



BOARD AGENDA ITEM: 3.1–Regular Meeting Minutes
DATE: November 10, 2015

REGULAR MEETING MINUTES
Tuesday, October 13, 2015
The Dalles Campus – Board Room

ATTENDANCE:

Charlotte Arnold	Lee Fairchild	William Norris
Dr. James Willcox	Dr. Ernie Keller (via phone)	Bill Bohn
Charleen Cobb	Lori Ufford	Dr. Frank Toda
Stu Watson	Robb Van Cleave	Tiffany Prince

1.0 CALL WORK SESSION TO ORDER

Charlotte Arnold called the work session meeting to order at 5:03 pm.

2.0 BUILDING TRUST

Board Chair Arnold shares the purposes of the “Brown Bag” Work Session meetings and introduces her concepts and ideas of this and future meetings.

Dan Ropek, Biology Instructor, Susan Lewis, Instructional Coordinator, and John Schoppert, Director of Library Services, along with the Executive Leadership Team and the Board of Education members have a thorough conversation on building trust – Dr. Toda started with some of his learning moments from the recent Instructional Council meeting. Dan added that the mediator at Instructional Council stated that there needs to be the start of some sort of method and getting things in to action so they become real. Director’s Arnold and Watson discuss interpersonal communications, structures, and processes of the past and how to manage in moving forward. Susan takes it back to building trust and how to build trust within an organization when it is severely broken, and getting back into actually doing the work, to actually invest in working together, and make a plan to do something and get the end product. Conversations then took place about where the problems lay within the institution and why are there these sets of reoccurring problems. Chair Arnold summarizes much of the discussion by: we want a plan on how we are going to go about building trust, specifically, what are the issues that built up a wall of mistrust that resulted in the September 2013 Vote of No Confidence and the May 2015 Letter of Censure.

3.0 STUDENT SUCCESS AND STUDENT SUPPORT

This topic was tabled to a future meeting.

4.0 HISPANIC AND MINORITY POPULATION ENROLLMENT

This topic was tabled to the November Board meeting.

5.0 ADJOURN

The work session adjourned at 6:05 pm.

1.0 CALL REGULAR MEETING TO ORDER

Charlotte Arnold called the board meeting to order at 6:08 pm.

2.0 WELCOME AND INTRODUCTIONS

3.0 APPROVAL OF MINUTES

3.1 Work Session Minutes, August 10, 2015

MOTION #1 – APPROVED

Director Watson moved to **approve the September Board of Education meeting minutes as presented**. Director Fairchild seconded. Motion passed unanimously.

4.0 PUBLIC COMMENT

No comments.

5.0 REPORT ITEMS

5.1 Monthly Financial Report

Will Norris, Chief Financial Officer, presented the monthly financial report stating that the college is only three months into the fiscal year and therefore it is very early to start generating estimates to close. Presently the estimates are based on historical spending patterns and knowledge of upcoming purchases, while actual spending is down 22% from this same time last year.

5.2 Operations Update

Robb Van Cleave, Chief Operations Officer, handed out the Small Business Development Center monthly report and highlighted some of the featured content.

5.3 Safety Update

Robb Van Cleave, Lori Ufford, and Jim Austin reviewed with the Board what updates and changes in campus safety in different departments. Lori Ufford, Chief Academic and Student Affairs Officer, discussed what progress was made over the summer for safety in Student Services: improvements on documentation, several trainings were attended during the summer months, updated the referral process, progress made on the Student Handbook and its procedures as well as the Student ID System. Robb attended a debriefing from the commander after the Umqua Community College incident. He also went over all the updates regarding the Behavioral

Assessment Team (BAT), the reporting of incidences, trainings on how to investigate a report and Title VIII. In addition to the BAT team the college has an Incident Team and a Post-Incident Team with procedures and protocols for each team to operate under. It is important to note that the Safety Plan is not static and that the college maintain reactiveness prior to getting into a reactive situation.

5.4 Communications Update

Robb Van Cleave discussed that CGCC Communications Consultant, Yvonne, had drafted a communications policy that was more about etiquette. The draft policy has been sent off for legal to review as it will be part of the bargaining agreement. He also mentioned the possibility of evolving the schedule of classes into a high profile marketing document and creating a template for such a purpose.

5.5 Foundation Update

Charlotte Arnold, liaison to the CGCC Foundation Board, shared that the Foundation retreat has been postponed to another date. The final Gorge Gathering is taking place at the White Buffalo Wine Bar, contact Stephanie Hoppe for more information.

