



**BOARD AGENDA ITEM:**

**3.1–Regular Meeting Minutes**

**DATE:**

**April 16, 2019**

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**REGULAR MEETING MINUTES**

**Tuesday, March 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  
Tiffany Prince

Courtney Judah  
Danny Dehaze  
Dan Spatz  
Rick Leibowitz

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**1.0 CALL WORK SESSION TO ORDER**

Chair Fairchild called the work session meeting to order 5:06 pm.

**2.0 ANNUAL JOINT MEETING WITH THE CGCC FOUNDATION BOARD**

Following introductions, Dr. Cronin introduces her budget initiatives with the Foundation Board and Steph Hoppe, Director of Foundation, shared the Foundation’s goals as well. Steph also shared broader details of the Foundation budget: endowments, how someone donates, and longer term financial independence, while being cognizant of the College’s budget process. Dr. Cronin addresses the need for assistance in funding professional enhancement/development, an Alumni Association (data about who our alumni are), and even Corporate Sponsorships. The final topic of discussion was the Memorandum of Understanding between the two Boards – how they are to work together, and a further look in to making more specific languaging.

**3.0 ADJOURN**

The work session adjourned at 6:02 pm.

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**1.0 CALL REGULAR MEETING TO ORDER**

Chair Fairchild called the meeting to order at 6:07 pm.

**2.0 WELCOME AND INTRODUCTIONS**

**MOTION #1 – APPROVED**

Chair Fairchild moved to **change agenda item 5.6 to read “Board Self Evaluation” and 5.7 to read “Community Subcommittee.”** Director Campbell seconded. Motion passed unanimously.

Chair Fairchild announces his resignation effective upon the conclusion of tonight’s meeting, March 19<sup>th</sup>, 2019.

### **3.0 APPROVAL OF MINUTES**

#### **3.1 Regular Minutes – February 19, 2019**

##### **MOTION #2 – APPROVED**

Director Arnold moved to **approve the February 2019 meeting minutes.** Director McCabe seconded. Motion passed unanimously.

#### **3.2 Special Meeting Minutes – January 7, 2019**

##### **MOTION #3 – APPROVED**

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

### **4.0 PUBLIC COMMENT –**

None

### **5.0 REPORT ITEMS**

#### **5.1 Monthly Financial Update**

Rick Leibowitz explains that the budget is continuing to trend much closer to last year than what was budget. Revenues are the same, expenditures are slightly above last year but under what the budget was projecting. Traditional enrollment is down, however, community education and dual credit is up – April 12<sup>th</sup> is when final numbers will come out.

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

Dr. Cronin recaps the record 9 snow days that CGCC has this year as well as her visit to Salem for the OCCA Legislative Summit. She adds that herself and a few other representatives of the College attended the NWCCU Mission Fulfillment Training in preparation for our Accreditation visit in April 2020. The President’s Office has been busy working on the remainder of the policy review, budget build, and finding a VP of Finance.

#### **5.3 Presidential Review of Goal 3**

Dr. Cronin emphasizes the importance of creating a data driven culture while adding that the work on finalizing an Institutional Researcher job description is almost complete. A portion of the Professional Development day might be focused

about becoming more data driven as everything hums along for Campus Management which is set to go live for CGCC in August.

**5.4 Foundation Board Update**

The Board squares away their seats for their table reservation/sponsorship at the Saddle Up Fundraiser.

**5.5 Tuition and Fee Schedule**

Chair Fairchild advocates for a consistent year-to-year process by which the Board makes Tuition and Fee decisions, starting by making the decision/starting the process earlier in the year. CGCC is looking at potentially a 3-4% increase while other Oregon community colleges are reporting a 4-11% increase for the next fiscal year, in tuition.

Dr. Cronin mentions she has requested a complete list of fees to make sure they're not only accurate but appropriate. The idea is to come to the April brown bag with a proposal of what the College would like to have, discuss that, then hold a Board decision during the business meeting.

The Board also discusses that in the future they'll need to consider a conversation about which is easier: consistently raising tuition a little bit or a larger amount down the road, in preparing for that anticipation.

