



BOARD AGENDA ITEM:
DATE:

3.1 – Regular Meeting Minutes
December 9, 2014

REGULAR MEETING MINUTES
Tuesday, November 18, 2014
The Dalles Campus

ATTENDANCE:

M.D. Van Valkenburgh
Charleen Cobb
Dave Fenwick
Dr. Ernie Keller
Dr. James Willcox
Stu Watson
Charlotte Arnold

Dr. Frank Toda
Lori Ufford
Bill Bohn
Will Norris
Robb Van Cleave
Dan Spatz
Paul Abel

Tria Bullard
Courtney Judah
Tiffany Prince
Steph Hoppe
Carla Jellum
Susan Lewis
Various CGCC Foundation
Board Members

1.0 CALL TO ORDER

Dr. Toda asked for a moment of silence for CGCC employee Greg Herman whom passed away earlier in the week.

M.D. Van Valkenburgh called the meeting to order at 6:17 pm.

2.0 WELCOME AND INTRODUCTIONS

Chair Van Valkenburgh welcomed guests.

3.0 PUBLIC HEARING – SUPPLEMENTAL BUDGET

Chair Valkenburgh opened the public hearing at 6:20 pm.

No comments were received from the audience. The public hearing was closed at 6:20 pm.

4.0 APPROVAL OF MEETING MINUTES

MOTION #1 – APPROVED

Dr. Willcox moved to **approve the October 14, 2014 work session and regular meeting minutes, as presented.** Dr. Keller seconded. Motion passed unanimously.

5.0 REPORT ITEMS

5.1 Foundation Report

Steph Hoppe, Foundation Manager, and Carla Jellum, Resource Development Coordinator, gave a presentation on the CGCC Foundation Board and happenings within the Foundation regarding budget, scholarships, and endowment. Discussion

ensued about potentially having the Board of Education meeting at the Foundation Board meeting in March to discuss further partnership options.

5.2 Employee Satisfaction Survey, Results

Paul Abel's company, Bleu Research, presented the anonymous results of the CGCC Employee Satisfaction Survey. Paul developed the survey to be constructive and any Board of Education members may contact Robb Van Cleave with questions.

5.3 Community College Survey of Student Engagement, Update

Lori Ufford, chief academic and student affairs officer, reported a follow up on the planning meeting and the standardized survey that is done by all community colleges.

5.4 Monthly Financial Report

Will Norris, chief financial officer, distributed the monthly financial report and offered a new layout of the budget summary for future Board of Education meetings.

5.5 Operations Update

Robb Van Cleave, chief operating officer, reported that employees working with Greg Herman immediately had grief counselors on site for, November 18 and 19, classes were cancelled in Hood River but the campus remained open for those wanting access to grief support.

5.6 Chairman's Report

None

5.7 Other

Dr. Toda presented the awards from OCCA to Board members Stu Watson and Dave Fenwick for their 8 and 12 years (respectively) of service and commitment to the community college.

Charlotte Arnold, mentioned the idea of the Board of Education having a public meeting or work session for general discussion. Van Valkenburgh agreed and mid-March or April would be a timeframe.

6.0 BUSINESS ITEMS

6.1 Certificates and Degree Proposal

Susan Lewis, instructional coordinator, presented and discussed a list of new certificates and one degree for the Board's consideration.

MOTION #2– APPROVED

Dr. Keller moved to **accept the Computer Science AS Degree as presented.** Charlotte Arnold seconded. Motion passed unanimously.

MOTION #3– APPROVED

Charlotte Arnold moved to **accept the Web Development Assistant and Web Design Assistant Certificates as presented.** Dr. Keller seconded. Motion passed unanimously.

MOTION #4– APPROVED

Stu Watson moved to **accept the Early Childhood Educator I and Medical Office Professional Certificates as presented.** Charleen Cobb seconded. Motion passed unanimously.

6.2 OSBA Resolutions

Tiffany Prince, administrative assistant to the President and Board of Education, presented information on the OSBA resolutions.

OSBA is proposing:

- Allowing appointment of OSBA Board and Legislative Policy Committee members from a contiguous region if certain conditions are met.
- Amending the OSBA Constitution to modify the process of OSBA's Legislative Policies
- Adopting the 2015 OSBA Legislative Priorities and Policies as recommended by the Legislative Policy Committee

MOTION #5– APPROVED

Dr. Willcox moved to **approve the resolutions in support of the OSBA Constitutional amendments and to approve the resolution in support of adopting the OSBA Legislative Priorities and Policies.** Charleen Cobb seconded. Motion passed unanimously.

6.3 Supplemental Budget Adjustments

Will Norris, chief financial officer, discussed the budget adjustments.

MOTION #6 - APPROVED

Dr. Keller moved to **approve, adopt and appropriate the budget for Special Fund 105, Grant Fund, by increasing revenue by \$11,000 and personnel services by \$25,000 and decreasing materials and services by \$74,000 and increasing appropriations for capital expenditures \$60,000 for fiscal year ending June 30, 2014.**

Charlotte Arnold seconded. Motion passed unanimously.

MOTION #7 - APPROVED

Charlotte Arnold moved to **approve, adopt and appropriate budget adjustments to General Fund 100, General Fund, by increasing Institutional Support appropriation by \$14,500 and decreasing Contingency by \$14,500, as shown, for fiscal year July 1, 2014 - June 30, 2015.** Stu Watson seconded. Motion passed unanimously.

6.4 Budget Update

Will Norris presented to the Board trends of revenues and expenditures, the draws on fund balance, and a comparison of the actual vs structural balance in regards to the underlining development on the College's financial health.

Lori Ufford offered to the Board the planning of a new variety of short term certificates that would be appealing to people of all backgrounds and interests, promoting new options will attract new students to CGCC and help retain some of the current students.

Rob Van Cleave discussed how to address the structural deficit problems and how to seek additional revenue from the state and other sources.

6.5 Other

None

6.0 CRITICAL DATES

Chair Valkenburgh reviewed the critical dates with the Board, which included the next Board of Education meeting on December 9th and the Thanksgiving Holiday when the college will be closed on November 27th and 28th.

7.0 EXECUTIVE SESSION - None scheduled

8.0 ADJOURN

The meeting was adjourned at 9:10 pm.

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