



**BOARD AGENDA ITEM:**  
**DATE:**

**3.1-Regular Meeting Minutes**  
**July 12, 2016**

---

**REGULAR MEETING MINUTES**  
**Tuesday, June 14, 2016**  
**The Dalles Campus- Board Room**

ATTENDANCE:

**Board of Education:**

Charlotte Arnold  
Charleen Cobb  
Stu Watson  
Lee Fairchild  
Dr. Ernie Keller

M.D. Van Valkenburgh –  
Phone

Dr. James Willcox - Phone

**Staff and Representatives:**

Will Norris  
Bill Bohn

Dr. Frank Toda

Tiffany Prince

Courtney Judah

Michelle Gietl

Adam Gietl

Lori Ufford

**1.0 CALL WORK SESSION TO ORDER**

Charlotte Arnold called the work session meeting to order 5:00 pm.

**2.0 WELCOME AND INTRODUCTIONS**

**3.0 FURTHERING THE MIDDLE COLLEGE DISCUSSION**

The Columbia Gorge Community College Board of Education had asked Dr. Toda, President, in June to present information on the concept of a Middle College Prototype. Following that conversation they wanted to learn and hear more about this idea. Dr. Toda invited Duane Francis, CEO of Mid-Columbia Medical Center, and Candy Armstrong, Superintendent of North Wasco Country School District, to discuss with the Board of Education what potential options are out there if they so decide to move forward on a middle college prototype. Both Candy and Duane shared what possibilities and opportunities could arise from this collaboration but also stated that they hadn't fully discussed this with their Boards in depth either as all are still searching and seeing what might come to fruition from the college. As the conversation ended Chairwoman Arnold suggested that the college continue an open dialogue on this topic in the near future.

**4.0 ADJOURN**

The work session adjourned at 6:00 pm.

---

**1.0 CALL REGULAR MEETING TO ORDER**

Charlotte Arnold called the meeting to order at 6:06 pm.

**2.0 WELCOME AND INTRODUCTIONS**

Chair Arnold welcomed guests.

### 3.0 APPROVAL OF MINUTES

#### 3.1 Meeting Minutes, May 10, 2016

##### **MOTION #1 – APPROVED**

Director Watson moved to **approve the May Board of Education meeting minutes as amended**. Director Dr. Fairchild seconded. Motion passed unanimously.

#### 3.2 Work Session Minutes, June 7, 2016

##### **MOTION #2 – APPROVED**

Director Cobb moved to **approve the June Board of Education Work Session minutes as presented**. Director Fairchild seconded. Motion passed unanimously.

### 4.0 PUBLIC COMMENT

Public testimony was heard from Kevin McCabe in regards to his application he had submitted for consideration for the CGCC Board of Education vacancy. Tiffany Prince, Assistant to the Board of Education, read into the record an email she had received from Christy Reichert in support of Kevin McCabe's application and consideration.

#### 4.1 Public Hearing for FY 2016-17 Budget

There was no public comments offered.

#### 4.2 Q4 Supplemental Budget

There was no public comments offered.

### 5.0 REPORT ITEMS

#### 5.1 End of Year Student Life Update

The Student Life Team shared some of their major accomplishments from the previous year and also highlighted their Spring Term wrap up. They were able to deliver over 70 high quality duffle bags to Gorge CASA and DHS for foster kids, they continued to march forward in building tobacco free campuses, held a campus wide BBQ in collaboration with the advising team, and also presented Dr. Toda with a letter of thank you for saving the giant Sycamore Tree that has become a predominate sight around campus. Phi Theta Kappa had a busy spring term as well with increasing their enrollment, and a spring enrollment drive. During their Spring Induction Ceremony they inducted 17 new members and awarded Mike Zitour as Staff Member of the Year, Noah Estes as Chapter Member of the Year, and Dr. Ernie

Keller as an honorary member. PTK also went over all of the awards they had received in the past year, 10 in total!

## **5.2 Monthly Financial Update**

Will Norris, Chief Financial Officer, reviewed with the Board his staff report, mentioning that the college is currently 92% of the way through the current fiscal year and there is a clear picture how the college will end the year financially. He added there are no large variances at this point but won't know the final numbers until all is complete though.

### **MOTION #3 – APPROVED**

Director Cobb moved to **receive and file the monthly financial report as presented.** Director Fairchild seconded. Motion passed unanimously.

## **5.3 Classroom Utilization Report**

Will Norris also discussed with the Board a report on the college's instructional space utilization with additional information on the Nix property and future options with that land. This analysis and report was brought to the Board per previous consensus that the college should study instructional space before actively exploring alternative development options for the Columbia Gorge Community College campuses.

