



BOARD AGENDA ITEM: 3.1 – Regular Meeting Minutes
DATE: January 21, 2025

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

ATTENDANCE:

Board of Education:

Kim Morgan
Tim Arbogast
Lucille Begay

OraLee Branch
Laura De La Torre

**Staff and
Representatives:**

Dr. Kenneth Lawson

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

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 OR MODIFICATION OF AGENDA

MOTION #1 - APPROVED

Director Branch **moved to approve the December 2024 meeting agenda.**
Director Arbogast seconded. Motion passed unanimously, with members present.

4.0 APPROVAL OF MINUTES

4.1 Regular Minutes, November, 2024

MOTION #2 - APPROVED

Director Branch **moved to approve the regular Minutes from the November 2024 meeting.** Director De La Torre seconded. Motion passed unanimously, with members present.

5.0 PUBLIC COMMENT – none

6.0 BUSINESS ITEMS

6.1 Certify Election Results

Tiffany Prince, Director of Executive Services, cites ORS 255.295: no later than the 27th day after the election, the District will receive the abstract of the votes from the County. Not later than the 45th day after the date of an election, the District must determine the result of the election

Tiffany then reads the Election Abstract into the record for Wasco and Hood River Counties.

	Yes Votes	No Votes
Hood River County	6,755	4,271
Wasco County	5,755	6,576
Total:	12,510	10,847

MOTION #3 - APPROVED

Director Arbogast **moved that The District has reviewed the abstract of votes related to Measure 33-111, prepared and certified by the County Clerk for the November 5, 2024 election, and determines that Measure 33-111 was approved.** Director Branch seconded. Motion passed unanimously, with members present.

6.2 Advanced Manufacturing & Fabrication Procurement – NIST Grant Equipment

Robert Wells Clark, Advanced Manufacturing and Fabrication Faculty, seeks advance Board of Education approval to spend where there is potential to cross the \$75,000 threshold in procurement of some equipment.

This is directly related to the equipment procurement for the 2024-25 NIST Grant period of performance. The equipment will be utilized in for-credit classes, open lab Fridays, and by local visiting secondary students – supporting the colleges mission for equitable student learning and outcomes, and for advancing economic development and inclusive prosperity.

Professor Wells Clark reviews the equipment he intends to purchase, some of which may exceed the \$75,000 threshold (hence the request for advance

approval), the costs will not exceed the award total of the grant, and all Oregon procurement regulations will be followed.

MOTION #4 - APPROVED

Director Branch **moved to approve the procurement and purchase of equipment, not to exceed \$300,000 in total, as awarded by the NIST Advance Manufacturing grant.** Director De La Torre seconded. Motion passed unanimously, with members present.

7.0 REPORT ITEMS

7.1 Monthly Financial Report

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

Unaudited General Fund Revenue and Expense Summary as of November 30, 2024

General Fund revenues through November 30 are \$6,767,814 representing 58.9% of the budget and \$92,126 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 November 30 are \$3,929,721 representing 36.1% of the budget and an increase of \$67,228 over the same period as the previous year.

Bank Account Balances, Receivable and Payables

The College's bank account balances total \$9,776,344 on November 30. Accounts receivable balances total \$661,869 and represent amounts owed to the College from students, property tax, agencies, and grantors. Accounts payable balances total (\$320,759) and represent amounts owed to vendors and suppliers of goods and services received by the College.

Café Operations

Café operational highlights include revenue of \$61,528 which is trending ahead (43.9)% of the annual revenue target of \$140,150. Operating costs remain below budget (36.2% of annual), demonstrating ongoing cost savings efforts.

Additionally, James briefly walks-through schedules and reports that were requested at the previous board meeting. Director Arbogast proposes that these system generated schedules and reports would replace the manual schedule that was just shared. Director Arbogast explains that the board will not be receiving any less information, the information will be shared differently (and explains how), and will receive other financial details.

Director Arbogast reminds the board that part of their charge is to get more information and become better educated on the college finances, which these reports aim to do.

7.2 Evaluation towards Board Goals

Chair Morgan reviews the Board of Education goals, set for itself, for the 2024-25 Academic Year and invites other board members to add their input.

