



BOARD AGENDA ITEM:
DATE:

3.1 – Regular Meeting Minutes
Tuesday, April 18, 2023

REGULAR MEETING MINUTES
Tuesday, March 21, 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

Tiffany Prince
Andrea Becerra

Regular Business Meeting –

1.0 CALL REGULAR BOARD MEETING TO ORDER

Chair Arbogast called Board Meeting to Order 6:00pm

2.0 WELCOME AND INTRODUCTIONS

Director Stice requested to amend the agenda and include a Business Item.

MOTION - # 1 APPROVED

Director Stice **moved to add item 6.7 Presidential Search Committee to the agenda.**
Director Morgan seconded. Motion passed unanimously.

3.0 APPROVAL OF MINUTES

3.1 Minutes, February 21, 2023

MOTION - #2 APPROVED

Director Morgan moved **to approve the February 21, 2023 meeting minutes, as presented.** Director Feuerbacher seconded. Motion passed unanimously.

3.2 Special Board Meeting Minutes, March 13, 2023

MOTION - #3 APPROVED

Director Feuerbacher **moved to approve the March 13, 2023 Special Board Meeting Minutes, as presented.** Director Fost seconded. Motion passed unanimously.



4.0 PUBLIC COMMENT – none

5.0 REPORT ITEMS

5.1 HR Urban Renewal District

Mark Zanmiller, president of the Hood River City Council begins by introducing himself and making an emphasis on how important Urban Renewal is for our community.

Abigail Elder, explains that the absent new development property tax growth is limited to 3% per year. With Urban Renewal, they take that 3% and divert to borrow in order to fund development projects in the district.

Public investment spurs private development, generating additional tax growth that otherwise would not have occurred. That new revenue is reinvested into the district.

In Hood River, there have been 3 Urban Renewal districts, including the Waterfront district, Columbia Cascade Water Urban Renewal and the Heights Urban Renewal restrict.

The next steps and timeline will include:

- Phase 1: Feasibility Study Process (almost completed)
- Phase 2: Urban Renewal/TIF Plan Process (Sept 30, 2023)
 - Freeze base using property tax values as of January 1, 2022
- Phase 3: District begins (January 1, 2024)

5.2 Community Education Report

Ken Talley, Community Education and Customized Training Coordinator begins by introducing himself and communicating the great support he has received in the two months he has been here at CGCC.

Ken explains that we have two main funds that contribute to our Community Education Revenue. General Community Education (GCE), which represents about 40% of our overall budget and American Heart Association (AHA) with 60% of our overall revenue.

Moving forward, Ken explains we are looking to have a 50/50 between these two funds and to increase revenue for general community education.

The AHA is on track to exceed revenue projections, with the addition on phlebotomy classes, addition of ACLS class for nursing students. This association also has stablished partnerships with local agencies; they are also offering CPR, 1st Aid and AED courses in English and Spanish.



Regarding General Community Ed, we are also on track to meet revenue projections, with a variety of course options. Some of the partnerships we currently have include: VESI (Virtual Education Software), Green Flower, and ed2go.

Ken presents the following goals:

- Keep the programs self-sustaining and not rely on the general fund.
- Expand GCE course offerings
- Grow GCE and AHA course attendance and revenue

The strategies being used are:

- To Expand GCE offerings (variety)- Community interest/needs assessment: marketing for new instructors and classes.
- Increase attendance: Marketing for classes.
- Increase partnerships with educational institutions
- Adopt PALS as a discipline for our AHA training center to help meet the requirements for the Paramedic program.

Ken explains that going door to door has allowed us to get community feedback on interest/needs. Allowed us to advertise other programs, specifically the drone and Skills center programs.

Going digital with the course catalog has helped us reach a different demographic.

Director Morgan questions, regarding the weaving loom instruction, how many was the college given?

Ken explains 4 or 5, but he is coordinating to have better assessment and he will have a better idea of how many exactly we will be working with.

5.3 Monthly Financial Update

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

Dr. Davies mentioned we are now approaching our budget cycle and we will start to see more and more of those numbers and we're well on our way of making our revenue goals for the year.

General Fund revenues through February 28 are \$9,648,865 representing 95.4% of the budget and \$405,119 decrease over the same period as the previous year.

Dr. Davies affirms we are on track with our expenses, at 67% of the year and we're only at 55% of our revenue (expenses targets).

The College's bank account balances total \$10,939,047 on February 28.

Dr. Davies talks about the Hook Café, currently on track to lose \$57,000 which is an improvement upon what we anticipated.

Regarding the Budget process, Dr. Davies explains the business office is working on a draft, which will be presented to the board soon.



5.4 Foundation Board Update

Director Begay presented a Foundation Update

- The Foundation has received three sponsors for the annual Founders Cup Golf Tournament on September 9.
- Plans continue for the first-ever Casino Royale gala scheduled in July. Once a new director is hired, they will have the opportunity to continue plans for this event.
- A PaintNite for scholarships is scheduled in October.
- Full-year foundation scholarships are currently open. Applications will be accepted until April 15.
- Wendy, Amy, and Andrea have worked together to process over \$16,000 in scholarship donations and golf sponsorships in February and March.
- A hiring committee has selected four potential candidates to interview for the CGCC Foundation executive director position.

