



**BOARD AGENDA ITEM:** 3.1 – Regular Meeting Minutes  
**DATE:** December 17, 2024

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**REGULAR MEETING MINUTES**  
**Tuesday, November 19, 2024**  
**This meeting was held remotely.**

ATTENDANCE:

**Board of Education:**

Kim Morgan  
Jonathan Fost  
Tim Arbogast  
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 5:30pm

**2.0 WELCOME AND INTRODUCTIONS**

Chair Morgan led group introductions.

**3.0 APPROVAL OF MINUTES**

**3.1 Regular Minutes, October, 2024**

**MOTION #1 - APPROVED**

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

Before public comment Chair Morgan entertains a motion to add agenda item 5.2 – *ARPA Grant Expenditure* to the agenda.

**MOTION - #2 APPROVED**

Director Arbogast **moved to add Business Item 5.2 – ARPA Grant Expenditure to the agenda.** Director de La Torre seconded. Motion passed unanimously.

**4.0 PUBLIC COMMENT** – none

**5.0 BUSINESS ITEMS**

**5.1 Objectives & Indicators**

Dr. Kenneth Lawson, CGCC President, seeks the Board’s consideration in changing some metrics to the Priority 1 of the Strategic Plan.

Dr. Lawson shares that due to a lack of available data to measure the statewide participation rate, College Administration proposed changing the first Objective of Strategic Priority 1 to read: “The College will sustain a healthy rate of student enrollment”. This Objective can be operationalized by meeting or exceeding CGCC’s annual enrollment targets to enroll 1200 annual FTE by 2028, representing a 6% growth in enrollment annually.

Accordingly, this proposed edit the Objective creates a measurable one consistent with the college Strategic Priority to “ensure equitable access to education”. The proposed Objective to “sustain healthy rates of student enrollment” will keep the college focused on increasing access to and enrollment in college programs.

**MOTION #3 - APPROVED**

Director Arbogast **moved to change Strategic Priority 1, Objective 1, to read: “The College will sustain a healthy rate of student enrollment growth”.**

Director Fost seconded. Motion passed unanimously.

**5.2 ARPA Grant Expenditure**

Dr. Jarett Gilbert, Vice President of Instructional Services, seeks Board of Education approval to spend \$121,638.00 plus shipping from the ARPA grant to purchase instructional technology for proposed course work in agricultural technology.

This equipment is uncrewed aerial systems (UAS) technology designed for agricultural capacity. The college is developing curriculum in agricultural technology that has been informed by community input, college research, and consultant support. Curriculum on modern agricultural technology will include uncrewed aerial systems (UAS, aka drones), geospatial information systems (GIS), and remote sensing. To support this hands-on learning, the college has identified a package of UAS equipment to support teaching and learning in this subject matter. The lowest bid of three (3) bids procured (\$121,638; \$192,000; \$233,023.00).

**MOTION #4 - APPROVED**

Director Foster moved to approve the purchase of Agriculture UAS Equipment for up to \$121,638, plus shipping, as funded by the ARPA grant. Director Arbogast seconded. Motion passed unanimously.

**6.0 REPORT ITEMS**

**6.1 Monthly Financial Report**

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

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

General Fund revenues through October 31 are \$5,022,764 representing 43.7% of the budget and \$190,932 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 October 31 are \$3,091,069 representing 28.4% of the budget and an decrease of \$7,219 over the same period as the previous year.

Bank Account Balances, Receivable and Payables

The College's bank account balances total \$8,000,532 on October 31. Accounts receivable balances total \$633,161, and represent amounts owed to the College from students, property tax, agencies, and grantors. Accounts payable balances total (\$257,694) and represent amounts owed to vendors and suppliers of goods and services received by the College.

Café Operations

Café operational highlights include revenue of \$50,307 which is trending ahead 35.9% of the annual revenue target of \$140,150. Operating costs remain below budget (28% of annual), demonstrating ongoing cost savings efforts.

**6.2 Instructional Programs Update – First Year Experience**

Dr. Tori Stanek, Associate Dean of Teach and Learning Foundations presents to the board FYE 100: College Planning and Survival Skills.

First Year Experience (FYE) is a high-impact practice that helps students transition into college. This college course improves student engagement, facilitates social and academic integrations, builds critical skills, increases retention, persistence, and adequately prepares students for the demands of employers. At CGCC FYE guides the creation of financial and academic/career plans and develops strategies for navigating barriers to degree completion. Enhances

communication, resource identification, and technology skills to navigate college systems.

