



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

**3.1-Regular Meeting Minutes**  
**October 13, 2015**

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**REGULAR MEETING MINUTES**  
**Tuesday, September 8, 2015**  
**The Dalles Campus – Board Room**

**ATTENDANCE:**

Charlotte Arnold  
Dr. James Willcox  
Charleen Cobb  
Stu Watson

Lee Fairchild  
Dr. Ernie Keller  
Bill Bohn  
Robb Van Cleave

William Norris  
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 UPDATE ON ACADEMIC MASTER PLAN**

Lori Ufford, Chief Academic and Student Affairs Officer, was joined by Dr. Toda and Robb Van Cleave to help provide an update and full discussion with the Board on the current status of the CGCC Academic Master Plan. Lori mentioned she has been working with a consultant to identify a scope of work to be done, whom will be on campus in the near future to discuss the scope of work with the Executive Leadership Team as outlined. The consultant has been thoroughly reviewing all of the documentation Lori has sent on for background work. The project is outlined in three phases: collection of data and making sure everyone is on the same page; community forums and faculty, staff, and student forums – also meet with K-12 representatives as well; and then compile all the information for a completed report.

**3.0 RESOURCES TO INCREASE STUDENT ENROLLMENT**

Dr. Toda clarified in regards to increasing student enrollment a major step in this would be to get an Academic Master Plan in order and together, while very important to be aware and keep on top of the current fall enrollment it is also important to connect this to future planning. A few things that are taking place presenting is that the Campus Schedule was brought back and sent out in the mail, consideration of a revitalization of the CGCC Quarterly Schedule, and changing the process on how to plan for classes to give a sense to students that they can map their future through the college to completion. Will Norris, Chief Financial Officer, noted that even though CGCC is experiencing a decline in enrollment it has not lost its market share statewide. Columbia Gorge Community College is still the same size as it always has been in comparison to the other community colleges.

**4.0 SECURING SOURCES OF REVENUE**

Dr. Toda discusses things that the college is doing on a limited basis because the college needs to first have a plan in place that aligns with its focus. Dr. Toda also mentions to the Board a couple Grant activities that the college is or considering applications for. In addition there is the partnership that CGCC has with The Dalles District 21, where they have high school attending CollegeNow classes in Building 3.

**5.0 ADJOURN**

The work session adjourned at 5:57 pm.

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**1.0 CALL REGULAR MEETING TO ORDER**

Charlotte Arnold called the work session meeting to order 6:10 pm.

**2.0 WELCOME AND INTRODUCTIONS**

**3.0 PUBLIC HEARING – SUPPLEMENTAL BUDGET**

Board Chair, Charlotte Arnold opened the floor for comments on the Q1 Supplemental Budget at 6:10 pm. There were no comments given so the Public Hearing closed at 6:11 pm.

**4.0 APPROVAL OF MINUTES**

**4.1 Work Session Minutes, August 10, 2015**

Charlotte brought forth a change that was to be made to the Work Session minutes. Under section 3.0 it read "Motion #1 – Approved" seeing as the Board did not make any motions or decisions during the work session/

**MOTION #2 – APPROVED**

Dr. Keller moved to **approve the August 10 work session minutes as presented with a technical amendment for the removal of the statement "Motion #1 – Approved" from Section 3.0.** Charleen Cobb seconded. Motion passed unanimously.

**4.2 Regular Minutes, August 11, 2015**

**MOTION #1 – APPROVED**

Dr. Willcox moved to **approve the August 11 meeting minutes as presented.** Dr. Keller seconded. Motion passed unanimously.

**5.0 PUBLIC COMMENT**

There were no comments.

**6.0 REPORT ITEMS**

**6.1 Monthly Financial Report**

Will Norris, chief financial officer, discussed with the board the monthly financial update. He noted that the college is 17% of the way through the year and that it is still a little too early to make full projections on year end. Although, expenditures are down 24% in comparison to this time last year and tuition and fees are down 12% down compared to this time last year as well. Will made it important to notes that the college is moving forward in the search on a Chief Academic Officer, the recruitment to take place during this fiscal year and the financials allocated with the new positions.

## **MOTION #3 – APPROVED**

Dr. Keller moved to **receive the September Financial Report as presented**. Charleen Cobb seconded. Motion passed unanimously.

### **6.2 Accounting Change Report**

Will Norris referred the Board to the informational report that was distributed in their board packet in order to receive broad direction from the Board in the development of final recommendations that will be presented at a future board meeting. This project stemmed from a CGCC Budget Committee recommended motion that was subsequently adopted by the CGCC Board of Education which as that the college spend no more than the average proportion on institutional support when comparing CGCC to other relative sized community colleges. Will also explained accounting practices and structures as every community college is very unique and discussed some of the recommendations in his report. After hearing from the Board the next step Will will take is contacting the Budget Committee to hear any comments, suggestions, or concerns they may have regarding the accounting change report.

Board members are to individually contact Will within a week with any comments for review or consideration via email and he will adjust recommendations accordingly.

