

**BOARD AGENDA ITEM:****3.1–Regular Meeting Minutes****DATE:****March 12, 2019**

REGULAR MEETING MINUTES**Tuesday, February 19, 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

Lee Fairchild
Antonio Baptista

Staff and Representatives:

Dr. Marta Cronin
Lori Ufford
Eric Studebaker

Tiffany Prince
Courtney Judah
Danny Dehaze
Dan Spatz
Rick Leibowitz

1.0 CALL WORK SESSION TO ORDER

Chair Fairchild called the work session meeting to order 5:01 pm.

2.0 BOARD BUDGET PRIORITIES

President, Dr. Marta Cronin, presented her College Budget Priorities for FY 2019-2020 to the Board of Education:

1. *Financial Stability*
 - a. *Enrollment increase and revenue generation*
 - b. *Building general and reserve funds*
2. *Operational Efficiency*
 - a. *Strategic use of ERP*
 - b. *Student persistence tracking*
3. *Programmatic Innovation*
 - a. *Skills Center*
 - b. *Transfer Pathways*

In further discussions about goals alignment for the next year some conversations had were about cancelling classes, interpretations of the goals, and how to make the budget more understandable. In seeking more meaning to the budget priorities the Board wants to know how these goals work towards the more strategic long-term goals Dr. Cronin has, how these pieces play into those larger picture goals.

3.0 ADJOURN

The work session adjourned at 5:55 pm.

1.0 CALL REGULAR MEETING TO ORDER

Chair Fairchild called the meeting to order at 6:01 pm.

2.0 WELCOME AND INTRODUCTIONS

3.0 APPROVAL OF MINUTES

3.1 Regular Minutes – January 15, 2019

MOTION #1 – APPROVED

Director McCabe moved to **approve the January 2019 meeting minutes**. Director Campbell seconded. Motion passed unanimously.

3.2 Special Meeting Minutes – January 7, 2019

Tabled to the March 2019 meeting.

4.0 PUBLIC COMMENT –

Director Campbell wanted to note that she loved the ASG report and was impressed with everything that is being accomplished.

5.0 REPORT ITEMS

5.1 Student Services Update

Eric Studebaker, Vice President of Student Services, provided the Board of Education a Winter 2019 Enrollment Update. Dr. Studebaker's presentation covered information on the analysis of community college enrollment trends being linked to the levels of unemployment, by showing national community college data on enrollment compared to the unemployment rates for the past 7 years – which shows a steady decline in enrollment as the unemployment rate also declines; and CGCC's trends are on par with the national data. However, CGCC is also one of only two Oregon community colleges that reported increases in FTE or student headcount for Winter 2019. A lot of this is due to: ESOL, Pre-College, College Now, and ACE. Eric's presentation also included an update in the Tuition Cap program, that was approved in FY 2018-19.

5.2 Academic Programs Update and Report on Instruction

Lori Ufford, Vice President to Instructional Services, briefly shared that Distance/Online Learning is moving very quickly, and intends to do a more in depth update, specifically one this topic, in the near future.

In terms of the ED pathway and Teacher Prep Pathway, things are in the works with OSU and our K12 partners – working on the Meyer Memorial Grant that was awarded – and using that funding to move the development along. Conversations have been started about increasing a larger representation of Latino teachers in our schools and working with the Columbia Gorge ESD for a mentoring component.

Health Occupations and Nursing is going to expand their co-hort by 6, in the clinical group. They are in the middle of the OCNE transition and are looking at utilizing the SEM lab to a greater capacity in the program. Instruction is still in the midst of a conversation, that might be a year out before anything comes of it, on Dental Hygiene. They are looking to be a credited program, possibly modeled after PCC's noncredit program.

Other updates include: The beginning stages of redesigning the Gen Ed program to follow a guided pathways model is taking place. Work with the ESD on increasing

Spanish GED and ESOL offerings in The Dalles. And gearing up to offer GED prep at the Northern Oregon Regional Corrections Facility (NORCOR).

5.3 Monthly Financial Update

Rick Leibowitz reviews the monthly financials sharing that there are no surprises as the College is trending on track to where CGCC was at this time last year. Expenses are slightly over but remains confident that spending will be at \$8.9M instead of \$9.7M. However, there is concern that there may be a 200,000 short fall on the tuition revenue side.

