



**BOARD AGENDA ITEM: 3.0-Regular Meeting Minutes**

**DATE: March 17, 2020**

**REGULAR MEETING MINUTES**

**Tuesday, March 17, 2020**

***The Dalles Campus Lecture Hall – Room 2.384***

\*Due to the ongoing spread of the novel coronavirus (COVID-19), the Board and College made some adjustments to this meeting to better comply with social distancing. The meeting was originally scheduled to be held in the boardroom, but was moved to the Lecture Hall, to allow for people to sit further apart. Many members of the Board chose to attend remotely.

**ATTENDANCE:**

**Board of Education:**

Kim Morgan (called in)  
Sarah Segal  
Antonio Baptista (called in)  
Robin Feuerbacher (called in)  
Dave Mason (called in)  
Randy Helm (called in)  
Jonathan Fost (called in)

**Staff and Representatives:**

Dr. Marta Cronin (called in)  
Margaret Myers  
Gerardo Cifuentes  
Mike Mallery  
Courtney Judah (called in)  
Danny Dehaze  
Lori Ufford

Dan Spatz  
Mike Johnson  
Tiffany Prince  
Susan Lewis  
Greg Price (called in)

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***Board Working Session***

**1.0 CALL WORK SESSION TO ORDER**

Chair Morgan called the work session meeting to order 5:04 pm.

**2.0 ACCREDITATION PREP**

Lori Ufford, Vice President of Instructional Services, and Susan Lewis, Director of Curriculum and Assessment, gave an overview of the accreditation process and the upcoming visit from Northwest Commission on Colleges and Universities (NWCCU). As of now, the original visitation will not be in person due to the ongoing threat of the COVID-19 virus. The representatives will be conducting their visit remotely, so many aspects of this visit will be adjusted.

In 2016, CGCC had a mid-cycle review. This year, for the first time, CGCC will have a review that will encompass a full seven-year cycle based on the new “two standard” process. There will be a self-evaluation of new standards, policies, and an assessment of student learning. Recommendations from the last cycle will also be addressed. This year the NWCCU will have a predominate focus on student learning, student success, and

equity. They are most interested in the direction of the college, visions for the future, strategies, policies, and interactions with the current president.

Although the visit will be remote, there will be a college-wide self-evaluation consisting of forms distributed to staff, faculty, and students. The committee would like to get a clear sense of what is happening at the college. The committee chair, Dr. Scott Michelson, will want to conduct a meeting (via Zoom) with the board members and board chair, as well. The introductory meeting with the visiting team will happen on April 22nd at 8:30am.

The Board asked for more information on the process and asked to see the previous mid-cycle review as well as the current reports. Susan Lewis explained that the team will get an exit interview based on what was seen on campus. Dr. Cronin will then be invited to attend a meeting in June, at which time, the college will find out their status. If there are no issues, the NWCCU will send out a letter confirming the accreditation status. If there are recommendations, the team will regroup to decide the next steps. After the last visit in 2016, the results were not openly published.

Director Baptista was concerned with the college's decision to not make public the results of the last mid-year cycle, and asked for a clearer explanation regarding the transparency of these documents. If the community isn't privy to the results, how does this process help or benefit the community that supports the college. He offered that, now that the college has a new president, Dr. Cronin may want to change these practices.

Time during next month's board meeting will be set aside to follow up on this topic before the (remote) visit, and Lori Ufford stated that she will provide the current reports for the Board to review.

### **3.0 ADJOURN**

The work session adjourned at 5:34 pm.

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### ***Regular Business Meeting***

#### **1.0 CALL REGULAR MEETING TO ORDER**

Chair Morgan called the meeting to order at 6:02 pm.

#### **2.0 WELCOME AND INTRODUCTIONS**

Chair Morgan welcomed everyone who attended both remotely and in person, and she commended everyone's effort in abiding with social distancing guidelines.

Chair Morgan swore in newly elected Board Member Jonathan Fost, who is a representative of Wasco County.

### 3.0 APPROVAL OF MINUTES

#### 3.1 Regular Minutes – February 18, 2020

##### **MOTION #1 – APPROVED**

Director Helm moved to **approve the February Board of Education minutes with the amendment reflecting a financial schedule Director Baptista recommended to Mike Mallery in segment 5.2.** Director Mason seconded. Motion passed unanimously.

