



BOARD AGENDA ITEM: 3.1-Regular Meeting Minutes

DATE: May 19, 2020

REGULAR MEETING MINUTES

Tuesday, April 16, 2020

This meeting was held remotely via Zoom

*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. All persons in attendance did so remotely.

ATTENDANCE:

Board of Education:

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

Staff and Representatives:

Dr. Marta Cronin
Margaret Myers
Gerardo Cifuentes
Mike Mallery
Courtney Judah
Danny Dehaze
Lori Ufford
Dan Spatz
Tiffany Prince
Stephen Shwiff

Mike Johnson
Susan Lewis
Steph Hoppe
Kelsey Contreras
Rhianna Byrd
Tammy Huffman
Jonathan Neptune
Sara Viemeister
Jen Christenson
Mary Kramer
Mary Martin
Ashley Mickels

Board Working Session

1.0 CALL WORK SESSION TO ORDER

Chair Morgan called the work session meeting to order 5:00 pm.

2.0 SKILL CENTER AND HOUSING PRESENTATION

Dan Spatz, Manager of Marketing and Community Outreach, introduced consultants from Plan B Consultancy, Opsis Architecture, and Bremik Construction. The consultants gave a power point presentation to go over some developments in schematic design, cost update, and schedule update since the last presentation to the Board in January. The consultants have completed the design developments drawings and specifications as well as the design development cost estimates.

The consultants discussed the floor plans of the skill center, which was based on a provided cost package. The design for the skill center includes space for classrooms and

labs. The spaces are about 30'x30', which are typical classroom size. The digital renderings show a "raw" concept with concrete floors and exposed ceiling, as well as open communal areas for people to gather. The ceilings have their highest points at 18'-19'.

The housing cost estimate was done after the design, and the overall amount of square footage was reduced. The building is two stories consisting of twelve suites – six on each floor – with shared bathrooms. There is also extra room depending of the number of RAs the college wishes to provide.

The current "hard costs" of the project total \$11.2 million. Along with the "soft costs" of service fees and permits, the deficit is currently \$2.2 million, but they are currently looking at VE (value engineering) opportunities to reduce this cost. The consultants stated that they will be reaching out to the college to schedule meetings regarding the VE process, and the construction documents should be finished at the end of June.

Dan Spatz stated that the deficit started at \$6 million and is now at \$2.2 million. The college has found about \$400 thousand of VE, which now brings the deficit down to \$1.8 million. The college now needs to look at bid amounts, as well as considering backups in light of COVID-19. The college will be making proposals to Sherman and Gilliam Counties for bids. Upon receiving a certificate of occupancy for the skill center, \$2 million will be allocated and available in 2021. Chair Morgan asked which stakeholders had been consulted. Dan listed City of The Dalles, Wasco County, Port of The Dalles, Mid-Columbia Fire District, North Wasco County School District, and East Cascades Work Force have all been participating. Mid-Columbia Housing Authority has also had a hand in the housing project.

Director Feuerbacher commented that he liked the openness concept, and asked about the suite sizes, and suggested there should be a student engagement/review component to the process. The suites are about 650sqft including the bedroom areas – similar in size to the COCC dorms. The long-term plan would be to add another 20 beds. There is only one communal kitchen, but the suites are designed to allow for a microwave or mini-fridge. The overall driving factor was making the building as economic as possible – under 12,000sqft.

The consultants will give the Board a copies of the power point presentation to keep and review.

3.0 ADJOURN

The work session adjourned at 6:06pm.

Regular Business Meeting

1.0 CALL REGULAR MEETING TO ORDER

Chair Morgan called the meeting to order at 6:19pm.

2.0 WELCOME AND INTRODUCTIONS

Chair Morgan welcomed everyone who attended remotely, and everyone listening or Zooming in remotely introduced themselves.

3.0 APPROVAL OF MINUTES

3.1 Regular Minutes – April 16, 2020

MOTION #1 – APPROVED

Director Mason moved to **approve the March 17th Board of Education minutes as presented**. Director Helm seconded. Motion passed unanimously.

4.0 PUBLIC COMMENT

None.

