



**BOARD AGENDA ITEM:** 4.1 – Regular Meeting Minutes  
**DATE:** February 18, 2025

---

**REGULAR MEETING MINUTES**  
**Tuesday, January 21, 2025**  
**This meeting was held remotely.**

ATTENDANCE:

**Board of Education:**

Kim Morgan  
Tim Arbogast  
Lucille Begay  
OraLee Branch

Laura De La Torre

Jonathan Fost  
Nathanael Stice

**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 5:32pm

**2.0 WELCOME AND INTRODUCTIONS**

Chair Morgan led group introductions.

**3.0 APPROVAL OR MODIFICATION OF AGENDA**

**MOTION #1 - APPROVED**

Director Arbogast **moved to approve the January 2025 meeting agenda.**

Director Branch seconded. Motion passed unanimously, with members present.

**4.0 APPROVAL OF MINUTES**

**4.1 Regular Minutes, December, 2024**

**MOTION #2 - APPROVED**

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

## **5.0 PUBLIC COMMENT – none**

### **5.1 Supplemental Budget Hearing**

Chair Morgan opened the floor for the Board of Education to receive comments pertaining to the FY 2024-25 Q1 Supplemental Budget. With no one offering to provide comment, Chair Morgan closed the hearing.

## **6.0 BUSINESS ITEMS**

### **6.1 Resolution 01212025 – Authorizing General Obligation Bonds**

Saundra Buchanan, Interim Chief Financial Officer, reviews Resolution no. 01212025.1 with the Board of Education.

The resolution will authorize the issuance and sale of general obligation bonds in an aggregate principal amount, not to exceed \$13,000,000, as approved by the Wasco and Hood River County district voters on November 5, 2024. Resolution no 01212025.1 also included designating an authorized representative, bond counsel, and underwriter/placement agent; authorizing appointment of a paying agenda and bond registrar, and authorizing execution of a bond purchase agreement.

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

Director Foster **moved adopt Resolution 01212025.1** Director De la Torre seconded. Motion passed unanimously, with members present.

### **6.2 Supplemental Budget Adjustment**

Saundra Buchanan, presents a FY Q1 Supplemental Budget for the Board's consideration.

The supplemental budget includes recognizing new resources unanticipated at the time the FY 2024-25 budget was adopted; and makes appropriations and appropriation transfers to align the budget with operating activities through December 31, 2025. Saundra goes into detail about the unknown circumstances, at the time the budget was adopted, based on a review of the College's budget status. The supplemental budget proposes appropriations, or appropriation transfers, for the General Fund, Grants Fund, Capital Projects Fund, Enterprise Fund, Financial Aid Fund, Scholarship Fund, and Student Club Fund.

Saundra further mentions, moving forward, the College does anticipate preparing more regular and timely Supplemental Budget requests, to consider audit adjustments and other unanticipated resources/funding the College may be awarded.

Board Directors Branch and Arbogast ask Sandra questions on the topics of carryforward, appropriations, accumulations of expenditures, grant funding for employee positions. Director Fost shares his concern for the amount of appropriations coming through at one time – which Sandra responds each respective board members questions and/or concerns.

President Lawson adds that there is a lot of movement in the Supplemental Budget, due to a lot of grants received that need to be appropriated. Adding that Sandra is working with administration to move the College in the right direction

**MOTION #4 - APPROVED**

Director Arbogast **moved to adopt Supplemental Budget Resolution no. 01212025.2 and make supplemental appropriations as detailed in Exhibit A.** Director Branch seconded. Motion passed 6-1, with Director Fost opposed.

**6.3 FY 2025-26 Budget Calendar Timeline**

Sandra Buchanan reviews the FY 2025-26 Budget Calendar, for the upcoming fiscal year budget build process. The Board of Education adopts a budget calendar each year, to include all required actions, per Oregon Local Budget Law.

College Administration is recommending moving the Budget Committee meeting dates to later in the month of May than what has typically been scheduled, to allow for more time to complete G.O. Bond issuance and closing actions to be able to have correct tax levy and debt service amounts in the proposed budget for fiscal year 2025-26.

**MOTION #5 - APPROVED**

Director Arbogast **moved approve the FY 2025-26 Budget Calendar, as presented.** Director Branch seconded. Motion passed unanimously, with members present.