### 4.0 PUBLIC COMMENT

Dawn Rasmussen, representative of the North Wasco County School District #21 Board, discussed the upcoming election of a new superintendent, and discussed the need for both the school board and the college board to collaborate and openly communicate with one another. The Board agreed with this, and Dawn invited board members to attend upcoming board meetings.

### 5.0 REPORT ITEMS

#### 5.1 **OCCA Local Board Visits – CGCC\***

\*This visit was done remotely via Zoom

Chair Morgan introduced Cam Preus, Executive Director of the Oregon Community College Association, to the Board. Cam explained she would like to strive for more open and constant communication. She took a moment to acknowledge both Chair Morgan and Dr. Cronin's participation and leadership with the OCCA. Cam gave some historical background and filled the Board in on the association's plans to strengthen as an entity that serves local college boards and ensures student success.

Weekly phone calls are taking place to keep everyone on the same page. There is also a yearly conference which includes workshops and training for both board members and staff.

Currently, the OCCA has daily calls with all colleges regarding the ongoing COVID-19 issue to ensure that everyone is getting the same, up to date information.

Director Segal stated that social media posts from other colleges show that not every college is following the same game plan regarding COVID-19. She asked if colleges were really collaborating if each one does something different. Cam stated that the OCCA is aware that other colleges may follow a different protocol, but that the phone calls ensure that everyone is "moving in the same direction" and that all seventeen colleges are sending out communications and following through with an "action plan."

Director Baptista inquired about the OCCA's funding model as well as a history and highlights of accomplishments. Cam explained that each of the seventeen colleges pay dues. Each college pays the same amount (\$25k) regardless of size. In addition, each college also pays based on student enrollment. Cam also broke down the makeup of the board, the budget, and the main job descriptions of the OCCA employees. She discussed the OCCAs ongoing projects to achieve capital construction for community colleges – they currently have a \$250mil match for these facilities – as well as keeping a structure to ensure there is a collective mindset with regards to students and the success of the community. The OCCA prides itself in being a transparent institution.

## **5.2 Small Business Development Report**

Greg Price, the new Director of the Small Business Development Center, gave an overview comparing some of the numbers from 2019. Last year (before he was hired) the SBDC served 228 clients and totaled 1072 hours of service.

For 2020, the SBDC continues to work on advising. One new advisor has been added and new courses have been added. Three four-hour workshops will be offered at both The Dalles and Hood River campuses: Business Tech, QuickBooks, and Business Planning. Currently, the prime focus is on community outreach, especially given the college's rural demographic. It is important for the SBDC to continue to build relationships with community partners such as the Chamber of Commerce and city officials.

Greg also gave an overview of the SBDC's COVID-19 response. Emergency funds are accessible to 5 counties, including Wasco and Hood River. At this time, SBDC will continue to operate. They would like businesses that are having to close to reach out to SBDC for support and resources. MCAD is offering an emergency bridge fund loans to small businesses as well.

Director Baptista inquired as to how the SBDC is able to quickly respond to the needs of the community, and what tools can the SBDC give to help these businesses survive. Greg explained that the key is to be adaptable to what is currently happening locally. This is done in part by keeping up to date with what is going on and "keeping a finger on the pulse" of the local community. This allows for staff to collaborate on solutions to problems as soon as they arise. Right now, their biggest concern is with helping small businesses in crisis, and they are taking steps to not only step in with assistance with emergency funding, but also to start training on working in a virtual space. They are also sending out press releases and keeping a constant social media presence to make more businesses aware of the SBDC and the resources they can offer.

### **5.3 Monthly Financial Update**

Mike Mallery, Vice President of Financial Services, presented a summary level report on financial information through March 10, 2020. Being eight months into the 2019-20 fiscal year, tuition and fees are moving upward from last year. The biggest difference seen this month has been the amounts paid to Opsis, PlanB, and Bremik regarding the skill center and housing project. They are up substantially, and there will be more to come over the next few months.

Director Bapista asked if COVID-19 will have implications on the budget. Mike Mallery stated that there will be an impact, but it cannot yet be quantified. Right now, the college is working on recruiting strategies to attract students and keep them enrolled during this time.

Director Mason noted that almost all institutions “are in the same boat” with regard to the uncertainty not only of the pandemic but of the economy as well. He asked if the college currently has the technology in place to overcome the current situation of having to move students to an online platform. Dr. Cronin stated that the college is working to get everything set online. Until spring term starts, it will be hard to say how much of a drop in enrollment this will cause.

