



REGULAR MEETING MINUTES
Tuesday, January 12, 2016
The Dalles Campus – Board Room

ATTENDANCE:

Board of Education:

Charlotte Arnold
Dr. James Willcox
Charleen Cobb
Lee Fairchild

Dr. Ernie Keller

M.D. Van Valkenburgh

Staff and Representatives:

Lori Ufford
Robb Van Cleave

William Norris

Bill Bohn

Dr. Frank Toda

Tiffany Prince

1.0 CALL WORK SESSION TO ORDER

Charlotte Arnold called the work session meeting to order 5:01 pm.

2.0 THE PROCESS OF BUILDING TRUST

Chair Arnold welcomes all the guests in attendance and explains her perception of these work sessions are to create an open dialogue and opportunity for learning. She begins the conversation by asking what lessons have been learned over the course of these several “building trust” discussions, what obstacles are still out there, and what can collectively be done to do better. Charlotte starts by providing clarification of the Board on the previous complaints brought forth to them stating: we [the Board] have heard the complaints, we did talk about them amongst the Board, we did make an announcement in a board environment; however, we didn’t do it very well. She continues by offering ideas of what the Board and Dr. Toda could have done better in regards to the complaints that had been presented. In opening the floor for guests to speak she mentions she would additionally like to hear what we, as a: college, team, board, department chair, faculty member, etc... are going to do and what’s on your mind now to move forward. Several members in attendance spoke on their thoughts and opinions on what they as an individual and as a college can do in moving forward as a team to promote CGCC and student success.

3.0 ADJOURN

The work session adjourned at 5:58 pm.

1.0 CALL REGULAR MEETING TO ORDER

Charlotte Arnold called the meeting to order at 6:03 pm.

2.0 WELCOME AND INTRODUCTIONS

Chair Arnold welcomed guests whom were present.

3.0 PUBLIC HEARING – SUPPLEMENTAL BUDGET

Chair Arnold opened the floor for comments on the Q2 Supplemental Budget at 6:04 pm. There were no comments given therefore the Public Hearing closed at 6:05 pm.

4.0 APPROVAL OF MINUTES

4.1 Meeting Minutes, November 10, 2015

MOTION #1 – APPROVED

Dr. Keller moved to **approve the November Board of Education meeting minutes as presented.** Director Cobb seconded. Motion passed unanimously.

5.0 PUBLIC COMMENT

No comments.

6.0 REPORT ITEMS

6.1 Student Life Update

Michele Gietl, Student Life Advisor, provided the board with an update of the current CGCC Student Life happenings. Noah Estes, Associated Student Government President shared a recap of their outreach during the Starlight Parade, Winter Warm Clothing Drive, and Community Meals. Bailey McManus, Phi Theta Kappa President, shared the various fundraising efforts PTK is currently hosting.

6.2 RET Program Update

James Pytel, Renewable Energy Technology Faculty, presented to the Board information on the RET Program. He first discussed how the Caithness Contributions are being utilized for both the short and long term. James followed with the details of the National Science Foundation Advanced Technological Education grant he has submitted with grant approval letters to be sent out in March/April of 2016. The hopes of receiving this grant funding will help to expand the RET Program while providing the opportunity to develop instructional material online for a flipped classroom approach to teaching technical subject.

6.3 Student Default Mitigation Plan

Lisa Deswert, Controller, and Sara Viemeister, Financial Aid Director, thoroughly covered the details of the Default Management Plan for Columbia Gorge Community College as it has been identified as a priority to lower the cohort default rate (CDR) for CGCC, which at the time of an initial report calculated to be about 31%. Lisa provided college data related to the 2012 CDR, CGCC's first CDR independently of Portland Community College, as well as the college's financial aid history and the challenges faced because CGCC's service area resides in economically challenged communities. They discussed the common characteristics between defaulted students and existing strategies the college is implementing and working on implementing to help these defaulted students back into

repayment. Currently the National Student Loan Data System estimates CGCC's CDR at about a 21.5% default rate; and while this is under the 30% threshold, Columbia Gorge Community College has set a goal to achieve a CDR of 18% by the 2014 cohort default year.

