



**BOARD AGENDA ITEM:**

**3.1 – Regular Meeting Minutes**

**DATE:**

**Tuesday, February 21, 2023**

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**REGULAR MEETING MINUTES**

**Tuesday, January 17, 2023**

*This meeting was held remotely.*

ATTENDANCE:

**Board of Education:**

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

**Staff and Representatives:**

Dr. Marta Cronin	Tiffany Prince
Danny Dehaze	Andrea Becerra
Dr. Jarett Gilbert	
Dr. Lorelle Davies	
Courtney Judah	
Mike Espinoza	

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**Regular Business Meeting –**

**1.0 CALL REGULAR BOARD MEETING TO ORDER**

Chair Arbogast called Board Meeting to Order at 5:01pm

**2.0 WELCOME AND INTRODUCTIONS**

**3.0 APPROVAL OF MINUTES**

**3.1 Minutes, November 15, 2022**

**MOTION - #1 APPROVED**

Director Stice **moved to approve the November 15, 2022 meeting minutes, as presented.** Director Fost seconded. Motion passed unanimously, 5-0. Director Morgan and Director Feuerbacher not present.

**4.0 PUBLIC COMMENT – *none***

**5.0 REPORT ITEMS**

**5.1 Enrollment Data**



Mike Espinoza, Vice President of Students Services, begins a presentation regarding Enrollment data.

Mike begins by explaining that CGCC has a diverse enrollment profile in terms of programs being offered. One of the reasons, is because CGCC serves a diverse community, and it is our goal to continue to do so.

Mike emphasizes the importance for a complete alignment between instructional services and student services; not only for the correct functioning of the college, but also for recruitment and enrollment.

Dr. Jarett Gilbert, Vice President of Instructional Services begins his part of the presentation.

Jarett begins by addressing the questions about whether there are discrepancies in the data being presented in the past board meetings, and what was presented in the HECC visualization of week 4.

Jarett explains that in December, the HECC provided an incredibly preliminary snapshot of institutional enrollment; a look back on Week 4 (which for CGCC was October 17<sup>th</sup>, 2021) This data is a little bit different from our data, and the reason is that CGCC focuses on the firmest data that we have available to us, which is our traditional credit enrollment.

**-Note:** Director Morgan joins the meeting.

For instance, when CGCC presented a headcount of 626 and the state presented 733, we are really presenting what we know is the most accurate; based on drops, and what will occur during the term.

Jarett explains that in order to obtain full and accurate data of a given term, the best time to take a look would be around the fourth week of the following term of that given term. Even then, this data is still not finalized, because every college have the ability to review, revise and report any numbers by the end of the summer.

Jarett mentioned that we are very confident in our data, as well as the data reported by the HECC. But to better understand this, Dr. Jarett and Mike believe a Work Session would be adequate to dig down on this topic.

Mike Espinoza makes a reminder that enrollment is everyone's job. As we approach the fourth week of January, we will soon get an almost completed report for Fall.

Mike presents a Fall 2022 headcount for Degree Credit Programs of 626, which represents a 10% increase from Fall 2021.

For All Credit Programs, Mike presents a headcount of 352 for Fall 2021 and 1020 for Fall 2022; as well as FTE of 154 for Fall 2021 and 214 for Fall 2022.

Mike mentions that events and opportunities that are being put out to the public, have been playing an important role for enrollment increase.



Currently, Mike present a Headcount Enrollment of 564 for Winter 2023 and 508 for Winter 2022. These numbers represent a 11% increase.

Director Morgan questions if the data was put out by the HECC and there were some discrepancies. Mike explains that the data was correct, but it is important to understand what data goes into those reports, compared to how it's presented and by whom.

## **5.2 Board Self Evaluation**

Chair Arbogast begins the Board Self Evaluation by clarifying that the Board already had done their Self Evaluation.

Some of the items he identified are:

- New members receive an adequate level of orientation; this item is very important because, the Board has 3 members for election soon. Director Feuerbacher has announced that he will not be seeking-reelection, which means the board will have at least one new board member.

Chair Arbogast mentioned this item is charged to the Policy and Diversity Committee to make sure new Board members have a good orientation package together.

- The administration provides adequate information with sufficient lead-time in advance of meetings. Chair Arbogast suggest that all materials are in the Board folder by Friday before the meeting at the latest.
- The Board sets clear expectations for the President and conducts regular and appropriate evaluations of the President's performance. Chair Arbogast points out that during this meeting, the Board will go in Executive Session to discuss the President performance and they will provide feedback.
- The Board ensures that CHCC engages in regular strategic planning and long-range fiscal planning and that the administration reviews and reports on progress at regular at regular intervals. Chair Arbogast explains that Courtney will be making a presentation regarding this topic during this meeting.

