



**BOARD AGENDA ITEM:** 3.1–Regular Meeting Minutes  
**DATE:** April 12, 2016

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**REGULAR MEETING MINUTES**  
**Tuesday, March 8, 2016**  
**The Dalles Campus– Board Room**

ATTENDANCE:

**Board of Education:**

Charlotte Arnold  
Charleen Cobb  
Stu Watson  
Lee Fairchild

Dr. Ernie Keller

**Staff and Representatives:**

William Norris  
Bill Bohn  
Dr. Frank Toda

Tiffany Prince

Susan Lewis  
Doris Jepson  
North Wasco County School  
District

**1.0 CALL WORK SESSION TO ORDER**

Charlotte Arnold called the work session meeting to order 5:02 pm.

**2.0 Oregon Community College Association**

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 ADJOURN**

The work session adjourned at 5:56 pm.

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**1.0 CALL REGULAR MEETING TO ORDER**

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

**2.0 WELCOME AND INTRODUCTIONS**

Chair Arnold welcomed guests.

**3.0 APPROVAL OF MINUTES**

**3.1 Meeting Minutes, March 8, 2016**

**MOTION #1 – APPROVED**

Dr. Keller moved to **approve the March Board of Education meeting minutes as presented.** Director Cobb seconded. Motion passed unanimously.

**4.0 PUBLIC COMMENT**

No comments.

**5.0 EXECUTIVE SESSION – Real Property Transactions | ORS 192.660(2)(e)**

*The Board of Education entered Executive Session at 6:04pm with the North Wasco School District for the purpose of conducting deliberations with persons whom have been designated to negotiate real property transactions. The Board adjourned Executive Session at 6:26pm.*

**MOTION #2 – APPROVED**

Director Watson moved to **direct the appropriate staff to engage and to discuss possible collaborations, facilities expansions, and to bring back a report.** Dr. Keller seconded. Motion passed unanimously.

**6.0 REPORT ITEMS**

**6.1 Nursing Program Update**

Doris Jepson, Director of Nursing and Health Occupations, provides the Board an update of CGCC Nursing data. Doris covered the graduation, licensure rates, and hiring statistics for the program as well as numbers on students enrolled, scholarship dollars, and collaborations and agreements with local agencies. Joining Doris were two students, Tanya Barrett and Sarah Wood, whom both spoke to their experiences in the Nursing Program and where they plan to take their CGCC education in the future.

**6.2 Calendar of Instruction**

Lori Ufford, Chief Academic and Student Services Officer, presented the 2016-2017 Calendar of Instruction noting that it is a biennial calendar.

**MOTION #3 – APPROVED**

Dr. Keller moved to **approve and adopt the Calendar of Instruction as presented.** Director Watson seconded. Motion passed unanimously.

**6.3 Academic Master Plan Update**

Lori Ufford handed out a working draft of Columbia Gorge Community College’s Master Plan hitting the highlights of the document. Starting with an overview of strategic goals and then breaking each goal down into proposed objectives and measureable actions. She also discussed how this all ties together with the

college's current Core Themes and said she will be bringing back the finalized Master Plan in one of the upcoming months. The Board expressed its appreciation of the hard work being put into this document and look forward the value it will bring to the institution.

#### **6.4 Tuition and Fee Schedule**

Will Norris, Chief Financial Officer, discussed with the Board the draft potential tuition and fee schedule, this report was for information and discussion purposes only. CGCC's tuition and fees make up one-third of the operating revenue that the college has control over. Will's staff report also compared CGCC's tuition and fees to some of the other Oregon community colleges. The final Proposed 2016-17 Academic Year Tuition and Fee Schedule will be presented to the Board of Education during their April board meeting.

#### **6.5 Monthly Financial Update**

Will Norris reviewed the February Financial Report for Fiscal Year 2015-16 with the Board. The February report included eight months of financial data and the year-end estimates-to-close were based on historical financial patterns and anticipated future expenditures. There were no significant changes to the yearend estimates as the vast majority of spring term registrations happens in March. A slightly higher revenue and slightly lower expenditure estimate swung the current year deficit to a very small surplus.

