



BOARD AGENDA ITEM: 3.1 – July Meeting Minutes
DATE: September 17, 2024

REGULAR MEETING MINUTES
Tuesday, July 16, 2024
This meeting was held remotely.

ATTENDANCE:

Board of Education:	Nate Stice	Tiffany Prince
Kim Morgan	OraLee Branch	Sue Davis
Tim Arbogast	Staff and	Courtney Judah
Jonathan Fost	Representatives:	Danny Dehaze
Lucille Begay	Dr. Kenneth Lawson	
	Mark DeMoss	

1.0 CALL REGULAR MEETING TO ORDER
Chair Arbogast called the meeting to order at 5:32pm

2.0 WELCOME AND INTRODUCTIONS
Chair Arbogast led group introductions.

3.0 ELECTION OF BOARD CHAIR AND VICE CHAIR

On behalf of the President’s Council and the whole college, President Lawson acknowledges Chair Arbogast for his great service in the past two years.

3.1 Board Chair Nominations, and Selection

MOTION #1 – APPROVED

Director Branch moved to **nominate Kim Morgan as the 2024-25 CGCC Board of Education Chair**. Director Fost seconded. Motion passed unanimously.

Kim Morgan assumed the position of Board Chair.

3.2 Vice Chair Nominations, and Selection

MOTION #2 – APPROVED

Director Fost moved to **nominate Nate Stice as the 2024-25 CGCC Board of Education Vice-Chair**. Director Begay seconded. Motion passed unanimously.

Director Morgan assumed the position of Board Vice-Chair.

4.0 APPROVAL OF MINUTES

4.1 Regular Minutes, June 18, 2024

MOTION #3 - APPROVED

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

5.0 PUBLIC COMMENT - none

6.0 REPORT ITEMS

6.1 Early Learning Center Update

Eric Wilson and Columbia Gorge ESD Superintendent Dr. Pat Sublette present a status update on the Columbia Gorge Early Learning Center.

Over 72% of Oregon counties identified as childcare deserts with acute shortages of supplies across the state. Eric shares the Columbia Gorge Early Learning Center is a community-centered initiative that is paving the way for a thriving childcare landscape in the mid-Columbia Gorge and would create a collaborative center for the Educational Services District to amplify their impact at a regional level.

The project sets to reinvigorate the old Chenoweth middle school to allow for evolution through adaptable and flexible spaces. To foster collaborative interaction and individual reflection through inclusive and culturally relevant experiences to welcome children, families, staff and the community. The Early Learning Center wishes to retain and grow a qualified regional workforce, while integrating resilience and demonstrate a sustainable future for the project.

A welcoming community, thriving early learning, centralized workplace.

Superintendent Sublette explains the Educational Service District would have 12 departments and about 75 staff. There would be early learning classrooms and intervention support for over 200 children, administrative staff, and connect to a community college practicum.

To conclude Eric and Pat share some conceptual designs of building layouts.

6.2 Monthly Financial Report

Mark DeMoss presents a Monthly Financial Update.

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

General Fund revenues through June 30 are \$11,938,317 representing 97.8% of the budget and \$571,480 increase over the previous year's audited revenue. The current year has been adjusted for student bad debt and deferred tuition and fees from summer and fall registrations. Tuition and fees increased over the same period by 13.5%.

General Fund expenditures and transfers through June 30 are \$10,503,146 representing 91% of the budget and an increase of \$1,329,576 over the same period as the previous year. The difference is primarily due to increase in wage costs, booking of debt service, reserve transfer and other transfers required. The forecasted different to the audit is an increase of \$852,474 with \$500,000 of the difference being the reserve transfer this year.

Bank Account Balances, Receivable and Payables

The College's bank account balances total \$6,977,419 on June 30. Accounts receivable balances currently total \$497,952 on June 30, and represent amounts owed to the College from students, property tax, agencies, and grantors. This amount does not include the recording of grant reimbursement receivables through the fiscal year end anticipated around \$950,000. Accounts payable balances total \$753,459 and represent amounts owed to vendors and suppliers of goods and services received by the College and is reflective of the increase in the final month spending out of budgets.

Café Operations as of March 31, 2024

Café operational highlights include revenue of \$187,107, which is trending ahead (109%) of the annual revenue target of \$171,150. Operating costs remain below budget (85% of annual), demonstrating ongoing cost savings efforts.

