



BOARD AGENDA ITEM: 3.0–Regular Meeting Minutes
DATE: January 21, 2020

REGULAR MEETING MINUTES
Tuesday, January 21, 2020
The Dalles Campus – Board Room, Building 1, Room 1.162

ATTENDANCE:

Board of Education:

Kim Morgan
Sarah Segal
Antonio Baptista
Robin Feuerbacher
Dave Mason
Randy Helm

Staff and Representatives:

Dr. Marta Cronin
Margaret Myers
Gerardo Cifuentes
Mike Mallery
Courtney Judah
Danny Dehaze

Dan Spatz
Tiffany Prince
Willie Phelps
Greg Price
Mike Taphouse

1.0 CALL WORK SESSION TO ORDER

Chair Morgan called the work session meeting to order 5:02 pm.

2.0 BOARD GOALS

Chair Morgan addressed where the board was with respect to their breakout teams. Directors Segal and Feuerbacher were tasked with following up with Treaty Oak. They discussed that they had attended the most recent project status meeting, and Sarah stated that staying on schedule and within budget is the ultimate goal.

Directors Baptista and Mason were tasked with fiscal responsibility and sustainability. Director Mason recommended a refresher on budget law training, and he related that there are resources available which Margaret Myers will add to the Budget Committee’s folder for reference. Director Baptista stated that he and Director Mason will spend more time on this project within their parameters and channels of communication.

Chair Morgan and Director Helm were tasked with determining the evaluation and assessment methods for the board and the president. They discussed objectives and timelines for the board group and goals for the president, as well as what type of evaluation method should be used and who would participate in the evaluation of the president.

Chair Morgan stated that the board goal timeline will be set for March with a declaration of goals to be presented at the board meeting in April. The board collectively discussed the Board Operating Agreement and modified “Communication” item 4 – “Respond to all board emails within 48 hours or as the email indicates” to now also allow for instances of internet connectivity issues. She recommended using the “Directors’ Report” segment of the

meeting as a time for members to give “goal report” in order to stay on task with board goals and discuss each two-person team’s progress. This would be submitted once a month for the first quarter and quarterly afterwards. Director Helm agreed that this would allow the board to provide updates in unity.

The board members read over and signed a hard copy of the Board Operating Agreement.

3.0 ADJOURN

The work session adjourned at 5:53 pm.

1.0 CALL REGULAR MEETING TO ORDER

Chair Morgan called the meeting to order at 6:00 pm.

2.0 WELCOME AND INTRODUCTIONS

Chair Morgan welcomed everyone and asked for introductions around the room.

Three new staff employees were introduced to the board:

Margaret Myers, Assistant to the President and Board of Education

Willie Phelps, Director of Facilities

Greg Price, Director of the Small Business Development Center

3.0 APPROVAL OF MINUTES

3.1 Regular Minutes – November, 2019

MOTION #1 – APPROVED

Director Mason moved to **approve the November Board of Education minutes as amended**. Director Segal seconded. Motion passed unanimously.

4.0 PUBLIC COMMENT & PUBLIC HEARING

Dana Campbell, former board member, spoke to the board regarding the community education programs at the college. She is concerned that they are not being utilized to their fullest potential and would like to see more people signing up for these classes. Community ed. classes are currently non-credit. If credit was an option, these classes might attract more students as they would be able to use financial aid to cover the cost. Dana discussed possibly designing flyers to raise awareness as well as partnering with local businesses off campus. This would be beneficial in building relationships with the community and networking, while also giving the college more resources to use for community ed. classes.

5.0 REPORT ITEMS

5.1 Treaty Oak Project – Introductions, Q&A with Opsis LLC and Bremik Construction

Dan Spatz, Manager of Marketing & Community Outreach, invited the project teams from Opsis and Bremik, as well as PlanB Consultancy to answer questions regarding

the Treaty Oak project and provide background. Opsi gave a brief synopsis on other projects to which they have contributed and discussed their presence in the Gorge. Bremik Construction came onboard in December, and the schematic design documents have been reviewed. Opsi and PlanB discussed cost estimates and design options for student housing.

Director Baptista expressed concerns over how the information has been relayed, and requested that the planners present more “tangible” data. He discussed that being able to follow progress at eye level would allow to better answer questions that the community at large might have. Director Baptista advocated for more transparency with the community, and would like to frequently update the local population with progress on the Treat Oak project.

Director Feuerbacher suggested breaking the information down into a manageable timeline for clarity. Director Baptista stated that he would like to see a one-page summary that shows “where we are right now.” Director Mason was also in favor of having more transparency with this project, and he suggested taking these timeline summaries and making them available to the public, students, and shareholders with updates as needed.

The Opsi group discussed which programs are driving the design of the skill center and explained that having a flexible workshop space would accommodate new skills that may develop over time, thus lowering the chances of the infrastructure becoming obsolete, while also keeping safety as a factor.

Bremik answered questions pertaining to the any risks regarding the foundation. At this time, they cannot state for sure until inspection.

5.2 Monthly Financial Update

Mike Mallery, Vice President of Financial Services, presented a summary level report on financial information through January 8, 2020. Being six months into the 2019-20 fiscal year, actual revenue and expenditures are trending as expected. Expenditures are down from last year. Tuition and fees are up, but so is enrollment. Overall, this summary reflects positive numbers. More noticeable expenses for the Skill Center and student housing will be seen over the next couple of months.