- 1) Financial/Fiduciary Responsibility (Developing Financial Strategy)
 - a. Review Regular Reports
 - b. System generated reporting: audit plans and progress, review bonds, 3-year snapshot for better financial planning
 - c. Continue to enhance board understanding of budgetary and fiduciary responsibility

Director Arbogast adds that once a Vice President of Administrative Services is hired the Finance and Audit Subcommittee can begin the work of bullet point "b."

- 2) Adequate Board Orientation
 - a. Policy & Equity Subcommittee to discuss board onboarding with the President's Office

Chair Morgan shares this is still a task that the subcommittee is working towards, however, they are still in the middle of reviewing the board's policies. She does remind the board that OCCA has their Lunch and Learn series that covers a variety of topics, all of which are free, and relate directly to board members roles.

Tiffany adds that she entered CGCC Board of Education into a drawing with ACCT for a free board retreat and the college was selected! She is actively working to get that booked, hoping that the timing will work for any potential outgoing board members to attend along with any newly elected board members.

- 3) Launch and implement a successful campaign to pass the college bond measure

The Board of Education all celebrates the successful passage of Measure 33-111, as indicated earlier in the meeting.

7.3 Monthly Foundation Report

Susan Davis, Executive Director of Advancement and the Foundation, reads the Foundation report for the Board of Education.

The annual campaign for the Foundation is under way now and they are receiving and processing funds daily, largely for the Foundation's general scholarship fund, and there are funds being donated with no restrictions attached as well.

Student Services will send over a final confirmed number of Foundation scholarship recipients for winter quarter. As a reminder, students apply for and are selected to receive scholarships in the spring and then they access those funds the following academic year and those funds are dispersed evenly across the year. For the fall quarter there were 56 students who met both those standards.

At their last meeting of the foundation board of directors officially adopted their annual budget for 2025, some highlights include: adding funding for two diversity, equity, inclusion projects: bringing the mobile Black History 101 Museum to campus in January, and funding an annual DEI award to recognize staff and faculty for their work to engage and support marginalized students.

7.4 Chinook Brief

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

Equitable Access:

- CGCC's enrollment is generally healthy. Winter term enrollment is a challenge because our degree-seeking enrollment decreases, but the dual credit high school enrollment grows. Winter term enrollment will continue to grow throughout the term because their registration window is aligned with the K-12 schedule.
- 2025-26 Nursing application is live! Thanks to the collaboration of the nursing department and Student Services, we have launched an online application for the first time. The deadline is Thursday, March 27, 2025.
- CGCC has partnered with The Dalles High School and Arlington High School to support their families in completing the 2025-26 federal and state paperwork for financial assistance. More events will be held during the winter term so that CGCC students can successfully complete their federal and state aid.

Economic Growth, inclusive prosperity, and a thriving community:

- The U.S. Department of Energy (DOE) and its Office of Manufacturing and Energy Supply Chains (MESCC) announced a \$1.997 million award to Columbia Gorge Community College to develop a training hub for additive manufacturing (3D printing), supporting sustainable manufacturing practices for local small and medium-sized manufacturers.

- The Early Learning Center, with Columbia Gorge Educational Service District as the applicant and the CGCC Foundation as the statutory partner, have been selected to receive funding through the EPA's Community Change grant program. The project is funded for a total of \$19.9 million over three years, beginning this February. Just over \$800,000 is scheduled to run through the Foundation.

Equitable Learning & Outcomes:

- CGCC is in its fourth year of funding from the rock band Metallica and their Scholars Initiative. They have provided \$10,000 to support trades education through their All Within My Hands Foundation along with the American Association of Community Colleges. Thanks to the further generosity of the Roundhouse Foundation, an additional \$22,500 has been made available to fifty-one CGCC students to purchase tools across our Technology and Trades programs.
- This summer & fall term, \$146,630 of total funding was awarded to 101 students in direct financial support to students. The funding includes scholarships and tuition waivers with Student Government, Gorge Scholars, and athletics, as well as scholarships with the Grow Your Own (GYO) teacher program.

