



**BOARD AGENDA ITEM:**  
**DATE:**

**4.1 – Regular Meeting Minutes**  
**Tuesday, July 18, 2023**

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**REGULAR MEETING MINUTES**

**Tuesday, June 20<sup>th</sup>, 2023**

*This meeting was held remotely.*

ATTENDANCE:

**Board of Education:**

Jonathan Fost  
Tim Arbogast  
Lucille Begay  
Nathanael Stice  
Kim Morgan  
Robin Feuerbacher

**Staff and Representatives:**

Danny Dehaze  
Dr. Jarett Gilbert  
Dr. Lorelle Davies  
Courtney Judah  
Mike Espinoza  
Tiffany Prince

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**Regular Business Meeting –**

**1.0 CALL REGULAR BOARD MEETING TO ORDER**

Chair Arbogast called Board Meeting to Order at 6:00pm

**2.0 WELCOME AND INTRODUCTIONS**

Chair Arbogast and board members paid their respects to Director Feuerbacher as this is his last board meeting with CGCC.

**3.0 APPROVAL OF MINUTES**

**3.1 Regular Minutes, May 16, 2023**

**MOTION - #1 APPROVED**

Director Morgan **moved to approve the May 2023 Meeting Minutes, as presented.**  
Director Feuerbacher seconded. Motion passed unanimously.

**3.2 Special Meeting Minutes. June 2<sup>nd</sup>, 2023**

**MOTION - #2 APPROVED**

Director Begay **moved to approve the June 2<sup>nd</sup> Meeting Minutes, as presented.**  
Director Feuerbacher seconded. Motion passed unanimously.



#### **4.0 PUBLIC COMMENT – *none***

### **5.0 REPORT ITEMS**

#### **5.1 Facilities Master Plan**

Daniel Saldivar, Director of Facilities, provides background and explanation of 2023 Comprehensive Facilities Plan Report, as conducted by Opsis Architecture. This was designed to make a strategic plan for the facilities, as well as, help guide a vision for the institution's future in facilities and infrastructure needs. Daniel shares that this report is the skeleton of that and is a plan for prioritizing campus improvements, addressing mechanical safety, and other physical deficiencies or areas where CGCC needs to expand or for growth within the facilities.

Daniel continues that the report was compiled through the work of a steering committee and individual & group meetings. Prioritization was broken down to what is the most important in the next 5 years, and as far as the 10 year needs, noting that it is a higher level scope in the 10 year plan range for costs and conception.

Chair Arbogast stated when the plan is finalized the Board of Education will have another opportunity to ask more in-depth questions about the recommendations in the plan and the College's vision in moving it forward..

#### **5.2 Monthly Financial Update**

Dr. Lorelle Davies, Vice President of Finance/CFO presents a Monthly Financial Update.

In summary Dr. Davies has a few highlights to share:

- The College completed the audit for year ended June 30, 2022.
- Campus Nexus Financial (CNF) implementation is in progress. This includes sunsetting RogueNet.
- Tuition and Fees increased from the same period over last year by 49.5% but property taxes collection decreased by a difference of \$151,502. However, General Fund revenues through May 31 are \$10,946,776 and General Fund expenditures through April are \$8,809,134.
- A few budget increases have been needed in Instructional Services for the Aviation Maintenance program for an increase in the facility lease and a roll forward of equipment budgeted and not yet received in fiscal year 2021-22 and additional funding for the upcoming NWCCU Accreditation visit.

