



**BOARD AGENDA ITEM:**

**3.1–Regular Meeting Minutes**

**DATE:**

**November 8, 2016**

---

**REGULAR MEETING MINUTES  
Tuesday, October 4, 2016  
The Dalles Campus– Board Room**

**ATTENDANCE:**

**Board of Education:**

Charlotte Arnold

Charleen Cobb

Stu Watson

Dr. Ernie Keller – via phone

J. Carmen Gamez

Dr. James Willcox

**Staff and Representatives:**

Rick Leibowitz

Bill Bohn

Courtney Judah

Lori Ufford

Eric Studebaker

Dr. Frank Toda

Gail Gilliland

**1.0 CALL WORK SESSION TO ORDER**

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

**2.0 Board Self-Evaluation & Goal Setting**

After taking the time to further review the Board Self-Evaluation results as a group the Board of Education as a group more fully went through the data and open remarks/comments. The Board discussed the rating system, responses to the open ended questions, and areas of change. Another engaged discussion was in regards to Board Directors intervening with staff and faculty, conversation ensued and it was noted that there is already college policy for Board and Staff Communications. To recap and move forward a focused improvement list for the Board to work on was created.

The six (6) point focused improvement list is:

1. *A unified resolve to support decisions and the decision making process as collaboratively set by the Board.*
2. *Consistent objective data based reports.*
3. *Board members request for information must follow protocol.*
4. *Support collaborative goals and objectives developed by the President and the Board.*
5. *Request/provide additional resources as needed.*
6. *The Board is expected to utilize their strength of community relationships, job expertise, and knowledge to make wise decisions in community outreach.*

**3.0 ADJOURN**

The work session adjourned at 5:55 pm.

---

## **1.0 CALL REGULAR MEETING TO ORDER**

Charlotte Arnold called the meeting to order at 6:00 pm.

## **2.0 WELCOME AND INTRODUCTIONS**

- Chair Arnold welcomed Ben Lawrence, Phi Theta Kappa Vice Chair

## **3.0 APPROVAL OF MINUTES**

### **3.1 Regular Minutes – September 20, 2016**

#### **MOTION #1 – APPROVED**

Dr. Keller moved to **approve the September Board of Education Meeting Minutes.**  
Director Watson seconded. Motion passed unanimously.

## **4.0 PUBLIC COMMENT**

No comments were given.

## **5.0 STUDENTS FIRST**

CGCC Phi Theta Kappa Vice Chair, Ben Lawrence, presented their upcoming project they will be working on for the academic year – Humans of CGCC

#### **MOTION #2 – APPROVED**

Director Fairchild moved for **Board support of this Phi Theta Kappa Project.** Director Gamez seconded. Motion passed unanimously.

## **6.0 REPORT ITEMS**

### **6.1 Foundation Report**

Charlotte Arnold, liaison to the CGCC Foundation, shared the recent updates, happenings and events that are taking place within the Foundation. Also, a reminder of the joint CGCC Board and Foundation meeting is to take place in November.

### **6.2 Strategic/Master Plan Report**

Lori Ufford, Chief Academic Officer, had an emergency that pulled her away from the Board meeting therefore Dr. Toda included this update in his Operational Update.

### **6.3 Enrollment Figures**

Eric Studebaker, Chief Student Services Officer, went over the fall term enrollment figures and updated the Board on the numbers regarding Oregon Promise enrolled students.

#### **6.4 Operations Update**

President Dr. Frank Toda combined all of his reports into one and presented them under Presidential Goals Update, 6.6.

#### **6.5 Monthly Financial Report**

Rick Leibowitz, Budget and Fiscal Administrator, handed out the CGCC Budget and Financial Report as of September 2016. Rick review the documents with the Board of Education as the college is in process for mapping out the next budget build. Rick also added that the college is performing on track to the budget that was built last year.

#### **6.6 Presidential Goals Update**

Dr. Toda handed out his update and began with stating the challenge is always in the detail and further went on to clarify his statement by providing updates to college operations and his goals. He gave the current status of vacant positions around campus, key goal activities within his three targeted goal areas – access, education, and partnerships, and also shared updates on facilities and technology. For President Toda’s Presidential Goals he shared significant activities that are being worked on in addition to the general focus of each goal.

#### **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 Other**

### **7.0 BUSINESS ITEMS**

#### **7.1 Resolution 100416 – Juntos Support**

The Board reviewed Resolution 100416 and had general discussion on its contents.

Director Fairchild suggested he would like to have the 4<sup>th</sup> WHEREAS positioned to the first. Chair Arnold also would like a signed copy given to Ann Harris.

#### **MOTION #3 – APPROVED**

Director Watson moved for **Board approval and support of Resolution 100416 – Juntos Support with changes provided by Director Fairchild.** Director Fairchild seconded. Motion passed unanimously.

#### **7.2 Other**

### **8.0 CRITICAL DATES**

Dr. Toda reviewed the critical dates with the Board.

**9.0 EXECUTIVE SESSION** – none scheduled

**10.0 ADJOURN**

The meeting was adjourned at 7:42 pm.

---

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