5.3 President Cronin’s Chinook Brief

Dr. Cronin’s brief included updates on the processes for applying to offer a BAS at the community college level. The next meeting is now scheduled for February 14, 2020. Treaty Oak weekly meetings are continuously scheduled with Opsi, PlanB, and Bremik to keep everyone up to date on progress.

Dr. Cronin discussed some of the new program builds to be introduced in 2021. In order of offset funding, the college is looking into possibilities such as equipment donations and an FAA grant. On this point, Director Baptista stated his concern over

a lack of programs focused on agriculture. Considering the local demographic, he emphasized that it is important to support ag workers and would like to see a mechanical component for ag space here at the college. Dr. Cronin stated that the skill center programs will need to remain the top priority for space based on the data that was received via surveys. Director Baptista would like to discuss ag programs being a potential revisit in the future.

Dr. Cronin briefly introduced Willie Phelps as the new Director of Facilities and also informed the board that the college is now accepting applications for the Vice President of Infrastructure position. Review of these applications will begin in February.

5.4 Foundation Report

Director Segal, liaison to the foundation board, reported that the mission statement for the college foundation has now been updated to the following: Columbia Gorge Community College Foundation builds dreams and transforms lives by cultivating respectful relationships that promote lifelong learning. Applications for student scholarships are available now, and they are due March 12th. The annual Saddle Up and Celebrate fundraiser will take place on April 16th, and the Founder's Cup will take place on August 1st.

Director Mason suggested that time be set aside during the March board meeting to discuss methods to better advertise these events to the public.

5.5 Directors' Reports

No Directors' Reports were given as Chair Morgan cited that the directors had specified their current statuses in the "Board Goals" working session.

5.6 Chair's Report

No Chair report was given as Chair Morgan had discussed her agenda during the "Board Goals" working session.

5.7 Student Services Update

Gerardo Cifuentes, Vice President of Student Services, gave his report on recruiting and retaining students. He discussed new methods that his staff is using to get students to register:

1. A communication campaign directed at texting students, as this form of communication yielded better registering results.
2. Moving the registration dates up and throwing pizza party events to encourage students to register.

So far, full time enrollment has increased. Student Services has also seen a new Record high in student retention during the winter term when many colleges see a drop from fall to winter.

Director Helm asked how Student Services is now capturing the student's contact information. Gerardo stated that returning students fill out a form with their current information. Information is also captured when students enter their information as they start to apply.

5.8 Other

Item 6.5 – House Bill 2864 was moved to item 5.8 as it was deemed to be a report item rather than a business item.

Courtney Judah, Director of Human Resources, discussed the Cultural Competency at Post-Secondary Institutions expectations. So far, she has put together an action committee that will address the requirements of this bill regarding establishing a process for implementing cultural competency standards for the college and its employees. She will update on goals as they are met. Chair Morgan recommended reporting back to the board in three months with a progress update.

6.0 BUSINESS ITEMS

6.1 Budget Goals, defining budget priorities with College Administration

Chair Morgan echoed Director Mason's suggestion of additional budget training. She would also like to see an outline of the internal budget at the next meeting. Mike Mallery discussed putting together the budget and the budget timeline. Dr. Cronin stated that she will collaborate with her team and address priorities for the budget at the next meeting.

6.2 Appoint FY 20-21 Budget Officer

MOTION #2 – APPROVED

Chair Morgan moved to **appoint Mike Mallery as the new Budget Officer for the fiscal year 2020-2021**. Director Feuerbacher seconded. Motion passed unanimously.

6.3 Appoint Budget Committee Member

MOTION # 3 – APPROVED

Director Mason moved to **appoint Darcy Long Curtis as the new Budget Committee member for the fiscal year 2020-2021**, after the board had reviewed her credentials. Director Helm seconded. Motion passed unanimously.

6.4 Board Policy – Children on Campus

Courtney Judah, Director of Human Resources, addressed comments and concerns that have surfaced regarding employees bringing children on campus – citing safety and liability issues. Director Baptista was adamantly against this policy with its current wording, and he was worried that it could create an unfriendly and hostile environment. Directors Mason and Segal suggested that the policy should

be vetted by faculty and staff before consideration of adoption. Director Helm also stated that the wording of the policy should be revised.

MOTION #4- POSTPONED

Director Helm moved to **postpone adopting this policy until it can be revised in such a manner as would be fitting to the college.** Chair Morgan seconded. Motion passed unanimously.

6.5 Board of Education Vacancy

The Board of Education discussed the vacancy on the board left by Carmelo Gamez. The seat will be filled by a Wasco County resident, and Margaret Myers will post a public notice for an interim candidate until the end of term June 2021.

MOTION #5 – APPROVED

Chair Morgan moved to **declare a vacancy on the CGCC Board of Education and authorized an announcement be given to fill the position.** Director Mason seconded. Motion passed unanimously.

6.3 Other
None

7.0 PUBLIC COMMENT
None

9.0 CRITICAL DATES
Chair Morgan reviewed the critical dates with the Board prior to the Board entering Executive Session.

8.0 EXECUTIVE SESSION - ORS 192.1660(i)(8), Quarterly Presidential Review

The Board of Education entered Executive Session at 8:28 pm for the purpose of evaluating the performance of an officer, employee, or staff member. The Board adjourned Executive Session at 9:12 pm.

10.0 ADJOURN
The meeting was adjourned at 9:12 pm.

As recorded by Margaret Myers,
Administrative Assistant to the President and Board of Education