5.4 Quarterly Budget Review & Review of Budget Status

No discussion.

5.5 President Cronin's Chinook Brief

Dr. Cronin's Chinook Brief covered updates about:
The Dalles Chamber of Commerce Distinguished Citizen's Banquet
3 CGCC students attended the CTE Day at the Capitol
Skills Center/Housing - LGIP monies have been distributed and a RFP will be going out for a project manager.

5.6 Presidential Review of Goal 2 & 3

As Eric presented on the goal of increasing enrollment, Dr. Cronin's discussion stuck to the revenue goal. She shared there are going to be some tweaks to the staffing in the Community Education department. The Outdoor program will be rolling out in the spring. And Customized Training is slightly up compared to last year.

5.7 Board Subcommittee Report: Finance and Policy

Finance Subcommittee: Dana uploaded some documents into the Board Google Drive from the Local Budget Law training she attended from the state.
Policy Subcommittee: Kevin provided an update on the how the policies are going. With more updates coming down the line. The Board discussed who will review and go through the Board of Education's own set of policies – Tiffany will work with Kevin and Kim on what will be the best route.

5.8 Foundation Board Update

Director Segal notes the Foundation Board has made a meeting date change, rescheduling the joint meeting with the Board of Education from January to March 12. She also, informs the Board of the upcoming Foundation Scholarship Luncheon.

5.9 Other

Chair Fairchild reminds the Board that at the next meeting will include the Quarterly Presidential Evaluation, Board Evaluation, and that the Food and Beverage Study has been added to the Library Folder.

6.0 BUSINESS ITEMS

6.1 PACE Insurance Renewal

Courtney Judah, Director of Institutional Effectiveness, reviews the standard practice of the Board accepting and renewing the PACE Insurance for CGCC. There are no changes being made to the policy.

MOTION #2 – APPROVED

Director Arnold moved to **adopt the PACE Resolution and authorize the Board Chair to sign**. Director Campbell seconded. Motion passed unanimously.

6.2 Approval for New Certificates

Susan Lewis, Director of Institutional Accreditation, Assessment & Strategic Planning, shares that with the changes to the Electro-Mechanical Technology program, they went over the 30% rule, which states a new certificate must be submitted to the State, and a suspension will be made for the old certificate. The Unmanned Aircraft Systems Fundamentals is a new to CGCC Certificate.

MOTION #3 – APPROVED

Director McCabe moved to **approve and adopt the new certificates as presented**. Director Segal seconded. Motion passed unanimously.

6.3 Approval of Financial Services Policies

Dr. Cronin presents the Financial Services Policies for Board consideration. Director McCabe adds that a couple of policies need Board review, which will be pulled from the approval list and be brought back after the Board has time to discuss and deliberate. Tiffany will work on seeking and distributing the information the Board requires to set criteria for those policies in the future. BP 6620 will be pulled from the approval list, brought back at the year-end clean-up. BP 6250 will be drafted from current Policy 50.E, brought back at year end.

MOTION #4 – APPROVED

Director McCabe moved to **approve the Financial Services policies as discussed**. Director Campbell seconded. Motion passed unanimously.

6.4 Budget Committee Member and Budget Officer Appointments

Tiffany shares that the request is to return to previous tradition and nominate Dr. Cronin as the Budget Officer for FY 2019-2020 and also the interested persons who submitted letters for Board consideration to the CGCC Budget Committee.

MOTION #5 – APPROVED

Director Segal moved to **approve Dr. Cronin as the Budget Officer for the budget build for FY 2019-2020**. Director Baptista seconded. Motion passed unanimously.

MOTION #6 – APPROVED

Director Segal moved to **appoint Nate Stice to the CGCC Budget Committee**. Director McCabe seconded. Motion passed unanimously.

7.0 EXECUTIVE SESSION – ORS 192.660(2)(e)

The Board of Education entered Executive Session at 8:07 pm for the purpose of deliberating with persons who have been designated to negotiate real property transactions. The Board adjourned Executive Session at 8:57 pm.

8.0 PUBLIC COMMENT

9.0 CRITICAL DATES

Chair Fairchild reviewed the critical dates with the Board.

10.0 ADJOURN

Chair Fairchild adjourned meeting was adjourned 8:58 pm.

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