5.6 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.

Director Cobb offered up to have a suggestion and conversation about changing the time of the Board work sessions and regular meetings. Board members discussed a couple of options.

MOTION #2 – APPROVED

Director Fairchild moved to **keep the current board meetings and times for the foreseeable future.** Director Willcox seconded. Motion passed unanimously.

5.7 Chairwoman's Report

Chair Arnold mentioned how her and fellow board members had attended the All Staff and Faculty College In-Service and offered her take-a-ways from that event.

5.8 Other

Director Willcox proposed the wish to hold an Emergency Executive Session to be added to the end of the agenda based on conversations had during the earlier work session.

6.0 BUSINESS ITEMS

6.1 Board Assessment Overview

The Assistant to the Board of Educations will send out the annual Board Assessment within the next few days and the assessment is to be completed before

the November Board meeting. The results from the assessment as well as the policies and code of ethics governing the Board of Education will be reviewed and discussed at an upcoming Board Meeting.

6.2 Legal Counsel Discussion

It had been requested and suggested that the Board of Education have legal counsel present at all of its meetings. Robb Van Cleave shared his research of cost options and that in the past the Board typically had asked for legal counsel to be present when they were anticipating the need based on a current situation. The Board conversed about some options, finalizing with the following motion.

MOTION #3 – APPROVED

Director Keller moved to **maintain the past practice on this matter, asking for legal counsel when deemed necessary**, Director Willcox seconded. Motion passed 5-1, Director Watson opposed.

6.3 HRICC Staffing Update

Lori Ufford, Chief Academic and Student Affairs Officer, updated the Board on the status of the Hood River staffing, citing the staff coverage and hours of operation.

6.4 Nix Property Update and Future Options

Will Norris discussed the history of the Nix Property in Hood River, its current status and market value, and some future options for that property – noting that no immediate decisions need to be made about the property and reminded the Board that the Academic Master Plan could help to direct a possible plan.

6.5 FY 16-17 Accounting Change and Adoption

Following from the previous month meeting, discussions, and originating from the Budget Committee, Will Norris, Chief Financial Officer presented the FY 16-17 Accounting Change for adoption and addressed additional comments and suggestions from feedback received regarding institutional support spending.

Comments were made regarding confusion of the College's exempt/classified position organizational chart, that is it not necessarily clear whom is reporting too or managing who.

MOTION #4 – APPROVED

Director Fairchild moved to **create an organizational chart based on the lines of reporting – that is not contained within the budget proposal book**. Director Keller seconded. Motion passed unanimously.

MOTION #5 – APPROVED

Director Keller moved to **approve and adopt the originally proposed FY 16-17 Accounting Change documentation**. Director Waston seconded. Motion passed unanimously.

6.6 Other

Dr. Keller spoke that as the ambassador of the college for the American Community College Trustees that he would need a motion confirmation for him to be able to vote on behalf of the college.

MOTION #6 – APPROVED

Director Cobb moved to **confirm Director Keller be that ACCT voting delegate for CGCC.** Director Willcox seconded. Motion passed unanimously.

7.0 CRITICAL DATES

Dr. Toda reviewed the critical dates with the Board, noting the next Board meeting will be the annual joint meeting with the CGCC Foundation Board which is taking place in Hood River and provided the Board a reminder on the upcoming OCCA Annual Conference the first week of November.

8.0 EXECUTIVE SESSION

Based on comments that were heard during the Work Session meeting Director Willcox called for an emergency executive session falling under ORS 192.660 (2)(b)

The Board of Education entered Executive Session at 8:13pm to consider dismissal or discipline of or complaints against and officer, employee, staff or agent. The Board adjourned Executive Session at 8:26pm.

MOTION #7 – APPROVED

Dr. Willcox moved to **have all information and records gathered about the previous letters regarding CGCC President, Dr. Toda's faculty Vote of No Confidence and Letter of Censure as well as data about the Board's discussion and any communicated findings sent back to the faculty.** Director Fairchild seconded the motion and asked to make a "friendly amendment" to Dr. Willcox's original motion, **adding: the board take a look at specific issues that are opportunities to mitigate some things that are causing said angst in order to mediate and possibly diffuse some of the problems.** The Board of Education unanimously consented to Director Fairchild's amendment therefore declaring the amendment adopted to the original motion. Motion passed unanimously.

9.0 ADJOURN

The meeting was adjourned at 8:32 pm.

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