



BOARD AGENDA ITEM:

3.1 – Regular Meeting Minutes

DATE:

Tuesday, March 21, 2023

REGULAR MEETING MINUTES

Tuesday, February 21, 2023

This meeting was held remotely.

ATTENDANCE:

Board of Education:

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

Staff and Representatives:

Dr. Marta Cronin
Danny Dehaze
Dr. Jarett Gilbert
Dr. Lorelle Davies
Courtney Judah
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 6:00PM

2.0 WELCOME AND INTRODUCTIONS

3.0 APPROVAL OF MINUTES

3.1 Minutes, January 17, 2023

MOTION - #1 APPROVED

Director Morgan **moved to approve the January 17, 2023 meeting minutes, as presented.** Director Feuerbacher seconded. Motion passed unanimously.

MOTION - #2 APPROVED

Director Stice **moved to approve January 31, 2023 Special Board Meeting Minutes, as presented.** Director Begay seconded. Motion passed unanimously.

4.0 PUBLIC COMMENT – none

5.0 REPORT ITEMS

5.1 911 Back-up Center



Lane Magil, current Wasco County Sheriff introduces himself and begins by inquiring a possible long term relationship with CGCC to utilize our facilities as a Back-up 911 Center.

Lane explains he is currently working on acquisitions for grants, and funding for consoles, building construction, and anything else that might be needed. Wasco County is willing to provide all the funding.

Danny Dehaze, Executive Director of Infrastructure & Information Technology Services, explains that Building 11 is what is planned to be used for the Back-Up Center. This building needs more security, which will be provided with this project.

Director Stice questions if this would intervene with CGCC's current Master Plan. Danny confirms we will run this by our current Master plan, but there are no conflicts anticipated.

Chair Arbogast questions what kind of commitment are we expected to have with this Back-Up center? Lane explains this would be a long term commitment, at minimum 10 years between Wasco County and CGCC.

Director Morgan questions if CGCC would have a rental agreement and if this project would be a potential revenue stream for the College? Lane explains, Wasco County would draft the IG under Chapter 192 ORS 192 and it would be an Intergovernmental Agreement; this is a partnership and it would be done for the common good. There hasn't been conversation about a potential rental agreement, but the County is open to entertain that conversation.

Chair Arbogast asks Board Members their opinion on moving forward with this conversation. No motion needed at this time.

Director Fost agrees to entertain this conversation and move forward with discussion on this topic.

Board members demonstrate support to continue this conversation.

Lane will stay in contact with Danny Dehaze to keep this conversation going.

5.2 Mid-Cycle Accreditation Report

Susan Lewis, Director of Curriculum & Academic Assessment presents a Mid Cycle Accreditation Report.

Susan explains CGCC will be having a Mid-Cycle Evaluation in April 13th and 14th. This evaluation is meant to be a formative evaluation of our Institution, rather than a summative; this evaluation will provide feedback on progress.

The evaluators will not be issuing formal commendations or recommendations, however they may informally comment the college on its progress and/or express concerns regarding areas of improvement.



The evaluation team will consist of 4 evaluators representing colleges outside of Oregon, they will be a mix of Faculty and Administrators, as well as a NWCCU Liaison who will be Selena Grace, Executive Vice-President.

NCCCU required CGCC to address 4 specific areas in the report: Mission Fulfillment, Student Achievement, Programmatic Assessment and Moving Forward. Susan explains these different areas and shares details regarding what we are to share for every of these sections.

Susan expressed to feel relatively confident and hoping to clear the 6 recommendations from our record.

CGCC's Mid-Cycle Review Steering Committee consist of Courtney Judah, Mike Espinoza, Jarett Gilbert, and Susan Lewis. Additional contributors to the report are Jessica Griffin Conner, Kristen Kane, Jim Pytel, Tori Stanek, Danny Dehaze and Dr. Cronin.

Director Morgan thanks Susan for her report and comments we are achieving real Strategic Planning.

Susan explains the evaluators will set up appointments with people in the college, based on the given report.

Director Foster articulates on the importance of this report and how useful was to understand the progress we are doing as a college.