Mike Mallery also went over the residence hall financial model with some updates given by PlanB. This model shows a 2% annual increase over the next four years for fifty-one beds in a two-story complex. There would be a non-refundable application fee as well as cleaning fee that can be adjusted. The rent would be \$575/month with utilities included. The shared suites also include a shared bathroom, kitchenette, and living room. There would also be a larger common room and study area in the facility as well. Director Baptista was concerned that the prices seemed high for a shared suite and may not be affordable for low income students. He asked to see a comparison with other colleges. Dan Spatz assured the Board that the prices listed were very competitive and fair, especially considering the increasing cost of living in both The Dalles and Hood River. Chair Morgan agreed, citing that many local rentals in the area are \$1200-1500/month without utilities included.

### **5.4 President Cronin’s Chinook Brief**

Dr. Marta Cronin, President, outlined her monthly brief to the Board. Right now, daily phone calls are taking place with OCCA and HECC to determine plan of action as more information is released regarding COVID-19. This week is also finals week, and the college is adapting to alternate methods, such as take-home finals, to comply with social distancing guidelines. Spring break has been extended to two weeks – starting the week of March 23rd – to allow for services to adjust to going online. Spring term will end on time, and enrollment is holding steady.

Director Helm expressed concern over the potential for staff exposure, and asked what is being done to keep the staff in compliance with social distancing. Dr. Cronin explained that most of the staff work in offices and are not often close to

students. However, there is a conversation in the works as to who needs to be on campus daily and who can work remotely, with a possibility to stagger some staff.

Next month, there will be presentation on the Treaty Oak project with a focus on design development. There are also opportunities to partner with other counties to possibly trade off on housing/tuition to attract more students. The college is also working with the city of The Dalles for an additional utility line, and there are talks to acquire a hangar at the Dallesport airport with the assistance of some additional funding. The college has already started the program approval process with the FAA, and the college is on track to offer a program in 2021.

Through work with the Northwest Athletics Conference, CGCC will possibly have an athletic program starting in fall of 2022. Offering athletics is a good way to keep kids continuing education out of high school as well as attract more students. Athletics is also a great way to get the community involved in college activities. Director Fost echoed this sentiment and stated that having athletics presents a great opportunity for the college and community.

Dr. Cronin reported that the college is now down to two potential candidates for the VPIS position presently held by Lori Ufford. These candidates will have their final interviews this week. These interviews will mostly be in person, but there will be a Zoom component.

Director Baptista asked if there was a “crisis response team” in place regarding all the new modifications and issues arising from COVID-19, and who are the points of contact for information. Dr. Cronin stated that this team mostly comprises of the President’s Council, Leadership Council, and sometimes instructional council. There is also communication with MCMC, the Chamber of Commerce, and daily phone calls with OCCA.

Director Segal asked if the college had a firm date for going online, and if there would be resources available for students that may not have easy internet access. Dr. Cronin stated that, while there is not a firm date in place, the college is working on it as much as possible. The computer labs will remain open for those students who may not have internet access at home.

## **5.5 Foundation Report**

Director Segal, liaison to the Foundation Board, discussed a few possible changes to upcoming Foundation events. She stated that she would attend the meeting the following day and report on how the Alumni Lunch and Saddle Up and Celebrate will be affected, and if there is a contingency plan in place if they are canceled or postponed. The applications for full year scholarships for next year are now available online.

## **5.6 Directors' Subcommittee Reports**

### **5.6.1 Assessment and Evaluations**

Chair Morgan and Director Helm discussed the Presidential Evaluation process and Board Evaluation process that was to be voted on later during the meeting. Director Helm went over the drafts of the Board Evaluation process that he had created. These drafts consist of two evaluations: one is knowledge based and the other is an evaluation of the Board as individuals.

Chair Morgan stated that the evaluation process for the President looked to be complete and that the Board can move forward with this process.

### **5.6.2 Fiscal Responsibilities**

Directors Baptista and Mason discussed having the Board work with the college in developing a “financial stress test” to prepare better prepare the college for regional and national emergencies. This would predominately involve collaboration with the staff in order to formulate a plan and take the next steps. Ideally, this would take place as soon as possible, but given the circumstances, it would now be best to wait and let Dr. Cronin give the go ahead for this. This process would also involve ongoing contact with the local community as well.

In addition to the declaration of goals next month, Director Mason stated that the wants to see the Board adopt these goals and will work on developing a calendar to fulfill these goals by June 30, 2021.

