



**BOARD AGENDA ITEM:**

**3.1 – Regular Meeting Minutes**

**DATE:**

**March 15, 2022**

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**REGULAR MEETING MINUTES**

**Tuesday, February 15, 2022**

*This meeting was held remotely.*

ATTENDANCE:

**Board of Education:**

Kim Morgan  
Nathanael Stice  
Robin Feuerbacher  
Tim Arbogast  
Lucille Begay  
Yesenia Sanchez Oates

**Staff and Representatives:**

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

Mike Espinoza  
Dan Spatz  
Susan Lewis

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**1.0 CALL WORK SESSION TO ORDER**

Chair Foster called the meeting to order at 5:00pm.

**2.0 REVIEW & UPDATE BOARD HISTORICAL MONTHLY CALENDAR**

Chair Foster opens the meeting and begins with information regarding the preparation and drafting of board meetings and board meeting agendas. While a lot of this work is done live as things are happening in real-time, there is a historical schedule of items outlined to ensure that specific agenda items do not get lost or forgotten. The intent of today's work session is to review and update this document, as Chair Foster states.

The Board of Education collaborates on changes to the "Historical Board Agenda Items." All of those changes that were discussed are highlighted and linked at the bottom of these minutes, for part of the record.

It was suggested that the Policy and Equity Subcommittee review Board Policy 2745 for alignment and better framework of the Board Self Evaluation process.

**3.0 ADJOURN**

The work session adjourned at 5:56pm.

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

Vice Chair Arbogast called the meeting to order at 6:01pm.

## **2.0 WELCOME AND INTRODUCTIONS**

## **3.0 APPROVAL OF MINUTES**

### **3.1 Minutes January 18<sup>th</sup>, 2022**

#### **MOTION - #1 APPROVED**

Director Morgan **moved to approve the January 2022 meeting minutes, as presented.** Director Arbogast seconded. Motion passed unanimously.

## **4.0 Q3 SUPPLEMENTAL BUDGET HEARING & PUBLIC COMMENT - *none***

## **5.0 REPORT ITEMS**

### **5.1 Financial Update**

Lorelle Davies, Vice President of Finance, reviewed the monthly financial update with the Board of Education. Lorelle pointed out later in the evening she will discuss more about right-sizing of the budget with some of her following business items, however, she shares this is the current status of the budget. The college has been fortunate this year to receive extra state money and other funds that help place the budget in a good financial position.

Relatively all invoices related to the Skills Center and Chinook Residence Hall have been paid. The college is starting to make up some ground on tuition and fees. This is due to the recorded and recognized lost revenue, in the form of tuition, therefore, the Federal stimulus money from COVID is able to kick in. While we are still behind on tuition revenue, these resources are available to CGCC and help compensate some of the backfill.

### **5.2 President Cronin's Chinook Brief**

Dr. Marta Cronin begins her Chinook Brief with quick updates on some outstanding items that come before the Board on a recurring basis, as of lately.

- Skills Center: Facilities is confident all remaining issues will be addressed in the coming months as time allows.
- Readiness Center: Awaiting on the proposal for renovation work, should be received soon. College is still going through the evaluation and valuation of equipment, furniture, etc and has submitted the first reimbursement request to insurance.



- Ag-Tech Feasibility Study: The College is in discussion with a couple of potential contractors for the study. It appears that the original funding received through the state will suffice for the study.
- Childcare Center: The workgroups for the childcare taskforce continue to meet to craft recommendations. Their work is expected to conclude sometime in March and hopefully some recommendations will be brought to the April meeting.

President Cronin shares that the college has some grant funding to help bring a Wellness Center to life on campus. A taskforce has begun the process of mapping this out and what it might look like. Ideally the center would address student needs, mental, and physical health concerns with the intent to provide wrap around services that were often assumed as being provided elsewhere. The taskforce hopes to have this ready for full launch in the fall.

Lastly, Dr. Cronin has a new monthly update she is excited about. This is the inaugural month of presenting two monthly awards for outstanding services at Columbia Gorge Community College! Each month a staff and faculty member, through a nomination and selection process, will be honored at the board meetings. They will be given a plaque created by our faculty and students in the Construction Technology and Advanced Manufacturing & Fabrication programs. Dr. Cronin announces Sid Spaulding as the January 2022 staff member of the month and Tina Ontiveros as the January 2022 faculty member of the month.