6.4 Operations Update

Robb Van Cleave, Chief Operating Officer, focused his report on the subject that the Board Chair had asked him to bring forward for discussion regarding Dr. Toda's present year plus a one year extension on his contract that could potentially end on June 30, 2017. Explaining the reason to discuss this matter is because if a Presidential search is needed in the upcoming years then the budgetary implications and processes need to be considered, as a search could take 12-18 months to complete – not including the recruitment of a hiring firm. Robb was asked to query the Board on this was that should the very early preliminary process begin, such as, placing money in the budget. Robb noted that this progression can always be stopped or changed as the process moves forward as it is easier to stop something then it is to start something late in the game. When prompted for his position Dr. Toda elaborated on his desires to stay at Columbia Gorge Community College through July 2018 at the earliest. Chair Arnold concluded the conversation by mentioning the work in evaluating the President's position will take place in February [next month] and more decisions shall be made at that time.

6.5 ITS Informational Update

Bill Bohn, Chief Technology Officer, updated the board on research that is currently taking place in the ITS Department. The details included information on upgrading the network switches and phone systems as the infrastructure is growing to be quite outdated and outlined some of the services and productivity that could be lost if these systems fail. At this time the update was solely for informative purposes but should the project be approved for funding by the President a more thorough presentation will be made to the Board for final approval.

6.6 Monthly Financial Update

Will Norris, Chief Financial Officer, reviewed with the Board his January Financial Report for Fiscal Year 2015-16. He noted that general fund expenditures continues to follow existing spending patterns, general fund revenue estimates were revised down due to enrollment declines, and that estimates-to-close have not changed significantly.

6.7 Foundation Update

Charlotte Arnold, liaison to the CGCC Foundation Board, shared that the Foundation had reappointed four members whom had expiring terms and appointed two new members to their board. She added that the date has been set for the Annual Founder's Cup Golf Tournament, August 6th, and that they are in the process of organizing 3-4 more Gorge Gatherings, where the proceeds go towards the endowment.

6.8 Academic Master Plan Update

Dr. Toda, President, updates the Board on the Academic Master Plan the college is currently developing making note that Linda Watkins came to CGCC as a consultant to help facilitate the AMP procedure. She worked with Lori Ufford and Stephanie Hoppe heavily in hosting holding open forums and drafted a document based on her expertise and understanding from what was heard during her visits to the college. The draft document will be sent out to the Board of Education for review and then brought back for final approval in the near future.

6.9 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.

6.10 Chair's Report

Chair Arnold spoke about an experience she had as she was invited to attend the Associated Student Government coffee social on the Hood River Indian Creek Campus. She said that it was a real eye opener speaking to all of the students and highly encouraged other Director's to attend these events.

6.11 Other

7.0 BUSINESS ITEMS

7.1 Library Surplus Items

John Schoppert, Director of Library Services, explained that due to an ADA realignment requirement a unit in the library was displaced, hence creating these surplus items.

MOTION #2 – APPROVED

Dr. Keller moved to **allow the Library to dispose of the surplus items according to CGCC Policy.** Director Willcox seconded. Motion passed unanimously.

7.2 Second Quarter Supplemental Budget

Will Norris briefly discussed the second quarter budget appropriation adjustments as changes in revenue or operating conditions require appropriation adjustments. Will explained that the budget adjustments he is requesting will appropriate unforeseen resources and adjust grants or scholarships to receive and expend mid-year awards. He added that the primary action was to revise the carryforward amount from the previous year – as when you are budgeting for a beginning balance you much go through the budget process and the annual audit before you have a finalized figure.

