



BOARD AGENDA ITEM: 3.1-Regular Meeting Minutes

DATE: June 16, 2020

REGULAR MEETING MINUTES

Tuesday, May 19, 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
Kelly Sullivan

Board Working Session

There was no Board Working Session held this meeting.

Regular Business Meeting

1.0 CALL REGULAR MEETING TO ORDER

Chair Morgan called the meeting to order at 6:05pm.

2.0 WELCOME AND INTRODUCTIONS

Chair Morgan welcomed everyone who attended remotely, and she asked all those participating to introduce themselves.

3.0 APPROVAL OF MINUTES

3.1 Regular Minutes – April 16, 2020

MOTION #1 – APPROVED

Director Helm moved to **approve the April 16th Board of Education minutes as presented.** Director Mason seconded. Motion passed unanimously.

3.2 MOTION #2 – APPROVED

Budget Committee Minutes – April 28, 2020

Director Helm moved to **approve the April 28th Budget Committee minutes as presented.** Director Feuerbacher seconded. Motion passed unanimously.

3.3 MOTION #3 – APPROVED

Budget Committee Minutes – May 5, 2020

Director Mason moved to **approve the May 5th Budget Committee minutes as presented.** Director Helm seconded. Motion passed unanimously.

4.0 PUBLIC COMMENT

None.

5.0 REPORT ITEMS

5.1 **Monthly Financial Update**

Mike Mallery, Vice President of Financial Services, presented a summary level report on financial information through May 8, 2020. Being ten months into the 2019-20 fiscal year, revenues are at about \$9.2 million, which is up from last year.

The college has now spent about \$790,000 towards the skill center and housing project. This amount is expected to increase as summer approaches and construction begins.

The Board did not have any questions or comments for Mike at this time.

5.2 **President Cronin's Chinook Brief**

Dr. Marta Cronin, President, outlined her monthly brief to the Board. She started by introducing the new Vice President of Instructional Services – Jarett Gilbert. Jarett took a few minutes to introduce himself and give a bit of personal and professional background. The Board welcomed Jarett.

Dr. Cronin discussed that the student portion of CARES funding, which was about \$187,000 has been issued, and Mike Johnson and Student Services are now working on allocating it for financial aid. The institutional portion of CARES funding – another \$187,000 has also been received.

The college has recently applied for FIPSE funding, which stands for Funding for the Improvement of Post-Secondary Education. The college was approved for just over \$99,000 which will be received in the next few days. In addition, the college has also been awarded the Ford Family Foundation grant for \$10,000 to help with COVID-19 related expenses.

Right now, faculty is mobile and courses are being conducted online. Check-ins with faculty and students indicated that things are going well. Given the circumstances, students are having their needs met with technology mostly through the college's library.

Oregon President's Council is looking at the Governor's phases for reopening the state and how it will pertain to higher education. An executive order is expected to be released in the coming week or so, and the Board will be updated when this happens.

The accreditation visit took place towards the end of April, and the committee came up with a list of four commendations and seven recommendations for the college. For the most part the recommendations were issues that the college was aware of and already working on.

Weekly phone calls are still being held regarding the skill center and housing project, but in addition, the college has been giving presentations to shareholders with the new designs. Presentations have already been giving to Sherman and Gilliam counties as well as North Wasco School District and Port of The Dalles Board of Commissioners. There are also scheduled presentations for The Dalles City Council, Wasco County Board of Commission, and Mid-Columbia Fire and Rescue coming up in June.

Last month, Greg Price gave an update on the SBCD. They are still busy working with community partners, and there has been a lot of positive feedback on the work SBDC continues to do.

Currently a collaboration is underway with the city of The Dalles and Klickitat County to secure funding for a hangar at the Columbia Gorge Regional Airport. This hangar would be used for the new aviation maintenance program.

The Board had no questions or comments for Dr. Cronin at this time.

5.3 Foundation Report

Director Segal, liaison to the Foundation Board, gave an update after the Foundation Board's recent meeting. The 21st annual Founder's Cup Golf Tournament will be held August 1st at the Indian Creek Golf Course. All proceeds will go to benefit the area of greatest need. To sign up or donate, go to cgccfoundation.org to support the tournament or register a team.

The CGCC Foundation has awarded \$110,000 in scholarships to 44 students, and the recipients will be notified via email this May. The winter and spring round of scholarships will open in June and close in October. These scholarships will be for \$1,700 each. There have been two major gifts to the Foundation to support the student emergency grants, which are used to support students who may otherwise drop out due to urgent financial issues. The foundation has partnered with the Financial Aid department to help issue these grants.

The annual Saddle Up and Celebrate fundraiser has been postponed to April, 2021.

