



REGULAR MEETING MINUTES
Tuesday, February 18, 2020
Hood River Indian Creek Campus – Room 1.310

ATTENDANCE:

Board of Education:

Kim Morgan
Sarah Segal
Antonio Baptista
Robin Feuerbacher
Dave Mason
Randy Helm

Staff and Representatives:

Dr. Marta Cronin
Margaret Myers
Gerardo Cifuentes
Mike Mallery
Courtney Judah
Danny Dehaze

Lori Ufford
Dan Spatz
Mary Kramer
Lorie Saito
Stephen Shwiff
Steph Hoppe
Kelsey Contreras

Board Working Session

1.0 CALL WORK SESSION TO ORDER

Chair Morgan called the work session meeting to order 5:07 pm.

2.0 ANNUAL JOINT MEETING WITH THE CGCC FOUNDATION BOARD

2.1 Introductions

Chair Morgan asked that the CGCC Foundation board members introduce themselves to the Board of Education.

2.2 CGCC Foundation Accomplishments

Richard Stillwell, President of the Foundation Board of Directors, discussed a new fund request policy and procedure. In order to prioritize non-scholarship activities and support student success outside of the foundation, non-scholarship funding requests will now go through the President’s Office rather than the foundation. The foundation will dedicate an amount every year that will be 15% of the ongoing funding to the unrestricted fund (also known as the “area of greatest need.”) For 2020, the foundation will allocate \$15,000. This will ensure that the request for non-scholarship funding are aligned with the President’s Office while allowing the foundation to prioritize scholarships.

2.3 CGCC Budget Initiatives

Dr. Cronin, President of Columbia Gorge Community College, stated that the college is looking at being more aggressive with marketing. This marketing campaign plan will encompass all areas of the college including the foundation.

2.4 Capital Project

Dr. Cronin opened discussion on the capital project by citing the budget deficit on the skill center and housing and summarized what would be the most viable of three options, which would be to proceed with the \$1.7mil budget deficit without anymore scope reductions. To proceed with this, discussions are under way to bring in a consultant to help with a capital campaign. Conversations are underway with private developers to contribute to the project to make up the \$1.7mil. A decision should be made quickly, but money will not come in until the building completion. This would, however, increase reach in the long-term. Director Helm stated that it is important to have the scope of the work and all fee structure information up front.

Steph Hoppe, Director of the Foundation, stated that both national and Portland area consultants have shown interest, and conversations have been preliminary but positive. Chair Morgan stated that this potential consultant would need experience not just with colleges, but with rural colleges specifically. Overall, branching out to capital projects is new territory for the foundation, and Richard Stillwell reiterated that a consultant would be best, especially when it comes to identifying potential donors. Director Helm, who has some consulting experience, offered to meet with the foundation to help steer them in the right direction regarding a capital campaign.

2.5 Closing Remarks

Steph Hoppe stated that Sid Rowe, foundation treasurer and board member, recently passed away unexpectedly. He had been providing the foundation with financial services voluntarily and was also helping with the external audit and budget. At this time the foundation is considering drafting an RFP for accounting services.

Steph Hoppe also briefly discussed the 3rd annual Saddle Up and Celebrate fundraiser taking place on April 16th. There will be a silent auction for the first time this year in order to give more people a chance to participate.

Dr. Cronin thanked the foundation board for establishing the new President's Office funding request policy, and Chair Morgan thanked the foundation board for attending the meeting.

3.0 ADJOURN

The work session adjourned at 6:01 pm.

Regular Business Meeting

1.0 CALL REGULAR MEETING TO ORDER

Chair Morgan called the meeting to order at 6:08 pm.

2.0 WELCOME AND INTRODUCTIONS

Chair Morgan welcomed everyone and asked for introductions around the room.

3.0 APPROVAL OF MINUTES

3.1 Regular Minutes – January 21, 2019

MOTION #1 – APPROVED

Director Mason moved to **approve the January Board of Education minutes**. Director Baptista seconded. Motion passed unanimously.

