



BOARD AGENDA ITEM:
DATE:

4.1 –Regular Meeting Minutes
April 14, 2015

REGULAR MEETING MINUTES
Tuesday, March 17, 2015
Hood River Campus – Room 1.310

ATTENDANCE:

M.D. Van Valkenburgh	Dr. Frank Toda	Doris Jepson
Charlotte Arnold	Robb Van Cleave	Dan Ropek
Charleen Cobb	Lori Ufford	Kaylene Herman
Dave Fenwick	Bill Bohn	Mark Gibson
Dr. Ernie Keller	Will Norris	Susan Lewis
Dr. James Willcox	Adam Gietl	Kevin McCabe
Stu Watson	Michelle Cochran	

1.0 CALL TO ORDER

Chair M.D. Van Valkenburgh called the meeting to order at 5:45 pm.

2.0 EXECUTIVE SESSION – ORS 192.660(2)(b)

The Board entered executive session at 5:48 pm. The Board adjourned executive session at 6:18 pm.

3.0 RECONVENE PUBLIC MEETING/WELCOME AND INTRODUCTIONS

4.0 PUBLIC HEARING – SUPPLEMENTAL BUDGET

Chari Valkenburgh opened the public hearing at 6:21 pm. No comments were received from the audience. The public hearing was closed at 6:22 pm.

5.0 APPROVAL OF REGULAR MEETING MINUTES

5.1 Regular Minutes, December 9, 2014

MOTION #1 – APPROVED

Dr. Keller moved to **approve the January 13, 2015 regular meeting minutes**. Charlotte Arnold seconded. Motion passed unanimously.

6.0 BUSINESS ITEMS

6.1 Certificate Suspension

Susan Lewis, Instructional Coordinator, presented a suspension of the Emergency Medical Services certificate currently being offered at CGCC. She described that because of chronic low

enrollment and that the college has not been able to offer all the courses regularly due to the small individual class size is the reasoning behind triggering the certificate suspension to take effect September 1, 2015.

MOTION #2 – APPROVED

Dr. Keller moved for **to approve the certificate suspension as presented**. Dave Fenwick seconded. Motion passed unanimously.

6.2 Alcohol Exemption – RET Ribbon Cutting

Tiffany Prince, Administrative Assistant to the Board of Education, brought forward on behalf of Mary Kramer an alcohol exemption request for the upcoming RET Ribbon Cutting and Open House to take place at the Workforce Training Center on May 11, 2015.

MOTION #3 – APPROVED

Dave Fenwick moved for **to approve the alcohol exemption request for the RET Ribbon Cutting** on May 11, 2015. Charlotte Arnold seconded. Motion passed unanimously.

6.3 RESOLUTION TO DISSOLVE WASCO COUNTY BOND

Will Norris, Chief Financial Officer, put in front of the board a resolution to dissolve the Wasco County G.O. Bond 401 and the preceding supplemental budget adjustment moves these funds into the general fund.

MOTION #4 – APPROVED

Stu Watson moved for **to pass and adopt Board Resolution 031415, A Resolution to Close the Wasco County G.O. Bonds Debt Service Fund**. Dave Fenwick seconded. Motion passed unanimously.

6.4 BUDGET ADJUSTMENTS

Will Norris, Chief Financial Officer, handed out the report on appropriating one time funds, grant adjustments, and anticipating incoming student revenues. These budget adjustments include funding a gap analysis and academic master plan update. The academic master plan expires this year and the gap analysis would help to fill in the missing pieces and define the educational and workforce needs of Wasco and Hood River counties and other districts the college serves.

MOTION #5 – APPROVED

Charlotte Arnold moved for **to approve the Supplemental Budget Adjustments as presented**. Stu Watson seconded. Motion passed unanimously.

6.5 APPOINTMENT OF BUDGET OFFICER/ADOPTION OF BUDGET CALENDAR

Will Norris, Chief Financial Officer, relays that Dr. Toda should be appointed as the Columbia Gorge Community College Budget Officer. Discussion ensued regarding the President of the college becoming the Budget Officer or if it should be the Chief Financial Officer.