## **5.3 Audit Financials**

Chair Arbogast decided to wait on this item. The agenda has business items to review and vote on these Audit Financials.

## **5.4 Strategic Plan Update**

Courtney Judah, Executive Director of Institutional Effectiveness provides a Strategic Plan Update and Strategic priorities; these priorities are a result of leadership training with Joe Hill. The Executive Team came up with 3 specific priorities, including:

- Make Anthology work for us.
- Improve Performance Management
- Total Alignment between Instructional Services and Student Services.



The Executive team came up with these priorities during their August retreat, which was facilitated by Joe Hill.

Courtney mentions, these goals and the Strategic Planning is a topic that is always in discussion by the Presidents Council; there are conversations happening on this topic at least once a week.

Chair Arbogast points out that the goal date for the completion of these priorities is June 2023, he questions if Courtney/Executive Team feel on track with this date. Courtney says yes, she feels we are on track to accomplish these goals.

Director Morgan would like to know where we are with being able to obtain more specific numbers and hard data. Courtney mentioned we have a contract with a company called Campus Works that is helping us with a lot of our integrations. Courtney acknowledges we still have issues with certain data, especially with the data that was put into the system originally when we translated to Anthology.

Danny Dehaze adds that this new configuration is helping the data come out cleaner, which it is taking longer than we expected, but we are on track.

Lorelle also mentions that the college has been doing a lot of work identifying and outlining those business processes that go behind the data.

## **5.5 Monthly Financial Update**

Dr. Lorelle Davies, Vice President of Financial Services presents a Financial Update for the month.

Lorelle begins by mentioning that we are now at a halfway mark, and we are 50% through the fiscal year. General Fund revenues through December 31 are \$5,851,755 representing 57.8% of the budget and \$1,778,129 decrease over the same period as the previous year.

Lorelle points out that last year we received significant “one-time” devoted gifts and donations for the Skills Center, which is not anticipated to happen this year.

It is important to note that CGCC is in a much healthier place at a 6-month window than last year. Lorelle also mentions that we are being really careful not to run our expenditures from our revenue.

Lorelle shares that as the year goes on, one of our main focuses has been migrating that enterprise or profit expense against the general fund. CGCC has other channels of revenue, including room rentals, resident life dorms fees, etc.

Chair Arbogast questions Lorelle if she feels confident with the provided forecast numbers, especially with the revenues. Lorelle confirms, she mentions there are a lot unknown variables in there, but we continue to be cautious.



## **5.6 Foundation Board Update**

Director Begay shares the Foundation Board Update on behalf of Wendy Patton.

- 1) Each year, the Foundation mails an annual appeal letter in mid-November (thank you to those of you on the board who donated). I am happy to report the 2022 mailing has generated over \$40,000 in donations.
- 2) The Foundation is planning two major fundraisers in 2023: A summer Casino Royal Gala on July 22 and the fall "Founders Cup" golf tournament on Saturday 9th. Please save the date.
- 3) Full Year Foundation Scholarship will open on February 1st. The Foundation has new software which will make the process easier for our students to apply and for the Foundation board and scholarship readers to score and assess applicants.
- 4) Wendy Patton, the executive director of the CGCC Foundation, will be leaving; her last day is February 8th. The college will be advertising for this position soon. The Foundation's part-time administrative assistant will continue to oversee the scholarship process and will support the new executive director once hired.

Director Morgan, expresses her thoughts regarding Wendy Patton leaving CGCC. Wendy Patton has done an amazing job with the Foundation; she also mentions Wendy will be truly missed.

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

Dr. Cronin presents her Chinook Brief with updates and relevant dates to share.

- Child Care Update: The Columbia Gorge Educational Service District has agreed to take leadership of this project. They also have available AARPA funding that can be used for early childhood initiatives.  
Chenoweth Middle School was identified as a potential site. We are now working on bids to determine the cost of renovation.
- Dr. Cronin introduced Lisa George as CGCC's new Director of Diversity, Equity and Inclusion.  
Lisa introduced herself and expressed how excited she is to be part of CGCC's team.
- Regarding the Facilities update, Dr. Cronin introduces Daniel Saldivar as CGCC's new Director of Facilities.  
Daniel attended the meeting and introduced himself to the Board. He is thankful for the opportunity to be part of CGCC's team and he is looking forward to work with everyone.
- CGCC was awarded a National Institute of Standards and Technology (NIST) in the upcoming fiscal budget.  
This grant will specifically be used for Aviation Maintenance Technology Program and the Advanced Manufacturing and Fabrication Programs.