5.0 REPORT ITEMS

5.1 Monthly Financial Update and Online Budget Meeting Process

Mike Mallery, Vice President of Financial Services, presented a summary level report on financial information through April 10, 2020. Being nine months into the 2019-20 fiscal year, expenditures are down from this same time last year, while revenues are up – mostly due to receiving additional state appropriations.

Director Baptista asked what the projections are regarding the impacts of COVID-19. Mike stated that in the short term, the college is down several hundred thousand, but funds from the CARES act will offset this. Next year, the college will need to look at various scenarios presented by HECC. Student numbers will most likely be resilient – enrollment may stay the same or even increase.

Mike stated that the Budget Committee meeting, taking place Tuesday, April 28th, will be completely remote. The committee will discuss general fund expenses as well as “other” fund expenses such as Continuing Ed. and Childcare partners. If the committee does not approve the budget during the first meeting, then there will be a second meeting on May 5th. Once the committee approves, it will go to the Board for adoption. The notice will be posted on the website in compliance with the new guidelines outlined recently by OCCA and the current uncertainty of the consolidations of the local newspapers. Director Morgan also suggested posting the notice to social media, as it might reach more people who are interested in attending. Margaret Myers agreed to send the notice to be posted to the college’s social media pages.

5.2 President Cronin’s Chinook Brief

Dr. Marta Cronin, President, outlined her monthly brief to the Board. As of right now, the college will remain closed to the public until June 12th, but there are daily/weekly phone calls with the HECC and Governor’s

office as well as OPC/OCCA. There is constant communication in looking for any signs of change.

There is support in place for students such as waiving late fees and Moodle fees for online classes. Technology has also been supplied through lending laptops and wi-fi hotspots as well as keeping the computer lab open.

SBDC and Childcare Partners have been assisting the local community. Beds in the nursing classroom have been lent to MCMC, and 3D printed masks have been donated to MCMC. The college has received over \$375k with half of this going directly to student support. The Economic Development Administration has provided emergency funding for healthcare occupations, and the college will apply to use this for bolstering the nursing program.

The Applied Baccalaureate process and guidelines are now complete, and are now with the HECC for final approval.

Employees were provided with teleworking agreements, so they can continue to work remotely. As a collective, Presidents' looked at essential vs. non-essential work as well as which jobs could be done remotely and which could not. There has been a reduction in staffing based on lack of workload/function with the college being temporarily closed and no students on campus.

Director Baptista asked for some clarification on the context of layoffs. Courtney Judah stated that with layoffs, the employees are not on the payroll, but their health insurance will be covered through June. This is a better than furloughing them, as they are eligible for unemployment. Director Helm ask if these conditions for layoffs were based on the workload or lack thereof. Courtney confirmed that this was the case. Director Baptista asked for more specifics, citing the layoff of the Student life Advisor. Courtney explained that the student traffic is not currently there, and that this position was being limited already.

Director Baptista asked what the effects the layoffs would have. Dr. Cronin answered that the college will have to reevaluate the roles, but the goal is to re-staff the college. Director Baptista asked what the considerations were. Dr. Cronin stated that being able to open campus is an important step. There is the possibility for opening campus in the summer. There are also additional funding opportunities. There is some form of checking and communication everyday looking for signs of positive change.

Director Helm asked if there were any faculty that have declined to transition to online learning. Dr. Cronin stated that there haven't been issues with the full-time faculty, only a few adjuncts. Most have

transitioned well and enrollment remains heavy. Director Helm stated that he admired the spirit of those who have undertaken this new challenge.

Regarding staff reductions, Director Mason asked if there was a time-frame in place for re-staffing. Dr. Cronin restated that she was in communication daily and checking for any signs of change, but there is no definite dated timeframe. Director Mason inquired about café staff layoffs. Courtney Judah stated that there were five part-time positions cut. Director Mason also asked why two instructional dean positions were also cut. Dr. Cronin said that workload was a major factor, and that there was not a full workload right now. Director Mason noted that no one in upper management was cut, and most cuts were made to mid and lower levels. Dr. Cronin pointed out that the President's Council has had a full workload. Director Mason countered to point out that the same case could be made for the deans, especially considering the upcoming accreditation visit.