#### **6.6 Foundation Update**

Charlotte Arnold, liaison to the Foundation Board, shared that the Foundation has a set date for the Annual Founders Cup Golf Tournament, August 6 and to contact Amanda Bernal with any questions or to sign-up a team. She also shared that the Foundation is also working on organizing future the future Gorge Gatherings Series.

#### **6.7 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.

#### **6.8 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 150<sup>th</sup> year for the Hood River Valley School District and noted their 84% graduation rate for students graduating in four years.

#### **6.9 Other**

Director Watson wanted to briefly bring up with the Board of Education expectations of board meeting attendance. Director Watson went on to discuss that Director Valkenburgh has missed 7 of the last 8 meetings and was looking for insight on his status and referred to CGCC 20:A – Board of Education. Chair Arnold

said she would gain contact with Director Valkenburgh to have a conversation with him about his position on the Board and his future attendance.

#### **MOTION #4 – DID NOT PASS**

Director Keller moved to **have Chair Arnold approach Director Valkenburgh to clarify what his future capabilities in attending meetings are.** Director Watson seconded. Motion failed to pass due to the lack of the affirmative vote of four members of the Board.

Arnold, Watson, Fairchild: for | Cobb and Keller: against.

## **7.0 BUSINESS ITEMS**

### **7.1 Certificate Suspensions**

Susan Lewis, Instructional Coordinator, went over two certificate suspensions that were approved by CGCC Curriculum Committee: Retail Management and Basic Healthcare Informatics Assistant Certificates. Susan noted that this was due to lack of enrollment and a couple other factors and they will be taught out to completion for any remaining student attending.

#### **MOTION #5 – APPROVED**

Director Cobb moved to **approve and adopt the two certificate suspensions as presented.** Director Fairchild seconded. Motion passed unanimously.

### **7.2 IT System Upgrades**

Regarding IT System Upgrades, Will Norris discussed the funding information regarding the presented Resolution to repurpose unexpended proceeds from the 2013 Full Faith and Credit Obligations for the Information Technology Infrastructure. Adam Gietl, Manager of Network Services, and Bill Bohn, Chief Technology Officer, presented on the details of the purchase and installation of a new network switching system and telephone system for CGCC. Discussion amongst the Board ensued concerning the financing approach and possibly including this inside the budget process (for next fiscal year). In response it was mentioned that IT was already stretching quote timelines, an approaching deadline to get this set-up before fall term, and the potential risk aspect.

Director Fairchild asked for the Board to take a 5 minute break before making any final decisions – request was approved by Chair Arnold.

#### **MOTION #6 – APPROVED**

Dr. Keller moved to **approve and adopt Resolution 030816.** Director Cobb seconded. Motion passed unanimously.

**MOTION #7 – APPROVED**

Director Watson moved to **authorize the President, or designee, to obligate and expend an amount not to exceed \$147,819 in Fiscal Year 2015-16 for the purchase and installation of a new telephone system manufactured by ShoreTel, and purchased by Right! Systems.** Director Fairchild seconded. Motion passed unanimously.

**MOTION #8 – APPROVED**

Dr. Keller moved to **authorize the President, or designee, to obligate and expend an amount not to exceed \$138,482 in Fiscal Year 2015-16 for the purchase and installation of a new network switching system manufactured by Brocade, and purchased by NovaCoast.** Director Watson seconded. Motion passed unanimously.

**7.3 Other**

Tiffany Prince, Assistant to the President and Board of Education, asked the Board to consider a letter of interest from a Wasco County resident whom was applying to fill the vacant seat on the Columbia Gorge Community College Budget Committee.

**MOTION #9 – APPROVED**

Dr. Keller moved to **appoint Jon Farquharson to the fill the Budget Committee vacancy.** Director Fairchild seconded. Motion passed unanimously.

**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 8:54pm for the purpose of evaluating the performance of an officer, employee, or staff member. The Board adjourned Executive Session at 9:19.*

**9.0 ADJOURN**

The meeting was adjourned at 9:20pm.

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