#### **5.3 Chinook Brief**



Jarett Gilbert, Vice President of Instructional Services, presents the Chinook Brief. As the year comes to an end there is a lot to share some of the key points of the brief are below:

- CGCC was the lead sponsor of the Columbia Gorge Educational Service District STEM Hub Fair on June 3rd in Hood River. CGCC was able to showcase our Advanced Manufacturing and Nursing programs; as well as Community Education, Math, Chemistry, and Student Services Department.
- Credit for Prior Learning is finishing its grant activity period by hosting two free breakfast presentations about new CPL opportunities for the community. These will be held in The Dalles on Tuesday, June 20 at 7:30am and in Hood River on Friday, June 23 at 7:30am.
- The new Medical Assisting certificate has completed its final approval process with NWCCU. This certificate was reimagined thanks to community and student feedback, and the hard work of Mimi Pentz (MA Instructor & program lead), Janie Griffin (Director of Nursing and Health Occupations), and Susan Lewis (Director of Curriculum and Academic Assessment).
- Commencement for the class of 2023 will be held on Friday, June 16th at 3pm on The Dalles Campus in the Fort Dalles Readiness Center, Drill Floor.
- As a reminder CGCC is closed on Fridays, during summer term, through Labor Day.
- President's Council reviewed an audit of CGCC's Information Technology Services and a proposal for Managed IT Services as part of the CampusWorks contracted Services to support Anthology's integration. Danny Dehaze, Lorelle Davies, and Courtney Judah, have been preparing a scope of work for a potential request for proposals to provide managed IT services.
- The Staff of the Month is - Ino Olivan, facilities manager
- And the Faculty of the Month is - Ed Andree

#### **5.4 Foundation Board Update**

Susan Davis, Executive Director of Foundation, shares the Foundation Board Update. She begins her update by sharing that the previous Executive Director and team has a great system in place, allowing Susan to spend the past month focusing on her own startup and understanding of the College and Foundation. Susan adds that she has been assisting with the closeout of some grants and other year-end things while, also, reapplying to those funding sources.

She has met with all of the Foundation teams and is hosting a lot of donor meetings. Meeting with existing donors to continue to cultivate them as well as cultivating new Foundation donors.

Upcoming Foundation events and fundraisers:

- September 9<sup>th</sup> is the Annual Founders Cup golf tournament at Indian Creek Golf Course. The Foundation has already received \$5,500 in sponsorships for this event.



- Scholarship Paint Nite will be October 19<sup>th</sup> at the Fort Dalles Readiness Center, more details to come.

## **5.5 OCCA Update**

Director Kim Morgan, OCCA Representative, is happy to announce the legislation for Senate Bill 482 passed. This provides that CGCC coursework in aviation maintenance occurring at The Dalles Airport, which is located in Washington state, may be included in clock hours of instruction.

Kim continues that Legislation/Legislators have returned to session and bills are starting to go through. The Community College Support Funding did receive a full pass which is now waiting for the Governor to sign. This will send \$800M to the CCSF with an additional \$100M going to the Opportunity Grants and about \$24M for the Oregon Student Tribal Grant.

It was mentioned that Oregon community colleges receive their payments from the state on a quarterly basis, and because of the situation at the state capitol, there is now some conversation with legislators about getting community colleges into a different mode of funding, perhaps more consistent with K-12 funding on a monthly basis.

Upcoming Foundation events and fundraisers:

- September 9<sup>th</sup> is the OCCA Annual New Board Member training - contact Tiffany if you are interested in attending.
- August TBD board training with Karen Smith from OCCA

## **5.6 Director Subcommittee Reports**

### **5.6.1 – Finance and Audit Subcommittee**

Director Nathanael Stice, Chair of the Finance and Audit Subcommittee, points out that there is an audit action item further down on the agenda, this was reviewed by the subcommittee and Lorelle will be presenting more later. Adding that Lorelle and the subcommittee have been discussing a board training to ensure that the Board of Education understands the fiduciary responsibility, college financials, and how to track these controls and other pieces that are important to the roles of board members.

Director Stice informs the board that a new college-level administrative rule has been approved by the President regarding check signatures. This rule had previously existed in common past practices, however, Lorelle updated the rule and put it into writing. To summarize: checks under \$15,000 can be printed with the electronic signature, checks over \$15,000 need to have a wet signature by the President or VP of Finance, and checks over \$75,000 require two wet signatures from the President or VP of Finance and/or a board member.



