



BOARD AGENDA ITEM:
DATE:

3.2 – Regular Meeting Minutes
October 19, 2021

REGULAR MEETING MINUTES

Tuesday, September 21, 2021

This meeting was held remotely.

ATTENDANCE:

Board of Education:

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

Staff and Representatives:

Dr. Marta Cronin
Courtney Judah
Danny Dehaze
Jarett Gilbert
Saundra Buchanan
Wendy Patton

Tiffany Prince
Jodi Daughtery,
EideBailly

1.0 CALL REGULAR MEETING TO ORDER

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

2.0 WELCOME AND INTRODUCTIONS

3.0 APPROVAL OF MINUTES

3.1 Regular Minutes August 17, 2021

MOTION - #1 APPROVED

Chair Arbogast **moved to approve the August 2021 regular board meeting minutes, as presented.** Director Morgan seconded. Motion passed unanimously (6-0) with board members present.

4.0 PUBLIC COMMENT - none

5.0 REPORT ITEMS

5.1 Accept Annual Financial Statements FYE June 30, 2020

Saundra Buchanan, Interim Chief Financial Officer, begins by reviewing which documents the Board of Education will be referring to for the audit presentation. Saundra then introduces Jodi Daughtery from EideBailly, CGCC's external audit firm.



Jodi reminds the board that the audit she will be presenting on is for fiscal year ended June 30, 2020. There were some difficulties getting the audit started based on the information that was received at the beginning but that was circumvented when new leadership came into the business office. Jodi goes on to highlight specific documents within the financial statements and what some of those details entail.

Jodi resumes adding that she wanted to point out that a large chunk of the college's equity is tied up in capital assets and explains how the pension liability impacts the end equity position at the end of the year. Sandra, in addition to, shares general obligation bonds are paid with tax revenue, and being that general obligation bonds are reported to actuals figures, but future tax revenues cannot be shown on the asset side (as they have not been yet received), this leaves a displeasing balance. However, Jodi assures that it is quite true, for all colleges, to show an operating loss as most funding comes through state funds, property taxes, federal grants, since all of those sources are required to be reported as non-operating revenue.

In reviewing the Independent Auditors Report Jodi shares information and meanings about internal controls, significant deficiency, and material weaknesses. EideBailly does report that a deficiency in the controls related to financial reporting was discovered and reported as a material weakness in the audit. In regards to the Report on Compliance for the Major Federal Program (financial aid), EideBailly reports that there was a finding in internal control over compliance, not any finding related to compliance itself, just over the internal controls over compliance. Jodi adds that in the Independent Auditor's Report Required by Oregon State Regulations they had outlined some instances where some fund expenditures exceeded appropriations.

Director Feuerbacher asked what the severity of these findings are. Jodi expressed that at the beginning of the audit some of the issues found when the auditors came in, however, once the Interim CFO joined CGCC she was able to get things turned around and headed in the right direction – and believes that when EideBailly comes to start the next fiscal year audit for year ended June 30, 2021 it should be in good shape. To answer the board's question, she states the books were in rough shape, but wouldn't say it's overly concerning anymore at this point.

To conclude Jodi reviews one final document with the board about auditing firms requirement to communicate to those charged with governance, to inform the board what went on during the audit including difficulties encountered, ensure the board is aware of significant changes in accounting policies, and significant accounting estimates that fluctuate yearly.

MOTION - #2 APPROVED



Chair Arbogast **moved to accept the Columbia Gorge Community College annual financial statement, as presented, for year ended June 30, 2020.**

Director Morgan seconded. Motion passed unanimously (6-0) with board members present.

Swear in new board member

Chair Foster swears in newly appointed Board Director, Yesenia Sánchez Oates, representative of Hood River County.

5.2 Financial Update

Saundra Buchanan starts with talking briefly about the general fund revenue, expense summary, and account balances which are only running through August 31, the first two months of the fiscal year, therefore the books will look slightly out of sorts as they resolve over the next few weeks. She also reviews the bank account balance and Skills Center & Residence Hall capital project report with the board.

She adds that she is working to close the fiscal year ended 2021 books, finalizing those entries, and the audit fieldwork can start the following week. She is wrapping up the status of the adopted budget document and will submit that to both Wasco and Hood River county tax offices.

An area of importance Saundra covered is the importance of ensuring the continuing disclosure filings, as had not been done in the past few years. These are requirements of submitting annual financial statements to the appropriate agencies and the like.

Director Arbogast initiates dialog about how the board and the college are working towards seeing that these types of situations do not occur in the future as Saundra is an interim CFO.

5.3 President Cronin's Chinook Brief

Dr. Marta Cronin, President, reviews her monthly Chinook Brief with the Board of Education. President Cronin begins by reporting fall term starts next week with many in person classes filling at a faster rate than the virtual classes! She assures that COVID protocols and processes will be adhered to.