Director Baptista inquired about the morale on campus or with the college, and asked if there were feelings of uncertainty or job insecurities. Dr. Cronin stated that enrollment will play a major factor. If enrollment drops considerably in the fall, there may be faculty cuts. Director Baptista asked what funding sources the college might be using. Dr. Cronin explained that the college is applying for grants and that they have written a letter to Oregon legislation. Director Baptista asked what the Board of Education can do to help. Dr. Cronin asked that the Board be supportive during this time.

Chair Morgan stressed the importance of food banks and assistance for those who have been adversely affected by the pandemic, including the Chinook Pantry, which is supported by the Oregon Food Bank. Tiffany Prince pointed out that client visits to the Chinook Pantry have doubled since late February/early March. Director Morgan asked if the college is helping direct people – especially those recently laid off – to resources that could help them during this time. Courtney Judah stated that information was sent along with layoff letters directing employees to Worksource Oregon, Oregon Health Marketplace, and unemployment. Richard Stillwell, CGCC Foundation Board President, stated that he and Google would like to help out with additional funding to the CGCC Chinook Pantry.

5.3 Foundation Report

Director Segal, liaison to the Foundation Board, introduced Steph Hoppe, Foundation Director, to give a presentation to the Board. Steph then shared a slide presentation going over the mission of the foundation – “To support our community by promoting educational access and development for CGCC students” – and an org. chart illustrating the roles and responsibilities of foundation board members and staff. The foundation has had some recent expenditures including accounting and

auditing services, as well as investment advising regarding the various endowment funds the foundation has received. Steph discussed the portfolio structure of these endowments, their growth up to the calendar end of 2019, and the three-year rolling average investment policy in place for these funds.

Over \$150,000 has currently been rewarded to scholarship recipients, and about 78% of applicants receive some sort of scholarship funding. In addition to scholarships and endowments, the foundation also supports the Gorge Literacy fund, student emergency funds, faculty and staff development, and the unrestricted fund (also known as the area of greatest need.)

The foundation has had to make some adjustments in light of COVID-19. This year, the scholarship reviews were moved to an online platform along with the regularly scheduled board meetings. The foundation has also looked at alternative fundraising activities. Although, Saddle Up and Celebrate was canceled, the foundation is working on a fundraiser for next spring, and will discuss this with the Board in more detail at a future meeting.

Director Helm inquired about the amount of annual cash in. Steph stated that it was \$175,000-200,000 not including the endowments. Director Helm also inquired as to whether or not the foundation currently had any annuities set up with donors. Steph explained that the foundation does not currently have any charitable gift annuities, but that one of the foundation's goals is to strengthen the gifting program.

Richard Stillwell, CGCC Foundation Board President, reminded the Board that none of the funds collected goes to the staff – it is all for scholarships or other foundation areas of funding.

Chair Morgan stated that the Board appreciates the work that Steph and the CGCC Foundation do for the college and community.

5.4 Student Services Update

Gerardo Cifuentes, VP of Student Services, gave an update on enrollment and retention. Spring enrollment for 2020 was stronger than 2019, and the staff has been able to adapt. Full time enrollment started off the same as last year, but has dropped. The difference takes into consideration the drop in College Now students – high school students who pay \$53/per class to take CGCC classes. Some high schools have successfully transitioned online, while others are still in the process. This has affected the College Now enrollment for spring, but this could change with summer. Retention is at 73% from fall to spring. This is a new high, indicating that enrollment is still strong.

Director Baptista asked how the numbers are expected to behave long-term.

Gerardo stated that he expected the numbers to trend upward – as unemployment increases, enrollment tends to increase. Director Baptista noted that the numbers have decreased a bit since last year. Gerardo stated that, while it is too early to see the trend, things will begin to turn.

Director Baptista asked what class evaluation strategies are in place, and how these evaluations have been adjusted for COVID-19. Gerardo explained that, while Instruction tends to handle the evaluations, Student Services has been proactive in making sure students understand the “new normal” while providing the right support. Student Services is using data to divide the students into three classifications: new students, students with low GPAs, and students with high GPAs. Advisors can then work with these groups based on specific needs. Student Services has also been using technology to see if students haven’t been logging in for classes, and can check in with them to identify the issue. Student experiences are also being recorded in a database.