**5.6 Board Self Evaluation**

As this is the first year this process has been in the works, in this fashion, Chair Fairchild asks if anyone would like to address any topics. Director McCabe makes a statement regarding the budget build that, it is what it is, it's not near what we need and it is not going to be fixed this year, it is a process that takes time.

Expecting Administration to fix everything this year is practically not possible – going into budget season, there are significant improvements, but is asking that the realization be that it will be incremental.

**5.7 Board Subcommittee Report: Community**

No update at this time.

**5.8 Skills Center & Housing Update**

Dan Spatz updates the Board on the RFP for construction and project management. Following up on the Intergovernmental Agreement with the Port of The Dalles, as discussed at previous board meetings, describing the terms and options of the IGA loan agreement. Upon approval the Port would follow with a Promissory Note and Loan Agreement, as unrestricted funds.

**MOTION #4 – APPROVED**

Director Baptista moved to **approve the authorization of signing the IGA with the Port of The Dalles, contingent on no substantive changes following legal review.**

Director Morgan seconded. Motion passed unanimously.

5.9 Other

6.0 BUSINESS ITEMS

6.1 Foundation Memorandum of Understanding

As the Board of Education and Foundation Board discussed this topic during the Brown Bag/Work Session earlier in the evening only a short conversation about revisiting the Foundation mission was heard.

**MOTION #5 – APPROVED**

Director McCabe moved to **approve for signature the Foundation MOU as presented.** Segal Campbell seconded. Motion passed unanimously.

6.2 SBDC Supplemental Budget

Rick Leibowitz, Director of the Small Business Development Center, shared that a new grant was received which required a supplemental budget.

**MOTION #6 – APPROVED**

Director Arnold moved to **approve SBDC’s supplemental budget.** Director Campbell seconded. Motion passed unanimously.

6.3 Alcohol Exemption Requests

Tiffany Prince, EA to the President and Board of Education, presents two alcohol exemption requests on behalf of the Foundation for their Saddle Up Fundraiser and for a Community Education class, Cooking with Kathy.

**MOTION #7 – APPROVED**

Director McCabe moved to **authorize the alcohol exemption requests.** Director Morgan seconded. Motion passed unanimously.

6.4 CGCC Surplus Sale

Tiffany Prince shares with the Board background about the upcoming Surplus Sale that the College will be hosting. Done in phases, the first phase will be an inner-campus swap, allowing staff and faculty to take items that they intend to use for college purposes. Phase two and three allow the sale of the items to first CGCC employees and then open to the public for sale. Monies received from the sale will go back into the General Fund and a follow-up update will be given to the Board in the month or two after the sale.

**MOTION #8 – APPROVED**

Director Campbell moved to **consider the all items surplussed, in the intent as presented.** Director Segal seconded. Motion passed unanimously.

6.5 Human Resources Policies

President Cronin reviews the Human Resources policies for Board consideration. Each policy was reviewed by Human Resources, the President's Office, and the Policy Subcommittee prior to coming before the Board.

**MOTION #9 – APPROVED**

Director McCabe moved to **approve all Human Resources policies**. Director Morgan seconded. Motion passed unanimously.

**6.6 OCCA SB3 & Budget/Revenue Memo**

Director Morgan provides background that OCCA is seeking support from every community college to adopt the Resolution based on the State's funding/budget and revenue. Education is the only area that looks like it won't be suffering a cut, so putting forth a united front to the Legislature is most idea.

**MOTION #10 – APPROVED**

Director Campbell moved to **approve the OCCA Resolution on Budget and Revenue**. Director Baptista seconded. Motion passed unanimously.

**6.7 Other**

Tiffany Prince sought recommendation about how the Board would like to proceed regarding the Board vacancies. The Board of Education determined they'd like to hold the vacancy left by Lee Fairchild.

**7.0 EXECUTIVE SESSION – ORS 192.660(2)(i), ORS 192.660(8)**

*The Board of Education entered Executive Session at 8:03 pm for the purpose of evaluating the performance an officer, employee or staff member. The Board adjourned Executive Session at 8:55 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 8:56 pm.

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