark shares the following updates about the Advanced Manufacturing and Fabrication program at CGCC.

- CGCC's Advanced Manufacturing and Fabrication (AMF) Program serves 17 Associate of Applied Science seeking students at CGCC. -- 33% identify as female, compared to 9% statewide, and 29% identify as Latino/a/x. The statewide manufacturing workforce is 16% female and 12% non-white.
- First year students learn production manufacturing and digitization of manufacturing process to develop lean processes. Blueprints and G-Code basics are an integral part of this learning.
- Second year students build on year one learning by producing complex and accurate products (+/- .001mm) using G-Code and Solid 3d CAD Modeling.
- AMF Partners direct with small businesses and works with the SBDC to elicit "real world" student work.



- Also, AMF is now working directly with Oregon Manufacturing Extension Partnership (OMEP) to cast a broader regional net in assisting small business
- CGCC AMF Partners with 7 local area high schools and offers College Now credits through 4 of these, and will soon extend to the others.

Professor Wells-Clark shares the following as part of his program goals in taking the program forward into the future:

- AMF will begin procurement of \$441,000 of new equipment through the National Institute of Standards and Technology
- This new equipment will increase capacity, and CGCC will become one of (if not the first, per OMEP data) community college in Oregon offering metal additive manufacturing, especially to partners and the community.
- We are also the only institution offering access via our Open Friday policy. Coming in fall, the public can sign up for student-facilitated badged access to CGCC's equipment, and we are currently co-teaching with our secondary partners on our capital equipment on Fridays. So far over 200+ high school students and their instructors have attended Open Fridays.

## **7.2 Student Services Enrollment Update**

Jarett Gilbert, Vice President of Instructional Services presents an update on behalf of Mike Espinoza.

Dr. Gilbert was very happy to report that the data demonstrates a growth in enrollment, Spring 2022 had a headcount of 457 and Spring 2023 currently has a headcount of 507; which reflects an increase of 11% from the previous academic year. Jarett, then reviews some of the enrollment breakdowns by academic program(s).

## **7.3 Monthly Financial Update**

Dr. Lorelle Davies, Vice President of Finance/CFO presents a Monthly Financial Update.

In summary Dr. Davies has a few highlights to share:

- The Oregon State appropriation payment that the College would typically receive in April is pushed out until June during those "off" years in the biennium.
- CGCC is currently trending at 71% of budgeted expenses for the year versus 84% of the year being completed. However, there are still some year-end expenditures and some purchases that are still expected to take place.



- Regarding The Hook Café, the operating lose is currently trending at \$55,000 compared to the original expected \$177,000, which puts them in a space as a lot of this has come in from residence hall meal plan revenue.
- A few budget increases have been needed in Instructional Services for the Aviation Maintenance program for an increase in the facility lease and a roll forward of equipment budgeted and not yet received in fiscal year 2021-22 and additional funding for the upcoming NWCCU Accreditation visit.

#### **7.4 Foundation Board Update**

Director Begay shares the Foundation Board Update in behalf of College Foundation.

- The CGCC Foundation welcomes their new Executive Director, Susan Davis, who brings a wealth of experience and knowledge to CGCC.
- The Foundation Scholarship Team met at the beginning of May and awarded 80 scholarships.
- September 9<sup>th</sup> is the Annual Founders Cup golf tournament at Indian Creek Golf Course. The Foundation has already received \$5,500 in sponsorships for this event.
- Scholarship Paint Nite will be October 19<sup>th</sup> at the Fort Dalles Readiness Center, more details to come.
- And The Foundation will be at the June 10<sup>th</sup> Farmers Market in The Dalles.

#### **7.5 Board Self Evaluation Results**

Chair Arbogast summarizes the Board of Education Self-Assessment survey results.

Takeaways and comments from the Chair and Board of Education include:

- Ensuring new board members receive adequate level of orientation.
- Administration needing to provide adequate information with sufficient lead time in advance of the meetings. The board requests/expects packet materials to be ready one week prior to the meeting, understanding there may be some delays based on timing issues outside of anyone's control, and in those instances those delays should be shared.
- As a general body the board expressed it should be more engaged in college events, strategic planning, the role of the board etc
- Overall consensus of the board is that it is in a better place than it was in the previous year.

#### **7.6 President's Cronin's Chinook Brief**

Dr. Cronin presents her Chinook Brief with updates and relevant dates to share.



- The Free Legal Aid Clinics offered on The Dalles Campus and Hood River Center, a partnership with PCC Clear Clinic, served over 50 people. Services provided were immigration screenings, legal name and/or gender-marker changes, eviction expungements, and criminal record expungements. Matthew Ellis, Wasco County DA spent time at the clinic to show his support.
- Gabriel Eldredge and Mitzi Wickerham are CGCC's All Oregon Academic Team students!
- CGCC hosted their 2<sup>nd</sup> Annual Math Day and over 50 students from local area high schools were in attendance where they had opportunities to sessions that connected math to careers.
- CGCC Staff member of the month is Nida Bonfil, Café Coordinator. CGCC Faculty of the month is Glenn Wood, Construction Technology professor.
- This is Dr. Cronin's last board meeting as she will be working remotely through June.

