



BOARD AGENDA ITEM:
DATE:

3.1 – Regular Meeting Minutes
Tuesday, October 18, 2022

REGULAR MEETING MINUTES
Tuesday, September 20, 2022
This meeting was held remotely.

ATTENDANCE:

Board of Education:

Jonathan Fost
Robin Feuerbacher
Tim Arbogast
Lucille Begay
Yesenia Sánchez Oates
Nathanael Stice
Kim Morgan

Staff and Representatives:

Dr. Marta Cronin
Courtney Judah
Danny Dehaze
Jarett Gilbert
Wendy Patton
Lorelle Davies
Mike Espinoza

Tiffany Prince
Andrea Becerra

Regular Business Meeting –

1.0 CALL REGULAR BOARD MEETING TO ORDER

Chair Arbogast called Board Meeting to Order at 06:00pm

2.0 WELCOME AND INTRODUCTIONS

3.0 APPROVAL OF MINUTES

3.1 Minutes, August 16, 2022

MOTION - #1 APPROVED

Director Feuerbacher moved to **approve the August 2022 meeting minutes, as presented.** Director Fost seconded. Motion passed unanimously 5-0. Director Begay and Sanchez-Oates not present

4.0 PUBLIC COMMENT – none

5.0 REPORT ITEMS

5.1 Overview of Programs

Dr. Jarett Gilbert, Vice President of Instructional Services presents an Overview of Academic Programs. Jarett begun by identifying numbers for Fall 2022: Enrollment 567, Full-Time Faculty: 25 and Part Time Faculty 56.



Some of the highlights he shared include new grants, roles and programs that are creating a growth opportunity for example GED WAG, FRP, FFF, T&T, CCL, AP; EMS Paramedic, Ag Tech.

Jarett presents the six different Associates Degree that CGGC currently offers (90-credit minimum) which are: Associate of Arts Oregon Transfer, Associate of Arts Transfer, Associate of Science Oregon Transfer, Associate of Science, Associate of General Studies, Associate of Applied Science.

Jarett proceeds to give a detailed overview of the academic Pathways that CGCC is currently offering:

- Arts, Culture and Communication, according to Jarett awards AAOT, AAT: English and Literature and PNCA Articulation Agreement. Career related to it are: Writer, Author, Journalist, Studio Artist, Translator and Artist. This pathway currently has 4 Full-Time Instructor and 11 Part-Time Instructors.
- Math and Science awards AAOT and Associate of Science. Careers related are: Biologist, Chemist, Mathematician, Environmental Scientist and Engineer. This pathway currently has 7 Full-Time Instructors and 5-Part-Time Instructors.
- Education & Social Science awards AAOT, Associate of Arts Oregon Transfer, Early Childhood Education Curriculum Certificate, Early Childhood Education Fundamentals Certificate, Associate of Applied Science: Early Childhood Education. The careers related are Early Childhood Educator, Preschool & Elementary Teacher, Childcare Provider, Psychologist, Counselor, Social Worker. This pathway currently has 2 Full-Time Instructor and 12 Part-Time Instructors.
- Business offers a very big number of certificates, some of them are: Associate of Arts Oregon Transfer, Associate of Science Oregon Transfer- Business, etc. (refer to slide 9). Some of the careers related include: Entrepreneur, Accountant, Administrative Assistant, Web-Designer, Digital Marketing Assistant, Medical Office Assistant. This pathway currently has 1 Full-Time Instructor and 8 Part-Time Instructors.
- Technology & Trades offers a variety of certificates including Aviation Airframe Certificate, (more details found on slide 10). Careers related are Aviation Mechanic, Construction Worker, Carpenter, Welder, Electro-Mechanical Technician, UAS Pilot. This pathway currently has 6-Full-Time Instructors and 2- Part-Time Instructors.
- Nursing and Health Occupations awards Associate of Applied Science: Nursing, Emergency Medical Technician Career and Medical Assisting Certificate. The careers related are Registered Nurse, EMT, Paramedic, Medical Assistant, Phlebotomist, Medical Office Assistant. This pathway currently has 5 Full-Time Instructors and 18 Part-Time Instructors.



Mike Espinoza, Vice President of Students Services, shares CGCC's overall headcount for fall of 2021 was 570.

Mike believes CGCC will exceed last Fall's numbers, and this reflects the hard work we have been doing at the college.

Mike presents a Completion Data: 5-years to help visualize what these numbers look like. Enrollment vs Completion. He mentions it is important to take a look at these trends and completions, to see what opportunities they align.

Mike shares a very self-explanatory Completion Data Degree Breakdown: 5-years. Which includes a total of 1186 degrees.

In November Mike will have a lot more productive numbers to share and to be able to see where the college is going with these numbers.

