



BOARD AGENDA ITEM: 3.1-Regular Meeting Minutes

DATE: July 21, 2020

REGULAR MEETING MINUTES

Tuesday, June 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
Jonathan Fost

Staff and Representatives:

Dr. Marta Cronin
Margaret Myers
Gerardo Cifuentes
Mike Mallery
Courtney Judah
Danny Dehaze
Dan Spatz
Jarett Gilbert

Mike Johnson
Susan Lewis
Steph Hoppe
Kelsey Contreras
Teresa Cummings
Shayna Dahl
Mary Martin
Ashley Mickels

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 6:04pm.

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 – May 19th, 2020

MOTION #1 – APPROVED

Director Mason moved to **approve the May 19th Board of Education minutes as presented.** Director Feuerbacher seconded. Motion passed unanimously.

4.0 PUBLIC COMMENT

Kelly Sullivan, Academic Advisor with Student Services, commented on the effects of having a limited Student Services staff, especially when enrollment continues to rise. Due to budget cuts, the advising team went from 6.5 positions to 3 full-time and 2 half-time – losing a full-time new Student Advisor, Student Outreach Coordinator and the Student Life Advisor. She also expressed concern that the Student Support Specialist and Mental Health Counselor role was limited to part-time, when students may be apt to experience more mental health issues. The Assistant Registrar's role was also eliminated, leaving a gap and a backlog that made it difficult to train in the new Registrar. While summer and fall enrollment have increased, the Student Services staff now has a much heavier workload.

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 June 8, 2020. Being eleven months into the 2019-20 fiscal year, revenues are at about \$9.6 million, which is up substantially from last year, which was \$8.8 million.

The college has now spent about \$911,060 towards the skill center and housing project. This amount is expected to continue to increase as we go into summer and fall and construction begins.

Director Mason asked whether or not the college saved approximately \$50,000 during May and June, as a result of the layoffs, terminations, and the cutbacks of employees, as was anticipated in the budget report. Mike stated that the effects were seen more in May. It was a bit less than \$50,000, but it was close to that number. Mike also stated that the original prediction of a state appropriation budget reduction of \$565,000 has also decreased significantly.

Director Baptista inquired about implications that these short-term gains may have in the long term as well as where the excess revenues are coming from. Mike explained that, in terms of current year budget versus actual, the estimates on tuitions and fees were fairly conservative. Mike further stated that estimates will be conservative for next year as well, although COVID-19 will most likely cause some complications. The implications that might arise are heavily dependent on enrollment, but it is predicted that enrollment will continue to increase, especially if COVID-19 produces the effect of students staying local rather than leave the area for studies.

5.2 2018-19 Audit Moss Adams

Mike Mallery introduced two representatives from Moss Adams to discuss the upcoming audit. The financial statements have been drafted, and it looks like the draft will be complete in July. Once this is done, the audit work that was done in fall and winter can be compiled into these statements. The Board will be issued four reports – one giving an opinion on the fair presentation of the financial statements, one disclosing any deficiencies in internal control, one regarding compliance with the financial aid and government awards, and a fourth which is a compliance report in accordance with Oregon budget law. This is all expected to be complete by mid-July.

5.3 President Cronin's Chinook Brief

Dr. Marta Cronin, President, outlined her monthly brief to the Board. The Governor has issued an executive order for higher education effective June 12th. This requires the college to create and develop a reopening plan for fall in collaboration with local health agencies and guidelines provided by OHA and HECC. Part of this process involves assembling a reopening team. This team has been formed and will meet for the first time on June 17th. A plan for reopening will be presented to the Board at a future meeting.

Effective July 1st, positions that had been reduced to part-time will go back to being full-time positions. These positions had already been written into the budget as full-time and staffing will be back almost to what it was before. Enrollment for summer is trending up, and the Board will receive an update on what the final numbers are once classes have begun.

The Treaty Oak groundbreaking ceremony will take place on July 10th at 3pm. There will be a live stream available, and the college is working to have a drone to fly over and record/stream the ceremony. Visuals of the building and plans will be made available on the website.

The student survey recommended by Directors Feuerbacher and Segal has been completed by 21 students, and the results have been turned over to the Board to review. The results were positive overall, and also brought up some possible new ideas to assist with student needs such as bike storage.

Last October, the Board approved a contract with Bremik construction. This approval is subject to two ratifications: an early work amendment which deals with site prep and a GMP amendment, which deals with guaranteed maximum price. In order to stay on track with the groundbreaking timeline, the Board will need to have a special meeting ahead of the next scheduled meeting to approve these amendments. There will also be a Treaty Oak stakeholder meeting on July 21st.

The college has absorbed the adult Community Ed classes in Hood River effective this fall. The college will be advertising along side the Hood River School District with their children's Community Ed programs. As a result, the college will be able to start offering more in Hood River, although it will be in a limited capacity at first due to COVID-19.

Lee Weinstein and Associates has been working with the college to develop a communication and marketing plan, starting with a brand plan. The brand plan highlights the mission of the college and how the college will be viewed by the public. The next step is taking the brand plan and further developing the marketing and communications plan to help increase interest and awareness of the college.

There were no further questions for Dr. Cronin at this time.

5.4 Foundation Report and Review of Board MOU with CGCC Foundation

Director Segal, liaison to the Foundation Board, first discussed the Memorandum of Understanding that was signed by the Board last year. She suggested reading and reviewing this document every year and continuing to find ways that the college and the foundation can support each other. Director Segal also stated that the finance committee and the foundation will meet in the next few weeks to possibly create some new additions to this document that will pertain to communication and transparency. It was also suggested that Margaret Myers will now start providing at least a rough draft of the Board minutes to the foundation as well as the agenda and packets for these meetings.