5.5 President's Cronin's Chinook Brief

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

- A grant opportunity, Phi Theta Kappa received a 3 million dollar grant for their DEI work for Black and Latinx students. The grant will go to 17 colleges and CGCC will be one of them.
This grant will pay membership for 3 years for all eligible students, travel to convention for 3 years for one advisor and officer team, mentoring and transfer coaching appointments for PTK members.
- The business office is offering 3 Budget Town Halls. During these sessions they will review the current budget, community college funding, etc. An overview of grants and how they serve our financial aid will also be provided.
- Math Day will be on Friday May 12th. Students will be able to engage in activities around math, nursing and drones.
- Four EV charging stands have been installed at our Hood River center. These chargers were free through a Pacific Power grant and they will be available for use soon.
- Last week we held four first round interviews for the Executive Director of the Foundation position. We have invited 2 of those individuals for a campus visit within the next couple of weeks. The goal is to place someone in the position sometime in April.
- Dr. Cronin announces that she will be on Vacation the entire month of June. Her last physical day will be May 31st.
- Faculty of the Month award goes to Sara Viemeister.
Staff Member of the month award goes to Chris Dodson.



5.6 OCCA Update

Director Morgan shares the experience at the OCCA Legislative Summit, which occurred on March 8th. She explains that there were close to 100 attendees and there were multiple colleges that brought students to speak.

Director Morgan emphasizes the importance of being aware of OCCA events and if possible attending. These are important to attract people to our college and to bring awareness.

5.7 Board Subcommittee Reports

5.7.1 Finance and Audit Subcommittee

Director Stice shares that the committee had a successful meeting. The committee talked about Budget Committee members, which is a business item for this Board meeting. Updates will be given when we take action on that Business Item.

5.7.2 Policy and Equity Subcommittee

Director Fost, mentioned the committee met and had five discussion items in their agenda.

- Draft Mission- The committee will bring this up to a follow up meeting and bring it to the Board in the future.
- Review Policy 2735 – Board of Education Member Travel. - The subcommittee needs to work on this and bring more language to be very clear. Will bring this to the Board in the future.
- Weapons on campus and Weapons policy. - Subcommittee will seek legal advice and the Committee will return to this policy.
- New board member Orientation | OCCA and ACCT training options. - New Member Orientation document created in the past, will get updated and presented for future reference. EX Assist. will work on this and present for new Board members. The Committee agreed to provide the Jurassic Parliament training, which will facilitate Board Members to understand the Parliamentary procedure.
OCCA or any training that includes Community Colleges, will need more focus rather than OSBA.
- Recording of Board Meetings. - The subcommittee will talk to our Legal counselor and will bring this to the board in the future.

5.8 Chair's Report

Chair Arbogast announces that Director Yesenia Sanchez-Oates has resigned from the Board. Director Sanchez-Oates won't be finishing out her term.



Chair Arbogast proposed to the board not to fill her position, the reasoning is that it is a short period of time before the elections. It would be a better idea to let them run and see what we have at that point.

6.0 BUSINESS ITEMS-

6.1 Medical Assisting Proposals

Susan Lewis, presents two Medical Assisting proposals for the Board.

MOTION - #4 APPROVED

Director Morgan **moved to suspend the Medical Assisting Certificate as presented.** Director Stice seconded. Motion passed unanimously.

MOTION - #5 APPROVED

Director Stice **moved to approve the Medical Assisting Certificate as presented.** Director Morgan seconded. Motion passed unanimously.

6.2 CTE Month Resolution

Director Morgan, presents a Career and Technical Education resolution. This resolution will allow CGCC to approve February as CTE Month.

MOTION - #6 APPROVED

Director Fost **moved to adopt the Career and Technical Education Month Resolution as presented.** Director Feuerbacher seconded. Motion passed unanimously.

6.3 IT Surplus List

Danny Dehaze presents an IT surplus list to be disposed.

MOTION - #7 APPROVED

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

6.4 Appoint Budget Officer

MOTION - #8 APPROVED

Director Morgan **moved to appoint Dr. Lorelle Davies as our 2023-24 Budget Officer.** Director Begay seconded. Motion passed unanimously.

6.5 Budget Committee Members

Director Stice brings a recommendation to approve Aaron Brenner, Rod Cole, Matthew Kelly, and Keith Mobley as Budget Committee Members. He mentioned we had a Budget Committee member from Hood River resign. We secured Angel Reyes-Borton to serve in our committee.



MOTION - #9 APPROVED

Director Stice **moved to appoint all applicants to the CGCC Budget Committee.** Director Fost seconded. Motion passed unanimously.

6.6 Board Meeting Recordings

No motion needed.

6.7 Presidential Search Committee

Director Stice mentioned the Presidential Search Committee will hold their first meeting on March 22nd.

He received feedback and recommendations to include a classified representative staff to the Search Committee.

MOTION - #10 APPROVED

Director Stice **moved to include Kailee Durant and Blanca Auger to the Presidential Search Committee.** Director Feuerbacher seconded. Motion passed unanimously.

7.0 Public Comment- None

8.0 Critical Dates-

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

9.0 Adjourn Chair Arbogast adjourned the meeting at 7:34pm

As recorded by Andrea Becerra, Executive Assistant to the Board of Education