



BOARD AGENDA ITEM:
DATE:

3.1 – Regular Meeting Minutes
September 21, 2021

REGULAR MEETING MINUTES

Tuesday, August 17, 2021

This meeting was held remotely due to Covid-19 and in person.

ATTENDANCE:

Board of Education:

Jonathan Fost
Tim Arbogast
Kim Morgan
Robin Feuerbacher
Nathanael Stice

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Tiffany Prince

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Saundra Buchanan
Wendy Patton

1.0 CALL WORK SESSION TO ORDER

Chair Fost called the work session meeting to order 5:09 pm.

2.0 Equity Update

Courtney Judah, Executive Director of Institutional Effectiveness & Chair of the Equity Action Committee (EAC), updates the board that COVID19 made it, at time, strenuous for the EAC as they saw a drop in membership and that the availability of some members fluctuated. This made it difficult to gather action items for the committee, however, there were some concerns received that the committee would like to work on in the next year. The committee also would like to spend some time to create concrete goals with more clearly defined benchmarks, in order to report out on those benchmarks and goals.

When it is able, the EAC sends out an equity newsletter to the internal college community and will continue to do so. Courtney continues that the committee is recognizing that diversity and equity is such a large undertaking, that there is a lot of information out there, there is so much to discuss that sometimes it is easy to get caught up in personal stories, but the committee always comes back to “why we’re here,” which is the students and their experience at our institution with diversity and equity.

The Equity Action Committee is looking forward to collaborating more with the board and reporting out on their benchmarks more often to the Board of Education. Chair Fost agreed that he does see a link between the two groups and is excited about the proposal to have more frequent report outs and the potential future of aligning the two groups in their diversity and equity efforts. Director Morgan further elaborates with the efforts on a



statewide level at OCCA and the diversity, equity and inclusion committee she and President Cronin are a part of.

Courtney also informs the board that the EAC received some feedback regarding the Board sponsored book read on White Fragility, sharing that the college appreciated and valued the opportunity to participate but would like to see more classical opportunities to participate, via email or other avenues, for when they cannot attend real time. Potentially recording the meeting or sharing out information at the end of the meetings for all.

3.0 ADJOURN

The work session adjourned at 5:25 pm.

1.0 CALL REGULAR MEETING TO ORDER

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

2.0 WELCOME AND INTRODUCTIONS

3.0 APPROVAL OF MINUTES

3.1 Regular Minutes July20, 2021

MOTION - #1 APPROVED

Chair Feuerbacher **moved to approve the July 2021 regular board meeting minutes, as presented.** Director Morgan seconded. Motion passed unanimously with board members present.

4.0 PUBLIC COMMENT + Supplemental Budget Hearing - None

5.0 REPORT ITEMS

5.1 SBDC Mid-Year Report

Gregory Price, Directory of the Gorge Region Small Business Development Center, provides updates on qualitative and quantitative reporting for the first half of the calendar year and provides a bit of perspective on what the SBDC is doing and what the network will be doing the rest of the year. For the first time in awhile the SBDC has been able to provide almost all services to the Latino community, and it is something they plan on indefinitely. The center is also considering at making a significant shift in how the team operates the center and will be digging deeper into that structure.

Gregory continues with highlights that are important to the college and to the center. In the past six months the center has supported 635 jobs, 238 distinct new clients, 508 client served hours, created 31 new jobs, 5 new business starts, 45 events and 245 attendees, all of those get logged as FT for the college.



Thus far SBDC has generated just under \$7M in capital infusion, which is the largest amount our center has ever done. Presently all of the metrics are some of the best the center has ever had - some due to CARES Act funding, PPP, and all the stimulus money the center has been supporting their clients in getting. They are getting more traction on new business starts and are getting a lot of loan packages put together through conventional funding streams, but also with the Small Business Association and Mid-Columbia Economic Development District, the Oregon and Washington Investment Boards.

5.2 Financial Update

Saundra Buchanan, Interim CFO of Financial Services, shared that the annual audit of the College's financial statements for year ended June 30, 2020 is nearly complete and is expected to be issued in August, by independent auditors EideBailly LLP. Once the audited financial statements are issued the College will file the report with the proper agencies statewide. Saundra continues that the business office staff are working to record final entries for fiscal year ended June 30, 2021 and that year audit field work is schedule for the end of September 2021. It is the intent for the college to be on track to complete its audit of financial statements for year ended June 30, 2021 by the December 31, 2021 deadline.

The adopted budget document is being updated with audited actual data for the year ended June 30, 2020. Once all financial sections have been updated, the College will publish its adopted budget document for 2021-22. During the fiscal year, the Board will be presented with supplemental budgets to update the budget to reflect updated financial information.

Saundra concludes her report with the colleges account receivables and payable balances and Skills Center & Residence Hall project expenditures.

