



**BOARD AGENDA ITEM:** 3.1 – Regular Meeting Minutes  
**DATE:** October 15, 2024

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**REGULAR MEETING MINUTES**  
**Tuesday, September 17, 2024**  
**This meeting was held remotely.**

ATTENDANCE:

**Board of Education:**

Kim Morgan  
Jonathan Fost  
Tim Arbogast  
Lucille Begay

Nate Stice  
OraLee Branch  
Laura De La Torre  
**Staff and  
Representatives:**  
Dr. Kenneth Lawson

Dr. Jarett Gilbert  
Tiffany Prince  
Karly Aparicio  
Courtney Judah  
Sue Davis

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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.

**3.0 APPROVAL OF MINUTES**

**3.1 Regular Minutes, July, 2024**

**MOTION #1 - APPROVED**

Director Branch **moved to approve the regular Minutes from the July 2024 meeting.** Director Fost seconded. Motion passed unanimously.

**3.2 Regular Minutes, August, 2024**

**MOTION #2 - APPROVED**

Director Arbogast **moved to approve the regular Minutes from the August 2024 meeting.** Director De La Torre seconded. Motion passed unanimously.

#### 4.0 PUBLIC COMMENT – none

#### 5.0 BUSINESS ITEMS

##### 6.1 Audio/Visuals for Nursing SIM Lab

Daniel Saldivar, Director of Facilities, presents the A/V purchase for the Nursing Simulation Lab construction.

The \$252,041 purchase from GB Manchester Inc, is for audio/visual systems and equipment with financing through a previously approved EDA grant which reimburses 80% of the cost. The grantor (EDA) has approved the purchase as presented.

##### **MOTION #3 - APPROVED**

Director Branch **moved to approve authorization of a purchase order to GB Manchester Inc pursuant to the RFP for Proposal Audiovisual System.**

Director De La Torre seconded. Motion passed unanimously.

#### 6.0 REPORT ITEMS

##### 6.1 Monthly Foundation Report

Director Branch, liaison to the Foundation Board, shares a monthly Foundation Update with the board.

The Founder's Cup Golf Tournament has a record-high number of players, 120, and record-high sponsorships - \$16,000! Current and past foundation recipients attended the event as volunteers. Thus far accounting is showing at \$27,000 raised with an increase of at least \$7,000 from 2023.

The Foundation will hold its annual Scholarship Luncheon on October 29. Please mark the date on your calendars! Location: Skills Center. Featured speakers Kenneth Lawson, major donor Bob Kenyon. Student testimonials by video and in-person.

Foundation strategic planning will begin in January via funding from the Ford Family Foundation. A preferred contractor has been identified to facilitate the work, and the Foundation is finalizing that agreement.

There is a regional Legacy Giving collaborative getting started by executive directors around the gorge. The Foundation is engaging actively with the group and we will be working on an event for donors, financial planners, wills/estate planning lawyers, and other experts. Emails and other

outreach is being conducted to all of the area nonprofits so that the whole landscape of charitable organizations can ensure they are represented in this opportunity to engage with donors who may benefit from more exposure to planned giving options.

## **6.2 Monthly Financial Report**

James Ramsey, Consultant, reviews the monthly financial report with the board.

### Unaudited General Fund Revenue and Expense Summary as of August 31, 2024

General Fund revenues through August 31 are \$1,724,793 representing 23.7% of the budget and \$374,821 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 August 31 are \$871,283 representing 8.0% of the budget and a increase of \$4 over the same period as the previous year.

### Bank Account Balances, Receivable and Payables

The College's bank account balances total \$7,154,520 on August 31, as shown in the attached report. Accounts receivable balances total \$806,126, and represent amounts owed to the College from students, property tax, agencies, and grantors. Accounts payable balances total (\$46,154) and represent amounts owed to vendors and suppliers of goods and services received by the College.

### Café Operations

Café operational highlights include revenue of \$5,935, which is trending behind (4%) of the annual revenue target of \$140,150. Operating costs remain below budget (11% of annual), demonstrating ongoing cost savings efforts.

## **6.3 Chinook Brief**

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

### Enrollment

Fall enrollment is keeping pace compared to last year, 164 FTE (fall 2024) compared to 157 FTE (fall 2023). Headcount is also running about even with last year at roughly 600 unduplicated students.

Together with SBDC and the Child Care Resources & Referral (CCR&R) of Linn, Benton & Lincoln counties, Child Care Partners (CCP) began offering a Child Care Business Accelerator cohort on Sept. 7th. The goal of this 7-session, Spanish-language series is to support new and existing early learning businesses to increase their business skills and to provide continuous quality improvement.

