



BOARD AGENDA ITEM:
DATE:

3.1-Regular Meeting Minutes
December 18, 2018

REGULAR MEETING MINUTES
Tuesday, November 20, 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
Stephen Shwiff
Eric Studebaker

Tiffany Prince

Courtney Judah

Danny Dehaze

Dan Spatz

Rick Leibowitz

1.0 CALL WORK SESSION TO ORDER

Lee Fairchild called the work session meeting to order 5:05 pm.

2.0 Current Financial Picture

Chair Fairchild reminded the Board of Education that during the budget process in June 2018 the discussion was had that the Board would revisit the College financial picture in 5 months to see if the budget is on track, and if not, to advocate about what was wanted or needed to get on track. Rick Leibowitz, Director of the Small Business Development Center, presented on the Current Financial Picture. His presentation included CGCC Statement of Net Position, Fiscal Health Liquidity/Solvency, compared long term liabilities to capital assets, and profit versus loss (revenues vs expenses). In addressing the discrepancy on the beginning fund balance conversations ensued about this budgetary number, its importance and how to work towards getting this reconciled in working with the Business Office and the Auditors. The Board mentioned the consideration of changing board policy 50.E, in order to get ahead, if it can be afforded. President Cronin cautioned against changing the policy given that the Board and President's Office are working on new or revisions to policies this year and to wait until the College knows where it's beginning fund starts. Following, consensus was made over setting aside a follow-up on this conversation about what the best strategy is given this information.

3.0 ADJOURN

The work session adjourned at 5:58 pm.

1.0 CALL REGULAR MEETING TO ORDER

Lee Fairchild called the meeting to order at 6:04 pm.

2.0 WELCOME AND INTRODUCTIONS

3.0 PUBLIC COMMENT –

Anjolina Horzynek, President of Phi Theta Kappa, shared with the Board updates on the group's Honors in Action Project and also their College Project. PTK inducted 5 new members for this academic year and CGCC will be hosting the Spring Regional PTK Conference!

Chair Fairchild stated that he will match, up to \$1000, of all Board of Education donations to the PTK Food Pantry, before December 31, 2018.

4.0 APPROVAL OF MINUTES

4.1 Regular Minutes – October 9, 2018

MOTION #1 – APPROVED

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

5.0 REPORT ITEMS

5.1 Monthly & Quarterly Financial Update

Rick Leibowitz reviewed the financial reports with the Board, highlighting the College is one-third through the fiscal year and expenses are on target for historical trends, for this time of year. In tracking expenses and revenues Rick projects that we potentially will trend slight below projected revenues while on the expense side, trending is fairly close to last year's spend rate. Regarding the use of the supplied templates from the Finance Sub-Committee, Rick and Lee will review which template would work best for future use, offline.

5.2 President Cronin's Chinook Brief

Dr. Cronin explained the beginning phases of the review process for the Board Policies Service, adding that Instructional Services will bring forward policies for approval in December. On campus CGCC hosted its first Regional College Fair, with 50 participating colleges and also welcome Oregon's Poet Laureate, Kim Stafford, whom attended classes and held a reading open to the community. Dr. Cronin was also, very pleased to announce that CGCC was awarded a Meyer Memorial Grant that was applied for!

5.3 Dr. Cronin's Goal #2 Review: Increase Revenue

To review her college Goal #2, Increasing Revenue, Dr. Cronin confirmed of an enrollment increase in the Community Education department and the starting up of an Outdoor Program as well as looking into hosting summer camps for community

youth. In the grants department, she shared that the grants coordinator is researching and preparing for CGCC's Title III & V applications. Furthermore, Dr. Cronin would like to have administrative overhead or indirect costs written into grant applications in order to optimize overhead and those indirect costs. For alumni outreach, she has the Foundation discussing establishing an alumni program and even extending its reach to other counties CGCC serves. Director Watson noted that it might be worth researching outside of state levies, as CGCC serves populations in Washington State as well.