### **5.3 Foundation Board Update**

Director Feuerbacher has three items to share this evening. The first, is the Foundation Annual Report was issued – the first full year report with Wendy Patton as Executive Director – and to summarize Director Feuerbacher believes the results to be very impressive. The report is housed on the Foundation Board website for viewing. The second, is to publicize the kickoff for the Skill Center donor wall. Donation denominations range from \$500 plus all the way to \$100,000 with the ultimate goal of reaching \$2M. So far, two pledges of \$10,000 each have come in! The third item being that the scholarship application is open for the 2022-23 academic year and the Foundation has already received 27 applications. The deadline for a student to get their scholarship application submitted is March 31, 2022.

### **5.4 OCCA Update**

Director Morgan reminds the board that Oregon is currently in a short legislative session, it began February 1<sup>st</sup> and will last only for 35 days. OCCA has a legislative agenda and is honing in on support for Senate Bill 1545 (Future Ready Oregon).

OCCA had a successful audit and an updated reserve policy was instituted for the organization.



The OCCA Annual Conference is coming up in April and registration will be going live soon. Director Morgan reminds the Board that if they would like to attend the conference to sign-up through Tiffany as she will handle all arrangements on the board's behalf.

## 5.5 Director's Subcommittee Reports

### 5.5.1 President's Performance Review

Chair Foster shares the subcommittee met twice and has three documents that they are issuing recommended changes for the Board's consideration.

Administrative Rule 020.004.000 – Evaluation of the President had two minor changes. Clearing up some wording to bring it more inline with the purpose of the Presidential Evaluation.

#### **MOTION #2 – APPROVED**

Director Arbogast **moved to approve the changes, as suggested by the President's Performance Review Subcommittee, on AR 020.004.000.**

Director Morgan seconded. Motion passed unanimously.

The President Performance Evaluation [questions] reflects the addition of one question under the *External and Community Relations* section – "Advocates for equity, diversity, and inclusion as it pertains to community relations."

Additionally, in relation to the questionnaire the subcommittee is recommending the grading scale be moved from 5 points to a 4-point scale with a N/A (not applicable) option. The reasoning behind this change being that the scaling will produce more weight towards either side of the scaling system and the N/A option, as some questions are not pertinent to all participating parties, therefore, they should be able to opt-out without it affecting the data.

#### **MOTION #3 – APPROVED**

Director Morgan **moved to approve the changes, as suggested by the President's Performance Review Subcommittee, for the President Performance Evaluation Questions.** Director Arbogast seconded. Motion passed unanimously.

### 5.5.2 Audit and Finance

Director Arbogast provides a quick recap as Lorelle will be going into more depth on the items related to supplemental budget adjustments. He continues to share that the subcommittee went through her presentation and is recommending to the Board of Education that they adopt the changes as presented. However, the Audit and Finance Subcommittee is not offering a recommendation, one way over the other, when it comes to the tuition and course fees, which will be presented for board deliberation and adoption tonight. To conclude, Director Arbogast added that



the expectation of receiving the audited financials at the March board meeting is quite promising.

## 5.6 Chairs Report

Chair Fost encourages board members to take the time to read, or skim, through the other subcommittee folders that one may not be a part of, as they contain deeper information on some of these topics. It is, also, a good source of information prior to an upcoming board meeting. He continues with how helpful the subcommittees are shaping up to be in digging through some work on policies, budget, and even the board historical calendar – good work is being done and he is looking forward to some of the changes it will bring.

As the liaison to the Latinx Advisory Council, Chair Fost shares that the President of Associated Student Government provided a mission statement, on behalf of student government. Mostly they were interested in adding “underserved” to the Council name or underserved peoples, as a way to be more inclusive to all students in how they self-identify. Chair Fost will continue to update the board on this topic as it evolves.

## 5.7 Other

One document that was missed during the President’s Performance Review Subcommittee report was Participant List for the Presidential Evaluation Process. The subcommittee made several suggestions to bring this document current and more well-rounded in gathering evaluation feedback from a President’s internal and external college constituents.

