



**BOARD AGENDA ITEM:** 3.2 – Regular Meeting Minutes  
**DATE:** September 17, 2024

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**REGULAR MEETING MINUTES**  
**Tuesday, August 20, 2024**  
**This meeting was held remotely.**

ATTENDANCE:

<b>Board of Education:</b>	Nate Stice	Dr. Jarett Gilbert
Kim Morgan	OraLee Branch	Tiffany Prince
Jonathan Fost	Laura De La Torre	Karly Aparicio
Tim Arbogast	<b>Staff and</b>	Courtney Judah
Lucille Begay	<b>Representatives:</b>	Sue Davis
	Dr. Kenneth Lawson	

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**1.0 CALL REGULAR MEETING TO ORDER**

Chair Morgan called the meeting to order at 5:31pm

**2.0 WELCOME AND INTRODUCTIONS**

Chair Morgan led group introductions.

**MOTION #1 - APPROVED**

Director Stice moved to amend the agenda, to add Business Item 6.3 – Formally Endorse Bond Measure 33-111. Director Branch seconded. Motion passed unanimously.

**3.0 APPROVAL OF MINUTES**

**3.1 Regular Minutes, July, 2024**

Approval of July 2024 meeting minutes were tabled until September 2024.

**4.0 PUBLIC COMMENT - none**

## 5.0 REPORT ITEMS

### 5.1 Instructional Program Update – *ESOL, GED, ABE*

Anne Kelly, Director of Pre-College, shares the GED, ESOL, Spanish GED, Adult Basic Education, and IET programs update.

Pre-College Department provides GEDR and English Language Learning opportunities for members of the Columbia Gorge communities using state-of-the-art learning standards and andragogy. Our classes offer a first step forward for many students varied educational backgrounds for improving their lives. The members of the department strive to be welcoming, accommodating, and encouraging to the students. Our classes provide instruction that is tailored to meet students at their level and to offer instruction in each class to maximize growth and foster long-term student progress.

The GED Program serves about an average of 75 students per term with 42 GED completers for 2-23-24. The ESOL program serves about 68 students per term and the Spanish GED averages about 25 students per term. The Spanish GED had 3 completers in 2023-24.

### 5.2 Student Demographic Data & Annual Enrollment Update

Jared Dill, Director of Enrollment Services, provides that 2023-24 AY Annual Enrollment Report.

The report included at 5-year data trend comparison to academic year 2023-24 and a preview of what is to come in 2024-25. Enrollment FTE and Headcount over the past five years has been trending upward, each year, post COVID pandemic. CGCC is starting to see pre-pandemic enrollment numbers in the 2023-24 year.

Self-reported student populations show over 50% are female identifying and 19 years of age and younger – which is in part due to the high school enrollments CGCC has each term. Most of the student population identifies as with Hispanic/Latino following. Majority of students are from Wasco County, Hood River County, and Klickitat County on the Washington side.

Jared's presentation concluded with detailing academic programs new students are enrolling in and the changeover from year-to-year.

### 5.3 Monthly Financial Report

President Lawson reviews the monthly financial report with the board.

Unaudited General Fund Revenue and Expense Summary as of July 31, 2024  
General Fund revenues through July 31 are \$783,324 representing 20.9% of the budget and \$225,830 increase over the same period as the previous year. The primary driver of this is an increase in tuition which includes the FY23-24 deferred tuition for Summer and Fall terms.

General Fund expenditures and transfers through July 31 are \$414,138 representing 3.8% of the budget and a decrease of \$312,271 over the same period as the previous year. The difference is primarily due to the reversal of the accrued payroll booking for FY23-24.

Bank Account Balances, Receivable and Payables

The College's bank account balances total \$6,564,116 on July 31. Accounts receivable balances total \$1,086,070, and represent amounts owed to the College from students, property tax, agencies, and grantors. Accounts payable balances total (\$87,340) and represent amounts owed to vendors and suppliers of goods and services received by the College.

Café Operations

Café operational highlights include revenue of \$3,464, which is trending behind (2%) of the annual revenue target of \$140,150. Operating costs remain below budget (5% of annual), demonstrating ongoing cost savings efforts.

**5.4 Bond Update**

President Lawson gives a bond update.

Columbia Gorge Community College is officially on the ballot as measure 33-111. The Political Action Committee has been created with Scott Hege serving as Chair and Chad Weeson as Treasurer. The group has been working on the advocacy side ensuring the community knows about the college bond, educating the public so support of the bond can increase.

The PAC has been holding community meetings every Friday for those community members who would like to brief themselves on the bond. Anyone interested in joining may reach out to the College for more information.