5.4 Board Sub-Committee Report Out: Policy Sub-Committee

Directors Morgan and McCabe summarized the buy in to the OCCA Policy Program while describing the templates that CGCC received, and the work that the President's Office, Policy Sub-Committee, and individual college departments are putting into this process. They clarified the process with the Board, stating that each department will work on their given policies (with the President's Office and Policy Sub-Committee), they will present their final versions to the Board for approval. At the end of the Fiscal Year, the Board will review any changes that may have taken place, and then adopt/implement all policies, as a whole, for June 30th 2019.

5.5 Instruction Report

Stephen Shwiff, Dean of General Education, stepped in for VP of Instruction Services, to express the programming plans for next year, including the hiring of new business. He fills the Board in on the updates in Dual-Credit, noting that it is going well; faculty are covering and even adding classes, this coming winter and spring terms.

5.6 Skills Center Update

Dan Spatz, Executive Director of Institutional Advancement, seeks authorization approval to proceed with/in discussions with both The City of the Dalles and Wasco County Commission as they have CGCC Skills Center & Student Housing on their agendas for November 26 and December 5, respectively. Dan added that the city and county negotiations with Google have stalled out until January and is hoping to put Intergovernmental Agreements in place for the funding opportunity of this project. He has asked Jacob Toda, Rick Leibowitz, and Joel Madsen to review the numbers and to make sure everything is penciling out in the long run. He is also working on getting specifics for when and how much the payments will be.

5.7 Foundation Board Update

Director Segal, liaison to the Foundation Board, reported that the Foundation has selected a new investment firm out of Portland and awarded \$50,000 in scholarships to 26 students this fall.

5.8 Library Folder and PACE Insurance

Chair Fairchild informs the Board that he has created a “reference” folder in their Google Drive for resource materials, for information only sharing of documents or publications. He added that he would like to do a more thorough review, possibly request that CGCC’s insurance agent present to the Board in December or January about what insurance coverage is in place. Lee suggests, in the future, a meeting with Karen Smith (OCCA), himself, and the appropriate college representatives to seek guidance, if needed, in regards to Board Insurance Coverage.

5.9 Other

6.0 BUSINESS ITEMS

6.1 Appointment to Fill Board Vacancy Position 6

The Board of Education deliberated over the five applicants who submitted their letters of interest to fill the open vacancy on the board, position 6. They noted that each candidate was highly qualified, thus, they would strategically, as a Board, look to leverage the strengths in candidates that is needed on the Board.

MOTION #2 – APPROVED

Director Segal moved to **appoint Dr. Antonio Baptista to serve the remaining term, in position 6, that is being vacated by Director Watson.** Director Morgan seconded. Motion passed 6-1, with Director Campbell opposing.

6.2 Entrepreneurial Certificate & AAS

Stephen Shwiff and Susan Lewis, Director of Institutional Accreditation, Assessment, and Strategic Planning, present a new certificate and associated of applied science degree in the field of Entrepreneurship/Small Business Management. The Board had some questions about prerequisites for the course, Susan guaranteed that the appropriate committees and individuals had considered all courses prior to their approval. Both Curriculum Committee and the Vice President of Instruction have approved these and it will move onto the Higher Education Coordinating Commission too.

MOTION #3 – APPROVED

Director Arnold moved to **approve the Entrepreneurship Certificate.** Director Campbell seconded. Motion passed unanimously.

MOTION #4 – APPROVED

Director McCabe moved to **approve the Entrepreneurship/Small Business Management AAS.** Director Watson seconded. Motion passed unanimously.

6.3 OSBA Resolutions

MOTION #5 – APPROVED

Director Campbell moved to **approve the OSBA Resolutions as given and authorizes the Board’s Executive Assistant to submit the voting.** Director Morgan seconded. Motion passed unanimously.

6.4 Other

7.0 PUBLIC COMMENT –

Kristen Dillon, Hood River community member, shares that while she is thrilled for the college and speaks to the new leadership, she is also wary of the financial position of the college. She hopes to stay informed and involved, in CGCC’s affairs, looking for future opportunities.

8.0 CRITICAL DATES

Chair Fairchild reviewed the critical dates with the Board.

9.0 ADJOURN

The meeting was adjourned at 7:52 pm.

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