### **MOTION #4 – APPROVED**

Dr. Keller moved to **receive and file the classroom utilization report as presented.** Director Fairchild seconded. Motion passed unanimously.

## **5.4 Operations Update**

Dr. Toda, President, discussed the major Safety Summit that a team from CGCC attended which was put on by the Association of Community College Trustees. He reviewed key points from the Summit and added while the college is prepared it is also working on incorporating new material from the presentations to further enhance the college preparedness plans. He also briefed the Board on the status of the repair for the AC Unit, the Moodle (online classroom module) transition, and IT Network Switches process. Lastly, Dr. Toda reminded that CGCC will be hosting the Governors Education Summit and also the HECC Commission meeting, both to be held the first week in August.

## **5.5 Foundation Update**

Charlotte Arnold, liaison to the Foundation, quickly relayed the updated from the Foundation's Budget and Board meetings and passed along some concerns that the Foundation had surrounding the Treasure's Report. She added that in the upcoming year they will have \$132 thousand for scholarships and mentioned she would pass along the information once she heard more about the potential upcoming Gorge Gatherings.

## 5.6 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.

## 5.7 Chair's Report

Chairwoman Arnold shared her key takeaways from attending the Nursing Pinning Ceremony and Graduation as the school year wrapped to completion.

## 5.8 Other

# 6.0 BUSINESS ITEMS

## 6.1 Master Plan

Lori Ufford, Chief Academic Officer, reported back to the Board that she is still currently doing a full sweep on the Master Plan. She replayed the history of how the Master Plan was compiled and how she is building on the draft work that was submitted. Lori shared that there have been considerations about changing this over to being more of a Strategic Plan and how she plans on trying to bring more people at the college together to review the goals and objectives that have been culled out to make sure that the goals and objectives are what the college collectively will work together towards. She is going to hold an open campus meeting for more input before bringing the plan back to the Board of Education.

## 6.2 Q4 Supplemental Budget

Will Norris concisely reviewed the Fourth Quarter Supplemental Budget.

### **MOTION #5 – APPROVED**

Director Watson 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 \$3,167, Revenue by \$6,400, and adjusting budgeted requirements by increasing Personnel appropriations by \$16,514 and decreasing Materials & Services appropriations by \$6,947 for fiscal year ending June 30, 2016.** Dr. Keller seconded. Motion passed unanimously.

## 6.3 FY 2016-17 Budget Adoption

Will Norris reviewed the details of the Budget Committee meetings and presented information on behalf of some previous questions about travel budgets and funding coordination with the tuition and fee schedule. Discussion ensued with the Directors about the current fee structure. Will stated that the Board of Education is able to change the fees of the computer science program without having to alter the budget that the Budget Committee had approved.

**MOTION #6 – PASSED**

Director Cobb moved to **approve and adopt the attached budget resolutions per recommendation from the Budget Committee.** Dr. Keller seconded. Motion passed unanimously.

**MOTION #7 – PASSED**

Director Fairchild moved to **reduce the Computer Science Program fees to \$50.** Director Watson seconded. Motion passed unanimously.

**6.4 CGCC Board of Education Vacancy Appointment Applicants**

Columbia Gorge Community College had four applicant submit letters of interest for the appointment of filling the Position 1 vacancy on the Board of Education. The Board conversed amongst themselves their thoughts and perspectives on each of the applicants.

**MOTION #8 – FAILED**

Dr. Keller moved to **appoint Jon Farquarson to Position 1 on the Board of Education.** Director Cobb seconded. Motion did not pass. Directors Willcox, Keller, Cobb voted in favor. Directors Arnold, Watson, Fairchild opposed.

**MOTION #9 – FAILED**

Director Watson moved to **appoint Kevin McCabe to Position 1 on the Board of Education.** Director Fairchild seconded. Motion did not pass. Directors Watson and Fairchild voted in favor. Directors Arnold, Willcox, Keller, and Cobb opposed.

**MOTION #10 – PASSED**

Director Watson moved to **appoint J. Carmen Gamez to Position 1 on the Board of Education.** Director Fairchild seconded. Motion passed. Directors Willcox, Keller, Cobb, Arnold, Watson, and Fairchild voted in favor. Director Willcox opposed.

**6.5 Other**

**8.0 CRITICAL DATES**

Dr. Toda reviewed the critical dates with the Board.

**9.0 EXECUTIVE SESSION – None Scheduled**

**10.0 ADJOURN**

The meeting was adjourned at 7:40 pm.

---

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