Currently, Richard Stillwell, Foundation Board President, is offering a dollar for dollar match up to \$5,000 to encourage donors. His employer, Google, will match his match – which would generate up to \$15,000 for the area of greatest need.

The Foundation's 2020-21 budget was presented and approved at the recent board meeting.

The Board discussed a letter written by the foundation board and whether a response would be necessary. Director Mason suggested that once a year, the Board will review its Memorandum of Understanding with the Board as soon as June if possible. It would be a good time to look at any points that were raised in that that letter. Chair Morgan agreed and they will confirm that this can be discussed in the June meeting.

5.4 Latinx Advisory Council Update

Antonio Baptista, liaison to the Latinx Advisory Council, gave an update on the recent meeting from May 8th. Dan Spatz from the College, as well as Sean Snyder and Gregory Price from the Small Business Development Center spearheaded the engagement. This meeting was in connection with the various Latinx related communities and services, and trying to understand what resources were available for the Latinx community to deal with the effects of COVID-19. There were about 29 participants in the meeting and representations several local organizations. There was a good exchange of ideas and resources, many of which had been unknown to participants. The committee initiated a source page where links to various resources can be made available. Director Fost corroborated this and stated that the communication and collaboration taking place in these meetings is very important, especially during these times. Dr. Cronin stated that the group found this meeting so valuable, that there is another meeting planned ahead of the next scheduled meeting.

5.5 Directors' Subcommittee Reports

5.7.1 Assessment and Evaluations

Chair Morgan stated that she and Director Helm were at the apex of completion

with the evaluations. The last items are to finalize the evaluations and go over administrative rules, which will be discussed during the business item portion of the meeting. Director Helm corroborated this.

5.7.2 Fiscal Responsibilities

Director Baptista stated that he and Director Mason have a meeting scheduled on May 27th with Dan Spatz, Mike Mallery, and Dr. Cronin to start the process of thinking strategically about measuring infrastructure programs that the college has to deal with. The Board will be updated on these results at the next meeting.

Director Baptista also suggested that he and Director Mason should meet with Mike Mallery after the end of the fiscal year to review the budget process and think about ways of making the process more fluid and effective for next year.

5.7.3 Treaty Oak Reports

Directors Feuerbacher and Segal had recently met with the project team and architects, and it was productive. The skill center design looked good overall. The ceiling height was relaxed a bit with the value engineering and the overhead gantry crane was eliminated. Danny Dehaze stated that ultimately, the gantry crane was not needed for the building, so it was removed.

The student housing looks good overall despite having a smaller floor plan. For reference, it was confirmed that the suite size and functionality of the CGCC housing design is comparable to Central Oregon Community College's new residence hall. The overall design is livable, but the kitchen areas are small. Considering that these kitchens are shared, there is a possibility that more demand will be put on the café. Director Feuerbacher voiced his concern that the elevator, which had been put back in the design, has been removed again with the last round of value engineering. Removing the elevator has the potential to limit spaces for physically disabled students, as they would only be able to secure rooms on the first floor. Removing the elevator could also put much more wear and tear on the staircases as students move in and out with their belongings. There are also concerns for negative financial implications as other costs arise such as increased campus security on nights and weekends and increased food services.

Director Segal proposed an idea to the project team of conducting virtual reviews with students and stakeholders. This would consist of allowing them to participate in a virtual walkthrough of the living space and having them answer a few questions regarding space and accessibility. Dr. Cronin stated that the project team was already working on putting together a survey to send out to students. She also followed up that the building would have AC available.

Director Baptista expressed his appreciation to Dr. Cronin, Dan Spatz, and the design team for reaching out to him after he expressed some concerns over the project during the last meeting and inviting him to a separate meeting to discuss them.

5.8 Chair's Report

Chair Morgan shared that there are several other community colleges and higher institutions struggling, and she appreciates the efforts and the hard work that has gone into helping guide the college through the difficult last couple of months with COVID-19. She also acknowledged the sacrifices and struggles many people have undergone, and she commended Dr. Cronin and her team on making sure that the institution is staying solvent and not fading away as some other institutions. She reiterated that it is important to be there for one another and continue to provide services for those in need.

5.9 Other

Randy Helm officially resigned from the Board of Education. He had sent a letter of resignation to both Dr. Cronin and Chair Morgan – shown below:

As I told you earlier this evening, I must regretfully resign from the CGCC Board of Education, effective May 20, 2020. I will attend the May 19 2020 meeting of the BoE. Thank you for your leadership and for the opportunity to serve the community and the College in this way.

Best regards, Randy Helm

6.0 BUSINESS ITEMS

6.1 Evaluation Policy Revision

Chair Morgan discussed revising the both the Presidential and Board of Education's evaluation policies by updating the administrative rules regarding the evaluation process, specifically 02.001.000. The rule should be updated to include both Board individual and knowledge instruments, so that there is consistency as well as listing Margaret Myers as the point of contact.