Our FYE course was originally developed in 2021 with major changes taking place in 2023 to include: a general education designation, increase in the credit load, focus on creating an academic plan, community learning projects, the course being offered in all modalities and hiring a dedicated FYE Coordinator. There is work currently taking place to mandate FYE 100 into all transfer and general degrees.

Dr. Stanek wraps up her presentation to include discussion about the successes of FYE and, also, some challenges and areas of opportunity.

### **6.3 Mission Fulfilment Report – Priority 1: Equitable Access**

Dr. Jarett Gilbert, VP of Instructional Services, Karly Aparicio, Interim VP of Student Services, and Lisa AbuAssaly Gorge, Executive Director of DEI provide an update regarding Priority 1: Equitable Access.

Columbia Gorge Community College prioritizes educational equity by, 1. Ensuring equitable access to education. Within this priority lies several objectives that the presenters review with the Board of Education:

- a. *The College will sustain a healthy rate of student enrollment\** Note; earlier in the evening the Board voted to approve a language change to this objective.
  - a. CGCC is on track to enroll 897 annual FTE in 2023-24
- b. *The College serves diverse communities in the region by removing barriers and extending educational opportunities.*
  - a. Enrollment among degree-seeking students by race/ethnicity compared to the district population... The student population diversity exceeded the college district in 2020. However, the large "unknown" category of students in 2024 makes it difficult to know with precision whether the college is currently meeting this threshold.
  - b. Completion among degree-seeking students of college-level writing in the first year... CGCC is well above its peers in completion of college-level writing.
  - c. Completion among degree-seeking students of college-level math in the first year... CGCC is close to its peers in completion of college level math.
  - d. The College serves diverse communities in the region by removing barriers and extending educational opportunities... Measured in Fall 2023 CGCC's composite mean score for Institutional Support of Diversity and Equity was less than the mean score for other two-year colleges.

In summary CGCC has established baseline data to measure results over time and identified benchmark data to measure outcomes compared to peer institutions. CGCC has taken steps to develop a data-informed culture, track progress, and ask the right targeted questions about how the college can improve.

CGCC has met the majority of the Objectives to ensure equitable access and has made strides to improve support for diversity and equity and recognizes the need to continue these efforts.

#### **6.4 Enrollment Report**

Karly Aparicio, Interim Vice President of Student Services, reviews the 2024-25 Preliminary Enrollment Report.

Currently CGCC is up in FTE and Headcount total enrollment for the 2024-25 academic year over the past five years, to date. This trend helps to keep the college on track for its overall enrollment target of 1200 FTE by 2028-29. The college needs to grow FTE by 6% each academic year to reach that goal.

The total projected FTE year-to-date from 2023-24 to 2024-25 is up 26.65 FTE. Transfer program students is up 12.20%, CTE programs are up 43.87%, Pre-College is up 18.33%, and Community Education is up 43.82%.

#### **6.5 Monthly Foundation Report**

Susan Davis, Executive Director of the Foundation, provides a monthly update from the Foundation Board.

The Foundation held its Annual Scholarship Luncheon on October 29 at the Readiness Center.

The Foundation membership committee convenes November 21, 2024. Sue invites to all Board of Education members to consider individuals in their networks that may be interested in foundation board service. The Foundation meets six times annually. With one full-time and one half-time staff the workload for board members is super manageable.

The Foundation received a \$75,000 grant from the John and Ginger Niemeyer Foundation, which is held and administered by the Oregon Community Foundation. OCF reached out to the Sue directly to inquire about Career and Technical Education programs that would fit the funding profile for this grant. With guidance from VP of Instructional Services Jarett Gilbert it was determined the program with the greatest need for this investment was Aviation Maintenance Technology. The funds have been received, pass to the college, and the equipment purchases will be administered right away.

The Foundation allocated \$3000 to support the college's first-ever Cross-Country team's expenses. Anticipated expenditures of the funds include: equipment for athletes, travel costs, team uniforms, and entry fees for NWAC meets. The Foundation is looking forward to working closely with the cross-country team and staff to host the Spring Chinook Run as part of the 2025 Cherry Festival in The Dalles.

For the current fiscal year, due to increased revenue from the golf tournament, some new major donor gifts, and a couple of large grants, the Foundation is at 80% of its fundraising goal at 40% of the way through the year. We are about to begin our annual fundraising campaign as well, which consists largely of letter-writing and phone-calling. An interim report on that will be available at the next Board of Education meeting.