The college will, also, be hosting two vaccination clinics in mid-September. One will be in The Dalles campus and the other in Hood River. Incentives will be offered to community members and students who get vaccinated on-site and for those already vaccinated they will have the opportunity to drop their name into a drawing.



Dr. Cronin shares updates regarding the new programs, offered in the new Skills Center, and the Metallica Scholars Initiative, as well as an update on the Residence Hall.

She concludes her report with informing the board of some leadership changes: Gerardo Cifuentes, Vice President of Student Services, has moved onto a new opportunity elsewhere and Mary Kramer, Dean of Career and Technical Education, has submitted her intent to retire.

5.4 Foundation Board Update

Director Feuerbacher reports that Wendy Patton, Executive Director of the Foundation, was able to secure funding from Roundhouse Foundation. They will supply \$7500 in tools, each term, for the three CTE programs – this is a pilot program. The Foundation will be hosting a holiday auction in December, the end of the year demand appeal letter is being drafted by Dr. Cronin, and the donor wall is a two-year campaign that will kick off in January 2022.

5.5 OCCA Update

Director Morgan shares that the OCCA Annual Conference, which is usually the first week in November, has been postponed due to results that were received via survey about holding the conference. The New Board Member Orientation will be held on Friday, has been moved to a virtual format and will potentially be offered to board members who cannot attend. OCCA is still in the process of hiring a new executive director and it looks like promising progress is being made.

5.6 Directors' Subcommittee Reports

5.6.1 – Skill Center and Housing:

Director Feuerbacher has a brief report about the construction contingency and it shows that there is still a substantial surplus, which is good. He believes that in the next month this subcommittee can closeout.

5.6.2 – Policy and Equity:

Chair Fost shares that the Policy and Equity subcommittee did not have a meeting this month..

5.7 Chair's Report

Chair Fost states that due to the report in COVID19 cases board meetings have been moved back online for the foreseeable future. He attended the LatinX Advisory Council meeting a few days ago, and this group have begun talks about the original mission and a proposal to rename or rebrand the group. Some other updates from around the college he wanted to highlight: Childcare Center feasibility study will close soon, President Cronin recently joined the President's for Latino Success and Excellence Action Network, and the Metallica Scholars Initiative.



He reminds the board of some items that might require individual action from the board retreat a few days prior.

The Board of Education took a short 5 minute break, to resume at 8:06pm.

5.8 Other

6.0 BUSINESS ITEMS

6.1 CGCC Plan of Action for FYE June 30, 2020

As a tie in to the Financial Statements for year ended June 30, 2020, earlier on the agenda, Sandra jumps straight into explaining the reasoning behind corrective actions and a plan of action that needs to be implemented in order to correct finding(s) that Columbia Gorge Community College received on this most recent audit.

When a financial audit results in deficiencies or findings that are communicated by the auditing firm the organization must adopt a plan of action to address those specific items. Sandra adds that she included findings that relate to the Federal side, as well, because even though they are not required for the report this sector states, she wanted to be inclusive and detailed so everyone is aware of the plan that is submitted to the different entities. Additionally, plans submitted must be signed by an elected or appointed member of the Governing Board.

Sandra reviews the CGCC Plan of Action FYE June 30, 2020 and the Federal Award Findings with the Board of Education. It is discussed the timeline of completion and Sandra shares that it is her intent or the next person in the CFO position to come back before the end of the year with an update of the work done.

MOTION #3 – APPROVED

Director Stice **moved to adopt the Columbia Gorge Community College Plan of Action for year ended June 30, 2020, as revised.** Director Morgan seconded. Motion passed unanimously.

6.2 BP 2220 – Board Committees

Chair Foster reminds the Board of Education they will not be acting on this item for approval, as this is the first review edits can be discussed and made in preparation to vote on the board policy at the next meeting.

Director Arbogast reviews the changes he made within the document, per the suggestions from the board retreat a few days ago. Board directors share their thoughts, concerns, and other edits about BP 2220. The Board of Education



recommend that their assistant send the draft policy, as written, to Karen Smith at Oregon Community College Association for review and opinion.

The Board Chair and Board of Education propose a change to the remaining agenda items, due to the time of evening it has become.

MOTION #4 – APPROVED

Director Morgan **moved to adjust the Board of Education calendar to add an Executive Session meeting.** Director Stice seconded. Motion passed unanimously.

7.0 EXECUTIVE SESSION - ORS 192.660(2)(e)

8.0 PUBLIC COMMENT - None

9.0 CRITICAL DATES

Chair Fost reviewed the critical dates with the Board.

10.0 ADJOURN

The meeting was adjourned at 9:06 pm.

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