



**BOARD AGENDA ITEM:**  
**DATE:**

**3.1-Regular Meeting Minutes**  
**February 19, 2019**

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**REGULAR MEETING MINUTES**  
**Tuesday, January 15, 2019**  
***CGCC Hood River Indian Creek Campus – Building 1, Room 1.310***

**ATTENDANCE:**

**Board of Education:**

Charlotte Arnold  
Dana A Campbell  
Sarah Segal  
Kim Morgan – call-in

Dr. Kevin McCabe

**Staff and Representatives:**

Dr. Marta Cronin  
Lori Ufford  
Eric Studebaker

Tiffany Prince

Courtney Judah  
Danny Dehaze  
Dan Spatz  
Rick Leibowitz

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**1.0 CALL WORK SESSION TO ORDER**

Dana Campbell called the work session meeting to order 5:01 pm.

**2.0 Columbia Gorge Food & Beverage Feasibility Study Results**

Suzanne Burd introduces Brian, associate from Thomas P. Miller & Associates, the firm that ran the Food & Beverage Feasibility Study for CGCC. Brian starts by sharing that his scope of work focused on the options or opportunities of providing a variety of short term training that would be very beneficial to the Columbia Gorge region. He added that his timeline was very short, he was given about 6 weeks to produce a study that should have taken 6 months, so he focused on public centered clients – as the research process culminates several months of work and secondary research. He highlighted that among peers like CGCC, CGCC exceeded growth and outperformed larger service areas. Brian's presentation clarified specific workforce needs of the food and beverage industry, revealed gaps in workforce training that are constraining company's growth and expansion, explore the interest and opportunities for partnerships in forming sector partnerships from local industry, workforce, and community organizations, services that could be offered through a training center (such as commercial kitchen access) that would benefit the regional economy. He concluded with a Feasibility Scorecard Rating with Weighting for College Administration and the Board of Education to consider in potentially and possibly moving forward in this field in determining if there is sufficient unmet demand to warrant the development of a food and beverage training facility at CGCC. President Cronin added that herself and select staff and faculty will be holding meetings covering this topic and will report back to the Board when some progress has been made.

**3.0 ADJOURN**

The work session adjourned at 6:03 pm.

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**1.0 CALL REGULAR MEETING TO ORDER**

Vice-Chair Campbell called the meeting to order at 6:07 pm.

## **2.0 WELCOME AND INTRODUCTIONS**

### **MOTION #1 – APPROVED**

Director McCabe moved to **add agenda item “Bond Resolution” under Business Items**. Director Arnold seconded. Motion passed unanimously.

## **3.0 PUBLIC COMMENT –**

## **4.0 APPROVAL OF MINUTES**

### **4.1 Regular Minutes – December 18, 2018**

### **MOTION #2 – APPROVED**

Director McCabe moved to **approve the December 2018 meeting minutes**. Director Segal seconded. Motion passed unanimously.

## **5.0 REPORT ITEMS**

### **5.1 Tech Ed Update**

Professor Jim Pytel reviewed the structure and content of the EM Tech Program. During his first year of the NSF Grant he spent developing the online content for the program and applied for his second NSF grant to develop an online second year program and host an annual renewable energy summit. As there are lots of holes that need filling in the second year of the program, which the grant will hopefully cover to complete – June 2019 should provide the information on if CGCC was awarded or not. The original grant requires three years for program alignment, which is on track. With only two full-time instructors and one-part time, Jim urged the need of another full time faculty member in this department.

### **5.2 Financial Update**

Rick Leibowitz shared that the financials are trending very close to last year, at half way through the year. The annual audit should be set to conclude on February 28, 2019.

### **5.3 President Cronin’s Chinook Brief**

Dr. Cronin presented that the transition for the Library into the Chinook Learning Center had been finalized. In terms of Skills Center and Housing updates: The Dalles Port Commission approved the \$1.5M bridge loan, as had been discussed in the January 7 meeting, and the Port is working on drafting an IGA for review. City of The Dalles approved the IGA at the City Council meeting and Wasco County Commission is meeting on January 16, to discuss as well. Representative Bonham was on campus, herself and Dan gave a campus tour and discussed the Housing and Skills Center project with the Representative. The Meyer Memorial Gran has a January start date. And Winter 2020 (but hopeful for Fall 2020) will be the start of the Teacher Ed program.

### **5.4 Foundation Board Update**

The CGCC Foundation had a meeting directly prior to the Board of Education meeting, Director Segal, liaison to the Foundation, where they added two new members to broaden the membership. The Foundation has received a rather large donation, and

their intent is to invest it into their endowment in order to provide long term support. The Saddle Up Fundraiser is April 25 – more details will be sent via email.

#### **5.5 Other**

Vice-Chair Campbell added that the Board of Education raised \$1900 for the CGCC Food Pantry.

Director Segal shared she had added some documents to the Board's Reference Library.

### **6.0 BUSINESS ITEMS**

#### **6.1 Budget Calendar and Appointments**

In March a request was made to move the meeting to March 12, 2019 (making it the second week of March versus the third week) to accommodate a Community Outreach Team trip that Dr. Cronin needs to be present on.

Also, the original Budget Committee dates needed revising. The updated dates for the Budget Committee meetings are April 18, April 23 and April 24.

Three vacancies were advertised for the CGCC Budget Committee in the community college district. Only two interested persons came forward with submissions. The Board reviewed these and requested that the Executive Assistant to the President and Board of Education continue to advertise for the final vacancy to be filled.

#### **MOTION #3 – APPROVED**

Director Segal moved to **move the March 19<sup>th</sup> Board of Education meeting to March 12<sup>th</sup>**. Director Morgan seconded. Motion passed unanimously.

#### **MOTION #4 – APPROVED**

Director McCabe moved to **approve the new Budget Committee meeting dates in April 2019**. Director Arnold seconded. Motion passed unanimously.

#### **MOTION #5– APPROVED**

Director Arnold moved to **appoint both applicants to the Budget Committee per CGCC policies**. Director Morgan seconded. Motion passed unanimously.

#### **6.2 Approval of Student Services Policies**

President Cronin began the conversation on the new policies for the Board's consideration regarding Student Services. ADA accommodations for student housing and campus/housing safety were discussed. Providing ADA accommodation is required by law, therefore, isn't specifically covered in CGCC Policy.

#### **MOTION #6 – APPROVED**

Director Morgan moved to **approve Student Services policies as presented**. Director McCabe seconded. Motion passed unanimously.

#### **6.3 Bond Resolution**

Dr. Cronin reminded the Board that college administration received the Bond Resolution last minute and in order to keep the process moving on the timeline previously presented this has come before the Board on a shorter timeframe. This Resolution give CGCC the opportunity to move forward with the full faith and credit Bond, contingent on the approval of the IGA with Wasco County. It was added that a correction on the top of Page 3 had been already made, a grammatical fix.

**MOTION #6 – APPROVED**

Director Segal moved to **adopt Resolution 011519 as presented, authorizing execution of the Bond.** Director Morgan seconded. Motion passed unanimously.

**7.0 PUBLIC COMMENT –**

**8.0 CRITICAL DATES**

Dana Campbell reviewed the critical dates with the Board.

**9.0 ADJOURN**

The meeting was adjourned at 7:07 pm.

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As recorded by Tiffany Prince,  
Executive Assistant to the President and Board of Education