## **7.7 OCCA Update**

Director Morgan shares an OCCA Update.

- Community College Day of Action is on Thursday. OCCA is pushing for the \$855M in State funding for Oregon community colleges.
- Recommends downloading a phone application called "Voter Voice" it links you to your local legislative representative and write letters for you to sign and electronically submit regarding upcoming legislative action.
- Senate Bill 482, has proceeded through committee and is coming through which has to do with CGCC's Aviation Maintenance program being offered across state lines at the Columbia Gorge Regional Airport, offering a more world experience as well as providing our students with opportunities to network for future jobs.
- Karen Smith, OCCA General Counsel, is officially stepping into the role of Interim Executive Director at OCCA while the team navigates through that transition.
- OCCA New Board Member Training will be in Salem sometime in September.

## **7.8 Board Subcommittee Reports**

### **7.8.1 Presidential Search Committee**

Director Stice, shares a brief report on the Presidential Search Committee. The committee has gaveled out, concluding its work in providing a recommendation to the Board of Education. College Staff will be leading the process through the next phases of the search.



### 7.8.2 Policy & Equity Committee

Director Fost reviews the recommended changes the Policy and Equity has made to Board Policy 2360, which is up for vote later in the evening.

Board Policy 1300 – CGCC Equity Statement will be up for consideration at the June board meeting.

Director Fost also shares that the new board member orientation binder that has been developed is comprehensive as the committee has had chances to review that. He strongly encourages board members, new and returning, to consider attending the OCCA New Board Member Training that Director Morgan mentioned earlier.

Lastly, he reports that the Policy and Equity Committee is looking to host another CGCC Book Read and suggestions can be sent to Tiffany or to Director Fost.

### 7.9 Chair's Report

Chair Arbogast shares he does not have any additional news to report other than what has already been shared.

## 8.0 BUSINESS ITEMS-

### 8.1 IT Surplus List

Danny Dehaze presents an IT surplus list to be approved for disposal.

#### **MOTION - #5 APPROVED**

Director Morgan **moved to approve the Authorized Disposal of IT Surplus Equipment, as presented.** Director Feuerbacher. seconded. Motion passed unanimously.

### 8.2 FY 2023-24 Budget Adoption

Lorelle Davies, was able to get all notices and documents related to the FY 2023-24 budget ready in time for the May board meeting instead of waiting until June. This is advantageous as Dr. Cronin is still present if the Board has any budget related questions, the budget document is still fresh in everyone's minds, and this allows for the business office to focus on their year-end closeouts and transitioning to the new finance system.

#### **MOTION - #6 NOT APPROVED**



Director Morgan **moved to adopt the resolutions adopting the Fiscal Year 2022-23 budget, making the stated appropriations, imposing the tax, and categorizing the tax, as presented.**

It was noted that the year Director Morgan listed was for the previous fiscal year so this motion died for lack of a second to the motion.

**MOTION - #7 APPROVED**

Director Morgan **moved to adopt the resolutions adopting the Fiscal Year 2023-24 budget, making the stated appropriations, imposing the tax, and categorizing the tax, as presented.** Director Foster seconded. Motion passed unanimously.

**8.3 Recordings of Board Meetings**

Director Foster reads into the record the new line that will be added to BP 2360 – Minutes; as discussed during agenda item 7.8.2.

“A copy of audio recordings will be made available on the College’s website within seven (7) business days of the board meeting and will be available for 3 months from the original recording date and subsequently deleted.”

**MOTION - #8 APPROVED**

Director Foster **moved to approve the changes presented to Board Policy 2360 – Minutes.** Director Stice seconded. Motion passed unanimously.

**8.4 Resolution 05162023**

Mark Demoss, Grant Accounting Manager, brings forward Resolution 051623 for consideration, it is related to the College’s Economic Development Administration (EDA) Nursing SIM Lab expansion project.

Mark reviews past board discussion and action regarding this topic, however, this specific request allows the college president to encumber the property in accordance with CGCC Mortgage, 4861-0223-1903 v.3. The purpose of the mortgage is to publicly record the investment by the EDA in the nursing simlab grant. Both the resolution and the mortgage statements were drafted with the assistance of the College’s legal firm.

Only the Board of Education can approve a real property loan and so this resolution is to allow the President to sign the mortgage and authorize that in order to comply with the terms of the grant. Moving this resolution forward now will help with the timely continuation of the project as there is an 8-week review cycle with the EDA.



**MOTION - #9 APPROVED**

Director Fost **moved to adopt Resolution 05162023**. Director Begay. seconded.  
Motion passed unanimously.

**9.0 Public Comment-**

Susan Lewis, CGCC Staff, comments on the presidential departure and how much she has appreciated the work done over the past several years.

**10.0 Critical Dates-**

Chair Arbogast reviews the critical dates and upcoming events with the board.

**11.0 Adjourn** Chair Arbogast adjourned the meeting at 7:48pm

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As recorded by Tiffany Prince, Interim Assistant to the Board of Education