## **6.6 Audit Update**

The 2022-2023 Audit of the Financial Statement, prepared by Moss Adams, reported adverse opinion in the Student Financial Assistance Cluster. Karly Aparicio updates the board on their recommendations, corrective actions taken and the preparation of the 203-24 audit.

### 2023-004 – Special Tests and Provisions - Enrollment Reporting – Material Weakness in Internal Controls over Compliance and Material Noncompliance

- Repeat Finding and projected to be a possible finding in the 2023-24 audit.
- *Summary* - The College did not have controls in place to ensure the reporting of enrollment information under the Pell grant and Direct loan programs via NSLDS was completed. The College is not in compliance with the federal enrollment reporting requirements described in the OMB Compliance Supplement and required by the Department of Education.
- *Current progress* - CGCC Student Service and IT leadership have been working with Anthology to ensure we are able to complete and correct enrollments to the Clearinghouse, which feeds the NSLDS, in a timely manner. While progress has been made, due to the backlog and staff transition, we are still in the process of completing Clearinghouse reporting. We are currently finalizing Spring 2024 with the hope of starting Summer 2024 in the coming weeks.

### 2023-005 – Special Tests and Provisions – Return of Title IV Funds (R2T4) – Material Weakness in Internal Controls over Compliance and Material Noncompliance

- Not a repeat finding and projected to be a possible finding in the 2023-24 audit.
- *Summary* - This occurred because of lack of controls and processes in place to ensure supporting documentation is maintained for student's withdrawal dates, and a lack of understanding of compliance requirements. This resulted

in a failure to properly identify students requiring calculation for return of funds to the federal government, or eligibility for post withdrawal disbursement. As a result, the auditors were unable to determine if the College is remitting unearned funds to the federal government, or offering eligible students post withdrawal disbursements if available to them.

- *Current progress* - CGCC Student Services leadership is working with Anthology (SIS) and Global (FA) to implement tools to identified students and return funds accurately. Student Services has updated internal practices to ensure that if the vendors are unable to identify students, we can manually return the funds. Finally, a policy on determining the last day of attendance is being developed with the goal of implementation in the winter of 2025.

#### 2023-007 – Reporting – Material Weakness in Internal Controls

- Repeat Finding and projected to be a possible finding in the 2023-24 audit.
- *Summary* - The College did not have adequate and/or functioning controls in place to ensure the reporting of disbursements to students on COD was submitted in a timely way and that the dates and amounts agreed. The College is not in compliance with the federal COD reporting requirements described in the OMB Compliance Supplement and required by the Department of Education.
- *Current progress* - CGCC Student Service and Business Office have streamlined business processes to ensure aid is distributed to students within the requirements.

#### 2023-008 – Eligibility – Material Weakness in Internal Controls over Compliance and Material Noncompliance

- Not a repeat finding and projected to be a possible finding in the 2023-24 audit.
- *Summary* - The College did not have adequate controls in place to ensure the appropriate and reasonable amounts were included in each eligible cost of attendance category for its students, that awards were properly calculated, refunds were disbursed timely and student records were accurate.
- *Current progress* - CGCC hired Susan Stephenson from Eide Bailly to review current financial aid processes and prepare for the 2023-24 audit. Susan is developing a set of recommendations that will be delivered to Dr. Lawson in December 2024. Susan's recommendation to hire a Director of Financial Aid is being implemented, with the job posting going live in November.

### **6.7 Chinook Brief**

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

Equitable Access:

- CGCC had a presence at the Goldendale College & Career day. This visit was part of our ongoing outreach efforts to reach our K-12 partners and show local students & families why CGCC should be a top choice among their educational options
- CGCC hosted 38 AVID students from Capital High School in Boise. The students enjoyed a tour of campus and a demonstration and information about our tech & trade programs. The AVID (Advancement Via Individual Determination) program is designed to help students, particularly those from underrepresented backgrounds, succeed in high school, college, and beyond.
- The Office of Student Life celebrated and honored our Veterans and Veteran Students earlier this month in recognition of Veterans Day. Representatives from the Oregon Department of Veteran Affairs were on campus to provide resources for Veterans and their dependents.