Currently, the Board is on track with the evaluation processes outlined by Chair Morgan and Director Helm. Overall, there are only some minor changes that need to be made in order to update the policy. All of the updated documentation would be brought to the Board for June's meeting. If the policies are voted on in June, then these procedures would be updated to start the new fiscal year in July. The rest of the Board agreed with this. Items 6.1 and 6.2 will not be voted on or updated this meeting.

6.2 Review of Board Self-Evaluation

This item will be moved to June's Board meeting in conjunction with the

evaluation policy revision and administrative rules update.

6.3 Adoption of the Fiscal Year 2020-21 Budget

The 2020-21 budget document had been approved at the May 5th Budget Committee Meeting. Director Feuerbacher wished to confirm that there were no changes made to the budget document between the approval and this meeting. Mike Mallery confirmed that no changes had been made to the document.

The Board discussed the potential 17% budget decrease that would affect institutions across Oregon, including CGCC. This was also discussed briefly in the Budget Committee meeting. Right now, the estimated number could be \$565,000. Mike Mallery stated that this was not initially factored into the 2020-21 budget, but he confirmed that he has a mitigation plan that he has been discussing with leadership once a number has been confirmed.

Director Baptista suggested that, given the nature of this year, there would be a good chance the contingency funds would have to be used at some point. He asked Mike to discuss what would happen next year if the contingency funds were used this year. Mike described how the funds are built into the budget each year. If they are not used, they will be incorporated into balancing the budget the following year. Director Baptista questioned if there was a legal obligation to refill the amount the following year if the funds were used during the current year. Mike stated that there is not a legal obligation per se, but that the funds are necessary to have for unforeseen events, such as the COVID-19 virus that has had an impact this year. Every year that is built into the budget, as if we utilize it is built into next year and other revenue sources are examined, such as fees and tuition. There is a contingency guideline in place based on state allocation of funds.

Director Baptista also had some concerns regarding the cutbacks in the Student Services department, given that, although students aren't on campus, they may need more assistance or mentorship during these times. Dr. Cronin stated that, when these decisions were made, there was also a plan to watch closely to ensure there were no gaps in service or assistance. If there were, they would be filled immediately. At this time, it appears that everyone's needs are being met. Gerardo Cifuentes, Vice President of Student Services, stated that the largest area of attention is mental health services, but the teams are always checking to see if there is an issue with this area as well as recruitment after the staff reductions. Director Baptista asked if there was a need or there were "gaps" that needed to be filled by staff, how would the resources be allocated and if contingency funds would be used if needed. Dr. Cronin stated that it is possible contingency funds might be used, but typically funds would be pulled from other resources first, such as extra travel or supply money.

Director Mason took a minute to thank everyone who worked on the budget and helped format the budget into one concise document with a very readable narrative highlighting budget changes. Director Baptista and Chair Morgan

agreed that the final document for presentation provided quality explanations in a legible format.

Director Feuerbacher asked if, the state reduction does happen, would changes need to be made to the budget, even if the budget is adopted in its current state. Mike Mallery stated that he would need to adjust the budget. The adjustment would also need to be approved by the Board, and he affirmed that he would keep the Board apprised of any sudden changes in addition to continuing to give his regular monthly financial update.

Director Feuerbacher also pointed out the approximately \$234,000 left in contingencies for the 2019-20 year. Mike stated that he expected the contingencies to drop the fund balance so it wouldn't be spent. There is still a month and half left in the fiscal year. There will still be some impact from COVID-19, but it is not predicted to be a lot at this time. Mike also confirmed for the Board that there was about another \$50,000 per month savings from the layoffs and cutbacks.

Chair Morgan asked if the college is seeing some potential savings on facilities or utilities cost. Mike Mallery stated that they are looking month to month and have seen some savings, mostly due to lack of employee travel and water and power savings with both campuses currently closed. There is about a \$19,000 change from April 2019 to April 2020.

MOTION #4 – APPROVED

Director Feuerbacher moved to **adopt the fiscal year 2020-21 budget**. Director Baptista seconded. Motion passed unanimously.

6.4 Other
None

7.0 PUBLIC COMMENT
None

8.0 Executive Session ORS 192.660(2)(i)
The Board of Education entered Executive Session at 7:32 pm for the purpose of evaluating the performance of an officer, employee, or staff member. The Board adjourned Executive Session at 9:02 pm.

9.0 CRITICAL DATES
Chair Morgan reviewed the critical dates with the Board.

10.0 ADJOURN
The meeting was adjourned at 9:05pm.

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