

**BOARD AGENDA ITEM:****3.1–Regular Meeting Minutes****DATE:****January 15, 2019**

REGULAR MEETING MINUTES**Tuesday, December 18, 2018*****CGCC The Dalles Campus – Building 1, Room 1.162*****ATTENDANCE:****Board of Education:**

Charlotte Arnold
Dana A Campbell
Lee Fairchild
Sarah Segal

Kim Morgan
Stu Watson

Staff and Representatives:

Dr. Marta Cronin
Lori Ufford

Eric Studebaker
Tiffany Prince
Courtney Judah
Danny Dehaze
Rick Leibowitz

1.0 CALL REGULAR MEETING TO ORDER

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

2.0 WELCOME AND INTRODUCTIONS

Director Stu Watson received recognition and a plaque for his 11 years of service on the CGCC Board of Education.

3.0 PUBLIC COMMENT –

Susan Lewis, CGCC employee, also extended her thanks to Stu.

4.0 APPROVAL OF MINUTES**4.1 Regular Minutes – November 20, 2018****MOTION #1 – APPROVED**

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

5.0 REPORT ITEMS**5.1 Nursing and Health Occupations Report**

As Doris Jepson, Dean of Nursing and Health Occupations, had already submitted her written report previously, she had student, Rosey Begay share her story about how the Nursing program is impacting her life. Rosey is a 2nd year nursing student, and while the nursing program is hard she feels it is a great privilege and a good experience so far. Growing up she helped assist her father with his diabetes, so this has been a passion for her. Rosey will be the first full blooded Native American nursing student to graduate from CGCC, and she noted that MCMC had never hired a

Native American nurse either. In 2018 the Nursing program graduated 23 students and 22 of those passed the NCLEX-RN exam and are licensed. 21 of those graduates secured RN employment with 16 of them staying in the Columbia Gorge region. All graduates also have access to bachelor's completion through Linfield College or OHSU.

5.2 Monthly Financial Update

Rick Leibowitz, Director of the SBDC, reviews November 2018 financials with the Board. As it is now 41% through the fiscal year, he notes that the College is \$190,000 below where it was at last year in revenue and \$20,000 under in expenses. Rick adds that administration remains concerned about a short fall of projected budget revenue unless there is a bump in spring enrollment. Director Campbell addressed a question about duplicate documents in the google drive and that she is hoping for an all funds check in January.

5.3 2018-19 Budget Beginning and Ending Balance, Policy 50.C

Chair Fairchild begins the conversation about a memo distributed by Dr. Cronin and Rick advocates to not discuss this topic, but explains his reasoning why he requested this item on the agenda. Some of the reasons were because the Board agreed to review the budget to see how it's performing, to check for any problems, and address them. Chair Fairchild believes that the ending balance could potentially trigger Policy 50.E, and wants the Board to be aware of that based on general principle, plus it's a fiduciary responsibility to discuss issues as they arise. President Cronin asks to clarify that the memo was simply requesting to revisit the topic in the future when it is more clear if the policy will be triggered, when she has more concrete budget numbers working with as the auditors have not finished their work. Rick shared that he is agreeable with Chair Fairchild in starting up the Budget Committee earlier and shares information about an upcoming State local budget presentation (Tiffany will email details to the Budget Committee for attendance). He adds that while no deliberations can take place, but he would like to meet early and go over drafts and priorities and even highlight potential budget issues. Chair Fairchild agrees to work to set a potential priority meeting in February and then the regularly scheduled Budget Committee meetings to follow later.

5.4 Skill Center and Housing

A draft potential concept of what the facility could look like was distributed, as everything is in the ideas and concepts phase. Chair Fairchild suggests each board member share what they think might be the most critical things Dan needs to help prep the Board for the January 7th meeting regarding the Skill Center and Student Housing project.

- *Sarah: Funding. That the building is funded walking in and it being sustainable for the College, as is.*
- *Lee: Cash flow during the key early years (2020-2022). How much money will be flowing out and if there will be enough money coming in at that time.*

