



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

**3.1-Regular Meeting Minutes**  
**November 20, 2018**

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**REGULAR MEETING MINUTES**  
**Tuesday, October 9, 2018**  
***CGCC Hood River Indian Creek Campus – Building 1, Room 1.310***

**ATTENDANCE:**

**Board of Education:**

Charlotte Arnold  
Dana A Campbell  
Lee Fairchild  
Sarah Segal  
Kim Morgan

Stu Watson  
Dr. Kevin McCabe

**Staff and Representatives:**

Dr. Marta Cronin  
Lori Ufford  
Eric Studebaker

Tiffany Prince  
Courtney Judah  
Danny Dehaze  
Dan Spatz  
Rick Leibowitz, Call In

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**1.0 CALL WORK SESSION TO ORDER**

Lee Fairchild called the work session meeting to order 5:07 pm.

**2.0 Introductions – Associated Student Government**

**3.0 ADJOURN**

The work session adjourned at 5:57 pm.

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**1.0 CALL REGULAR MEETING TO ORDER**

Lee Fairchild called the meeting to order at 6:03 pm.

**2.0 WELCOME AND INTRODUCTIONS**

**3.0 PUBLIC COMMENT - None**

**4.0 APPROVAL OF MINUTES**

**4.1 Regular Minutes – September 11, 2018**

**MOTION #1 – APPROVED**

Director Arnold moved to **approve the September 2018 meeting minutes as altered.**  
Director Campbell seconded. Motion passed unanimously.

**5.0 REPORT ITEMS**

**5.1 Monthly Financial Update**

Chair Fairchild and Rick Leibowitz openly discussed the financial standing and monthly financials. Chair Fairchild had several questions about numbers between the narrative

and budget spreadsheet and also questioned the cause of the recent \$568,000 reduction in the beginning fund balance for the 2018-19 budget. Several of the questions being asked required a further look into the budget requiring a meeting between the Board Finance Subcommittee, the President, and the Business Office to resolve them

**5.2 Enrollment & Student Services Update**

Dr. Eric Studebaker, Vice President of Student Services, updated the Board on a new College initiative called the Tuition Cap Program, a program that waives the tuition for the 15<sup>th</sup> credit and above in a given term. In Fall 2017 there were 69 students taking 15 credits or more and initial enrollment numbers for Fall 2018 is 104 students taking advantage of this Program to help support “on-time” graduation and increase in retention rates. Eric also shared with the Board that over 50 local high school teachers participated in a training for CGCC’s College Now Program, the fourth bi-annual Gorge Educators Collaborative Summit is coming up, as well as the Columbia Gorge Regional College Fair, which CGCC is hosting.

**5.3 Wahtonka Community School**

Dan Spatz, Manager of Marketing and Community Outreach, brought back before the Board the topic of collaborating or hosting with the Wahtonka Charter School. Dan provided some background to their request stating that the WCS Board would like to visit with the CGCC Board more in-depth at the November 20 CGCC Board of Education meeting. The CGCC Board of Education’s general consensus was that they would like to hear more from WCS and CGCC, how would it integrate to help with growth and funding opportunities, and finally how the various pieces play together.

**5.4 Dr. Cronin’s Chinook Brief & Update on Presidential Goal #1**

President Cronin announced that the request to eliminate the waitlist had been successful, and asked for courses to be looked at more closely before being cancelled. In regards to dual credit CGCC is working on better collaborating with the local high schools and added and have more dual credit classes being offered. She is also looking into the current community education offerings for future terms and working to expand on that. Dr. Cronin reviewed the new organizational chart highlighting the major changes. There was discussion that the structure was too “thick,” with two or three layers before getting into faculty. Dr. Cronin addresses that concern by holding annual Faculty Forums, alternating locations, and is aware that the organizational chart will also be a part of the continuous cycle of improvement.

**5.5 Report on Beginning Balance**

The Finance Sub-Committee met with Dr. Cronin to discuss the issue with the beginning fund balance after it was identified, they agreed that the beginning balance for the 2018-19 budget was incorrectly estimated, and hoped to work towards a more relative estimate for this board meeting. In order to bring the ending fund balance back in like with board policy Lee suggested that the college define, select, and plan revenue and expense options – with reports back to the Board. Previous CFO, Eric Stasak, provided the Board a summary prior to his departure which was reviewed as well. Rick Leibowitz reminded everyone that when the auditors finish with our audit, that will provide us with the correct beginning fund balance, as audited.

**5.6 Board Finance Sub-Committee Report Out**

Director Campbell explained about a conversation she had with Karen Smith, OCCA's Legal Counsel. Karen suggested that the Budget Sub-Committee should be called the finance committee of the board and not budget. She shared that the CGCC Budget Committee should be meeting throughout the year for various reasons, and because their member appointments are from fiscal year to fiscal year you can spread out the budget committee dates. Karen suggested training sessions for the budget committee to cover topics like: how to read a budget and getting to know the citizen members but reminded that you cannot talk about the upcoming budget build in these sessions. Lastly, Karen told Dana, that the committee or board cannot set the agenda for the meetings but the Chair can establish ground rules. The budget is built by the President and her team, the Board of Education is the top layer, that is to work about the top layer, and not to dig into other parts of the budget. Dana found her phone call with Karen to be very valuable and informative.

**5.7 Foundation Board Update**

Director Segal, liaison to the Foundation Board, said the next CGCC Foundation meeting is on October 24 and that the Foundation has two upcoming gathers with President Cronin. Additionally, scholarships for Winter and Spring Term are on the website with \$35,000 available to be awarded. And the Foundation Finance Team is working through the RFP process for investment Advising Services.

**5.8 Other**

Hood River Director, Stu Watson, announced his retirement from the Board of Education. Marking his last day to serve on the CGCC Board of Education December 31, 2018.

**MOTION #2– APPROVED**

Director Arold moved to **advertise the Hood River Position #6 for appointment, which will last through the end of the fiscal year.** Director Campbell seconded. Motion passed unanimously.

**6.0 BUSINESS ITEMS**

**6.1 Alcohol Exemption**

**MOTION #3 – APPROVED**

Director Segal moved to **approve the alcohol exemptions as presented contingent on the proper insurance and OLCC policies are in place.** Director Morgan seconded. Motion passed unanimously.

**6.2 Other**

**7.0 EXECUTIVE SESSION – ORS 192.660(2)(e), Real Estate Deliberation**

*The Board of Education entered Executive Session at 8:01 pm for the purpose of conducting deliberations with persons they have designated to carry on real estate property negotiations. The Board adjourned Executive Session at 8:13 pm.*

**8.0 PUBLIC COMMENT - None**

**9.0 CRITICAL DATES**

Chair Fairchild reviewed the critical dates with the Board.

**10.0 ADJOURN**

The meeting was adjourned at 7:18 pm.

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