### Welcome Back

Fall quarter is here! The college met Monday, September 16 to welcome the new academic year. Our theme was "To Connect and Engage." This was followed by the Fall 2024 Faculty Inservice today. Dr. Tori Stanek (Associate Dean of Teaching & Learning Foundations), Lisa AbuAssaly George (Executive Director, DEI), tina ontiveros (Instructor, Writing & Literature), Leigh Hancock (Instructor and Chair, Arts, Culture, and Communication) developed an engaging agenda to support accessible, equitable student access and success.

CGCC has been helping our community get ready for back-to-school. Student Services partnered with Next Door and One Community Health at Celilo Village in back-to-school events. We also attended back-to-school nights at Dufur Schools and Chenoweth Elementary.

### VPAS Update

The search for our next Vice President of Administrative Services is progressing. Finalists will begin interviewing at the end of the month. Former CGCC CFO Sandra Buchanan is acting as interim Chief Financial Officer.

Two cohorts of committee members have completed training on inclusive search committee advocacy. Additional sessions will be offered this fall to promote diverse faculty and staff hiring.

### Recognitions

Karly Aparicio, Interim VP of Student Services, and Dr. Jarett Gilbert, VP of Instructional Services, are CGCC's new Northwest Athletics Conference (NWAC) Commissioners.

Dr. Lawson has agreed to serve as the Vice Chair of the Mid- Columbia Economic Development District (MCEDD) Executive Committee for this upcoming year.

Congratulations to Dr. Tori Stanek, Associate Dean of Teaching & Learning Foundations, on completing her doctorate in Antiracist Pedagogy from Antioch University!

## **6.4 OCCA Update**

Chair Morgan shares the OCCA update for college boards.

### Response to HECC Agency Request Budget

OCCA, in coordination with the Oregon Council of Presidents (OCOP – the organization that represents the public universities), issued a press release in response to the Higher Education Coordinating Commission's (HECC's) Agency Request Budget that was approved by HECC commissioners on Aug. 8. This joint

press release highlighted the significant gap – nearly \$100 million – in the HECC’s proposed budget for higher education to meet student needs and continue to offer existing levels of services to students. OCCA Executive Director Abby Lee testified in the hearing about the potential impact of this type of shortfall, while also emphasizing the increasing enrollment at nearly all of Oregon’s community colleges. She also pointed out the unique role the colleges play in meeting the state’s economic and workforce needs while also addressing its challenges (i.e., housing, mental health).

#### Revenue Report Released

State economists presented their quarterly economic and revenue forecast to legislators this week showing state revenues up \$587 million from the previous forecast also triggering Oregon’s unique kicker law. State economists predict Oregon will send roughly \$1 billion dollars back to Oregon taxpayers based on the state’s kicker law. The kicker goes into effect when state revenues are over 2% above what state economists predicted at the close of the budget-setting long legislative sessions. When revenues grow over 2% of that forecast, all the additional revenues go back to taxpayers.

While state economists reported the Oregon economic outlook was stable, they pointed to some concerning trends such a significant slowdown in hiring, particularly in industries that are sensitive to high interest rates like construction. Another concern they raised was the effect of major layoffs by large employers such as Nike and Intel.

#### Upcoming Events & Trainings

OCCA has a great schedule of events set for 2024-25! Click below to see an overview of each of these events (visit, <https://occa17.com/calendar/>) about events coming this fall that will benefit board members.

## **6.5 Board Subcommittee Reports**

### **6.5.1 Policy & Equity Subcommittee**

Director De La Torre updated that the Policy and Equity Subcommittee decided on the Equity Lens Tool (presented by Lisa AbuAssaly Gorge – Executive Director of DEI) as the method to start reviewing Board Policies, related to the Board of Education.

Directors Fost, Morgan, De La Torre divided up those specific board policies for individual review, they will discuss any recommendations, prior to bringing any changes to the Board of Education for approval.

The subcommittee will work on establishing a timeline for the institutions remaining policies. In the coming months emails and invitations will be

sent out to the Vice President's and Executive Directors regarding policy groups they oversee.

**6.5.2 Finance & Audit**

-None

**6.5.3 President's Performance Review**

-None

**6.6 Chair's Report**

Chair Morgan continues to encourage 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.

**7.0 CRITICAL DATES**

Chair Morgan reviewed the critical dates with the Board.

**8.0 ADJOURN**

The meeting was adjourned at 6:06pm

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As recorded by Tiffany Prince, Director of Executive Services