### **MOTION #4 – APPROVED**

Director Arbogast **moved to approve the changes, as suggested by the President’s Performance Review Subcommittee, on the Participant List for Presidential Evaluation Process.** Director Stice seconded. Motion passed unanimously.

## 6.0 BUSINESS ITEMS

### 6.1 New Degree Approval – Associates of Transfer: English Literature

Susan Lewis, Director of Curriculum & Academic Assessment, explains the purview of this Associates of Arts Oregon Transfer degree. She also provides a bit of history as this AAOT is part of “transfer maps” which came from legislation encouraging community colleges and universities to create seamless transfer maps in subject areas that did not exist at the community college level.



Director Feuerbacher noticed that this degree is not creating any new courses, so that would equate to no need for new instructors. To which Susan confirmed, this degree was repackaging the packaging.

**MOTION #5 – APPROVED**

Director Morgan **moved to approve the Associate of Arts Oregon Transfer Degree: English Literature, as presented.** Director Feuerbacher seconded. Motion passed unanimously.

**6.2 Q3 Supplemental Budget**

Lorelle Davies points out that a supplemental budget is basically an amendment to the current budget. This adjustment is not adding a significant amount of net operating expenses and is basically moving some numbers around to cover what the college is going to be true to spending. It includes things like funding for a facilities master plan, additional costs for auditing while trimming back instruction and a pullback on wages that won't be spent. When budgeting enterprise funds it is usually based around a best guess, especially at the beginning of the year when the business office do not have the actual forward balances.

**MOTION #6 – APPROVED**

Director Arbogast **moved to approve for signature, by the Board Chair, Resolution 02152022 Supplemental Budget for 2021-22.** Director Oates seconded. Motion passed unanimously.

**6.3 Schedule of Tuition and Fees**

Lorelle Davies expounds on the details of the FY 2022-23 Schedule of Tuition and Fees. She makes note that this includes a \$5 per credit tuition increase and a \$10 increase on the service fee, which is the most significant impact on students within this proposal. Lorelle provides some justification for this increase being a cost of living and overall cost of services and resources increase, in addition to trying to balance out some of the other fees to be more equitable in their costs. She ensures the Board that the college is not proposing increases for the sake of increases, but trying to make sure the college can continue to keep a balanced budget in moving forward, which requires a fee increase.

Lorelle reviews a ten-year history of tuition and fees at CGCC with instructional costs and facility + infrastructure expenses, pointing out the need to bring those in line, closer together. Lorelle then shows the Board a comparison cost of attendance for a student enrolled in a variety of the college programs incorporating the new tuition rate, fees, and course fees versus current costs.

Conversation amongst board members and Lorelle ensued:

Director Arbogast inquires what the impact would be to the college budget, based on approximate enrollment, with these figures as he does want it to be at the front of the groups mind that the decision today impacts students and employees.



Director Morgan shares that OPB disclosed a fellow Oregon community college was issuing employee layoffs and acknowledges Lorelle's mentioned efforts to steer the college in a direction of cutting and/or funding costs appropriately, true to cost, adding she would not like to see the college have to issue layoffs at this time.

Director Feuerbacher reminds the Board of Education that CGCC did not issue increases last year.

Director Stice did want to note that as he was looking over the year to year comparisons this is the largest jump the college has taken in a single year. While an increase wasn't taken last year, he wanted to recognize that this is happening due to the large cost of living pieces Lorelle had discussed. Additionally, he is encouraged for future tuition and fee schedules by Lorelle wanting to create a more consistent approach moving forward – making it so such large jumps are not necessary.

**MOTION #7 – APPROVED**

Director Arbogast **moved to approve for signature by the Board Chair the Resolutions for Adopting Tuition and Fees for Fiscal Year 2022-23 Budget, Resolution 02152022.2.** Director Oates seconded. Motion passed unanimously.

**6.4 Other**

Chair Foster asks Tiffany Prince, Interim Assistant to the Board of Education, to cover the topic of advertising for Budget Committee vacancies. Tiffany add that there are five community member vacancies on the CGCC Budget Committee, which can be filled by any interested persons in Wasco or Hood River Counties. In order to advertise for these vacancies board approval must be specified.