**5.5 Foundation Board Update**

Sue Davis discusses the Foundation Focus, a monthly Foundation Update with the board.

The Founders Cup Golf Tournament, from which all proceeds benefit student

scholarships, will be held Saturday September 7th at the Indian Creek Golf Course in Hood River. The Foundation is thrilled to have filled all 31 team slots, for a record 124 participants! While the teams are sold out, there's still time to donate to our silent auction or raffle, or become a sponsor.

CGCC will welcome students back to school on September 23, and the foundation is proud to have awarded scholarships to 74 students for the 2024- 25 school year thanks to the generosity of our donors. Total scholarship funding for the year is \$185,00 to help students succeed and invest in their future! As fall term gets underway the Foundation will be actively involved in informing students about our scholarship opportunities, and helping them plan ahead for when our scholarship application opens in early spring. As we did last year, we will host events to help guide them through the process and increase their likelihood of successfully being awarded a Foundation scholarship.

#### Foundation Partnerships

To fund a scholarship for the 2024-25 school year, local education booster Bob Kenyon kindly donated \$2,500 to begin the Bob Kenyon Scholarship fund. We are so grateful that Mr. Kenyon has increased his donation to \$25,000 for the 2025-26 school year. His generosity provides a great gift to CGCC students and ultimately to our community.

A grant application was recently submitted to the Oregon Community Foundation for \$75,000 to fund new equipment for the Aviation Maintenance Technology (AMT) program. AMT is about to start its third cohort in this 18-month intensive training program that prepares graduates to work on aircraft locally, regionally, and around the world. We will be notified in October and, if awarded funding, will be able to immediately be able to order a range of new equipment that will advance the learning of our current and future cohorts.

The Foundation recently received a generous grant from Google in the amount of \$50,000. These funds are dedicated to the new, updated simulation lab that is currently under construction at The Dalles campus. Simulated learning is a critical piece of nursing, medical assisting, and paramedical training. It's not just CGCC students who will be working the lab; our healthcare partners regularly update their staff's training. Access to the simulation lab allows students to practice hands-on care in a setting that doesn't impact actual patients.

The Ford Family Foundation recently awarded the Foundation a Technical

Assistance grant from to support the Foundation's strategic planning. Look for updates in the late fall and early winter.

## **5.6 OCCA Update**

Chair Morgan shares the OCCA update for college boards.

OCCA Executive Director Abby Lee and Board President Austin Fohnagy participated in the Oregon Presidents' Council (OPC) Retreat in beautiful Tillamook August 4-6. This was an opportunity for the community college presidents to gather to develop goals, preview the legislative session, and plan for the coming year. OCCA also provided logistical support and planning for the retreat, and staff members John Wykoff and Katie Archambault also attended.

Campus Advocacy Coordinators (CACs) from the majority of Oregon's 17 community colleges gathered in July for their annual retreat, hosted by OCCA at Central Oregon Community College in Bend. CACs serve as a liaison for their college to OCCA to help coordinate consistent messaging about the community college budget and policy issues statewide during the legislative session.

Board Member Training: September 7 – OCCA's All Board Member Training is set for Saturday, September 7, at Chemeketa Community College's Eola Center in Salem. Topics will include: how OCCA supports board members, presidents and colleges in Oregon, tips for effective and strategic board meetings and how to build consensus and focus for the board's policy governance role, how boards and colleges can hold constructive dialogues using civil discourse methods, and more.

Virtual Advocacy Training – OCCA will host a virtual Advocacy Training on Thursday, October 10, for community college board members, presidents, Campus Advocacy Coordinators (CACs), students, and other college faculty, staff and stakeholders who will serve or are interested in serving as an advocate during the 2025 Legislative Session.

2024-2025 Lunch & Learn Webinars – The OCCA Lunch & Learn Webinars will return with a new lineup in 2024-25! These webinars – which are included as a benefit of OCCA membership – will continue to take place on the last Thursday of each month at noon (PST) starting in October

## **5.7 Board Subcommittee Reports**

### **5.7.1 Policy & Equity Subcommittee**

-None

#### 5.7.2 Finance & Audit

-None

#### 5.7.3 President's Performance Review

-None

### 5.8 Chinook Brief

Dr. Lawson presents a monthly Presidential Operational Update, for the Board of Education.

#### CGCC News

CGCC is excited to welcome Peggi Casady as the new head coach of the first ever Chinook Cross Country team! This fall presents a unique opportunity for students to be a part of CGCC's inaugural cross country team. As Peggi begins to put together the fall program, students have the chance to join the team, stay active, and be part of something historic at CGCC. Full-time students who participate in the cross country program will receive a waiver for up to 25% of their tuition, helping to offset the cost of their education.