Director Morgan mentions co-requisite programs are very helpful and she questions if there is any data related to it.

Jarett confirms Pam Morse; CGCC's Math Chair has been part of an early conversation on developing Math co-requisites. He mentions CGCC's has developed writing co-requisites over the course of last year, which is being implemented for the first time on this Fall Term.

Jarett confirms CGCC is already implementing co-requisites and he believes this is a very important step.

Dr. Cronin questions the Board if the data presented is what they were looking for and if this is what they would like to see from now and on.

Director Morgan shares she is impressed by these numbers and she would like to see more information related to co-requisites.

Director Feuerbacher confirms he finds this information to be helpful and would like to see this in the future again.

Director Sanchez-Oates mentions the information being presented is very helpful. She questions how were these numbers affected by COVID.

Mike explains these numbers were definitely affected from the spring of 2020 all the ways through Spring Term in 2022.

5.2 Connecting to Google

Danny Dehaze, Executive Director of Infrastructure & Information Technology Services presented a quick guide on how to set up email and google drive on to your phone.

He confirms there are some security features that CGCC has in place, just in case there is anything that needs to get deleted.



Director Arbogast questions if this is an authorization to have access to google drive on our mobile phones. Danny confirms that as long as you agree to that trust certificate, you will be fully allowed to.

5.3 Monthly Financial Update

Dr. Lorelle Davies, Vice President of Financial Services, provides a monthly financial update.

She begins by pointing out, the college finished period two, and at this point she is presenting all the changes and adjustments that have been made.

Dr. Davies mentions the college is trending where we have expected to be.

One highlight Dr. Davies shares is that we did receive about \$100,000 dollars more than what was budgeted this augmented cycle. Those numbers are calculated based on projections of our FTA from last fiscal year, however, those numbers might still change in October.

Dr. Davies presents the CGCC's bank accounts balances, and mentions we are on track with everything.

Lastly, Dr. Lorelle shares the Hook Café report, and she confirms there are summer meals recorded on the report, and no Fall meals at the moment.

5.4 Foundation Board Update

Wendy Patton, Executive Director of the Foundation, gives an update and reminders of what is currently happening with the Foundation.

Wendy gives thanks to everyone who was present at the Golf Tournament on Saturday 17th. She mentioned there are not exact numbers on how much the Foundation was able to raise, but it is expected that at least \$11,000 was collected for the help of the college and students.

Wendy reminds the board that the next Foundation meeting is Wednesday, October 5th at 04:00pm in the Skills Center

5.5 President Cronin's Chinook Brief

Dr. Cronin proceeds to present her Chinook Brief, with updates and any relevant dates to share.

- The Ribbon-Cutting event on Saturday, September 10th was a success and about 65 people attended the event. The event was published in the news, and a link was provided to the article.
- Dr. Cronin attended Rural Community College Alliance Conference in Council Bluffs, Iowa with 129 attendees.
Dr. Cronin announces, CGCC will be hosting next year's RCCA conference and shows a video, created by Jessica Griffin-Conner, to promote this event has been released.
- Dr. Cronin announces the Green Flower partnership, which will allow CGCC to offer three different cannabis certificates at the beginning of next spring: Advanced Dispensary, Associate, Advanced Cultivation Technician & Advanced Manufacturing Agent.



Dr. Cronin emphasizes cannabis is one of the fastest growing industries in the US and CGCC is happy to offer this opportunity. Each certificate takes 8-weeks and it will be offered online.

- CGCC has received more funding through Future Ready Oregon. These funds will be used to build a robust, holistic Credit for Prior Learning program, which will target priority populations such as, veterans, tribal and Hispanic groups.
- An Anthology update was given by Dr. Cronin, which includes an overview of CNS, CNF and Connected Systems. This update also includes a contract with CampusWorks, Dr. Cronin requested to add this contract to tonight's agenda under Other Business.
- Dr. Cronin presents the Faculty and Staff of the month (August).
Bryan Despain is the recipient for the Faculty of the month; he shares a little bit about himself. He is CGCC's Aviation Maintenance Technician Instructor and he shares he currently has 13 people signed up for the programs and there is still space for 3 more. The Staff of the month is Kate Wurster, Director of Outreach & Recruitment. Kate has been in charge of Info Sessions for Hood River and The Dalles Campus to increase enrollment.

Director Morgan questions if Financial Aid will be available for the Green Flower partnership, cannabis certificates, Dr. Cronin confirms Financial Aid will not be available.

5.6 OCCA Update

Director Morgan provides an update regarding OCCA. She reports OCCA had their Executive Committee Retreat at the Salem office on September 9th, where they create goals and visions; this was a very productive meeting.

Director Morgan shares this meeting brought a lot of knowledge regarding the State's budget and funding sources for Oregon's Community Colleges. Regarding Enrollment, she shares that it has unfortunately been going down and it is not only because of the pandemic.