Steph Hoppe, Executive Director, attended the Oregon Community College Foundation Consortium on May 15th. The focus was on budget development and operational resources. There is a spreadsheet that college foundations are compiling that includes college FTE, accounting and audit services, investments, assets, and staffing. The foundations are learning from each other to move forward and support their respective colleges during this time.

The total scholarship budget is more than \$150,000 for the 2020-21 academic year. Approximately \$120,000 in scholarships were awarded for the full-year-round, leaving approximately \$30,000 to award in the winter/spring term round. The applications will be available in June and released in October.

Foundation President Richard Stillwell is continuing his \$5,000 match challenge. The foundation has currently received close to \$4,000. The foundation is close to making donations payable through Zelle, after it was suggested by Director Baptista.

Steph Hoppe has been working with Indian Creek Golf Course to ensure that social distancing requirements can be met for the Founder's Cup Tournament on August 1st, including an option to split the event into multiple days if needed. In conjunction, there will also be an online bidding option using the prizes originally donated to the foundation for Saddle Up and Celebrate.

Director Segal stated that the foundation is currently looking for new members, and she encouraged the Board to let Steph Hoppe know if they know of someone who would be a good addition. Chair Morgan asked for a list of those who already serve the foundation, and Steph Hoppe stated that she would send a list to the Board.

5.5 Directors' Subcommittee Reports

5.5.1 Assessment and Evaluations

Chair Morgan reviewed the recently updated administrative rule on evaluations. Her main suggestion to the Board was that specific dates should be added. Once these dates were listed, the Board could vote on the update as an action item in the next meeting. The Board should review the survey in January, have the evaluation completed by April, and then assign goals based on the evaluations in July. The Board agreed with this timeline. Chair Morgan and Director Mason discussed whether or not these dates should be embedded in the Board Evaluation policy itself, as former Director Helm had done with the president's evaluation policy. Chair Morgan agreed this would keep things consistent. This item will be voted on in July's meeting.

5.5.2 Fiscal Responsibilities

Director Baptista stated that he will be presenting on the topic of the Nix property in depth during the executive session and thanked Dan Spatz and Margaret Myers for researching and compiling documentation.

5.5.3 Treaty Oak Reports

Directors Feuerbacher and Segal stated that he was pleased with the results of the student housing survey and saw no shortcomings. Director Feuerbacher will also be attending the Stakeholder meeting on July 21st. He also took a moment to commend Dan Spatz on his efforts with the upcoming construction projects as well as the capital campaign.

5.6 Chair's Report

Chair Morgan stated that this would be her final regular meeting as Board Chair. She took a few minutes to acknowledge and thank her fellow Board members as well as Dr. Cronin and her team. She also commended the college for developing into a place that works to embrace equity, inclusion, and diversity.

Chair Morgan reviewed and shared the results of Dr. Cronin's evaluation. Dr. Cronin received commendations for her efforts in continuing to deal with the ongoing challenges brought on by COVID-19 and her continued involvement with the development of the skill center and housing project. She is also making strides to make herself more accessible, notably by moving her office downstairs to the first floor as well as collaborating with community partners.

Dr. Cronin thanked the Board for their continued support.

5.7 Other

Director Baptista referenced a recent letter Dr. Cronin penned on some of the unrest currently taking place in the country. He recognized that her letter was well-worded and suggested that the Board should also draft and send out a letter acknowledging current events and supporting Dr. Cronin's statements. The other Board members agreed unanimously, and Chair Morgan offered to draft a letter and look at methods of distribution.

6.0 BUSINESS ITEMS

6.1 Review and Revision of Evaluation Policies

This item will be discussed and voted on in July once all the paperwork has been Updated to reflect the changes discussed earlier in the Directors' subcommittee reports.

6.2 Supplemental Budget Update

Mike Mallery reviewed the Fourth Quarter Supplemental Budget with the Board. This included new revenue from a USDA grant.

Director Feuerbacher asked Mike to expand on the \$25,000 Institutional Support increase. Mike stated that this was mostly due to new initiatives such as implementation of the involvement with Lee Weinstein and Associates for marketing as well as Merchant McIntyre. These were initiatives that were deemed critical to improving and enhancing the brand and reach of the college.

MOTION #2 – APPROVED

Director Mason moved to **approve the 2019-20 Supplemental Budget as presented**. Director Segal seconded. Motion passed unanimously.

6.3 Appoint Interim Board Member

There were three candidates – Tim Arbogast, Vicki Nunenkamp, and Adam Young who applied for Interim Board Member to serve in Position 3 until June 2023. The Board interviewed two candidates who were present for the meeting, and discussed the credentials of each one.

Chair Morgan explained that, rather than make the traditional motion on one specific candidate, the Board would privately message their choice to Margaret Myers who would then tally the votes and announce who voted for which candidate.

The Board voted 3-2-1. Director Baptista voted for Vicki Nunenkamp. Directors Mason and Fost voted for Adam Young. Directors Feuerbacher, Segal, and Chair Morgan voted for Tim Arbogast, giving him the majority. Tim Arbogast was confirmed to be the new Board member.

6.4 Other
None

7.0 PUBLIC COMMENT
None

8.0 Executive Session ORS 192.660(2)(e)
The Board of Education entered Executive Session at 7:34 pm for the purpose of conducting deliberations with persons they have designated to carry on to negotiate real property transactions. 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 9:12pm.

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