



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

**3.1 – Regular Meeting Minutes**  
**September 20, 2016**

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**REGULAR MEETING MINUTES**  
**Tuesday, August 9, 2016**  
**The Dalles Campus – Board Room**

**ATTENDANCE:**

**Board of Education:**

Charlotte Arnold

Charleen Cobb

Stu Watson

Lee Fairchild

Dr. Ernie Keller

J. Carmen Gamez

Dr. James Willcox

**Staff and Representatives:**

Will Norris

Bill Bohn

Courtney Judah

Lori Ufford

Dr. Frank Toda

Tiffany Prince

**1.0 CALL WORK SESSION TO ORDER**

Charlotte Arnold called the work session meeting to order 5:03 pm.

**2.0 SAFETY PROTOCOL UPDATE**

In preparation for the new academic school year the CGCC Board of Education invited Jim Austin, Director of Facilities to speak about campus safety and security. He spoke with the Board about the college-wide transition from the “Run, Fight, Hide” to a new type of response procedure from the “I Love You Guys” Foundation. Jim handed out the “I Love You Guys” fliers that have been distributed around campus and expounded on the different protocols as the decision points. It was added that this procedure will be discussed at the upcoming in-service and all staff meetings; and departments, faculty, and staff are always to contact Jim regarding the “I Love You Guys” protocols for assistance in understanding and to make their own area of campus more secure.

**3.0 OPEN SESSION CONVERSATION**

Due to time this open topic did not take place. Once all of the departmental moves have concluded the Board would enjoy a tour of the new spaces.

**4.0 ADJOURN**

The work session adjourned at 5:59 pm.

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**1.0 CALL REGULAR MEETING TO ORDER**

Charlotte Arnold called the meeting to order at 6:04 pm.

**2.0 WELCOME AND INTRODUCTIONS**

### **3.0 APPROVAL OF MINUTES**

#### **3.1 Work Session Minutes – July 11, 2016**

##### **MOTION #1 – APPROVED**

Director Cobb moved to **approve the July Work Session Meeting Minutes**. Dr. Keller seconded. Motion passed unanimously.

#### **3.2 Regular Minutes – July 12, 2016**

##### **MOTION #2 – APPROVED**

Dr. Willcox moved to **approve the July Board of Education Meeting Minutes**. Director Fairchild seconded. Motion passed unanimously.

### **4.0 PUBLIC COMMENT**

No comments were given.

### **5.0 REPORT ITEMS**

#### **5.1 Foundation Report**

Charlotte Arnold, liaison to the CGCC Foundation Board, shared the success of the annual Founder's Cup Golf Tournament, noting that they had a high turnout with 26 total teams. Also, the next Foundation event is a UK Beer Tasting Experience and mentioned that as more details emerged, she would pass them along.

#### **5.2 Directive Action Middle College Update**

Lori Ufford, Chief Academic Officer, said conversations with local school district are taking place, as she meets with District 21 Superintendent Candy Armstrong in the near future. Looking to the high school to define what their idea of what a “middle college” is, but we know that they are wanting to provide high school seniors with relevant college credits to graduate and these upcoming conversations will include what kinds of classes are relevant to their student learners.

#### **5.3 Academic/Instructional Update**

Lori continued to discuss the development of creating a college going culture in the Columbia Gorge Region. In working with the local high schools: The Dalles HS received an AVID Grant and is seeking the help of CGCC students to help tutor their high school students, and CGCC has been in contact with Hood River school district about providing possible early college options. She mentioned that she is working with Dan Spatz to start the preparation work for a Title III Grant application, due in February – also, hopeful to have the numbers in-line to apply for a Title IV, HSI, Grant. Lori concluded that a Data Summit is taking place towards the end of September regarding the availability and options of retrieving college institutional

data and that the Community College Survey of Student Engagement results have come back and she will share those outcomes in a future Board meeting.

#### **5.4 Operations Update**

Dr. Toda informed the Board that this week (August 8-11) the college was hosting several state meetings, organizations to include: the Chief Education Office, STEM Partners, Regional Area Collaboratives, Early Learning Hubs, and the Higher Education Coordinating Commission. His update also included that the Nursing Program will be moving forward to an OCNE Curriculum, the new CGCC Catalog for the year is printed and available online, and a collaboration with WorkSource Oregon that is now going to be on the Hood River – Indian Creek Campus.

#### **5.5 Monthly Financial Update**

Will Norris, Chief Financial Officer, reviewed the August Financial as it focuses on the performance of the 2015-16 fiscal year. Highlights of the report were that general fund expenditures decreased by 14% from the previous fiscal year, structural reserves were essentially flat and significant tuition and fee revenue losses associated with declining enrollment were offset by increased state funding.

#### **5.6 Presidential Yearly Goals**

President Dr. Frank Toda handed out and went over the document outlining the President's Institutional Goals. This conversation was very succinct as it is to be further discussed at the August Board Work Session.

#### **5.7 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.

#### **5.8 Other**

### **6.0 BUSINESS ITEMS**

#### **6.1 Procurement – Insurance**

Will Norris, Chief Financial Officer, begins by reminding the Board of Education of Policy 50.A Contracting Authority which specifies that purchases, contracts, or agreements obligating college funds in excess of \$75,000 require the Board of Education, in its capacity as the Local Contract Review Board, to approve.

The College's insurance provider, Property and Casualty Coverage for Education (PACE) provides much of CGCC's insurance coverage.

#### **MOTION #3 – APPROVED**

Director Watson moved to **authorize the President, or designee, to obligate and expend an amount not to exceed \$97,331 in Fiscal Year 2016-17 for various**

**insurance coverages through the Property and Casualty Coverage for Education.** Dr. Keller seconded. Motion passed unanimously.

**6.2 Nursing Surplus Items**

Doris Jepson, Director of Nursing and Health Occupations, presented before the Board a request for permission to remove from usage and dispose of a Virtual IV Trainer and Nursing Simulator as both items no longer work, have been completely depreciated out, and there is no existing market value for them in their current condition.

**MOTION #4 – APPROVED**

Dr. Keller moved to **surplus the nursing items as presenter per college policy.** Director Fairchild seconded. Motion passed unanimously.

**6.3 August 15<sup>th</sup> Meeting**

Tiffany Prince, Assistant to the President and Board of Education, and Courtney Judah, Human Resources Coordinator, discussed a time change to the August 15, Board Work Session. The potential possibility to relay negotiations information would cause for an extension of meeting length. Board consensus was to add an additional half hour to the meeting to accommodate this potential need.

**6.4 2016 ACCT Associate Committee – Letter of Nomination**

Director Dr. Keller is seeking to again take membership and sit on an Association of Community College Trustee's Associate Committee therefore requiring a letter of nomination in support of from the Board of Education.

**MOTION #5 – APPROVED**

Dr. Willcox moved to **approve the presented letter of nomination for Board Chair signature.** Director Gamez seconded. Motion passed unanimously.

**6.5 Other**

**7.0 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 7:34 pm.

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