4.0 PUBLIC COMMENT

None

5.0 REPORT ITEMS

5.1 ITS Surplus Report

Danny Dehaze, Executive Director of Infrastructure, reported that Information Technology services has accumulated three years' worth of computer equipment and accessories that the department no longer needs and would like approval for surplus designation. First choice would be to donate it to the K-12 schools. If they don't want any of these items, then they go to recycling. All of the equipment is pre-Windows 10. If there is anything that could be usable for current students at the college, these items could possibly be sold at the bookstore.

MOTION #2 – APPROVED

Director Segal moved to **approve ITS equipment for surplus**. Director Feuerbacher seconded. Motion passed unanimously.

5.2 Monthly Financial Update, Budget Timeline, and Outline Internal Budget *

*This item was reported on later in the evening as Mike Mallery was late in attendance.

Mike Mallery, Vice President of Financial Services, presented a summary level report on financial information through February 10, 2020. Being seven months into the 2019-20 fiscal year, actual revenue is up, and expenditures are still down compared to last year. More noticeable expenses are for the skill center and student housing as the college continues to work with PlanB, Opsis, and now Bremik.

Mike explained that he is now in the process of building the internal budget and is in discussions with the different college parts. The balanced budget will be addressed at the first budget committee meeting and then the Board.

Director Baptista stated that he would like to see a "meatier" summary and wants to see which programs are being featured with the corresponding numbers. Chair

Morgan echoed this stating that she would like to see a breakdown of each department going forward. Mike agreed to bring a document showing this information for the next board meeting.

5.3 President Cronin's Chinook Brief

Dr. Marta Cronin, President, outlined her monthly brief to the Board.

One of the main focuses is on financial stability with regards to the Treaty Oak Project and other avenues of revenue as well as operational efficiencies – possibly having an IR person or IR department.

At this time, the college is about \$1.7mil over budget on the Treaty Oak project. As detailed during the joint foundation working session, there are some potential solutions available. PlanB Consultancy will be attending the next meeting to give a more detailed update on the project.

Last month, there were some concerns on the use of the term “subcommittees” when used to describe the separate teams the board members have been breaking up into in order to research and report. The OPC/OCCA confirms that a board may form subcommittees without having to public notice an agenda as long as a quorum of the board is not present and the group themselves isn't deciding outside of the publicized board meetings.

CGCC was one of 14 Oregon community colleges to participate in the Real College Survey through Collaboration with The Hope Center. The survey focused on the basic needs (or lack of) for college students, highlighting food and housing insecurity. Chair Morgan is scheduled to elaborate more on this during her Chair's Report segment.

Lee Weinstein & Associates will begin conducting focus groups with students, staff, and the community/stakeholders over the next several weeks.

The BAS advisory committee met for a third time on February 14th, and the timeline for submitting letters of intent to apply for a baccalaureate has been delayed until June of this year. There has been some pushback from universities regarding this process, with the area of biggest concern being a duplication of courses.

5.4 Foundation Report

Director Segal, liaison to the foundation board, confirmed that the Board of Education will reserve a table for the 3rd annual Saddle Up and Celebrate scholarship fundraiser in support of the CGCC Foundation, and she encouraged all who are available to attend.

The deadline for student scholarships is March 12th.

5.5 Directors' Reports*

*This item was initially delayed until Mike Mallery could be present.

5.5.1 Assessment and Evaluations

Director Helm gave an overview of two drafts he presented to the Board for the Board self-evaluation. One was an individual knowledge based evaluation, and one was geared towards how the Board (as a whole) is doing.

Chair Morgan discussed how the president's evaluation should be conducted. She felt it could be done using Survey Monkey or some other type of electronic survey, and stated that the final form would be put to a vote at March's board meeting. Margaret Myers would enter the form into a survey using Survey Monkey or possibly Google forms. Chair Morgan stated that she would work with Dr. Cronin to determine what information will go into the evaluation. Dr. Cronin mentioned the questions should be based on what the board wants rather than a compilation of achievements (as was the case last year.)