- *Stu: Funding and avoiding overreach or over building. Doesn't want to have a situation where the College can't put people in the classrooms. A scalable design approach to the student housing build. Also, the location (he'd prefer it downtown).*
- *Dana: Can the College really afford this project, how can the College afford it, and manage to keep the funds coming in. Wants a clear understanding about what we are saying we are going to do and wants a good justification about why we are doing this.*
- *Kim: Struggling to understand the complete financial picture. Is this attracting private industry.*
- *Antonio: Infrastructure doesn't drive vision priorities, it serves priorities. Deliver functionality, concerned that deadlines are coming but there seems to be a lack of concrete ideas. Would like Dan's historical perspective. Vision leads to goals. Goals leads to infrastructure. And is this going to transform the college the way the college and community want it.*
- *Charlotte: We should have a statement from the state in writing that the skill center and housing are acceptable uses of the funds received and of our matching funds. If we have community sponsors, please describe. And supports Antonio's vision with a concern about historically getting the building ahead of the vision for its use.*

When Dr. Cronin was asked to share her thoughts she replied; to let go of the past. The college needs to have facilities to meet the needs, although the timing may not be perfect, but we may never see one of these opportunities in forever – let alone, get it again. She reaffirmed the college does have verbal commitments from industry partners and to speak to the housing side, adds that housing is a big issue in the whole state. CGCC cannot be a destination college if we have nowhere for the students to stay.

5.5 President Cronin's Chinook Brief

Dr. Cronin informs the Board that the auditors are on campus working and still need additional data. She has approved a job posting for an Executive Director of Financial Services and continues to monitor the budget very closely. In regards to the Oregon Guided Pathways, CGCC will not be a part of the second cohort as they need some data from the College that we don't have, but CGCC will, be a part of the third cohort. However, the College is moving forward on the Guided Pathways work even though it is not a part of this cohort. Other updates include the continuation of policy review and herself and President's Council spent two days at a Crucial Accountability training that was hosted by Mid-Columbia Medical Center.

5.6 Goal 3: Data Culture and Campus Management

Dr. Cronin updates that she is working on creating a data culture campus, currently people are getting data from different places and that creates different numbers. She is looking into the idea of hiring an Institutional Researcher next year instead of paying for the reporting data through the Linn Benton contract. Danny Dehaze, Executive Director of Infrastructure, reviews the history/timeline of Campus Management from the kick-off meeting, that CGCC hosted. Work is being done to

align the processes with the schools and Rogue will be the first college to implement the ERP system. CGCC will go live August 1st, 2019 with the student and financial aid pieces and then incorporate all other departments over the course of a year.

5.7 Board Subcommittee Report Out

Director Segal, on the Community Subcommittee, shares their work on the consideration of reconfiguring the Board of Education seats. The hope is to have the Board consider this in the February board meeting to keep it in line with the current election cycle, if the Board approves.

5.8 Foundation Board Update

Director Segal, Liaison to the Foundation Board, follows up that the Foundation will be transitioning to a new investment firm on January 1st, 2019. Dave Mason was selected as President of the Foundation and they had several reappointments and new officers. The Foundation also secured a planned gift totaling \$100,000.

5.9 Other

6.0 BUSINESS ITEMS

6.1 De-assensioned Library Books

John Schoppert, Dean of Library Services, informs the Board that the library requires more active library space due to tutoring being moved into the college library.

MOTION #2 – APPROVED

Director Segal moved to **allow staff to dispose of the library surplus per college policy and processes**. Director Campbell seconded. Motion passed unanimously.

6.2 Suspension of Nursing (Traditional) AAS

MOTION #3 – APPROVED

Director Arnold moved to **suspend the Nursing AAS degree as presented**. Director Morgan seconded. Motion passed unanimously.

6.3 ERP Financing

This agenda item was tabled to be discussed at a future meeting.

6.4 Instructional Services Policies

President Cronin and Lori Ufford review with the Board the changes in Instructional Services Policies and highlight the additional introduction of policy. CGCC Administration is going through an overhaul of college policy, each department will present policy for approval, in June the Board will be asked to adopt all policies for the new Fiscal Year.

MOTION #4 – APPROVED

Director Campbell moved to **approve the instructional services policies presented**.
Director Arnold seconded. Motion passed unanimously.

6.5 Other

7.0 EXECUTIVE SESSION – ORS 192.660(2)(I), ORS 192.660(8)

The Board of Education entered Executive Session at 8:46 pm for the purpose of evaluating the performance of an officer, employee, or staff member. The Board adjourned Executive Session at 9:21 pm.

8.0 PUBLIC COMMENT

Susan Lewis, CGCC employee, shares the details of the CGCC sponsored event, the Black History Mobile Museum. It will be on January 8, 2019 at The Dalles Public Library.

9.0 CRITICAL DATES

Chair Fairchild reviewed the critical dates with the Board.

10.0 ADJOURN

The meeting was adjourned at 9:27 pm.

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