MOTION #3 – APPROVED

Dr. Keller moved to **approve, adopt, and appropriate the budget adjustment for General Fund 100, General Fund, by adjusting budgeted resources by increasing Beginning Fund Balance by \$268,622 and Revenue by \$3,142, and adjusting Budgeted Requirements by increasing appropriations for Academic Support by \$7,125, Student Services by \$34,078, Institutional Support by \$70,200, Plant Operation & Maintenance by \$10,000, Transfer to Other Funds by \$82,191, and Reserved for Future Expenditure by \$68,170 for the fiscal year ending June 30, 2016.** Dr. Willcox seconded. Motion passed unanimously.

MOTION #4 – APPROVED

Dr. Keller moved to **approve, adopt and appropriate the budget for Grant Fund 105, Special Revenue Fund, by adjusting budgeted resources by increasing Beginning Fund Balance by \$3,252, Revenue by \$66,973, Transfers In by \$15,706 and adjusting budgeted requirements by increasing Personnel appropriations by \$55,069 and increasing Materials & Services appropriations by \$30,862 for fiscal year ending June 30, 2016.** Dr. Willcox seconded. Motion passed unanimously.

MOTION #5 – APPROVED

Dr. Keller moved to **approve, adopt and appropriate the budget for Scholarship Fund 805, Special Revenue Fund, by adjusting budgeted resources by increasing Revenue by \$1,500 and increasing Transfers In from General Fund by \$60,000, and adjusting budgeted requirements by increasing Materials & Services appropriations by \$61,500 for fiscal year ending June 30, 2016.** Dr. Willcox seconded. Motion passed unanimously.

MOTION #6 – APPROVED

Dr. Keller moved to **approve, adopt and appropriate the budget for Fund 310, State Capital Projects Fund, by adjusting budgeted requirements by increasing Materials & Services appropriations by \$11,185 and decreasing Capital Outlay appropriations by \$11,185 for fiscal year ending June 30, 2016.** Dr. Willcox seconded. Motion passed unanimously.

7.3 Student Ambassadors to the Board

Tiffany Prince, Assistant to the President and Board of Education, handed out documentation she had gathered from other Oregon state community colleges about student representation on their own Board's. This research was based on previous conversations about having student presentations at future CGCC board meetings. She suggested that the Board take time to review these materials and think about what would be the best option for what they, themselves, might be seeking from a student. The Board asked her to seek out more and work with CGCC Student Life in providing a recommendation that is accommodating to both students and the Board at the February meeting.

7.4 Board Assessment Results

Tiffany Prince reviewed with the Board their Self-Assessment results that they had completed in November 2015. Six out of seven Board Director's completed that assessment. They discussed the opportunities for Board growth and various areas to focus more while also highlighting areas that the Board evaluated themselves highly on. Chair Arnold directed the other board members to spend time reviewing these assessment results and to come up with a list of Board goals to converse over at the next Board of Education meeting.

7.5 Other

The Board of Education took a short break from 8:24 pm – 8:27 pm.

8.0 CRITICAL DATES

Dr. Toda reviewed the critical dates with the Board.

9.0 EXECUTIVE SESSION

The Board of Education entered Executive Session at 8:28 pm to conduct deliberations with persons they have designated to carry on labor negotiations. The Board adjourned Executive Session at 8:36 pm.

The Board of Education entered Executive Session at 8:36 pm to conduct deliberations with persons they have designated to carry out real estate transactions. The Board adjourned Executive Session at 8:50pm.

The Board of Education entered Executive Session at 8:50 pm to consider information or records that are exempt from disclosure by law, including written advice from your attorney. The Board adjourned Executive Session at 9:01pm.

MOTION #7 – APPROVED

Dr. Keller moved to **approve the settlement agreement and “exhibit A CGCC Board Apology” for proper submittal and also to be sent to the union.** Director Cobb seconded. Motion passed 5-1, Fairchild opposing.

10.0 ADJOURN

The meeting was adjourned at 9:03 pm.

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