



BOARD AGENDA ITEM: 3.1 – Regular Meeting Minutes
DATE: May 10, 2016

REGULAR MEETING MINUTES
Tuesday, April 12, 2016
The Dalles Campus – Board Room

ATTENDANCE:

Board of Education:

Charlotte Arnold
Charleen Cobb
Stu Watson
Lee Fairchild

Dr. Ernie Keller

Staff and Representatives:
Will Norris
Bill Bohn
Dr. Frank Toda

Tiffany Prince
Susan Lewis
Courtney Judah
Michelle Gietl
Richard Jepson

1.0 CALL WORK SESSION TO ORDER

Charlotte Arnold called the work session meeting to order 5:00 pm.

2.0 Conversation with Representative John Huffman

Representative Huffman spoke with the Board about the ideas of advance placement and accelerated learning. He shared with what he had been working on a lot over the years in education policy and now on the budgeting side, noting that in time he noticed a statewide issue in alignment in education and along with that he believes is it critical to have strong advising all along the way. From an early learning perspective it is really important to have alignment and advising connected. From there Representative Huffman transitioned to speaking on something that him, Dr. Toda, and District 21 Superintendent Candy Armstrong had been working on, the potential possibility of a District 21 and CGCC partnership in creating a middle college prototype model.

3.0 Student Life Update

Michelle Gietl, Student Life Advisor, gave a short update of some the current on goings within student activities and then introduced Bailey McManus and Noah Estes as they shared with the Board their updates on Phi Theta Kappa and Student Government. Both went over some of their past successful events that had taken place during the last quarter and also invited the Board to some of their upcoming events that will be happening in the upcoming months.

4.0 ADJOURN

The work session adjourned at 5:57 pm.

1.0 CALL REGULAR MEETING TO ORDER

Charlotte Arnold called the meeting to order at 6:03 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 Fairchild seconded. Motion passed unanimously.

4.0 TUITION AND FEES SCHEDULE, HEARING

Chair Arnold opened the public hearing at 6:05pm

Public Comment was received by:

Michelle Gietl, Student Life Advisor: Not taking a for or against stance on the \$150 Small Class Premium Fee she just wanted to speak to the fact that everyone students and staff had worked hard to get student input for the survey.

Tristan Neal, Student: Wanted the primary focus to be that everyone look at all the different financial plans that are being presented in regards to the overall increase in fees such as the large increase in fees for special programs, such as the Computer Science Program

Dawn Sallee-Justesen, Registrar: Came to speak on the topic of the small class premium fee as it is being presented in the fees. While understanding that there needs to be an increase in tuition and fees to help balance the budget but this particular fee has implications that need to be considered in greater detail before it gains approval as explained. Such as the visibility of the fee, how it is being administered, the timing of when students register and the uncertainty of this fee being applied, how costly this fee could be if a student gets hit with several charges, and how there is an influx of students registering late and the class no longer being low enrolled and it causing a lot of extra work on the back end for staff and the additional programming this would create. Plus the fee doesn't guarantee classes will not be cancelled.

Mike Taphouse, Director of Advising: To talk about the \$1 increase for the Mental Health Counseling Services and present information on what that would look like as it has been something Student Services had been working on for some time. The fee would be to cover mental health services for the students, the counseling would not be provided on campus (hopeful as a long term goal) but will be provided off campus. And this would also help to cover stipend costs for students who meet the needs and require testing. The second issue to address was that looking at two historically enrolled classes for just this year and how

the small class premium fee would affect them if it were applied this year. The costs incurred would be significant as some of these students in specialized programs are already paying additional fees to be part of that program.

Noah Estes, Student: In regards to the small class fee, referencing the survey results that had been handed out/presented, stating that 74% of students surveyed had supported this specific class increase fee. Also, noting that even though CGCC gets a bad rap in the press and community is that 95% of these students in the survey say that they would recommend CGCC to others. Continuing that your students want to help you, that is a really big thing here, they're literally offering (not the really best situation) but a really pretty good idea in doing something groundbreaking, even though something groundbreaking can be scary.

