



BOARD AGENDA ITEM:

4.1–Regular Meeting Minutes

DATE:

November 14, 2017

REGULAR MEETING MINUTES

Tuesday, October 10, 2017

CGCC The Dalles Campus – Board Room, Building 1, Room 1.162

ATTENDANCE:

Board of Education:

Charlotte Arnold
Dana A Campbell
Lee Fairchild
Sarah Segal
Kim Morgan

Stu Watson

Dr. Kevin McCabe

Staff and Representatives:

Bill Bohn
Lori Ufford
Eric Studebaker

Tiffany Prince

Courtney Judah

Dan Spatz

Jim Austin

1.0 CALL WORK SESSION TO ORDER

Stu Watson called the work session meeting to order 5:00 pm.

2.0 AN INTRODUCTION TO FINANCIAL STATEMENTS

Karen Fairchild, CGCC Budget Committee member, presented to the Board an introduction to financial statements and accounting information. Karen reviewed different types of accounting, basic accounting terms, budgeting and reporting, and even covered special reports and their roles. Her presentation went over CGCC funds, the budget process, and what the Board of Education can do to help the budget process.

3.0 ADJOURN

The work session adjourned at 5:58 pm.

1.0 CALL REGULAR MEETING TO ORDER

Stu Watson called the meeting to order at 6:04 pm.

2.0 WELCOME AND INTRODUCTIONS

Chair Watson informed the Board that agenda item 6.5 might be moved to the beginning of the meeting to accommodate Director Segal when she has availability to call in, all were in agreement to oblige the request.

Chair Watson also welcomed guest Dr. Preston Pulliams of Gold Hill Associates.

3.0 PUBLIC COMMENT

4.0 APPROVAL OF MINUTES

4.1 Regular Minutes – September 12, 2017

MOTION #1 – APPROVED

Director Fairchild moved to **approve the September 12 meeting minutes**. Director Campbell seconded. Motion passed unanimously.

5.0 REPORT ITEMS

5.1 Gold Hill Associates Introduction, Update, & Feedback

Dr. Preston Pulliams, Search Consultant for Gold Hill Associates, introduced himself and his consulting strategies to the Board. Dr. Pulliams addressed the search process and the steps his team will take and the role CGCC will actively play. The Board also took this opportunity to provide their feedback in what they hope to find in the next President of Columbia Gorge Community College.

5.2 Foundation Report

Director Segal shared the Foundation's upcoming events and meetings asking for the Board of Education's participation.

5.3 Operations Update

Lori Ufford, Interim President and Chief Academic Officer, distributed her college operational update. Lori points out specific areas of focus for the college currently: the assessment of IT services, budget development, and RogueNet Replacement. In regards to the assessment of IT the college is currently reviewing bids with the hopes to have a contractor selected shortly and work projected to begin in November. A full report at the end of the assessment with a plan for addressing recommendations will be presented at that time. The college also sought bids for contracted services for assistance in development of the college budget and areas of need in the business office. Lastly, for RogueNet replacement the RFP is in the final editing stages with Rogue CC lead on the management of that process. The RFP should be distributed by the end of October.

5.4 Financial Update

The Monthly Financial Update was reviewed by the Board for consideration. Tiffany offered to take any questions from the Board back to the business office.

5.5 Fall Enrollment Figures

Eric Studebaker, Chief Student Services Officer, shared fall enrollment week two numbers are down 8.6% in FTE. The Oregon Council of Student Services Administrators noted that 12 colleges are down and that half of those are a 1-3% decrease while 4 colleges are reporting positive enrollment trends.

5.6 DACA Support

Director Arnold had initially started the exchange about doing more for DACA students as CGCC is sanctuary status. Director Fairchild added that contact should be made with Representatives in Congress explaining to them our position on DACA. While Director Arnold proposed that the Board create a resolution stating support of DACA and provide additional supporting materials, as well as signing on to other letters and actions of support (OCCA and HACU). Director McCabe stated that it should be more than just a statement but a multi-part resolution that includes several paragraphs from the HECC document..

MOTION #2 – APPROVED

Director McCabe moved to **make a statement for the support of DACA, utilizing the HECC document, and identifying supporting resources in the resolution. Once drafted staff will publicize.** Director Fairchild seconded. Motion passed unanimously.

5.7 Nix Property Discussion

Chair Watson delivered a brief history of Nix Property discussions and posed the question if we can afford to hold onto this property anymore. There was talk about what is outstanding on the property, and what would be left over once the principal was paid off. The Board asked that staff get a current appraisal of the Nix Property and zoning overlays, updating Will Norris', previous CFO at CGCC, documents and memorandums.

5.8 Director's Reports

Directors each shared the variety of commitments they have community wide and their individual contribution of spreading college awareness and community outreach as a representative of the college.

5.9 Other

6.0 BUSINESS ITEMS

6.1 Economic Development Administration Technical Assistance Grant - Resolutions

Suzanne Burd, Community Education Coordinator, followed up with a history from the August 2017 board meeting as she needs to have two formal resolutions to authorize Lori Ufford as the college Authorized Organization Representative (AOR) and to commit to the matching funds that were approved during that meeting.

MOTION #3 – APPROVED

Director Fairchild moved to **approve the two resolutions.** Director Arnold seconded. Motion passed unanimously.

6.2 On-Campus Housing Request for Qualifications and Proposals

Dan Spatz, Community Outreach Coordinator, shared a draft request for proposal with the Board, it had not been sent to legal yet as he was waiting for Board

guidance first. Conversation succeeded regarding middle college/skills center and the analysis to determine the feasibility of constructing and operating a multi-unit housing unit on The Dalles Campus.

MOTION #4 – APPROVED

Director Fairchild moved to **support and authorize permission to send out the presented RFP/Q and to solicit responses for the feasibility study.** Director Campbell seconded. Motion unanimously.

6.3 Approval of Academic Calendar

Lori offered for approval the two year academic calendar, reflected to the current academic year. Including all dates for 2018-19.

MOTION #5 – APPROVED

Director McCabe moved to **approve the academic calendar as presented.** Director Fairchild seconded. Motion passed unanimously.

6.4 Availability of Google Drives

Tiffany Prince, Executive Assistant to the President and Board of Education, and Richard Jepson, ITS Computer Support Technician, discussed with the Board the option of creating the availability of online/electronic board packets. This would be set up through the already existing Google Drive platform the college is utilizing as it is secure and meets legislative requirements. Directors will not be forced to move to electronic board packets but can opt-in if that is how they wish to receive them, although every Director will have access to the “read only” Board of Education Google Drive

MOTION #6 – APPROVED

Director Fairchild moved to **encourage Tiffany and Richard to move forward in setting up this availability for the Board.** Director Segal seconded. Motion passed unanimously.

6.5 Presidential Search Screening Committee & Schedule for this week, Open Forums

Director Fairchild went over his document with the Board regarding the set up and structure of the Presidential Search Screening Committee. A proposal was discussed about creating a small board committee with Lee, Dana, and Stu in the order of having things move forward in-between board meetings and conversation also ensued about the open forums.

MOTION #7 – APPROVED

Director Arnold moved to **accept the recommendations of the committee candidates.** Director McCabe seconded. Motion passed unanimously.

6.6 Other

7.0 PUBLIC COMMENT

8.0 CRITICAL DATES

Chair Watson reviewed the critical dates with the Board.

9.0 ADJOURN

The meeting was adjourned at 8:32 pm.

As recorded by Tiffany Prince,
Executive Assistant to the President and Board of Education