Director Segal asked about dual credit. Stephen Shwiff, Dean of General Education, stated that dual credit was affected due to Governor Brown’s decisions regarding education. Seniors that were passing have been cleared to graduate, while some classes were delayed until summer. Very few College Now were outright canceled. Some were postponed.

Director Segal asked if any other community colleges have gone 100% online. Dr. Cronin confirmed that this was the case.

Chair Morgan asked for some discussion on Community Ed. and how this Program has been affected. Lori Ufford stated that classes in June have been canceled, but the college is working on rolling out “Ed2Go” – online classes that place emphasis on learning job skills and building resumes.

Gerardo also discussed Student Service’s new communication campaign addressing the mental health and/or financial challenges that students might be facing during this time. They are keeping track of the data, and the campaign appears to be working so far, and several students have responded with requests for technology to help them continue coursework.

5.5 General Education Report

Stephen Shwiff, Dean of General Education, discussed updates to the General Ed. departments, which encompass most programs and courses at the college.

One major area has been making schedules as student friendly and accessible as possible. Student Services assisted in developing a more flexible schedule so that students can plan accordingly. This has worked out well as students have stated their appreciation for the flexibility of online and in person classes, and there has been a boom in enrollment. To add to this, the Business Administration program has been offering classes synchronically – both

Zoom and in person. This has had overwhelmingly positive results so far. General Ed. has also added more courses for summer term, and, with issues regarding COVID-19, there will not be any in person classes conducted in person.

General Ed. is also focused on the Oregon AAOT (Associates of Arts Transfer) degree, and implementing new online math and science courses. The Elementary Educator's AAOT with OSU is wrapping up their first term, and the group will coordinate to prepare a presentation to the Board next month.

The five-year program review will take place in spring 2021 during the faculty in-service. The departments will coordinate to evaluate performance and professional standards.

*There were some noted technical difficulties during the presentation, and Chair Morgan suggested providing more information at the next meeting.

5.6 Accreditation Review

Lori Ufford, Vice President of Instructional Services, reminded the Board that the Accreditation visit will take place the following days (Wednesday April 22nd – Friday April 24th). The visit will be conducted via Zoom. The Board has been invited to take part in a meeting with Scott Mickelson, and Margaret Myers has provided the NWCCU with the Board's contact info in case there are any issues with the Zoom connection. Lori stated that she has not been provided with the questions that will be asked, but her recommendation to the Board was to read over the report and answer the questions to the best of their knowledge. The NWCCU will most likely have some recommendations. In addition to meeting with the Board, they will also meet with the President, the President's Council, students, faculty, and staff. Susan Lewis, Director of Curriculum and Assessment, discussed core outcomes, and that they are addressed when classes are submitted for approval.

5.7 Directors' Subcommittee Reports

5.7.1 Assessment and Evaluations

Chair Morgan and Director Helm discussed the Presidential Evaluation process and Board Evaluation. Director Helm stated that the Presidential evaluation, the Presidential self-evaluation, and both Board of Education self-evaluations had been completed. Chair Morgan stated that Chair Morgan reviewed Board Policies 2745 and 2435 regarding Board and Presidential evaluations, within the context of BP 2410 – the process by which these are adopted. This discussion was abbreviated as it would be discussed at length later in the meeting.

5.7.2 Fiscal Responsibilities

Director Baptista stated that he had reviewed the budget process, but he and Director Mason had not met recently. He stated that he will meet with Director

Mason and report back next month. Director Mason stated that they will work with Mike Mallery to establish long-range goals, and they will attend the Budget Committee meeting next week. Director Baptista stated that it would not be a good idea to simply push the budget through after the first meeting.

5.7.3 Treaty Oak Reports

Director Feuerbacher stated that he and Director Segal feel good about the current design layout and stakeholder needs. He would still like to see a “cut list” of items from engineering. There are concerns with the new model from a long-term revenue perspective. Currently, there are only spaces for 48 beds, and the consultant report shows that the space is on the small side. It is important to get student input on this design as well.