**6.4 Adjust Board Calendar – Joint meeting with College Foundation Board**

Sue Davis, Executive Director of the College Foundation, requests a change to the Board of Education calendar, proposing a new date for the joint meeting between the college board and foundation board.

In order to provide more complete data and information with the Board of Education the Foundation is requesting to move the annual joint meeting between the Foundation and Board of Education to happen in May of each year.

**MOTION #6 - APPROVED**

Director Arbogast **moved approve 2024-25 Board of Education Calendar adjustment, as presented.** Director Branch 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 December 31, 2024

General Fund revenues through December 31 are \$6,767,814 representing 65.8% of the budget and \$551,877 increase over the same period as the previous year. The primary driver of this is an increase in both tuition and fees, as well as state appropriations

General Fund expenditures and transfers through December 31 are \$4,848,753 representing 44.4% of the budget and an increase of \$131,144 over the same period as the previous year.

#### Bank Account Balances, Receivable and Payables

The College's bank account balances total \$9,481,955 on December 31. Accounts receivable balances total \$1,734,628 and represent amounts owed to the College from students, property tax, agencies, and grantors. Accounts payable balances total (\$429,369) and represent amounts owed to vendors and suppliers of goods and services received by the College.

#### Café Operations

Café operational highlights include revenue of \$63,105 which is trending ahead (45)% of the annual revenue target of \$140,150. Operating costs remain below budget (43.3% of annual), demonstrating ongoing cost savings efforts.

### 7.2 Mission Fulfillment Report – Priority 2, part 1: Advancing Equitable Educational Outcomes

Dr. Jarett Gilbert, Vice President of Instructional Services, presents the Mission Fulfillment Report, for Priority 2, Objectives 1 and 2 – containing part 1 of this report.

Dr. Gilbert reviews the following data with the Board of Education:

#### Objective 1. Transfer, Workforce, and Adult Basic Education students will progress toward their educational objectives.

- For fall start 2021 and 2022 cohorts CGCC degree-seeking students have the same persistence rates Fall to Winter and Fall to Fall as students at peer colleges.

- Male students persist at a higher rate on both measures than peer benchmarks
- Female students persist at lower rates on both measures than peer benchmarks
- Traditional college age (18-24) students persist at a lower rate than the peer benchmarks for Fall-to-Winter, but exceed or meet it at Fall-to-Fall
- Non-Traditional college age (25+) students persist at a higher rate than the peer benchmark for Fall-to-Winter and meet it at Fall-to-Fall
- ABE/GED students have exceeded the state target of 40% skill level gains in every year since 2020-21, except 2022-23
- ESOL students have exceeded the state target of 40% every year since data was tracked, starting 2022
- Students will complete their educational goals
  - CGCC students have a lower graduation rate than students at peer colleges, but successfully transfer at a higher rate, for the Fall 2019 and Fall 2020 cohorts
  - Both male and female students graduate with their degree at lower rates than the peer benchmark and transfer at higher rates than the peer benchmarks
  - Both Traditional age and Non-Traditional age students complete at lower rates than the peer benchmark.
  - CGCC has either held steady or seen an increase in GED completed year-over-year since Academic Year 2020-21

### **7.3 Monthly Foundation Report**

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

The Executive Committee of the Foundation board meets for the first strategic planning session with their contracted facilitator, Coraggio Group. They expect to have completed the strategic plan prior to the joint Board of Education Foundation Board meeting in May and we will present it to this board then.

Mary Gumm, one of the Foundation's longest standing board members, having begun her service in 2010, officially concluded her service and will be recognized at the Foundation's next board meeting. And, at the same time welcome new board member Carmen Myers, a former CGCC student and a stalwart volunteer for the Foundation. The Foundation is still recruiting another potential board member whom hopefully will be able to serve beginning in March. As a reminder, Sue is still seeking referrals for board members from board members networks, in particular: folks who live in rural Wasco, Hood River or Klickitat Counties; people with professional training around finance and legal; people who are passionate about higher education

#### **7.4 Chinook Brief**

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

##### Equitable Access:

- Overall enrollment for winter quarter is currently 245 FTE, which is slightly lower (-5 FTE) compared to this point last year. Degree-seeking students are up 2%, while non-degree-seeking enrollments are down 9%. Non-degree enrollment will grow over the next month as their deadlines and start dates go into February.
- In December, Student Services launched a new integrated application that provides students with easier access to the application process regardless of their program.