Tiffany Prince and Will Norris provided updates to the board regarding the changes in the Budget Calendar which ultimately affects the Board of Education Calendar as well. The proposal included the additional Budget Committee meetings on April 28, 2015 and May 7, 2015 and rescinding the May 6, 2015 Budget Committee meeting.

MOTION #7 – APPROVED

Stu Watson moved for **to appoint Will Norris as the Budget Officer for the 2015-2016 College Budget**. Dave Fenwick seconded. Motion passed with Dr. Keller and Dr. Willcox providing opposing votes.

MOTION #8 – APPROVED

Stu Watson moved for **to adopt the proposed 2015-2016 Budget Calendar**. Dave Fenwick seconded. Motion passed unanimously.

6.6 BOARD OF EDUCATION CALENDAR CHANGE

Tiffany Prince, offered that due to the Budget Calendar change the official Board of Education calendar needed to be updated to reflect the new coordinating dates.

MOTION #8 – APPROVED

Stu Watson moved for **to adopt the changes made to the Board of Education calendar**. Dave Fenwick seconded. Motion passed unanimously.

6.7 APPOINTMENT OF BUDGET COMMITTEE MEMBERS

Will Norris, presented to the board the position applicants for the three Hood River County vacancies on the 2015-2016 Budget Committee. The board considered all candidates.

MOTION #9 – APPROVED

Stu Watson moved for **to appoint Karen Fairchild to position 8 representing Hood River County, for a three year term ending on June 30, 2017.** Dave Fenwick seconded. Motion passed unanimously.

MOTION #10 – APPROVED

Stu Watson moved for **to appoint Arthur Babitz to position 9 representing Hood River County, for a three year term ending on June 30, 2017.** Dave Fenwick seconded. Motion passed unanimously.

MOTION #11 – APPROVED

Stu Watson moved for **to appoint Thomas Keffer to position 10 representing Hood River County, for a three year term ending on June 30, 2017.** Dave Fenwick seconded. Motion passed unanimously.

6.8 TUITION AND FEE INFORMATION TABLE

Will Norris, handed out the Tuition and Fee Information Table for the Board to review and file. A brief discussion took place regarding other Oregon Community Colleges tuition and fees in comparison to Columbia Gorge Community College as well as being provided the opportunity to discuss this further at the April Board of Education Meeting.

7.0 REPORT ITEMS

7.1 FOUNDATION REPORT

Charlotte Arnold, liaison to the CGCC Foundation Board, reported that the Foundation had received the final matching funds from the Title III Grant noting that the Foundation had raised \$200 thousand well before the deadline. Charlotte also mentioned the three Gorge Gathering events that the Foundation is sponsoring.

7.2 OPERATIONS UPDATE

No Update.

7.3 MONTHLY FINANCIAL REPORT

Will Norris provided the Board with the March Financial Report for Fiscal Year 2014-2015 mentioning the year-end financial outlook has improved moderately from the January report. Additionally, the estimate shows expenditure decreasing approximately to match revenue declines, resulting in no significant net variance to the budget.

7.4 NURSING PROGRAM UPDATE

Doris Jepson, Director of Nursing and Health Occupations, reported to the board an update over the past year in regards to the CGCC Nursing Program. Emphasis was on the graduating class of 2014, all had passed their nursing boards on the first attempt and 16 out of the 17 students now have jobs.

7.5 CHAIRMAN'S REPORT

No Report.

7.6 Other

Director Stu Watson referenced the previous Executive Session, stating that motions and decisions must be made during public meeting.

MOTION #8 – NOT APPROVED

Stu Watson moved for **the immediate resignation of Columbia Gorge Community College President, Dr. Frank Toda**. Due to the lack of a second the motion died.

Dr. Keller brought to the board's attention the possible threats to the nursing program. Dr. Toda confirms that healthcare training is a critical element of what CGCC does.

Charlotte Arnold converses with Lori Ufford, Chief Academic Officer, about the computer classes being added. Lori mentions that the college is doing a roll out of classes to develop a mass of students with a full program launch to take effect in fall 2015.

8.0 CRITICAL DATES

Chair Valkenburgh went over the critical dates with the board noting that the April Board of Education meeting is on Tuesday, April 14, 2015 in the Board Room on The Dalles campus.

9.0 ADJOURN

The meeting was adjourned at 7:29 pm.

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