### **5.7 Chair's Report**

Chair Tim Arbogast reminds the board of the self-evaluation review that took place in May and asks everyone to review that again as things move into the new fiscal/academic year. That review should drive some of the Board's focus on things and to be more effective as a board. He continues that changes will be happening on the Board of Education website based on last months policy approval - meeting recordings will be uploaded to the website after the approval of the board minutes.

### **5.8 Other**

## **6.0 BUSINESS ITEMS-**

### **6.1 BP 1300 Equity Statement**

Director Fost reviews Board Policy 1300 with the board for their initial reading.

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

Director Fost **moved to approve Board Policy 1300, as presented.** Director Morgan. seconded. Motion passed unanimously.

### **6.2 New Certificate Request – Initial Early Childhood Education**

Susan Lewis, Director of Curriculum & Academic Assessment, presents a new certificate for the Board of Education's consideration. This is part of CGCC's early childhood education programming, it is the initial small certificate to be part of a step in the sequence to allow students to come and get a certificate or continue through the rest of the program.

#### **MOTION - #4 APPROVED**

Director Stice **moved to approve the Initial Early Childhood Education Certificate, as presented.** Director Feuerbacher. seconded. Motion passed unanimously.

### **6.3 Certificate Suspension – Medical Office Professional**

Susan Lewis shares this career pathway certificate suspension is part of the administrative assistant degree, wholly contained. CGCC is not canceling any of the classes in the program, however, some of the Medical Assisting program has changed, those classes have gone away that are used in this Medical Office Professional certificate. Additionally there has not been much enrollment so it was, also, deemed not necessarily relevant to our offerings.

#### **MOTION - #5 APPROVED**

Director Morgan **moved to suspend the Medical Office Professional CPC.** Director Stice. seconded. Motion passed unanimously.



#### 6.4 Selection of Audit Firm

Lorelle Davies discusses the proposal(s) received from the RFP for audit firms to audit CGCC's financials, the Foundation, and prepare the college's annual report and filings.

Lorelle explains that the number of proposals are limited because initially two audit firms expressed their interest but wouldn't be able to start until January. This would not be ideal as it would mean the College's audit would be late to the State, which is something that would be done if only absolutely necessary with no other alternative.

Moss Adams, which is being presented to the board, indicated they have availability, have worked with CGCC in the past, and their proposal was in line with the others.

#### **MOTION - #6 APPROVED**

Director Morgan **moved to engage with Moss Adams as CGCC's audit firm, and authorize President Cronin to sign the memorandum of understanding engagement letter.** Director Fost. seconded. Motion passed unanimously.

#### 6.5 Canvass/Certify Hood River County Election Results

Tiffany Prince, Interim Assistant to the Board of Education, reviews the Hood River County election results to verify and declare the candidates qualify for their position.

#### **MOTION - #7 APPROVED**

Director Begay **moved to certify Hood River County election results, as received from the County Clerk's Office.** Director Morgan. seconded. Motion passed unanimously.

#### 7.0 EXECUTIVE SESSION -

##### **Executive Session- ORS 192.660(2)(a), 192.660(7), Employment of an Officer**

*The Board of Education entered Executive Session at 7:30pm for the purpose considering the employment of an officer.*

*The Board adjourned Executive Session at 7:32pm.*

Chair Arbogast welcomed everyone back to the public session.

#### **MOTION - #8 APPROVED**

Director Begay **moved to designate Kenneth Lawson as the next President of Columbia Gorge Community College, allowing Board Chair Arbogast to enter into contract on behalf of the Board of Education.** Director Stice. seconded. Motion passed unanimously.



## **8.0 Public Comment-**

## **9.0 Critical Dates-**

Tiffany Prince, Assistant to the Board of Education reviews the critical dates and upcoming events with the board.

## **10.0 Adjourn** Chair Arbogast adjourned the meeting at 7:36pm

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As recorded by Tiffany Prince, Interim Assistant to the Board of Education