5.3 College Now and Early Childhood Education

Dr. Rebecca Schwartz, Dean of Academic Pathways presents an Update on College Now and Early Childhood Education.

Rebecca begins by giving a Dual Credit Explanation with an emphasis in College Now. Students in College Now, are primarily High School students (typically juniors or seniors) who take CGCC-supported, college-level classes at their high school.

In 2021 College Now had 630 Students - 1559 Enrollments, 104 Classes submitted -75 Classes Run (72%) and 9 Partner Schools.

The goals for 2022 are 700 students - 1800 enrollments, 100 classes submitted, 90% run rate and 10 partner schools.

Some of the challenges we are currently facing for College Now include: Competition, Geography, Application and Technology, Community Support, Billing Processes, Perceptions, and Sustainability.



On the other hand, the strengths for College Now include: Great Value for Students, Recruitment Tool, Community Outreach and Service, High School Development, and Enrollments.

Director Morgan questions, what types of programs are we utilizing to maximize revenue that we received from High School students doing Dual-Credit?

Rebecca explains is it revenue neutral, however, we do collect FTE from these students, which brings funding.

Rebecca gives a report on Early Childhood Education (0-8 years old) which is a CTE program at CGCC.

Recruiting in Child Care Partners has been amazing the past year, Ryan Brusco has been an incredible recruiter for this program which, lead to an increase in Enrollment for these classes.

There are three different programs for Early Childhood Education, which are:

- Early Childhood Education Certificate- 33 Credits
- Early Childhood Education Curriculum- 23 Credits
- AAS-Early Childhood Education- 94 Credits

Rebecca mentioned a 12-credit certificate is in the process, which would benefit more students and will allow the entrance first level of a teacher on a classroom; it also matches the Washington Side Foundation Certificate Program.

Some of the challenges we are currently facing for Early Childhood programs are: Competition, Application Process, Faculty/Staff Turnover, and Sustainability.

On the other hand, the strengths for Early Childhood programs are: Community Support, Recruitment Tools, Community Outreach and Service, Government Alignments, and Economic Development.

5.4 Student Services Enrollment

Mike Espinoza, Vice President of Student Services presents an update on Student Services Enrollment

Winter 2023 (Week 4th Submission) presents a Headcount for Degree Credit Programs of 549; Winter 2022 had a 506 Head Count.

Mike also presents Enrollment (headcount) by Academic Program, which equals 549 and it is distributed:

- 1-yr Certificate has a total of 28
- AAOT Oregon Transfer has a total of 223
- Associate of Arts has a total of 145



- General Associates has a total of 53
- Certificate has a total of 2
- Undeclared has a total of 28
- Non-Degree has a total of 65

FTE for All programs (Except CE): 171 for Winter 2022 and 190 for Winter 2023.

Headcount for Degree Credit Program, Week 4 HECC is: 834 for Winter 2023 and 716 for Winter 2022.

5.5 Monthly Financial Update

Dr. Lorelle Davies, Vice President of Finance / CFO presents a Monthly Financial Update.

Dr. Davies comments we keep moving into healthier and healthier finances month over month and year over year. Everyone in the college is working hard on our finances and being mindful of our expenses.

CGCC received 500,000 dollars from Wasco County and City of The Dalles, this is a one-time award in support of our Skills Center and our CTE Programming.

Total for Bank Account Balances (unaudited) is \$9,974,211. Accounts Receivable \$2,160,955 and Accounts Payable \$224,235.

Director Morgan questions if we are seeing better numbers with having the Resident Hall and Meal Plans?

Dr. Davies confirms, traffic in the café is up and we are increasing numbers.

We started giving \$5-dollar gift card for meals to increase traffic in this area.

5.6 Foundation Board Update

Director Begay shares a Foundation Board Update

- Foundation scholarship applications are open and being accepted through April 15. Please encourage students to apply for this full-year \$2,500 scholarship for the 2023-24 academic year.
- The Foundation has three big fundraisers planned in 2023-24. Save the date for the first ever Casino Royale Gala on Sat. July 8; and the annual golf tournament on Sat. Sept. 9; and the first annual Scholarship PaintNite is planned on Thur. Oct. 22.
- The donor wall in the regional skill center has over 50 names. When the new executive director is hired, the Foundation board will schedule a donor appreciation celebration to showcase all of the supporters on the donor wall.