Director Mason had some concerns on the deadline for an evaluation, citing that many schools have March 15th as the deadline. Margaret Myers stated that she would be researching this to determine if this is a firm deadline for institutions across the board.

Chair Morgan agreed that last year's evaluation felt "awkward," and wanted to go with something more "cohesive." She stated that she would like to hear more from the President's Council and community partners – overall, an evaluation that aligns with the college, community, and board.

Director Helm explained some of the potential presidential evaluation formats he has seen used by other colleges. No single evaluation covers the ground that needs to be covered, so a hybrid of these evaluations might be best. The end result needs to be an evaluation that is useful to the president.

Director Mason pointed out that the other missing component is the "when do we do what." The board needs to flesh out a policy and stick to it. To this idea, Director Helm settled on an idea where everyone on the board would get to look and respond to a draft of the process timeline. Director Helm volunteered to have a draft available by the end of the week which Margaret Myers would then send out to the other board members.

5.5.2 Fiscal Responsibilities

Director Mason gave an overview of the fiscal responsibility goals:

1. a. The Board will assist with budget training and monitoring the budget developments as well as the Budget Committee's roles.
- b. The Board will also work with the College to develop a 5-10year long fiscal term plan with the end goal being sustainability.

2. The Board will work with the College in long-term planning with facilities – especially the Hood River Indian Creek Campus.

Director Baptista suggested that, in order for the Board to reach its goals, these subcommittees need to keep having regular meetings until they have something concrete. Director Mason added to this by stating that key people within the institution should be identified to help come up with strategies/solutions.

5.5.3 Treaty Oak Reports

Director Feuerbacher stated that he had reviewed the project status meetings and summary outlining the three potential options outlined in the capital construction project summary. He also is leaning towards option 3. He expressed concern that the bulk of the focus was on the skill center, but he hasn't seen much progress on the housing project. Director Mason expanded on this stating that the housing project doesn't have the same "vision and clarity" as the skill center.

Dan Spatz stated that more schematics on the project will be available in March. Looking at scope reductions, the deficit could be more like \$1.5mil vs. \$1.7mil as more reductions go into play. Director Feuerbacher expressed concern at how much is being removed and would like to see an itemized "cut list" of reductions. Stakeholders would also need to be kept in the loop regarding these changes.

The Board as a whole took some time to express concerns over the housing project. If too many cuts are made, would on-campus housing serve its purpose? Is it guaranteed that the cost of these residences be affordable to most students? Would these residences attract enough students for it to make sense? Although abandoning the housing portion of the project is not an option, the Board wants to see a dedicated presentation on the Treaty Oak Project as a whole with a Q&A session to better clarify the numbers and the goals of this project – specifically with student housing – to avoid "surprises" at board meetings during the project status updates. The Board wants to ensure that this project turns out on budget and meets the stakeholder needs.

Chair Morgan suggested that Dan Spatz and Mike Mallery work together on a break-even point. Dan should also collaborate with PlanB Consultancy to prepare a formal presentation for the Board.

5.6 Chair's Report

Chair Morgan reported on the data compiled and released by The Hope Center's annual Real College Survey, of which CGCC was one of the colleges surveyed. The findings showed that a large number of students have to deal with barriers success, such as housing/food insecurity and a lack of basic needs. Students at the meeting she attended were asked about what they thought might be the most difficult issue to overcome. Their responses reflected a "lack of life skills." Most stated that they wished they had some sort of personal finance class to help them be

better prepared. Chair Morgan asked if CGCC would be willing to offer a “life skills” class. Lori Ufford stated that it is possible as the college has “bit and pieces” of a class, but not a singular class on this. There will be a discussion in the near future to not only have a class available, but also make it mandatory.

Director Baptista was concerned that the housing project would not really help with the ongoing issue of student housing insecurity. Chair Morgan agreed that it may not solve the problem, but it is a step in the right direction. She encouraged everyone to read the Real College Survey.