5.3 President Cronin's Chinook Brief

Dr. Marta Cronin, President, reviews her monthly Chinook Brief with the Board of Education. President Cronin begins her report with a thorough update regarding the Skills Center and Chinook Residence Hall. These particular updates include an update on the construction and Certificate of Substantial Completion, incoming donations for the new skills center related programs, building security, modifications to a potential ribbon cutting ceremony and the budget update.

Dr. Cronin continues her update with information about the cgcc.edu website redesign, in working with the contracted firm FastSpot. She also shares that the Childcare feasibility study is still collecting responses through August 20 and reminds the board that monthly talking points are always provided for when they are out communicating college information.

5.4 Foundation Board Update



Director Feuerbacher reports on an impressive accomplishment, through the teamwork of Wendy Patton, Foundation Director, and Lori Saito, Dean of Nursing and Health Occupations, Providence Hood River Memorial Hospital has agreed to fund 11 scholarships to students in the certified nursing assistant program and medical assisting program. Additionally, Robin reports that the Foundation is actively building a campaign for the new donor wall to be housed inside the Skills Center.

The next Foundation meeting is September 15 2021.

5.5 OCCA Update

Director Morgan shares that there is no new legislation going on as the legislative session is at a close currently, so she shares a couple of upcoming events that OCCA will be hosting. On September 23 and 24 there will be a Board Training in Independence Oregon that is open to new board members and seasoned board members. The first week of November OCCA hosts its annual conference which will be located in Sun River Oregon. This year's conference theme is "make every connection count," and they are currently seeking proposals for conference breakout sessions. Lastly, OCCA is still in search of a new Executive Director – there are some fantastic candidates and will soon announce next steps in the search process.

5.6 Directors' Subcommittee Reports

5.6.1 – Skill Center and Housing:

Director Feuerbacher has a brief report about the construction contingency and his optimism about the costs coming in. He shares that over the next couple of months this subcommittee might be able to closeout with its final report out.

5.7 Chair's Report

Chair Foster begins with hoping that everyone has had a wonderful summer and a little time off from whatever their life entails. Chair Foster shares encouragement to board members to consider attending an OCCA upcoming training. The LatinX Advisory Council took a break over summer and their meetings will start up again on September 16.

Board members discuss a date to hold a board retreat, Chair Foster requested Tiffany send out another doodle poll to see if a date in mid-September works for everyone.

5.8 Other

6.0 BUSINESS ITEMS

6.1 Adopt ACCT Equity Action Agenda



Director Morgan pulls up the ACCT Equity Action Agenda that the Board of Education reviewed and discussed last month. This document gives recommendations in support of diversity, equity, and inclusion, as the board has been looking for a document that can give guidelines for the group to use. Director Morgan shares that the key part to the document is looking to proportionally have participation occurring at all levels of our institution and ensuring adequate resources are directed. With institutional leadership having a willingness to address diversity, equity, and inclusion issues, and creating these items to be a priority at our college.

Discussion ensued around this document in terms of working as a framework if adopted, revisiting the topic quarterly to guarantee continuous improvement, and coordinating/collaborating efforts with the Equity Action Committee that currently exists at CGCC.

MOTION #2 – APPROVED

Director Arbogast **moved to adopt the ACCT Equity Action Agenda as guiding principles for board work within the College.** Director Stice seconded. Motion passed unanimously 5-0.

6.2 Revise/Adopt & Sign Board Operating Agreement

The Board of Education reviewed the Board Operating Agreement, to clear for board member signatures.

MOTION #3 – APPROVED

Director Arbogast **moved to adopt the Board Operating Agreement and allow for board members use of electronic signature.** Director Morgan seconded. Motion passed unanimously 5-0.

6.3 Resolution 08142021, Supplemental Budget for 2012-22

Sandra presents the proposed resolution for board consideration. The supplemental budget is regarding college grant funds for this fiscal year. There are 12 different funds, and the proposal is to make adjustments to increase the preparations (as it is common to not have any appropriations when the budget is built). Sandra adds this was the first batch of grants to come in that need these adjustments and the board can expect future supplemental budget requests when necessary throughout the year.

MOTION #4 – APPROVED

Director Morgan **moved to approve the supplemental budget, resolution 08172021, for fiscal year 2021-22.** Director Arbogast seconded. Motion passed unanimously 5-0.



6.4 Appoint Position 6, Board of Education Director

Tiffany Prince, Interim Assistant to the Board of Education, reviews the process for board appointments, from advertisement to appointment. Two candidates had submitted their letters of interest and the board discussed each of them and their cover letters.

MOTION #9 – APPROVED

Director Arbogast **moved to appoint Yesenia Sánchez Oates to fill the remaining portion of Hood River County position 6.** Director Stice seconded. Motion passed unanimously 6-0.

7.0 PUBLIC COMMENT - None

8.0 CRITICAL DATES

Chair Fost reviewed the critical dates with the Board.

9.0 ADJOURN

The meeting was adjourned at 7:38 pm.

As recorded by Tiffany Prince, Interim Assistant to the Board of Education