6.3 Bond Update

Mark DeMoss highlights and recaps a bond update for the Board of Education.

Summary Objectives

The College intends to secure approximately \$13.0 million in new Government Obligation Bond funding for the following uses:

- 1) Utilize \$5.5 million as a required capital match for previously approved XI-G proposal.
- 2) Combine XI-G funding with \$5.5 million from the proposed GO Bond to finance approximately \$11.0 million worth of infrastructure and maintenance projects as detailed in the Priority Projects schedule provided in Appendix A.
- 3) Consolidate \$7.3 million in existing FFC bonds to reduce debt service commitments by approximately \$500,000 per year in order to improve operating cashflow.

Filing Form SEL 805 Request for Ballot Title

Per the resolution adopted at the last Board meeting, the college's legal counsel has drafted Form 805 which would be filed with the county to initiate the bond election process.

The Board requested that before the college files for the election, that a set of talking points be provided. Wright Public Relations has provided a document titled, "CGCC Message Frame and Talking Points" for this purpose. Which was provided in the board packet this evening.

State Voters Pamphlet and CGCC Ordinance

Neither Wasco County nor Hood River County will be creating a voter's information pamphlet for the November election. OAR designates the State Voters' Pamphlet Manual (the "Manual") as the procedures and forms to be used by a community college district related to bonding. The Manual (on page 25) and ORS 251.285 require "ordinances" setting forth procedures (i) to review procedures for the ballot title and explanatory statement, and (ii) for submission of arguments in support of or in opposition to the measure. The Manual also requires the county governing body to file notice with the county elections official of the inclusion of the measure in the state voters' pamphlet.

The result of discussions between the state, county and our legal counsel is to adopt the provided emergency ordinance (avoiding a 30-day review) in order to accommodate this process. This ordinance has been reviewed and commented on by Wasco County.

6.4 Monthly Foundation Update

Sue Davis, Executive Director of the Foundation, shared the Foundation's general Report.

In June the Foundation supported CGCC team played in the Adventist Health Columbia Gorge Golf Tournament.

On July 9th, Foundation scholarship team meeting. Funding decision delayed by two weeks so the committee can do some analysis and some math to ensure that our scoring methodology is as fair as possible. We are also following up with students who did not submit a financial aid score as part of their applications, which put their applications into 'incomplete' status.

Sue and Dr. Lawson will present to the Hood River County Commissioners regular meeting. Topics are general college and Foundation update; introduction of the plan to renew the college bond.

At the end of July Sue has an interview with the Murdock Charitable Trust - a step toward joining their Essentials of Development cohort.

6.5 Chinook Brief

President Lawson reads his Chinook Brief.

Enrollment

Summer enrollment (43 FTE) is running just slightly below last year's final FTE enrollment total (45 FTE). Fall quarter headcount is 35% higher (252 students) compared to this time last year (185 students). The Pre-College Department had a total of 37 GED completers this past academic year, nearly twice what it was last year.

Accreditation

The Northwest Commission on Colleges and Universities has acted on one of CGCC's recommendations to "systematically review disaggregated student achievement data and use it to close barriers to academic excellence and achievement" (2020 Standard 1.D.2). CGCC was found to be substantially in compliance yet still needing improvement.

The College is looking to demonstrate a systematic approach to measure and address gaps in student achievement between now and our year 7 report in Spring 2027.

Recognitions

Congratulations to long-time faculty and union rep Dr. John Copp, History and Political Science, on his recent retirement from CGCC. He has been an important part of the college community and we wish him the best.

Mark DeMoss has accepted the position as the new Chief Financial Officer (CFO) at the Hood River County School District (HRCSD). Dr. Lawson thanked Mark for his professionalism and contribution to the college in his roles as Interim Vice President for Administrative Services (VPAS)/CFO and, previously, as Controller and Grant Accounting Coordinator.

Community Partnerships

In partnership with Advanced Manufacturing and Career Connected Learning Systems Navigator, the playground designed by Chenoweth Elementary (CES) Students, and drafted and manufactured at CGCC, has been installed at CES. The team—led by Robert Wells- Clark, Chris Dodson, and Dylan McManus—completed installation on July 10th. The installation was supported by CGCC and High School student interns with the Pre-College Work Experience Team, Mike Moreno and Matt Fitzpatrick, and partially funded by Columbia Gorge ESD Stem Hub.