- Wendy's last day was Wed. Feb. 8. She will stay involved to support the Foundation through this transition until a new executive director is hired. The job description was posted a few weeks ago.

5.7 President's Cronin's Chinook Brief

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

- We continue to make progress on integrating all our systems into Anthology. Dr. Cronin presents a document with a detailed look at the systems we are working with. The updated on this process was provided by Dr. Davies and Mike Espinoza; these integrations are all related to business office operations in CNS (Campus Nexus Student) and CNF (Campus Nexus Finance).
- Regarding Child Care Update, Dr. Cronin mentioned there is a potential site being reviewed for renovation as a Child Care Center, and we have officially turned the lead on this project to Educational Service District. Once the reminding needed assessments get completed, we will be able to determine if the money will indeed be used for Child Care.
If it's not feasible, we will use the funding for the new Ag Tech program. We will have until June of 2024 to utilize the money.
- Tori Stanek, Director of Library and Learning Commons, received a grant through the Oregon Humanities "Consider This" grant program. The grant is just under \$4,000 and it is the first time that has been awarded to a Community College. The Equity Through United Action League will be hosting 2 public lunch sessions; the focus will be dead naming/trans rights for the first talk and about defining servingness as an HSI in the second one.
- For the Ag Tech Update, the team is working with Devon Wells (President, Hood River County Farm Bureau) to determine who will comprise a core delegation of the original ag-tech alliance to help finalize the program adoption and formation process.
- Dr. Cronin presents the Staff and Faculty of the Month (January)
- Staff of the Month is Mary Martin and Faculty of the Month is Annette Byers.

5.8 OCCA Update

Director Morgan begins her report by informing that the 2023 Legislative Session began January 17 with new legislative leadership. The 2023 Session will be the first fully in-person session since the pandemic.

OCCA enters the session with three priority issues for advocacy:



- \$855 million minimum in ongoing support for the Community College Support Fund and \$50 million in one-time transition funding to assist colleges with the loss of federal COVID funding
- A minimum of \$400 million in funding for the Oregon Opportunity Grant to support low-income students
- SB 523 – Legislation clarifying that the Higher Education Coordinating Commission (HECC) may authorize Bachelor of Science Nursing degrees at Oregon’s community colleges.

OCCA has created an Advocacy Toolkit for college stakeholders to utilize during the 2023 Legislative Session. The toolkit helps to ensure consistent messaging to legislators on key issues impacting community colleges during the legislative session.

OCCA Legislative Summit will be March 8th and 9th at the Salem Convention Center, Director Stice, Director Morgan and Dr. Cronin will be meeting with our legislators.

5.9 Board Subcommittee Reports

5.9.1 Finance and Audit Subcommittee

5.10 Chair’s Report

Chair Arbogast begins his report by informing that we will appoint our Budget Officer next month. This will be an action item for March’s meeting, we will be to appointing Dr. Lorelle Davies as our Budget Officer.

Chair Arbogast questions Board Members their opinion on making recorded Board Meetings available to the public. He mentioned there is no need to make a motion at this time, just sharing an opinion and possibly bring it as a motion for March’s meeting.

Director Stice, Director Morgan, and Director Begay agree with sharing the recordings, as long as IT is able to support.

Director Foster agrees this is a common practice and agrees to make these recording public. He also mentioned there is an upcoming Policy and Equity Subcommittee coming up and this will also be a topic of discussion.

Dr. Cronin will have a conversation with Danny Dehaze regarding the technology to make this happen.

6.0 BUSINESS ITEMS-

6.1 Professional Small UAS New Certificate



Susan Lewis presents revisions made to our UAS programs, as well as our Construction programs.