Tiffany Prince, Assistant to the President and Board of Education, read into the record three emails she had received and was requested to be read at this hearing –

Eric Green, Computer Applications/Office Systems Instructor, suggested that the large \$50 increase to the Moodle fee may be counterproductive, unless it was the intent to shift classes away from online. This once a class or quarter fee is could become a factor in students' decision about what classes to take, or even which college to attend.

Linda Hughitt, Computer Applications/Office Systems Instructor, feared that if the college keeps cutting classes and not offering needed classes for certificates and then adding higher fees on top of that it will continue to send students to other colleges. Adding that not offering classes that fill makes no sense, as that is currently happening, as well as not offering needed classes, eventually no students will be left.

Carol Jordan, Computer Applications/Office Systems Instructor, did not see how a college can justify charging some students the standard tuition for one section of a course and a higher rather for another section of the same class. Comparing it to the two-tiered pay schedule for faculty as part time faculty have the same education and training as full-time faculty, however they get paid on average 50 cents less.

Chair Arnold closed the public hearing at 6:24pm

5.0 PUBLIC COMMENT

There were no public comments offered.

6.0 REPORT ITEMS

6.1 Monthly Financial Report

Will Norris, Chief Financial Officer, review the Business Office monthly financial report briefly with the Board of Education and then went over his college wide budget update presentation that he has shared on both CGCC campuses at various open meetings.

6.2 Student Services Update

Lori Ufford, Chief Academic and Student Services Officer, shared her views on the Tuition and Fee Schedule, expressing some areas she had that were of concern. She went on to explained about the current happenings and the work going on inside Student Services as it greatly ties into Core Theme One: Access. Lori also provided an update on the Mid-Cycle Accreditation Review visit the college underwent and quickly outlined potential next steps for follow up.

6.3 Foundation Update

Charlotte Arnold, liaison to the CGCC Foundation Board, updated the Board of Education on the details about Foundation Scholarship deadlines, new Foundation Board Members, and the Founder's Cup Golf Tournament which will be on August 6 at the Indian Creek Golf Course.

6.4 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.

During his update, Director Fairchild expressed his concern that due to Robb Van Cleave's departure the Board has lost the "Operations Update" that he used to provide. Board consensus was to bring back this agenda item at the next meeting and for all future meetings as well.

6.5 Chair's Report

Chairwoman Arnold provided no additional comments or updates.

6.6 Other

7.0 BUSINESS ITEMS

7.1 New Degree: Associate of Computer Science Oregon Transfer

Susan Lewis, Instructional Coordinator, went over a new degree for CGCC that was recently approved by the Curriculum Committee. She explained that this degree adds no additional costs to the college but allows students whom obtain this degree to directly transfer as part of the Oregon Transfer.

MOTION #2 – APPROVED

Dr. Keller moved to **approve and adopt the new Computer Science degree as presented**. Director Fairchild seconded. Motion passed unanimously.

7.2 Student Ambassador Application

Tiffany Prince, Assistant to the President and Board of Education, reviewed with the Board the application she had drafted in regards to their action to have a Student

Ambassador sit as a student liaison to the Board beginning in the next fiscal year. Tiffany expressed that she would be bringing back a potential candidate for their approval at the June meeting depending on the interview process.

MOTION #3 – APPROVED

Director Cobb moved to **approve the Student Ambassador application as presented**. Director Watson seconded. Motion passed unanimously.

7.3 Tuition and Fee Schedule

Will Norris discussed with the Board of Education the potential adoption of fiscal year 2016-17 Tuition and Fees for Columbia Gorge Community College, noting that this always take place outside of the college budget build as the financial aid office must be able to submit summer awards and these tuition and fees adopted will become the basis of our revenue and resource estimate for the next year. During several college-wide budget presentation meetings it was heavily expressed that the college could not sustain significant cuts or reductions that had taken place in the 2015-16 fiscal year budget. Seeing as tuition and Fees make up about 35% of the annual operating revenue for CGCC and they are the only major revenue source that the college has direct control over, an increase needs to be considered. He presented two different options/recommendations for the Board to reflect over; with changes including a \$6.00 increase per credit hour to tuition, the addition of a fee for reduced cost mental health counseling, student ID card fee, and program specific fees.