The search committee for the Vice President for Administrative Services scheduled interviews for 4 candidates this week (8/19). Finalist candidates will be identified and asked to visit the college to interview before mid-September.

Dr. Lawson attended the Oregon President's Council summer retreat in Tillamook Bay earlier in the month. The presidents are in the process of developing goals for the year as well as formulating an advocacy agenda for the upcoming year's legislative session. Dr. Lawson has agreed to serve on the OPC Structure Committee to help formally organize OPC's work at the state level.

President Lawson was invited to serve on the Board of Directors for the National Council for Workforce Education (NCWE), an affiliated council of the American Association of Community Colleges. The mission of the NCWE is to "provide a national platform that equips practitioners and leaders to deliver equity-conscious and impactful workforce education programs."

#### Community Partnerships

The ribbon cutting for Chenoweth Elementary School's new playground will be on Wednesday, Aug. 28th, at 5:30 p.m. We will be celebrating this incredibly successful collaboration with the Gorge STEM Hub, CGCC's Pre-College program, our own HR, Payroll, and Career Connected Learning teams, the Advanced Manufacturing & Fabrication program, and The Dalles

School District 21. Fitzpatrick, and partially funded by Columbia Gorge ESD Stem Hub.

CGCC's Foundation received a \$50,000 gift from Google to help fund our grant match for improvements to the Nursing simulation lab.

#### CGCC Out and About

This weekend CGCC will be attending the Wasco County Fair. The Aviation Maintenance Technology crew brought an airplane to the fair, and it was a big hit! We had flyers on the table for all the degree pathways, Veterans' Services, Financial aid, the residence hall, and the pre-college programs (also a popular topic!)

We have also been tabling this summer at The Dalles and Hood River Farmers' Markets, Gorge PrideFest in The Dalles, and the 'Show in the Shade' classic car show at Sorosis Park last weekend, and plan more appearances at the Farmers' Markets, Families in the Park (this Thursday in Hood River), and of course at the Foundation's Founders Cup golf tournament on September 7th.

In addition, too, 'Show in the Shade,' AMF instructor Chris Dodson entered a classic car he meticulously restored for car owner Bob Gross of Mosier. Not only did Chris' restoration win a trophy for "Best European Import", but it looks like the next class of 2<sup>nd</sup> year AMF students are in the running to design and fabricate ALL the trophies for next year's show!

### **5.9 Chair's Report**

Chair Morgan recognizes because CGCC is a small rural college that often means that many staff and faculty members often wear multiple hats to make sure that the college is always able to provide the best possible experience for students.

The same is true for the CGCC Board of Education. Chair Morgan encourages the Board of Education to take moments of opportunity to connect constituents when out in the community regarding support of the upcoming college bond. She reminds the group that the PAC is set up to support board members, and college staff/faculty, to help get the message out on Ballot Measure 33-111.

## **6.0 Business Items**

### **6.1 CLA, Auditing Firm, Master Agreement**

President Lawson presents the CliftonLarsonAllen auditing firm agreement for the Board of Education's consideration.

Approval of CliftonLarsonAllen LLP ("CLA") as auditor for FY23-24 for \$127,950. Board approval required for:

- Auditor Selection: per board policy 6400 Financial Audits: "The President shall recommend a certified public accountancy firm to the Board of Education with which to contract for the annual audit."
- Contract is in excess of \$75,000

**MOTION #2 - APPROVED**

Director Arbogast **moved to retain CliftonLarsonAllen LLP as auditor for FY23-24 for \$127,950 per the CLA Master Service Agreement and Proposal.** Director Branch seconded. Motion passed unanimously.

**6.2 Board Operating Agreement**

Tiffany Prince, Director of Executive Services, reviewed the annual facilitation of the CGCC Board of Education Operating Agreement.

**MOTION #3 - APPROVED**

Director Branch **moved to approve the Board Operating Agreement, as presented, for board members individual signatures.** Director Stice seconded. Motion passed unanimously.

**6.3 Formally Endorse Bond Measure 33-111**

The Columbia Gorge Community College Board of Education discusses their own endorsement of Ballot Measure 33-111.

**MOTION #4 - APPROVED**

Director Stice **moved to support and endorses the passage of Bond Measure 33-111 which will appear on the November 5, 2024 ballot and asks for voter approval of a General Obligation (GO) Bond with a value of \$13 million and state matching funds of \$5.5 million.** Director Branch seconded. Motion passed unanimously.

**7.0 CRITICAL DATES**

Chair Morgan reviewed the critical dates with the Board.

**8.0 ADJOURN**

The meeting was adjourned at 7:31pm

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As recorded by Tiffany Prince, Director of Executive Services