This morning (July 16), the college hosted the education and health policy staff from Senator Merkley's office for a site visit at the proposed site of the Early Learning Center. Senator Merkley has supported a congressionally directed spending request for \$1.5M to support the ELC.

Dr. Lawson presented to the Hood River County Commissioners this week to share the work the college has been doing locally to “foster economic growth, inclusive prosperity, and a thriving community,” and to raise awareness regarding renewal of our bond.

Look for CGCC at various events this summer. On June 29 we were at Gorge PrideFest in The Dalles, July 13th our first of several visits to The Dalles Farmers' Market, and we'll be attending Hood River Farmers' Market through October as well. We're looking to attend Hood River First Fridays, the Mid-Columbia Car Club's "Show in the Shade" at Sorosis Park, and the Wasco County Fair.

Operations & Audit Update

The nursing simlab renovation contractor, P&C Construction, has finished the rough-in of the walls, electrical and plumbing for the project. Within a few months it will house four simulation beds and manikins!

Federal Student Aid (FSA) Enterprise Cybersecurity Group has reviewed our Corrective Action Plan related to protecting student financial aid information. They determined our plan satisfactorily addresses and resolves this year's audit finding.

Clearinghouse configuration and submission work is nearing completion so we can accurately report student enrollment information. We expect to be fully in compliance when Clearinghouse runs in late August.

6.6 OCCA Update

Chair Morgan reminds the board of the upcoming OCCA board member training, on September 7, and annual conference November 6 though 8.

6.7 Board Subcommittee Reports

6.7.1 Policy & Equity Subcommittee

-None

6.7.2 Finance & Audit

-None

6.7.3 President's Performance Review

- Director Arbogast and President Lawson had their meeting to review the Presidential Performance Evaluation.

6.8 Outgoing Chair's Report

Director Arbogast shared how he attended the presentation with Senator Merkley's staff and heartening it was to see all of the agencies coming to work together cohesively.

7.0 Business Items

7.1 Selection Various Organization Representatives

7.1.1 Selection of OCCA Representative and Alternative

MOTION #4 – APPROVED

Director Arbogast moved to **nominate Director Kim Morgan as OCCA Representative for the 2024-25 academic year.** Director Branch seconded. Motion passed unanimously.

MOTION #5 – APPROVED

Director Arbogast moved to **nominate Director Branch as the OCCA Alternate Representative for the 2024-25 academic year.** Director Stice seconded. Motion passed unanimously.

7.1.2 Selection of Latinx Advisory Council Liaison

MOTION #6 – APPROVED

Director Arbogast moved to **nominate Director De La Torre as the LatinX Council Member for the 2024-25 academic year.** Director Branch seconded. Motion passed unanimously.

MOTION #7- APPROVED

Director Branch moved to **nominate Director Fost as the Alternate LatinX Council Member for the 2024-25 academic year.** Director Arbogast seconded. Motion passed unanimously.

7.1.3 Selection of Foundation Board Liaison

MOTION #8 – APPROVED

Director Morgan moved to **nominate Director Begay as the Foundation Board Liaison for the 2023-24 academic year.** Director Branch seconded. Motion passed unanimously.

7.2 Consent Calendar

MOTION #9 – APPROVED

Director Arbogast moved to **accept and adopt the 2024-25 Consent Calendar as presented.** Director Branch seconded. Motion passed unanimously.

7.3 Adopt Board of Education Calendar

MOTION #10 – APPROVED

Director Arbogast moved to **accept and adopt the 2024-25 Board of Education Calendar, as amended for a 5:30pm meeting start time.** Director Stice seconded. Motion passed unanimously.

7.4 Resolution 07162024 – Ballot Measure Ordinance

Mark DeMoss reviews the ballot measure with the Board of Education, as previously discussed during report item 6.3. The ballot measure ordinance is put forth for inclusion in the state voter’s pamphlet for the upcoming bond election.

MOTION #11 – APPROVED

Director Branch **moved to adopt Resolution 07162024, as presented.** Director Arbogast 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 7:24pm

As recorded by Tiffany Prince, Director of Executive Services