Economic Growth, inclusive prosperity, and a thriving community:

- The college co-sponsored a Dia de Muertos celebration at the Dalles Library. The event was well attended and Adult Basic Education faculty and staff made some excellent connections with the local Latino community to raise awareness of college programs.
- CGCC recently submitted applications for several federal grants that specifically support our Migrant and Seasonal Farmworker communities: High School Equivalency Program (HEP) and College Assistance Migrant Program (CAMP). A large number of community organizations from across the region provided letters of support for this project

Equitable Learning & Outcomes:

- As part of the Grow Your Own (GYO) initiative, CGCC students from the Elementary Education transfer pathway and dual credit students in the Education/Early Childhood Education pathway at HRVHS visited OSU and WOU Colleges of Education this month.
- Congratulations to our graduates working in the education field! We are so happy to report that this year, we have 5 alumni working in D-21 schools.
- CGCC hosted a Resource Fair with over 100 students connecting with a variety of organizations. A total of 15 organizations were represented and One Community Health offered on-site services, providing medical and dental care to students, reinforcing our commitment to student health and resource accessibility.
- The college held its first "data summit" to review, interpret, and analyze data related to student learning and outcomes. The feedback from the summit will be used as input for operational planning this fall. All departments are engaging in the operational planning process at this time.

Other News:



- CGCC was well-represented at the Oregon Community College Association. CGCC presentations including:
  - o Robert Wells-Clark and Dr. Jarett Gilbert: "Building Equitable Access & Inclusive Prosperity: Advanced Manufacturing & Fabrication in Rural Oregon"
  - o Lisa AbuAssaly George: " Uncovering Hidden Influences in High-Level Decision Making: Enhancing Our Awareness of Bias" and "Oregon Community College Hispanic Serving Institution Aspirations."
- The union and administration are meeting this month to begin training for collective bargaining. A federal mediator will lead the training with the goal to develop a strong foundation for the bargaining teams to engage in interest-based, collaborative bargaining.
- The College Administration made some changes to how we recognize our stellar faculty and staff at CGCC. First, we are developing an Equity Award to recognize employees working to support the success of our diverse students and staff. Second, we are adjusting the frequency of awarding exceptional faculty and staff to every quarter.
  - o The first recipient of our quarterly exceptional employee is Emilie Sanchez Lopez (for summer quarter). Emilie serves as our Equitable Funding Navigator.

## **6.8 OCCA Update**

Chair Morgan, CGCC's OCCA board representative, reviews the monthly update.

### OCCA Annual Conference

The OCCA Annual Conference was held Nov. 6-8 at Salishan Coastal Lodge in Gleneden Beach, Ore., and nearly 160 community college board members, presidents, administrators, students and other stakeholders attended. OCCA would like to thank everyone who took the time to attend, share their expertise as a presenter, nominate a Howard Cherry Award winner, and/or network with colleagues from around the state. OCCA would also like to thank its Member Services Committee for their work in guiding the conference.

\*\* The 2025 OCCA Annual Conference will take place Nov 5-7 in Hood River, at the Best Western Plus

### OCCA Board to Meet Dec. 6

The OCCA Board of Directors will meet for their winter quarterly meeting on Friday, Dec. 6. The meeting will be hybrid, with those in-person attending at Mt. Hood Community College in Gresham. The Board will consider approval of the OCCA 2025 Legislative Session Priorities, which sets the legislative platform for OCCA for the 2025 Legislative Session. In addition, the Board will approve the 2025-27 Legislative and Regulatory Policy Positions document, which guides OCCA staff in taking policy positions during legislative sessions for the next

biennium. In addition, the Board will hear the annual update on the Student Success Metrics (aka, the EMMs).

#### Upcoming Events & Trainings

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

### **6.9 Board Subcommittee Reports**

#### **6.9.1 Policy & Equity Subcommittee**

Director De La Torre updated that the Policy and Equity Subcommittee got about halfway through with their review of the Board of Education governance policies, using the equity lens tool. They plan to finish the rest at their meeting on December 4<sup>th</sup>.

Even though majority of the policies are set by Oregon Revised Statutes there were a few that the subcommittee was able to discuss further. The group will continue to work to ensure the policies are not only compliant but also equitable.

#### **6.9.2 Finance & Audit**

-None

#### **6.9.3 President's Performance Review**

Chair Morgan reminds that the 6 month Presidential Performance Review will take place, in executive session, at the December board meeting.

### **6.7 Chair's Report**

Chair Morgan thanks everyone in the community for coming together to pass Bond Measure 33-111.

### **7.0 CRITICAL DATES**

Chair Morgan reviewed the critical dates with the Board.

### **8.0 ADJOURN**

The meeting was adjourned at 7:41pm

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As recorded by Tiffany Prince, Director of Executive Services