



BOARD AGENDA ITEM: 3.1-Regular Meeting Minutes
DATE: December 1, 2015

REGULAR MEETING MINUTES
Tuesday, November 10, 2015
The Dalles Campus – Board Room

ATTENDANCE:

Charlotte Arnold
Dr. James Willcox
Charleen Cobb
Stu Watson

Dr. Ernie Keller
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 5:37pm.

2.0 GENERAL DISCUSSION ON BUILDING TRUST

Chair Arnold begins the continued conversation on building trust by opening up the floor for discussion for questions and comments. Several faculty spoke out about their experiences and views that have taken place or been developing over the last couple years that has affected their trust within the college. It was noted that this topic will be more specifically addressed at length during the December Board of Education meeting.

3.0 PUBLIC PERSONA OF THE COLLEGE

Chair Arnold brings up the topic of the public persona of the college and ways to better partnership with the businesses in the local communities we serve asking for comments from the guests. Comments were made about visibility for everything you do, attending more college related and community related activities, as well as making bridges for student internships.

4.0 ADJOURN

The work session adjourned at 6:02pm.

1.0 CALL REGULAR MEETING TO ORDER

Charlotte Arnold called the meeting to order at 6:02pm.

2.0 WELCOME AND INTRODUCTIONS

Chair Arnold welcomed guests and invited Steph Hoppe to introduce all the CGCC Foundation Board members whom were present.

3.0 APPROVAL OF MINUTES

3.1 Meeting Minutes, October 13, 2015

MOTION #1 – APPROVED

Director Willcox moved to **approve the October Board of Education meeting minutes as presented with a Technical Amendment to fix the date.** Director Cobb seconded. Motion passed unanimously.

4.0 PUBLIC COMMENT

No comments.

5.0 REPORT ITEMS

5.1 Foundation Update

Stephanie Hoppe, Foundation Manager, provided a yearly update to the Board of Education regarding the CGCC Foundation. She shared with the Board about the foundation mission and purpose, the 2015-16 foundation budget, scope of scholarship awards, and also discussed the endowment. The Board heard from nursing student, JoSie Moore, about how the foundation is helping her to reach her goals through several scholarships. Stephanie finished her presentation with mentioning some ways that the foundation could be supported: through giving, volunteering, and attending a fundraiser.

5.2 Operations Update

Robb Van Cleave, Chief Operations Officer, updated the Board on the status of the Chief Academic Officer search progress as it is moving forward with the search committee to be selecting the process for interview dates in the near future. Yvonne, CGCC Communications Consultant, had a meeting with several people whom were putting together the new winter schedule of classes as it has significantly changed from everything previous. She is also working with Courtney Judah in creating a winter term recruitment campaign through social media.

5.3 Safety Update

Robb Van Cleave revisits that he is working on scheduling a third party review of our campus safety as they have found an individual and now are determining the availability and costs for him to give the college an outside perspective of its college safety procedures. Robb makes note that Dr. Toda has scheduled a meeting with all the heads of law enforcement and safety agencies for both college districts (The Dalles and Hood River). The plan is to discuss campus safety and security for various incidents and what procedures or actions should be initially in place. Lastly, the Behavioral Assessment Team has created a database tracking system that allows the team to track all of the reports, make notes, and create action items – and ultimately allows the team to look at these over a long period of time and assess early if something is developing into a situation and then help to remind previous actions and cautions taken.

5.4 Monthly Financial Update

Will Norris, Chief Financial Officer, refers the board to his monthly financial report. Currently, with the first four months of the fiscal year behind CGCC all major function areas of the college are expected to end the year under budget and with the addition of October's numbers the revenue outlook has not changed significantly; pointing out that these year-end estimates to close are still very rough, very much can still change with the operations of the college. Will also confers with the Board regarding the Oregon Public Employees Retirement System rate changes in the 2017-18 fiscal year due to the Oregon Supreme Court's Moro Decision, aiming to make the Board aware of the changes and even though they are two years out and the college has time to react to them.