**MOTION #8 – APPROVED**

Director Morgan **moved to authorize the Board of Education assistant to advertise for the Budget Committee vacancies.** Director Feuerbacher seconded. Motion passed unanimously.

**7.0 PUBLIC COMMENT - none**

**8.0 CRITICAL DATES**

Chair Foster reviewed the critical dates with the Board.

**9.0 ADJOURN**

The meeting was adjourned at 7:29pm.



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

### Historical Board Agenda Items

Month	Business Item	Reports	Executive Session/Workshops/ Work Session
July	<ul style="list-style-type: none"> <li>• Board Chair/Vice Election</li> <li>• Select various organization Representatives &amp; Committee Assignments</li> <li>• Consent Calendar</li> <li>• Adopt Board of Education Calendar</li> </ul>	<ul style="list-style-type: none"> <li>• Recognition of outgoing Board Chair</li> <li>• Board Self-Assessment announced</li> </ul>	<ul style="list-style-type: none"> <li>• Handout/Review - Board Self-Assessment report</li> </ul>
August			<ul style="list-style-type: none"> <li>• <i>College Equity Update month: TBD</i></li> </ul>
September		<ul style="list-style-type: none"> <li>• Program Highlights/Updates</li> <li>• Board Self-Assessment report</li> </ul>	<ul style="list-style-type: none"> <li>• Workshop: Leadership Priorities/ Strategic Goals/Validate mission etc.</li> <li>• Board Retreat</li> </ul>
October		<ul style="list-style-type: none"> <li>• <del>Student Services/Enrollment Update</del></li> <li>• Student Government and Student Life plans for the year</li> </ul>	<ul style="list-style-type: none"> <li>• Work Session: around Board Self-Assessment, goal setting</li> </ul>
November		<ul style="list-style-type: none"> <li>• Instructional Programs Highlights/Update</li> <li>• Student Services &amp; Enrollment Update</li> </ul>	<ul style="list-style-type: none"> <li>• Foundation/Board Joint Meeting</li> </ul>





December	<ul style="list-style-type: none"> <li>● Evaluation of progress towards board goals</li> </ul>		<ul style="list-style-type: none"> <li>● 6 month Pres. Eval. Update (AR 040.002.000)</li> </ul>
January	<ul style="list-style-type: none"> <li>● FY Audit report and approval</li> <li>● Budget Committee Membership Review</li> </ul>	<ul style="list-style-type: none"> <li>● <del>Student Services Update</del></li> <li>● Facilities Report</li> <li>● Audit Report (Possible Nov – Jan)</li> </ul>	<ul style="list-style-type: none"> <li>● Board Self-Evaluation, mid year review on goals</li> </ul>
February	<ul style="list-style-type: none"> <li>● Budget Officer Appointment</li> <li>● Budget Calendar Option</li> <li>● Budget Committee Appointment –if needed</li> </ul>	<ul style="list-style-type: none"> <li>● Instructional Programs Highlight Update/ Instruction Deans</li> <li>● Student Services Enrollment Update</li> </ul>	
March	<ul style="list-style-type: none"> <li>● Tuition and Fee Schedule</li> </ul>	<ul style="list-style-type: none"> <li>● Community Education report</li> <li>● Academic Calendar</li> </ul>	<ul style="list-style-type: none"> <li>● <del>Evaluation of president</del></li> </ul>
April		<ul style="list-style-type: none"> <li>● SBDC Update</li> <li>● Student Services Enrollment Update</li> </ul>	
May		<ul style="list-style-type: none"> <li>● Instructional Programs Highlights/Update</li> </ul>	<ul style="list-style-type: none"> <li>● Labor Negotiations – when necessary</li> </ul>
June	<ul style="list-style-type: none"> <li>● Final evaluation of progress towards goals for the prior year</li> <li>● Adoption of Budget</li> <li>● Canvass Election Results (during election years)</li> </ul>	<ul style="list-style-type: none"> <li>● Recognition of Departing Board Members</li> </ul>	<ul style="list-style-type: none"> <li>● Full-year, formal Pres. Evaluation</li> <li>● Sign-off on Pres. Contract (during renewal year)</li> <li>● Final Board Self-Evaluation</li> <li>● WS: Onboarding New board members</li> </ul>