The Board deliberated over the two options at length with the main controversial issue being the \$150 Small Class Premium Fee where they focused a lot of their conversation. The Board also discussed the possible addition of a one-time admissions fee for students who are applying to CGCC. They conversed about the various effects the tuition and fees increases could cause the students and the college wanting to bear in mind the impact of the decision they were to make.

As it was a heavy conversation the Board of Education opted to table the discussion until after the Executive Session to give themselves the time needed to digest the information further and took a recess from 8:25-8:33pm.

7.4 Q3 Supplemental Budget

Will Norris discussed the details of the Third Quarter Supplemental Budget as it adjusts for unforeseen operating conditions that happen mid-year. Will pointed out that the primary thing happening in this supplemental budget are Title III expenses, and also to cover the costs to switch over to a private Moodle hosting site as OSU will no longer be the hosting agency as they have been in the past for CGCC, and then finally some grant cleanup for appropriations.

MOTION #4 – APPROVED

Director Fairchild moved to **approve the Q3 Supplemental Budget as presented**. Dr. Keller seconded. Motion passed unanimously.

7.5 IT Surplus

Richard Jepson, ITS Computer Support Technician III, discussed the inventory of the computers college wide. He explained that our students have the newest or best computers, by replacing those first always and then it cycles from there for the general computer surplus rotation and asked that the list he submitted to the Board be surplused.

MOTION #5 – APPROVED

Dr. Keller moved to **surplus the list of IT items per Columbia Gorge Community College policy**. Director Fairchild seconded. Motion passed unanimously.

7.6 Posting Board Meeting Audio

Tiffany Prince returned to the Board with information she had gathered per their previous request in regards to finding out a timeframe in which the captured audio of the Board of Education meetings could be posted online to the CGCC website. The messaging she had received stated that as long as you hold the audio recordings they can be requested for view at any time, therefore the audio recordings can be posted online at any point of time.

MOTION #6 – APPROVED

Director Fairchild moved to **have each monthly board meeting audio posted before the next month's meeting and to be deleted after six months from the website but preserved otherwise**. Director Watson seconded. Motion passed unanimously.

7.7 Other

Dr. Keller passed out a resolution he had been working on to submit to the Association of Community College Trustees organization in order to nominate Chair Charlotte Arnold for one of their national trustee awards. The Board gave consensus to Dr. Keller to continue moving forward on his submittal of this nomination from the CGCC Board of Education.

Director Watson also expressed his concerns and confusions around the planning that had been done, the degree and extent of the planning that had been done without any Board notification that he could recall, financial considerations, and that legislation had been pursued around Representative Huffman, Dr. Toda, and Candy Armstrong's workings on the middle college concept. He conveyed that he believes that the Board of Education should be involved and informed in these key policy decisions from the beginning stages in the process and not at the end. Chair Arnold stated that there will be a future conversation about this process and its upbringing at the next meeting agenda.

8.0 CRITICAL DATES

Dr. Toda reviewed the critical dates with the Board.

9.0 EXECUTIVE SESSION – Labor Negotiations | ORS 192.660(2)(d)

The Board of Education entered Executive Session at 9:00pm to conduct deliberations with persons they have designated to carry on labor negotiations. The Board adjourned Executive Session at 9:35.

Following the Executive Session the Board of Education entertained the following motion:

MOTION #7 – APPROVED

Director Watson moved to **adopt “Option B” of the presented Tuition and Fee Schedule and additionally adding a one-time admissions fee of \$25 (twenty-five) dollars.** Dr. Keller seconded. Motion passed unanimously.

*Noting that the intent for the increase in fees was to provide cushion for funding so that we lessen the number of canceled classes.

10.0 ADJOURN

The meeting was adjourned at 9:58pm.

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