



BOARD AGENDA ITEM: 3.1 – Regular Meeting Minutes
DATE: March 8, 2016

REGULAR MEETING MINUTES
Tuesday, February 9, 2016
Hood River Campus – Classroom 310

ATTENDANCE:

Board of Education:

Charlotte Arnold

Dr. James Willcox

Charleen Cobb

Stu Watson

Lee Fairchild

Dr. Ernie Keller – via phone

Dr. Frank Toda

Tiffany Prince

Staff and Representatives:

Susan Lewis

William Norris

Bill Bohn

1.0 CALL WORK SESSION TO ORDER

Charlotte Arnold called the work session meeting to order 5:31 pm.

2.0 COLLEGE WIDE COMMUNICATIONS

Chair Arnold opens the meeting by referring back to previous work sessions stating, “it was obvious that there were two key things to talk about and that was communications and continuing that dialog in how we can improve and secondly, our level of feeling that as a group (faculty, staff, administration, Board) that we’re all having an opportunity to contribute to the Academic Master Plan which tends to be our important focus at this time.” With that she further discusses comments that she had previously heard regarding the various disconnects on the levels of communication and asks for feedback and updates on how things are now going, what more can be done, and what has been done. Conversation took place with participants sharing their thoughts on what has improved and their suggestions and actions on how they can continue to help with the communication issues.

3.0 ACADEMIC MASTER PLAN UPDATE

Due to the late start of the work session this topic was tabled. A thorough update will be given during the March 2016 Board of Education meeting.

4.0 ADJOURN

The work session adjourned at 6:02 pm.

1.0 CALL REGULAR MEETING TO ORDER

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

2.0 WELCOME AND INTRODUCTIONS

Chair Arnold welcomed guests.

3.0 APPROVAL OF MINUTES

3.1 Meeting Minutes, January 12, 2016

MOTION #1 – APPROVED

Director Cobb moved to **approve the January Board of Education meeting minutes as presented with a Technical Amendment to correct a clarifying statement made by Robb Van Cleave.** Director Willcox seconded. Motion passed. Director Watson abstained as he was not present at the January 2016 meeting.

4.0 PUBLIC COMMENT

No comments.

5.0 REPORT ITEMS

5.1 Acceptant of 2014-15 Audit

Angelique Whitlow, partner at Talbot, Korvola, and Warwick LLP, presented the overview of the audit TKW had conducted for the 2015 fiscal year. She explained the new Governmental Accounting Standards Board standards and said that the college received an unmodified opinion, which is the top opinion to obtain. Angelique did mention this year the college did get four findings but what is a significant decrease from the nine that had been received the year prior. She directed the Board to the pages regarding corrective action for current findings.

MOTION #2 – APPROVED

Director Cobb moved to **accept the 2014-2015 Fiscal Year Audit as presented by Talbot, Korvola, and Warwick LLP.** Director Willcox seconded. Motion passed unanimously.

5.2 Monthly Financial Update

Will Norris, chief financial officer, discussed with the Board the college monthly financial update. He stated that mostly the trends were revised downward as revenue fell short due to low winter registration but on the expenditure sides the downward revision was due to employee vacancies. Will also mentioned that his budget instructions went out and he will be working with departments on helping them to prepare their individual budget and making targeted cuts if able.

5.3 Foundation Update

Charlotte Arnold, liaison to the CGCC Foundation Board, shared the most current updates happening in the CGCC Foundation highlighting the CGCC Employee Sponsor luncheon.

5.4 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.

5.5 Chair's Report

Chair Arnold is part of the Hood River Valley Key Communicators list and so occasionally she will be with Dan Goldman. This year marks the 150th year for the Hood River Valley School District and noted their 84% graduation rate for students graduating in four years.

5.6 Other

6.0 BUSINESS ITEMS

6.1 Roofing Proposal

Jim Austin, Director of Facilities Services, addressed multiple concerns with the Board regarding the roofing system on Building 2 over the Lecture Hall and on Building 4. He mentions that maintenance has been deferred for probably as long as it can, they have exceeded their life span, and are needing regular replacement. Jim also noted that this was procured under the US Communities umbrella which is maximum performance price structure available to municipalities and colleges.

MOTION #3 – APPROVED

Director Willcox moved to **accept that a competitive process did take place and the Columbia Gorge Board of Education accepts the bid from Arrow Roofing and Sheet Metal as the lowest responsive bidder and authorizes the President to enter into a purchase contract for these roofing services.** Director Cobb seconded. Motion passed unanimously.

6.2 RogueNet System Contract

Will Norris goes over the annual contract approval for the college enterprise resource planning system, RogueNet, a system that does many things for the college from registration, reporting enrollment, accounting, paying bills etc.