The grant is for \$441,000 and it will be used to provide students the opportunity to train with updated equipment.

- Ag Tech Update: In November 2022 the agriculture, Technology and Education Alliance got together to discuss the finding of our Ag Tech Feasibility Study. There are no more updates at the moment regarding this program. But community partners are engaged and excited about it. More details to come.
- Awards: Students were off most of the month of December and no awards were given.
- Dr. Cronin requested a Special Board meeting to approve her signing a contract. This contract will be to approve the Sim Lab Expansion.

## **5.8 OCCA Update**

Director Morgan announces that the Legislative Session started and OCCA will be actively working with our Legislators, Community Colleges and their Presidents.

Director Morgan mentioned there is a letter being drafted that addresses the HECC audit, the data and discrepancies that were recorded.

Lastly, Director Morgan announced she will be attending the Community College National Legislative Summit in Washington DC.

## **5.9 Board Subcommittee Reports**

### **5.9.1 Finance and Audit Report**

Director Stice reports that the Audit and Finance Subcommittee met to review the Audit and Management letter.

He confirms there are items that will need to get approved during this meeting.

Director Stice announces, we will start recruiting Budget Committee members.

## **5.10 Chair's Report**

With Dr. Cronin officially announcing her resignation effective June 30, 2023; Chair Arbogast announced there will be a Special Board meeting to outline a selection process for placement of a new President.

Chair Arbogast also mentions that Wendy Patton has submitted her resignation, but there is no need for a committee to hire someone new.

Chair Arbogast mentioned that we are also looking for Board Members, he requested to the public to get the word out. Director Feuerbacher has no intention to run for a position on the Board.

Director Morgan shares some thoughts:



1. Requested the Budget Calendar to be send out for reference when talking to community members.
2. Wendy Patton will be missed. Dr. Cronin is not gone yet, so let's appreciate what we have right now.
3. Director Feuerbacher is a great Board Member and he will also be missed.

## 6.0 BUSINESS ITEMS-

### 6.1 IT Surplus List

#### **MOTION #2 APPROVED**

Director Fost **moved to approve Authorized Disposal of IT Surplus Equipment as presented.** Director Morgan seconded. Motion passed unanimously, 6-0.

### 6.2 Acceptance of the Audited Financials

Lorelle explains to the board that the Finance and Audit Committee met and went through the audited financials.

One of the main highlights in the report was the Skills Center, putting this in operation as well as the Resident Hall. These projects were a total of 15 million dollars.

Lorelle also shares that CGCC has a very significant resource to our community.

#### **MOTION #3 APPROVED**

Director Stice **moved to approve the Audited Financials as presented.**

Director Morgan seconded. Motion passed unanimously, 6-0.

### 6.3 Acceptance of the Management Response to Audit Findings

Lorelle presents the letter to the state of Oregon, this letter is CGCC's management response to the audit.

Lorelle explains that CGGC anticipates a majority, if not all, of the action items to be completed by the end of this Fiscal Year.

#### **MOTION #4 APPROVED**

Director Stice **moved to approve the Management Response to the Audit Findings, with the addition of the date June 30, 2023 to Finding 004**

Director Sanchez-Oates seconded. Motion passed unanimously, 6-0.

Director Morgan explains this response is very well detailed, and she feels comfortable in steps moving forward.

Director Stice adds that the Finance and Budget committee spent a significant time discussing these findings.

**Break-** Chair Arbogast sets a 5-minute break before continuing to Executive Session.



Break begins at 6:32 pm

Meeting resumed at 6:38pm

## **7.0 EXECUTIVE SESSION –**

### **7.1** OR-192.660(2)(i) 192.660 (8), Evaluation of the President.

*The Board of Education entered Executive Session at 6:41pm for the purpose of conducting the Presidential Evaluation of the College President. The Board adjourned the Executive Session at 6:48pm*

Chair Arbogast shares with the public the Board just met on Executive Session for agenda Item 7.1. In this Executive Session, the Board discussed Dr. Cronin's update on her 2023 goals.

Chair Arbogast explains, he will follow up with Dr. Cronin to provide the Board's feedback directly.

### **7.2** OR- 192.660(2)(a) 192.660(7), Employment of and Officer.

*The Board of Education entered Executive Session at 6:55pm for the purpose of discussing the employment of an officer. The Board adjourned the Executive Session at 7:06pm.*

## **8.0 Public Comment- None**

## **9.0 Critical Dates**

Chair Arbogast reviews the critical dates and upcoming events with the board.

## **10.0 Adjourn** Chair Arbogast adjourned the meeting at 7:08pm

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