### **5.6.3 Treaty Oak Reports**

Director Segal and Director Feuerbacher discussed their takeaways from the weekly status meeting minutes. As of this meeting, the timeframe appears consistent with the design process, but it's hard to say how the timeline will be impacted by COVID-19. Director Segal stated that they are now taking the “one day at a time” approach during this uncertainty. They also reviewed Mike Mallery's business plan and would like to connect with Mike in advance of the next meeting with some follow-up questions.

## **5.7 Chair's Report**

Chair Morgan acknowledge the impact that COVID-19 has had – and will continue to have – on many aspects of the college and the community. She urged everyone to move through this ongoing pandemic with grace and kindness and thanked everyone present for being willing to lean more on teleconferencing as an option to keep meetings moving forward. She also discussed the importance of having the food pantry remain open, as food insecurity continues to be an issue for many.

### **5.8 Coronavirus Update**

Chair Morgan and Dr. Cronin opted to continue to speak on this topic, as various issues and potential solutions had already been addressed throughout the meeting. Director Baptista did acknowledge that the College was taking proactive steps to safeguard faculty, staff, and students during this pandemic.

### **5.9 Other**

Chair Morgan reminded the Board that the relationship with the North Wasco County District School Board is invaluable, and should be strengthened. She stated that she will plan to attend their next board meeting. Director Fost stated that he has been to their board meetings in the past and agreed to act as liaison.

## **6.0 BUSINESS ITEMS**

### **6.1 Approval of 2020-21 Tuition and Fees**

Mike Mallery stated that CGCC is right in the middle on tuition and fees when compared to other community colleges and that the increase in tuition will be minimal. There is an increase in fees with regards to materials, in particular, those associated with welding. The growth of the new programs will bring in more students, which will offset the associated costs.

The Board voiced their concerns over whether or not the students were being made aware of these fees and asked what numbers corresponded to in terms of fees. Mike pointed out that fees have been increased for residents of border states, welding tests, and costs associated with materials. Mike offered to provide a document showing the dollar amount change as well as the percentage change on these fees. Dr. Cronin suggested possibly moving to a model where students would pay a “technology” fee.

Director Baptista stated that the Board and College made a commitment last year regarding tuition and fee increases going forward, and that, if this is the case, the Board and College should be held to that commitment.

### **MOTION #2 APPROVED**

Director Mason moved to **approve the 2020-21 Tuition and Fee Increase.**

Director Helm seconded. Motion passed unanimously with a caveat from Director Baptista that the plan could possibly be amended contingent upon possible prior commitments made last year.



## **6.2 Approval of Presidential Evaluation Process**

The Board reviewed Director Helm's draft of the Presidential Evaluation Process timeline and thought that the 2020 timeline needed to reflect having the evaluation completed by April, but the results will be shared with the President in May. The timeline will be amended to reflect these modified deadlines. Director Mason also advised adding a final step to the process – a comprehensive method of how the evaluation will be conducted going forward. As board members rotate out and new members are elected, there needs to be documentation in place so that the evaluation will stay consistent each year. This final step will actually become the first step as the timeline is reworked.

The Board reviewed the questionnaire and the participant list. Director Baptista expressed concerned that the presently compiled list recommended last meeting (President's Council, Board members, and community partners) left out faculty and student representation. Chair Morgan agreed, and selected faculty and students will be added to the list before it is distributed.

### **MOTION #3 APPROVED**

Director Helm moved to **approve the Presidential Evaluation Process**. Director Mason. seconded. Motion passed unanimously with the recommended amendments to the timeline and participant list.

## **6.3 Approval of Board Evaluation Process**

The Board reviewed the Board Evaluation drafts Director Helm had created. Chair Morgan stated that there should be an equity, inclusion, and diversity component added to both evaluations before they are distributed to the Board. Once amended, the evaluations will be sent out to the Board via Google forms. The completion time will be set at two weeks, and the results will be shared in April, along with a comprehensive timeline.

### **MOTION #4 APPROVED**

Director Baptista moved to **approve the Presidential Evaluation Process**. Director Segal seconded. Motion passed unanimously with the recommended question amendment to the evaluations before they are to be distributed.

**6.4 Appoint Budget Committee Member**

Eric Clanton, Natural Resource Specialist with the Department of Environmental Quality, submitted his resume and a letter of interest to fill a vacancy in the Budget Committee. He was present at this meeting, and introduced himself to the Board as well as answered a few questions. He was the only candidate who applied for this position.