5.7 Nursing and Health Occupations Update

Lorie Saito, Interim Director of Nursing and Health Occupations, stated that there have been some retirements and destabilization, but that the nursing department has been able to hire a full time Theory instructor and two part time clinical instructors. Stability is the main priority as there are potentially more retirements in the future and a desire to bring on another level of degree.

There is a high demand for medical assistance, and as such, the programs are growing. CGCC is currently the only AHA training center between Portland and Hermiston. Changes will be anticipated over the summer as the AHA publishes changes every five years.

Director Mason was concerned if there was a job market for CNAs. Lorie stated that there are currently not a lot of CNAs out there as this certification is typically seen as a “stepping stone.” Providence currently has a need for level 2 CNAs. Lorie listed MCMC, Providence, Klickitat Valley, Skyline, and local hospices as partners for this program. The CNA program has been available since 2002, and there is no competition with long-term care facilities.

Director Baptista asked what financial steps would make the nursing program profitable, and what major problem could be solved for the program if there were no strings attached. Lorie clarified that nursing programs are never really “profitable”, in part, due to the low student to instructor ratio. The biggest problem facing the program currently is a lack of faculty. Many faculty members have retired, and the bigger issue is trying to entice new instructors to replace them when the college is in competition with the hospital. Currently, the college cannot compete with the salaries provided by the hospital. Dr. Cronin stated that this is a statewide problem.

5.8 Technical Education Update

Mary Kramer, Dean of Career and Technical Education, discussed the new programs that would be added with the Treaty Oak Project skill center. The Aviation Maintenance program will be a 12-month program (at the recommendation of the FAA) and will help bring in more students from outside of the immediate vicinity.

The Advanced Manufacturing and Construction Technology programs will go beyond just welding to help students expand on their skill sets. Mary clarified that the training for Aviation Maintenance program would be in Dallesport at the airport.

Director Baptista asked what the projected outcome would be in 5 years. How will students benefit from the skill center? Will the region see a positive difference because of these programs? Mary stated that the skill center – and the programs built into it – does address a local need. Students will have a leg up on technical skills which will give them an advantage in the workforce. The plan is to also introduce enough components for students to go the apprenticeship route.

- 5.9 Other**
None

6.0 BUSINESS ITEMS

6.1 Approval of 2020-2021 Academic Calendar

Lori Ufford, Vice President of Instructional Services, presented the 2020-2021 academic calendar to the Board. She stated that this is being presented earlier than usual to account for 2021 financial aid. Director Helm asked if this calendar accounted for religious holidays so faculty would not schedule exams during times when students may be absent due to their religious observations. Lori confirmed that this would not be an issue and there is an exemption in place for students who may be absent for religious reasons. Director Mason reminded everyone present these kinds of policies – and really all policies – should be looked at through the “equity lens.”

MOTION #3 – APPROVED

Director Feuerbacher moved to **approve the 2020-2021 academic calendar**. Director Mason seconded. Motion passed unanimously.

6.2 Budget Committee Member & Budget Officer Announcements

Mike Mallery was officially announced as the Budget Officer for the 2020-2021 fiscal year, and Darcy Long-Curtiss was officially announced as the newest budget committee member serving interim until 2021.

6.3 Appoint Interim Board Member

The Board discussed the policies in place regarding filling board vacancies. Kim stated that she would reach out to OCCA reps in regards to what they list as their standard policy. Only one person, Jonathan Fost, Migrant Education Program Director, submitted his CV and letter of interest in regards to the position.

MOTION #4 – APPROVED

Chair Morgan moved to **appoint Jonathan Fost as interim board member through June 2021**. Director Segal seconded. Motion passed unanimously.

6.4 Other

None

7.0 PUBLIC COMMENT

Kelsey Contreras, student services support specialist, spoke to the Board in defense of student housing, stating that this project is important and shows support for students. Having spoken with several students, the interest and the need is there.

9.0 CRITICAL DATES

Chair Morgan reviewed the critical dates with the Board.

10.0 ADJOURN

The meeting was adjourned at 8:46 pm.

As recorded by Margaret Myers,
Administrative Assistant to the President and Board of Education