5.5 Continuing Efforts on Increasing Hispanic and Minority Enrollment

Lori Ufford, Chief Academic and Student Affairs Officer, relays back to the Board new information that they are hearing about the Title IV Grant (Building Hispanic Institutions Grant), first in order to be eligible to apply for the grant competition a certain percentage of the College's enrollment needs to be of Hispanic or need/income based has to be met. She mentions that it is still unknown if the Federal Government is going to open up the competition for applications and that some of the criteria to apply might be changing for this grant. Lori also brings up House Bill 3063, a grant opportunity to address student persistence and completion for underrepresented, non-traditional students and she hopes that information will soon be released about what the criteria is for applying. The Diversity Committee is back up and running after the Chair had resigned and a new one has been selected. And lastly, she updated the Board on the status of the Civil Rights Review and ADA Compliance to be completed in December.

5.6 Sources of Revenue: Local, State, and Federal

Dr. Toda, College President, ties in with Lori's previous update about some of the major revenue pieces taking place right now and additionally mentions that James Pytel, Renewable Energy Technology Instructor, has diligently been working on a National Science Foundation grant. Dr. Toda hands out a document provided by the Oregon Community College Association on all the bills that involved sources of grant funding.

5.7 Director's Reports

Directors each shared the variety of commitments they have attended community wide and their individual contribution of spreading college awareness and community outreach as a representative of the college. Dr. Toda follows with his insight in regards to the various reports given from Directors.

5.8 Chairwoman's Report

Chair Arnold discussed some of her highlights from the Annual OCCA Conference and Board Chair Training. She adds that the college collectively needs to continue to do due diligence in the realms of safety, building diversity and equity in the

student enrollment plan, and supports the hard work taking place in developmental education – how can students get/be ready to take college classes before they step out of the high school environment.

5.9 Other

The Board took a break from 7:51 – 7:56pm.

6.0 BUSINESS ITEMS

6.1 Review Board Policies and Ethics

The Board of Education reviewed and updated their Board Governance and Operations Policy, 20.A – Board of Education.

MOTION #2 – APPROVED

Dr. Keller moved to **update wording under Compensation and Expenses to state: Airfare and related expenses will be paid each year for the President and one Board member to attend the national meetings held by the American Association of Community Colleges and the Association of Community College Trustees. If additional Board members wish to attend the dollar amount will be shared between the Board members attending. Expenses will be paid to any Board member attending the Oregon Community College Association meetings and conferences.** Director Cobb seconded. Motion passed unanimously.

MOTION #3 – APPROVED

Chair Arnold moved to **add wording to the second paragraph under Authority of Individual Board Members read: The individual Board member shall not speak nor write for the Board unless authorized to do so by the Board at a regular or special meeting.** Dr. Keller seconded. Motion passed unanimously.

MOTION #4 – APPROVED

Dr. Keller moved to **add that Future Chairs and Vice Chairs must attend an annual chair training or meeting to the Officers section of the policy.** Director Watson seconded. Motion passed unanimously.

MOTION #5 – RESCINDED

Chair Arnold moved to **add Each Board member should advocate for the college staff, faculty, students, and administration at every opportunity to the Duties of the Board of Education.** Chair Arnold rescinded her motion as discussion led that this wording was already implied throughout the policy.

6.2 Finish Annual Board Assessment

Chair Arnold reminded the Board that the annual assessments are now past due. She added that the few members that have not completed their assessment get it to the Board Assistant immediately so the review can be completed at the next meeting.

6.3 Other

7.0 CRITICAL DATES

Dr. Toda reviewed the critical dates with the Board.

8.0 EXECUTIVE SESSION

Prior to the executive sessions – in regular session, Dr. Keller moved to fix a technical inaccuracy on the agenda as the three executive session fell under ORS 192.660 (2)(b), ORS 192.660(2)(d), and ORS 192.660(2)(f).

MOTION #6 – APPROVED

Dr. Keller moved to **change ORS 192.660(2)(e) to ORS 196.660(2)(d) as it was a transposed letter on the agenda.** Director Watson seconded. Motion passed unanimously.

The Board of Education entered Executive Session at 8:32pm to conduct deliberations with persons they have designated to carry on labor negotiations. The Board adjourned Executive Session at 8:42pm.

The Board of Education entered Executive Session at 8:42pm to consider information or records that are exempt from disclosure by law, including written advice from your attorney. The Board adjourned Executive Session at 9:21pm.

The Board of Education entered Executive Session at 9:22pm to consider dismissal or discipline of or complaints against and officer, employee, staff or agent. The Board adjourned Executive Session at 9:53pm.

9.0 ADJOURN

The meeting was adjourned at 9:54pm.

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