Director Morgan highlights the importance of co-requisites, sharing some colleges that made an increase in their numbers once they offered them. She empathizes her interest on making these available and giving them the required importance.

The upcoming OCCA Annual Conference will be from November 2nd to the 4th at Sun River Oregon. This Thursday (09/22) they will be going over the requests proposals for presentations, which she will be presenting on the next Board Meeting.

5.7 Board Subcommittee Reports

5.7.1 Policy and Equity Subcommittee

Director Fost proceeds to share the results from the Subcommittee meeting on Thursday 09/15. The three main things to summarize from that meeting are:



- a) The Employee Code of Conduct Policy was reviewed, there is language that was proposed to be added in order to keep in compliance for the college. Chair Arbogast reminds us that this cannot be voted on because it did not make it to the agenda on time.

Tiffany Prince informs that the Board can have their first reading at this meeting for this policy and do the official adoption of the policy at the next one. Director Fost proceeds to give the first reading.

- b) Weapons on Campus is the second item to go over. Director Morgan provides more details and information on this policy; she reads over the OCCA Board Policy from OCCA which we do contract, as well as details on this current policy. (An individual can come to campus with a concealed weapon, but CGCC's employees are not allowed to do so).

One of the possible recommendations Director Morgan shares is to completely forbid any weapons whatsoever from anyone coming to campus.

Chair Arbogast questions if more opinion from leadership would be better before this policy gets brought up to the Board for voting in the future. Director Fost agrees.

No recommendations made.

- c) Evaluation of the President was the third item to be discussed. This policy already states that the goals are being presented at the beginning of the fiscal year, and the consensus was to leave the policy as it is.
- d) Lastly, Director Fost informs that the New Board Members and Orientation was another topic looked at and it is planned to create an Administrative Rule at the following subcommittee meeting; this AR will include timelines for new members to receive orientation.

5.8 Chairs Report

Chair Arbogast confirms a session with Joe Hill from Higher Performance Group on Friday, September 23rd, this session will help Board members achieve the goal of Strategic Planning.

This event will be from 1pm to 5pm. Afterwards, and with the goal of getting to know each other, PC members and the Board will meet for dinner at the Bargeway.

Chair Arbogast mentions the possibility of starting to have Board Meetings in person. Director Morgan shares she is not ready to meet in person just yet. Chair Arbogast proposed to perhaps meeting twice a year in person would be a good idea. Director Sanchez-Oates believes doing virtual meetings is very convenient, however there is value in meeting in person at least twice a year.



Director Stice proposes hybrid options for these meetings. Dr. Cronin will follow up with Danny Dehaze to elaborate on how technology would be available for hybrid meetings.

Director Begay shares she is very flexible with meeting in person, however there is still some concern regarding the current situation.

Director Feuerbacher shares he is also flexible with meeting in person, however he proposed to take weather in consideration. Perhaps starting these in person meetings after the winter months would be a good idea.

Chair Arbogast brings up a process started by Director Fost when he was Board Chair. He would invite board members to attend the board agenda setting meeting with the College President. Chair Arbogast invites board members to participate in this process.

Director Morgan mentions she liked attending, because it gives board members the opportunity to see the process. Director Fost also thinks this is a good idea.

Chair Arbogast will leave it up to Board Members to reach out to him directly if they would like to attend these meetings. The meetings are on Tuesdays, two weeks before the Board Meeting.

Chair Arbogast request to have the Historical Agenda items attached to every package for monthly Board Meetings.

6.0 BUSINESS ITEMS

6.1 Board Operating Agreement

Andrea Becerra, Executive Assistant to the President and Board of Education shares the Board Operating Agreement as a document that Board Members are required to sign every year. Andrea will be sending the document electronically for Board Members to sign.

MOTION - #2 APPROVED

Director Morgan moved **to approve for board members signatures, the 2022-2025 Board Operating Agreement for Columbia Gorge Community College Board of Education, as presented.** Director Oates-Sanchez seconded. Motion passed unanimously.

MOTION - #3 APPROVED

Director Stice moved **to add "CampusWorks Contract" as Business Item 6.2 to September's Board of Education Meeting Agenda.** Director Morgan seconded. Motion passed unanimously.

6.2 CampusWorks Contract



MOTION - #4 APPROVED

Director Morgan **moved to approve, for presidential signature, the CampusWorks Information Technology Services Agreement contract, as presented.** Director Fost seconded. Motion passed unanimously.

7.0 Public Comment- None

8.0 Critical Dates

Chair Arbogast reviews the critical dates with the board.

9.0 Adjourn Chair Arbogast adjourned the meeting at 7:55pm

As recorded by Andrea Becerra, Executive Assistant to the Board of Education

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