



BOARD AGENDA ITEM:

3.1 – Regular Meeting Minutes

DATE:

February 15, 2022

REGULAR MEETING MINUTES

Tuesday, January 18, 2022

This meeting was held remotely.

ATTENDANCE:

Board of Education:

Jonathan Fost
Kim Morgan
Nathanael Stice
Robin Feuerbacher
Tim Arbogast
Yesenia Sanchez Oates

Staff and Representatives:

Dr. Marta Cronin
Courtney Judah
Danny Dehaze
Jarett Gilbert
Wendy Patton
Lorelle Davies
Tiffany Prince

Dan Spatz
Mike Espinoza
Susan Lewis

1.0 CALL REGULAR MEETING TO ORDER

Chair Fost called the meeting to order at 6:04pm.

2.0 WELCOME AND INTRODUCTIONS

3.0 APPROVAL OF MINUTES

31. Regular Minutes December 21, 2021

MOTION - #1 APPROVED

Director Stice **moved to approve the December 2021 regular board meeting minutes, as presented.** Director Morgan seconded. Motion passed unanimously, with present members.

4.0 PUBLIC COMMENT - none

5.0 REPORT ITEMS

5.1 Enrollment Update

Mike Espinoza, Vice President of Student Services, shares that where numbers are currently sitting shows winter term enrollment at 590 in terms of headcount, which is roughly fifty percent of the way to where CGCC was last year. Ultimately, the hope is to be about 151 in terms of FTE which is about 70% of the way there. Mike explains this context in relation to last



year as there have been many factors contributing to the fluidity of student collegiate enrollment. He further adds that closer to the fourth week of term we will see active additions to classes as students begin to really solidify their schedules. Mike concludes with sharing his excitement and plans of beginning a recruitment and strategic enrollment plan for CGCC.

5.2 Financial Update

Lorelle Davies, Chief Financial Officer, reviewed the monthly financial update with the Board of Education noting that there haven't been many changes in the financial positioning between December 2021 and January 2022. Lorelle continues that the college is continuing to try to drive enrollment to work on increasing the revenue coming in from tuition and fees. However, she notes that CGCC has done great with obtaining revenue from other sources and other grants will be feeding into the budget this year.

Instruction costs overall are still in line with where they should be for the year and no department is significantly over or under budget. Accounts payable is primarily payroll for December because other records still are in process due to the winter break.

5.3 CGCC Plan of Action FYW 2020 Financial Audit Update

Lorelle shares that there has been a challenge in monthly and annual reconciliation and that the business office is continuing to address and work with the auditing team in regards to this for the past couple of weeks, particularly as they try to finish up the last audit and prepare for the next years. The business office is on the homestretch of the audit and are closing up some last-minute questions and verifying details. Lorelle is optimistic that the audit will be finalized before the January 31st filing deadline.

5.4 President Cronin's Chinook Brief

Dr. Marta Cronin begins her Chinook Brief with formally introducing some recent new hires to the CGCC community – Mike Espinoza, Vice President of Instruction, and Kate Wurster, Dean of Career and Technical Education.

She continues with informing the board of a mechanical issue that arose in the Readiness Center which impacted the college space within that building, mainly the Electro Mechanical Technology program classrooms were entirely flooded, due to a burst pipe from the floor above. The college proceeded to immediately work on drying out the rooms, the college insurance company has been actively handling this, and we are currently awaiting and estimate for restoration. Faculty has been diligent about checking their equipment and have gotten their student adjusted to either new classrooms or online instruction for the time being.



Dr. Cronin closes with an announcement that through conversations with Representatives Bonham and Williams the college was awarded \$2m in congressionally directed funding to specifically address: Spanish GED, Ag Tech, and Childcare. The college has begun plans in order to move forward with the Spanish GED and Ag Tech components and are working through the Childcare Feasibility Taskforce to determine what, if any, will be the next steps for the Childcare component.

The Board of Education and President Cronin discuss further details of the grant related to the childcare component, the childcare feasibility study, and explanations of some texts in the grant document.

5.5 Foundation Board Update

Director Feuerbacher reported that the Foundation had a very successful year with fundraising closed out for the calendar year. The annual appeal letter was a huge success and raised over \$64,000. The Foundation will be sending out their overall annual report soon with a focus on the new 2022 campaign – the Skills Center donor wall.

5.6 OCCA Update

Director Morgan shared that the Oregon Community Council Association is getting ready to gear up for the next legislative session. She adds that she has had the chance to meet the new OCCA Executive Director which has been a great addition to their office.

5.7 Chair's Report

Chair Fost quips that due to winter break and the snow related closures that there is not much excitement to report on. Chair Fost continues with Board of Education subcommittees hitting a restarting point noting that some of those subcommittees are in process of setting up meetings for the near future.

5.8 Other

6.0 BUSINESS ITEMS

6.1 New Degree Approvals: Paramedicine AAS & Emergency Services Technician Cert.

Susan Lewis, Director of Curriculum & Academic Assessment, discussed the new degree and certificate with the Board of Education. Conversation ensued regarding faculty, new faculty costs, program sustainability, student interest, and meeting career demands/needs.



MOTION - #2 APPROVED

Director Arbogast **moved to approve Paramedicine AAS & Emergency Services Technician Certificate as presented.** Director Oates seconded. Motion passed unanimously, with members present.

6.2 Global Financial Contract

Dr. Cronin reviewed with the board a conversation held at a previous board meeting about how the college processes financial aid and standardizing that process more. CGCC is looking at contracting with Global Financial Services to assist with the challenges we have had with reporting, disbursements, and reconciliations.

The contract pricing is, at this point in time, just estimates as the financial aid process is per application process and the college used last years numbers to determine an estimate of what the contract would cost. With a vacancy in financial aid, the costs of the contract are basically covered, and it still brings in more uniformity to our processes.

MOTION - # APPROVED

Director Morgan **moved to authorize President Cronin to move forward with the Global Financial Services contract.** Director Feuerbacher seconded. Motion passed unanimously, with members present.

7.0 PUBLIC COMMENT

8.0 CRITICAL DATES

Chair Fost reviews the critical dates with the board

9.0 ADJOURN

The meeting was adjourned at 7:31pm.

As recorded by Tiffany Prince, Interim Assistant to the Board of Education