### **6.3 Operations Update**

Robb Van Cleave, Chief Operations Officer, distributed the monthly Small Business Development Center memo from Rick the director of the SBDC on the Columbia Gorge Campus and mentioned some of the local efforts Rick has be partaking in conjunction with The Dalles Chamber and Google. Firstly, Robb sends thanks Susan Lewis, Instructional Coordinator, for providing CGCC with the opportunity to be part of the "Sense of Place" lecture series as a supporting sponsor. Secondly, in terms of communication he statement that the college is working toward uploading the audio files of the board meetings and the full board packet onto the Board of Education webpage. The Executive Leadership Team will is working on uploading their meeting notes onto their webpage and is working with Instructional Council on the possibility of having a faculty member attend part of the weekly staff report ELT meetings. Robb also discusses with the Board an update from Yvonne, the marketing consultant and her marketing program for fall term. Thirdly, the college is renting out classroom space to The Dalles District 21 High School and they are running three classes out of that room a day for their students. Lastly, Robb refers to the safety presentation during June 2015 Board meeting and provides that an update on the safety procedures from the facilities, students services, and Behavioral Assessment Team with further details will be discussed in the October Board meeting.

### **6.4 Foundation Update**

Charlotte Arnold, liaison to the CGCC Foundation, shares that the Foundation scholarship team met to discuss and disperse the scholarship awards to 24 CGCC students. She mentions that there will also be four scholarship workshops coming up to help students on both campuses apply for foundation scholarships. The final fundraiser

for the Foundation Endowment is an Italian Wine Exploration taking place on October 23, anyone interested may contact Amanda Bernal or Stephanie Hoppe.

**6.5 Chairwoman's Report**

Charlotte speaks to her key thing about moving forward with and starting the conversations. Making sure these conversations are heard and shared by everyone who shows up and that people are welcome to attend the Brown Bag Work Sessions and Regular Business Board Meetings to be inclusive.

**6.6 Director Report**

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.

**7.0 BUSINESS ITEMS**

**7.1 Supplemental Budget**

Will Norris points out the FY 2015-2016 Quarter 1 Supplemental Budget contains mostly grant housekeeping so various grants can be accepted, budget the appropriations, and move forward with the activities. Will answers various questions regarding the supplemental budget the Board of Education presented.

**MOTION #4 – APPROVED**

Dr. Keller moved to **approve, adopt, and appropriate the budget adjustment for Grant Fund 105, Special Revenue Fund, by adjusting budgeted resources by increasing beginning fund balance by \$24,843, revenues by \$73,653 and increasing Personnel appropriations by \$41,584 and Materials & Services appropriation by \$56,912 for the fiscal year ending June 30, 2015.** Lee Fairchild seconded. Motion passed unanimously.

**MOTION #5 – APPROVED**

Dr. Keller moved to **approve, adopt, and appropriate the budget adjustment for Scholarship Fund 805, by adjusting budgeted resources by increasing revenues by \$1,000 and increasing Materials & Services appropriation by \$1,000 for the fiscal year ending June 30, 2015.** Lee Fairchild seconded. Motion passed unanimously.

**7.2 Procurement – Insurance**

Will states that because these following procurement purchases are of a dollar value surpassing \$75,000 they are required to have Board action prior to signature.

**MOTION #6 – APPROVED**

Charleen Cobb moved to **authorize the President, or designee, to obligate and expend and amount not to exceed \$92,088 in Fiscal Year 2015-16 for various insurance coverages through the Property and Casualty Coverage for Education company.** Dr. Keller seconded. Motion passed unanimously.

**7.3 Procurement – RogueNet**

**MOTION #7 – APPROVED**

Stu Watson moved to **authorize the President, or designee, to obligate and expend an amount not to exceed \$89,478 in Fiscal Year 2015-16 for maintenance and upgrade support services for the College enterprise resource planning system (RogueNet) from Rogue Community College.** Charleen Cobb seconded. Motion passed unanimously.

**7.4 Procurement – Electric Utilities**

**MOTION #8 – APPROVED**

Charleen Cobb moved to **authorize the President, or designee, to obligate and expend an amount not to exceed \$134,115 in Fiscal Year 2015-16 for The Dalles campus electricity from Northern Wasco County Public Utility District.** Dr. Willcox seconded. Motion passed unanimously.

**7.5 Other**

Board Chairwoman Charlotte Arnold and Dr. Toda presented Doris Jepson, the Director of Nursing and Health Occupations, a plaque to the Columbia Gorge Community College Nursing Program for the recognition of achieving an eight year certification of accreditation through the Oregon State Board of Nursing.

Tiffany Prince, Assistant to the President and Board of Education, reminds the Board of the upcoming OCCA Annual Conference and mentions she will update the Board of more details as they arrive.

**6.0 CRITICAL DATES**

Dr. Toda reviewed the critical dates with the Board, noting the next Board meeting is October 13, in The Dalles Campus Board Room and provided the Board a reminder on the upcoming OCCA Annual Conference as well as the All Staff – All Faculty Meeting, inviting the Board of Education to attend.

**7.0 EXECUTIVE SESSION**

None Scheduled

**8.0 ADJOURN**

The meeting was adjourned at 7:24 pm.

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