MOTION - #3 APPROVED

Director Morgan **moved to approve the Professional Small UAS New Certificate as presented.** Director Fost seconded. Motion passed unanimously. (6-0)

6.2 UAS Suspension

MOTION - #4 APPROVED

Director Morgan **moved to approve the UAS Suspension as presented.** Director Fost seconded. Motion passed unanimously. (6-0)

6.3 Construction Technology New Certificate

MOTION - #5 APPROVED

Director Stice **moved to approve the Construction Technology New Certificate as presented.** Director Begay seconded. Motion passed unanimously. (6-0)

6.4 Basic Construction (Certificate Suspension)

MOTION - #6 APPROVED

Director Stice **moved to approve the Basic Construction (Certificate Suspension) as presented.** Director Morgan seconded. Motion passed unanimously. (6-0)

6.5 Tuition and Fee Schedule

Dr. Lorelle Davies presents a Fee Proposal for Board approval, there are only minor changes being made, including:

- \$2-dollar increase to our Tuition, which is little under 2% increase.
- Credit for Prior Learning Request / Challenge at \$60 dollars.
- Cancel the Running Start Admin & Reporting Fee.
- College Now Fee up \$2 dollars. \$58 to \$60.
- Art Lab Fees \$0-\$37.00 \$0-\$47 per course.
- Physical Education Course Fee \$37 \$0-\$37 per course.

Director Stice mentions the Finance Committee received the same presentation, and decided not to make any recommendations until the whole Board revised. However, the Finance Committee agreed these changes are very reasonable.

Chair Arbogast mentioned these changes are reasonable.

Director Morgan questions regarding the Credit for Prior Learning Request / Challenge change to \$60 dollars. She wants to make sure this is not a barrier to students.



Dr. Gilbert explains this recommendation came from the Credit for Prior Learning Steering Committee based on practices and work being done; and this will not be a barrier for students.

MOTION - #7 APPROVED

Director Foster **moved to Approve the Tuition and Fee Schedule as presented.** Director Stice seconded. Motion passed unanimously. (6-0)

- Break Begins at 7:40pm
- Meeting Resumed at 7:50pm

Chair Arbogast decided to move on to Item 6.7 then 6.6.

6.7 Interim Security Systems Administrator Contract

Dr. Cronin presents the second part of a contract with Campus Works, which will help with the integration challenges we are currently facing. Dr. Cronin mentioned this is completely grant funded and it won't come out of our general fund.

MOTION - #8 APPROVED

Director Morgan **moved to approve Dr. Cronin to enter into contract with Campus Works, as presented.** Director Foster seconded. Motion passed unanimously. (6-0)

6.6 Recruitment Firm Selection for Presidential search.

Courtney Judah, Executive Director of Institutional Effectiveness, brings to the Board a total of 4 Proposals from Firms to compare and select from.

Considering the timeline provided by these firms and the cost, Board members discuss which Firm would be more appropriate to work with.

Conversations regarding guarantee, requirements, and their services provided by these Firms are also important facts to consider when choosing a Firm.

Board members share their ideas about ACCT Firm, which is the least expensive firm, it is a Non-Profit organization and other college's feedback has been positive.

Courtney's opinion, based on her HR experience is Pauly Group as #1 option and ACCT as a #2 option.

She mentioned there are advertising cost to consider if working with ACCT. Both of these firms share status report, which might be helpful to share with the community.



MOTION - #9 RESCINDED

Director Morgan **moved to put proceed forward with ACCT for consultation.** Director Fost seconded. Motion passed unanimously. (6-0)

Chair Arbogast will have a conversation with ACCT firm regarding their work and he will bring any updates to the Board.

Director Stice questions if this would be a contract that would have to come back to the Board for approval.

He proposed to have a different motion done, then have a special meeting in case the conversation with ACCT brings up any concerns.

MOTION - #10 APPROVED

Director Morgan **moved to rescind her previous motion #9.** Director Stice second. Motion passed unanimously. (6-0)

MOTION - #11 APPROVED

Director Morgan **moved to Select and Contract with ACCT as our Presidential Search Firm.** Director Begay seconded. Motion passed unanimously. (6-0)

Chair Arbogast will have a conversation with ACCT Firm and will inform the board if there are any reasons to considerer choosing a different Firm.

7.0 Public Comment- None

8.0 Critical Dates-

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

9.0 Adjourn Chair Arbogast adjourned the meeting at 8:26

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