



BOARD AGENDA ITEM:

3.1 –Regular Meeting Minutes

DATE:

September 16, 2014

REGULAR MEETING MINUTES
Tuesday, August 12, 2014
Hood River-Indian Creek Campus

ATTENDANCE:

M.D. Van Valkenburgh
Charlotte Arnold
Charleen Cobb
Dr. Ernie Keller
Dr. James Willcox

Stu Watson
Jim Austin
Lori Ufford
Bill Bohn
Dan Spatz

Robb Van Cleave
Dr. Frank Toda
Tria Bullard
Gail Gilliland

1.0 CALL TO ORDER

M.D. Van Valkenburgh called the meeting to order at 6:01 pm.

2.0 WELCOME AND INTRODUCTIONS

Chair Van Valkenburgh welcomed guests.

3.0 APPROVAL OF REGULAR MEETING MINUTES

MOTION #1 – APPROVED

Stu Watson moved to **approve the July 8, 2014 regular meeting minutes, as presented.** Charlotte Arnold seconded. Motion passed unanimously.

4.0 REPORT ITEMS

4.1 Foundation Report

Charlotte Arnold, liaison to the Foundation Board, reported that the Foundation has raised \$1.3M toward the endowment. The CGCC Foundation's 15th Annual Founder's Cup Golf Tournament was successful; however, the financial outcome of the golf tournament report is not available at this time. There is one more event in the 2014 Columbia Gorge Gatherings Series - Friday, October 17, 2014, at White Buffalo Wine Bar and Bistro in Hood River. The cost is \$75 per person. Full-year scholarship interviews are today. Volunteers are needed for the Hood River Cross-Channel Swim on Labor Day, Monday, September 1st. Registration is at the Best Western Hood River Inn. Please contact Steph Hoppe or Carla Jellum to volunteer.

4.2 Monthly Financial Report

Robb Van Cleave, chief operating officer, distributed the CGCC Financial Overview and the 2014 Financial Report and presented the preliminary year end comparison between 2014 and 2013. Brief discussion ensued regarding monies not spent rolling over to the 2015 beginning balance.

4.3 Operations Update

Robb Van Cleave, chief operating officer, updated the Board with regard to the CFO search. Several changes were made in the marketing of the vacancy, including sending letters to local CPA firms. Robb will have another report in September.

Several CGCC employees attended a Behavioral Intervention Team training last week in Portland. We are forming a team that will deal with crisis detection and prevention.

Firefighters fighting the large Rowena fire contacted CGCC for a place to stay during the fire. The firefighters chose The Dalles Middle School as a better fit. The college is committed to supporting the firefighters in the future in any way possible.

Talbot, Korvola, and Warwick (TKW), our auditing firm, and Lisa Deswert, chief financial officer, have talked about the possibility of TKW providing additional audit support this year, outside the scope of the current contract. A proposal will be brought to the Board in September that would include an additional \$25,000 in services. These increased services will enable TKW to write the audit report and to help us avoid filing for another audit extension this year.

A draft Board policy regarding Section 127, which allows an employer to offer untaxable education assistance for employees (up to \$5,250), will be brought to the Board next month. This policy has been drafted with assistance from Miller Nash, our law firm. Brief discussion ensued regarding tuition reimbursement and who qualifies.

5.0 BUSINESS ITEMS

5.1 Resolution for Sole Source Procurement – 25Live Scheduling Software

Bill Bohn, chief technology and planning officer, presented and discussed the Series 25 Scheduling Software which would be paid for out of Title III funds. This is the only system that is compatible with RogueNet.

MOTION #2 – APPROVED

Dr. Keller moved to **authorize the president or his designee to proceed on behalf of the college to negotiate and execute a sole-source contract with CollegeNet to acquire, integrate, and maintain Series 25 Scheduling Solution.** Charlotte Arnold seconded. Motion passed unanimously.

5.2 Contract Award-Clean Air

Jim Austin, director of facilities services, discussed the Clean Air handout in the board packet. Discussion regarding the welding ventilation equipment ensued.

MOTIONS #3 – APPROVED

Dr. Keller moved to **accept the bid from Clean Air America, Inc. as the lowest responsive bidder and authorizes the president to enter into a purchase contract for eight welding booths.** Charleen Cobb seconded. Motion passed unanimously.

5.3 Other

Dr. Willcox questioned the visibility of the college entrance sign and Jim Austin agreed to follow-up.

Chair Van Valkenburgh

Requested that someone from Sherman County attend a future Board meeting to speak on the future of Sherman County. Brief discussion ensued.

6.0 CRITICAL DATES

Dr. Toda reviewed the critical dates with the Board. OCCA is hosting Board Training August 26-28 at the Oregon Garden Resort. Hood River Chamber Business After Hours will be hosted by CGCC at the Hood River-Indian Creek Campus on September 4th.

7.0 EXECUTIVE SESSION, REAL PROPERTY TRANSACTIONS – ORS 192.660(2)(e)

*The Board entered executive session at 6:54 pm to discuss property transactions.
The Board adjourned executive session at 6:59 pm.*

8.0 ADJOURN

The meeting was adjourned at 7:00 pm