MOTION #4 – APPROVED

Director Keller moved to **authorize the President, or designee, to obligate and expend an amount not to exceed \$92,162 in Fiscal Year 2016-17 for maintenance and upgrade support services for the College enterprise resource planning system (RogueNet) from Rogue Community College.** Director Fairchild seconded. Motion passed unanimously.

6.3 Annual Confirmation of Mission, Vision, and Core Themes

Susan Lewis, Instructional Coordinator, brought before the Board a presentation drafting updates and changes for consideration pertaining to the College's Core

Themes and their related objectives. Susan elaborates that this is in effort to make the core themes a more results focused document and less action focused. This will in turn help better answer the question of obtaining mission fulfillment and will make assessment more manageable. She also provided information on the measures in order to show how the college anticipates measuring the objectives.

MOTION #5 – APPROVED

Director Watson moved to **accept the CGCC Core Theme revisions (Core Theme titles and objectives) as presented**. Director Fairchild seconded. Motion passed unanimously.

6.4 Appointment of Budget Officer/Adoption of Budget Calendar

Will Norris discusses with the Board the motions that will begin the fiscal year 2016-17 budget process; stating that the budget calendar is very similar to last years. With reviewing that budget calendar Director Fairchild raises the question of holding one of the budget meetings in Hood River

MOTION #6 – APPROVED

Director Fairchild moved to **move the May 3, 2016 Budget Committee meeting from The Dalles Campus to the Hood River Indian Creek Campus**. Director Watson seconded. Motion passed unanimously.

MOTION #7 – APPROVED

Director Fairchild moved to **update the Board of Education calendar to reflect the changes in location for the budget committee meeting on May 3, 2016**. Director Watson seconded. Motion passed unanimously.

MOTION #8 – APPROVED

Director Keller moved to **appoint Dr. Frank Toda, President, as the Budget Officer for the 2016-17 college budget**. Director Cobb seconded. Motion passed unanimously.

MOTION #9 – APPROVED

Director Fairchild moved to **accept and adopt the Fiscal Year 2016-2017 Budget Calendar as amended**. Director Watson seconded. Motion passed unanimously.

6.5 Appointment of Budget Committee Members

Tiffany Prince, Assistant to the President and Board of Education, shared with the Board that there are currently two Wasco County Budget Committee vacancies to fill; she has been advertising but to date had no applicants. John Hutchinson expressed interest in renewing his term and it is up to the Board to reappoint him – which would then only leave one vacancy to fill.

MOTION #10 – APPROVED

Director moved to **reappoint John Hutchinson to his former position on the CGCC Budget Committee.** Director seconded. Motion passed unanimously.

6.6 Student Ambassadors to the Board

Tiffany Prince was asked to return to the February 2016 board meeting with a proposal regarding previous board conversation about student representation on the CGCC Board of Education. She shared that the purpose of this student ambassador would be to represent the student body of Columbia Gorge Community College and would serve as an official liaison between the board and the students. Tiffany outlined potential responsibilities, hours and pay, and other details about the potential position.

MOTION #11 – APPROVED

Director Cobb moved to **support a student representative from Columbia Gorge Community College student body to serve as a student ambassador on the Board of Education.** Director Fairchild seconded. Motion passed unanimously.

6.7 Board Goals Based on Board Assessment

Chair Arnold and Directors converse over their plan to take action on the results that were provided to them in the Self-Assessment. Chair Arnold addresses some of the specific areas of self-critique and areas of improvement that the Board should work on in the remainder of the year. Each Director shared his or her board specific goal they are to focus and collaborate on for the rest of this academic year and even electoral service.

6.8 Other

Director Watson comments about a concern he had received pertaining to posting the audio recordings of the board meetings on the college website. Currently, the board assistant plans on uploading the recordings after the regular written meeting minutes have been approved (typically the month following the actual meeting) but due to website upgrades the assistant had held off on uploading the meetings but if requested she would send them out individually. Board discussion ensured concerning the correct process, protocol, and ethics of posting these recordings and the conversation concluded that the Assistant to the Board would seek out more research on the matter to be brought back for further dialogue in the next upcoming month or two.

7.0 CRITICAL DATES

Dr. Toda reviewed the critical dates with the Board.

8.0 EXECUTIVE SESSION – Presidential Evaluation | ORS 192.660(2)(i)/192.660(8)

The Board of Education entered Executive Session at 7:58pm for the purpose of evaluating the performance of an officer, employee, or staff member. The Board adjourned Executive Session at 8:10pm.

9.0 ADJOURN

The meeting was adjourned at 8:11 pm.

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