Other News:

- A team from student services staff participated in the 2024 Virtual Federal Student Aid Training Conference. This training will help ensure that the financial aid team is current with federal requirements and maintains compliance with regulations.
- The College and the Union, representing our Faculty and Classified Staff, are negotiating new contracts this year. As a kickoff, representatives of the College - Dr. Jarett Gilbert, Courtney Judah, Karly Aparicio, and Dan Saldivar - and the Union - Rob Kovacich, Tina Ontiveros, and Pam Koop - gathered on November 22nd for a Federal Mediation Training to prepare for negotiations.
- President Lawson, VP Gilbert, and Susan Lewis (our Accreditation Liaison Officer) attended the 2024 Northwest Commission on Colleges and Universities (NWCCU) Annual Conference. The conference presented an excellent opportunity to connect with our accreditation liaisons, hear about any developments in accreditation processes or standards, explore the federal impacts on accreditation, and learn from our peer institutions across the NWCCU region.

7.5 OCCA Update

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

4th Week Fall Enrollment Released

Oregon's community colleges are celebrating a promising increase in enrollment as the fourth-week enrollment reports from the state's Higher Education Coordinating

Commission (HECC) revealed significant growth in overall headcount and Full-Time Equivalent (FTE) enrollment at the majority of community colleges statewide. The 4th Week Fall Enrollment Report was released by the HECC on Nov. 15.

According to the HECC, the overall college headcount during the fourth week of the fall term was 4.3 percent higher this year than in 2023 (90,961 students). This is the same as the national trend in headcount enrollment for community colleges. The number of FTE students is also higher in 2024 at 21,897 students, a 7 percent increase over this time in 2023. Though statewide enrollment has continued on an upward trend since 2023, it remains lower than pre-pandemic levels. Headcount is 17.6 percent lower than in fall 2019, and FTE is 14.2 percent lower.

It's important to note, however, that the decrease in FTE for 2024 occurs at two of the smallest Oregon community colleges representing a total of just under 6 students, whereas statewide the increase to FTE was 1,437 students.

Fall State Revenue Forecast

State economists presented their quarterly economic and revenue forecast to legislators last week, showing state revenues up \$950 million from the previous forecast and triggering Oregon's unique kicker law. State economists predict Oregon will send roughly \$1.8 billion back to Oregon taxpayers based on the state's kicker law. Forecasters now expect \$28.1 billion in General Fund revenue during Oregon's current budget cycle. That's nearly \$3 billion more than the state's original forecast in 2023, and almost \$1 billion more than the most recent forecast update in August.

OCCA Board to Meet Dec. 6

Once the OCCA Board approves its 2025 Legislative Priorities, college boards will be asked to support a resolution in support of those priorities. Stay tuned for a draft resolution. OCCA will also update its online 2025 Advocacy Toolkit with an informational one-pager outlining these priorities.

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.

7.6 Board Subcommittee Reports

7.6.1 Policy & Equity Subcommittee

Chair Morgan updated that the Policy and Equity Subcommittee is still working through with their review of the Board of Education governance policies, using the equity lens tool. They plan to continue this work through December and January 2025.

7.6.2 Finance & Audit

Director Arbogast shares that he does not have anything extra to report other than what he's already provided.

7.6.3 President's Performance Review

- None

7.5 Chair's Report

Chair Morgan highlights the importance of advocacy at board members, featuring the work that was done in order to run a successful bond campaign.

She continues that as the Oregon Legislature will begin to meet that the advocacy efforts of the Board of Education are still of the highest importance, encouraging each board member to stay up-to-date with bills that may effect community colleges.

7.0 CRITICAL DATES

Chair Morgan reviewed the critical dates with the Board.

9.0 EXECUTIVE SESSION

Executive Session- ORS 192.660(2)(i), 192.660(8), Evaluation of an Officer

The Board of Education entered Executive Session at 6:49pm for the purpose of evaluating the performance of an officer.

The Board adjourned Executive Session at 7:10PM.

Chair Morgan reports that the Board of Education reviewed Dr. Lawson's progress and are looking forward to the annual review towards the end of the academic year.

10.0 ADJOURN

The meeting was adjourned at 7:12pm

As recorded by Tiffany Prince, Director of Executive Services