Director Baptista voiced his concerns that the project appears to be losing critical mass on the housing. Consideration should be made for diverting funds for one project to fund the other rather than having to make all of these concessions. He discussed that, considering the funds are tied to both projects, the college should go back and renegotiate rather than move forward. Dr. Cronin stated that the college specifically campaigned for the housing in addition to the skill center, and that breaking the contracts that the college currently has in place could have major repercussions. Director Baptista countered to point out that repercussions could occur if the final product is not sustainable, and that the college needs to carefully look at the long-term sustainability. Chair Morgan stated that the sustainability of the project can be discussed further during the next meeting.

5.8 Chair’s Report

Chair Morgan took a few moments to state how proud she was of everyone for taking positive steps to be good citizens during this time. Sacrifices and changes aren’t easy, but they are for the greater good, and everyone’s participation is appreciated. Hopefully, everyone will be back together in person sooner than later.

5.9 Other

None.

6.0 BUSINESS ITEMS

6.1 Certificate Approvals Update

Susan Lewis, Director of Curriculum and Assessment, presented two new certificates that need approval: Early Childhood Education Curriculum and Early Childhood Education Fundamentals and approval to suspend the two that are in place: Early Childhood Educator I and Early Childhood Education and Family Studies.

Ashley Mickels, Early Childhood Education Instructor, stated that these are set up to be taken part time, but can be taken at the same time. The goal is to be student focused. Director Segal asked how many students are currently in the program. Ashley stated that it was hard to tell, but the average class size is twelve people.

MOTION #2 APPROVED

Director Mason moved to **approve the two new certificates as presented**. Director Baptista seconded. Motion passed unanimously.

MOTION #3 APPROVED

Director Segal moved to **approve replacing the suspended certificates with the updated certificates**. Chair Morgan seconded. Motion passed unanimously.

6.2 Declaration of Goals

The Board discussed where they were on their goals. While all members had been keeping track, some subcommittees were further along in accomplishing their set goals than others. Director Baptista questioned how the goals will be evaluated, as there isn't a clear indicator in place. Director Mason suggested that the Board goals should be evaluated quarterly. The Board members agreed with this, and Margaret Myers will create a 2020 Board Goals folder in the Board members' shared drive where they can update and submit documents supporting their endeavors.

6.3 Review of Tuition Policy

Director Baptista had referenced a possible caveat for the tuition policy at during the previous meeting when the Board voted to approve the tuition and fee increase. The Board had reviewed the tuition policy that had been discussed in the previous year. In April 2019, the Board had discussed locking in a rate for students when they register and/or structuring a regular increase plan that would be more fiscally responsible. While this was deliberated, this was not voted on last year. Since this item was not taken up in the vote last year, there are no constraints for this year; however, the Board discussed taking this information into consideration for next year.

Director Baptista stated that he and Director Mason would take up looking into this policy as part of their subcommittee regarding fiscal responsibility. Director Mason stated that they would like to reach out to Student Services to weigh in.

The Board agreed that students need predictability and a clear understanding of what they will have to pay, and that they should be proactive in coming up with some kind of plan. Director Morgan stated that there will be future discussions on this topic.

6.4 Review of Evaluation Policy

The Board reviewed Board Policies 2435 and 2745 – policies governing both the

Presidential and Board evaluation processes. Examining Board Policy 2410, Director Mason suggested that, per the policy, the Board should vote to revise the current policies at the May Board meeting to bring them in line with the Board's goals regarding the evaluation processes going forward.

6.5 Board Self-Evaluation

Director Helm briefly reviewed the results of the two Board self-evaluations. One pointed issue on the individual evaluation was what appeared to be the weakest aspect: policy knowledge. The Board discussed past orientations for new members, including a facilitator. The Board discussed the possibility of not only developing a standard orientation for new members, but also having a policy refresher for all the Board members to attend based on their schedules.

Another aspect that Director Helm brought to the Board's attention was a lack of organization during meetings. There are often too many items placed on the agenda (he gave this meeting as an example), and there is a need to curtail irrelevant issues and stay on track. Chair Morgan agreed with this, and expressed that she will work on these issues.

In light of the late time, Director Helm suggested reviewing these evaluations more in depth at the next meeting. The Board agreed with this.

6.6 Other
None

7.0 PUBLIC COMMENT

None

8.0 CRITICAL DATES

Chair Morgan reviewed the critical dates with the Board.

9.0 ADJOURN

The meeting was adjourned at 10:11pm.

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