**MOTION # 5 APPROVED**

Director Mason moved to **appoint Eric Clanton as a new member for the 2020-21 Budget Committee.** Director Baptista seconded. Motion passed unanimously.

**6.5 Other**

The Board discussed a resolution declaring that emergency conditions exist at Columbia Gorge Community College, and that the Board will do all within its power to prepare and take action as needed, even beyond their routine capacity, in response to the spread of COVID-19. Director Baptista suggested that this resolution should extend out past a 30day period and offered May 19th as the end date – corresponding to the May board meeting.

**MOTION #6 APPROVED**

Director Baptista moved to **approve the CGCC’s Board of Education’s resolution in response to the COVID-19 virus affective until May 19, 2020.** Director Mason seconded. Motion passed unanimously. This resolution has been attached to the end of this document for the public to view.

**7.0 PUBLIC COMMENT**

None

**8.0 CRITICAL DATES**

Chair Morgan reviewed the critical dates with the Board. At this time, many of the upcoming events may or may not be taking place. Other meetings may need to start going remote.

**9.0 ADJOURN**

The meeting was adjourned at 8:52 pm.

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

**RESOLUTION OF THE BOARD OF EDUCATION  
COLUMBIA GORGE COMMUNITY COLLEGE DISTRICT**

**RESOLUTION BY THE COLUMBIA GORGE COMMUNITY COLLEGE BOARD OF EDUCATION  
DECLARING EMERGENCY CONDITIONS EXIST AT COLUMBIA GORGE COMMUNITY COLLEGE  
AND GRANTING AUTHORITY TO TAKE ANY AND ALL NECESSARY ACTIONS TO PREPARE AND  
RESPOND EFFECTIVELY TO THE NOVEL CORONAVIRUS (COVID-19).**

**WHEREAS**, on March 8, 2020, Governor of Oregon Kate Brown declared a State of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

**WHEREAS**, on March 12, 2020, Governor Brown issued an Executive Order prohibiting large gatherings of more than 250 people include but are not limited to community, civic, public, leisure, faith-based, or sporting events, concerts, conventions, fundraisers, and any similar events or activities, if a distance of at least three (3) feet between individuals cannot be maintained, and encouraged individuals in high risk populations (those over 60 years of age, or those with an underlying health condition) to avoid gatherings of more than ten (10) people for four weeks until April 8, 2020; and

**WHEREAS**, as of March 17, 2020, there are 68 reported cases of COVID-19 in Oregon, 0 cases in Wasco County, and public health officials expect the number of cases to increase; and

**WHEREAS**, ORS 341.290 gives the Board of Education authority to set rules regarding the government of Columbia Gorge Community College and strict compliance with various existing college policies and administrative procedures/regulations, would prevent, hinder or delay appropriate actions to prevent and mitigate the effects of COVID-19; and

**WHEREAS**, it is imperative to prepare for and implement measures to respond to the potential spread of COVID-19; and

**WHEREAS**, it is imperative to have the tools to ensure the health and safety of students, staff, and visitors on Columbia Gorge Community College’s campus(es); and

**WHEREAS**, it is imperative to have the tools to ensure student learning continues if student education needs to be conducted from alternate locations or virtual learning environments; and

**WHEREAS**, the foregoing circumstances require a response beyond that which occurs routinely; and

**WHEREAS**, the foregoing circumstances are anticipated to remain in effect for at least 30 days;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education of the Columbia Gorge Community College District:

- (1) Determines that the circumstances described in this Resolution constitute an emergency condition; and
- (2) Authorizes the President and his/her designee to take any and all actions necessary to ensure the continuation of public education, and the health and safety of students and

staff at Columbia Gorge Community College sites, including but not limited to the relocation of students and staff, provision of alternative education program options, provision of leave of absence to employees with pay due to quarantine or returning from level 3 countries or sick from COVID-19 or illnesses with similar symptoms (cough, fever, shortness of breath) or co-habitants of any individuals without any impact to their benefit time, and/or make needed alterations, repairs or improvements to college property; and

- (3) Declares that emergency procurements of goods and services are authorized pursuant to ORS 279A.010(1)(f), 279B.080, 279C.320, 279C.335(6), and all other applicable rules, and delegates to the President or the President's designee the authority to approve and execute such emergency contracts in any dollar amount.

**THIS DECLARATION IS EFFECTIVE ON MARCH 17, 2020 AND SHALL REMAIN IN EFFECT UNTIL MAY 19, UNLESS EXTENDED.**