##### Economic Growth, inclusive prosperity, and a thriving community:

- The SBDC's Gorge Youth Entrepreneurship Program (YEP) is launching an initiative to transform how young people in the Columbia Gorge think about business and their future. YEP delivers an 8-week intensive entrepreneurship curriculum, designed to turn teenage dreamers into practical business leaders. The program culminates in a regional pitch competition where students present their business concepts to experienced entrepreneurs and investors. SBDC YEP is offered in partnership with North Wasco County and South Wasco County School Districts.
- Black History 101 Mobile Museum visited CGCC. The exhibit and sensational lecture were well attended by CGCC students, faculty, staff, classes from The Dalles High School, and community members.

##### Equitable Learning & Outcomes:

- The third issue of Otolith, CGCC's student-run literary magazine, was recently published. A launch event included over 45 people in attendance and included participant readings, discussions, and a send off tribute to Dr. Tori Stanek, who was instrumental in Otolith's publication. CGCC Instructor, Tina Ontiveros, describes it as the most diverse edition yet!
- The Office of Student Life proudly supported 15 CGCC students during this year's Giving Tree. Thanks to the generosity of faculty and staff, the Giving Tree provided support and gifts this holiday season for students in need and their families.

##### Other News:

- In bittersweet news, we bid farewell to Dr. Tori Stanek, Associate Dean of Teaching & Learning, who has departed for a new role at Spokane Falls Community College. There is not an area of the college and our community that didn't benefit from Tori's incredible student-centered, equity-focused work. In the interim, Susan Lewis, Dean of Teaching & Learning Foundations is overseeing Tori's areas of responsibility, and is leading the recruitment of a new Director.

- The college has indicated it can commit up to approximately \$6000/mos to lease a new hangar to house our Aviation Maintenance Program at the Columbia Gorge Regional Airport. The proposed lease is for a period of 20 years with escalations to account for inflation.
- Facilities was scheduled to provide an annual update regarding the health and maintenance of the buildings at this month's board meeting. However, in light of the passage of the bond, facilities will instead bring forward updates to the board more frequently and as necessary to keep the board informed of progress on capital projects.
- The College hosted two finalists for the Vice President of Administrative Services this past week. We expect one more finalist to visit campus and to make an offer before the end of the month.

## 7.5 OCCA Update

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

### Legislative Update/Preparation for 2025 Legislative Session

OCCA Deputy Director John Wykoff provided a legislative update, informing board members that he and Executive Director Abby Lee would be attending the interim December Legislative Days December 10-12 in Salem. They have numerous meetings with legislators scheduled, including those in leadership roles, to discuss OCCA's Legislative Priorities.

The Board approved the 2025-27 Legislative & Regulatory Policy Positions document, which guides OCCA staff on the association's position on a variety of topic areas for the next biennium.

Board members also approved the 2025 OCCA Legislative Priorities:

1. Increasing the Community College Support Fund (CCSF) to a total of \$920 million
2. Raising the cap on community college capital construction matching funds from \$8 million to \$14 million
3. Expanding funding for the Oregon Opportunity Grant (OOG) to a total of \$450 million
4. Securing resources for student basic needs (\$10 million in ongoing funds)
5. Funding support for colleges to transition to corequisite student support models (\$1 million in one-time funding)
6. Developing a policy bill for work toward Adult Reconnect to reengage learners with some college credit but no credential

David Baime with the American Association of Community Colleges (AACC) shared with the Board some national perspectives and highlighted some of the work AACC is doing to prepare for potential legislative changes to higher education. He provided some suggestions for how the OCCA Board can engage

in this work with congressional leaders and other groups. Mr. Baime noted that there are currently still a lot of unknowns regarding higher education with the change in administration and incoming Cabinet designees, so the best advice is to educate Oregon's federal delegation on the community college agenda. AACC's top priority is to end taxation of Pell Grants and reform the American Opportunity Tax Credit, as well as support Workforce Pell Grant Authorization. AACC also opposes risk-sharing by colleges in the College Cost Reduction Act or similar legislation.

#### Student Success Metrics

Each year the Student Success Center at OCCA works with institutional effectiveness researchers at Linn-Benton Community College to collect a set of common metrics from all 17 community colleges that gauge the progress of student success across the state. The metrics were formerly called Early Momentum Metrics (EMMs) and were first collected as part of the initial guided pathways work. In 2022, institutional researchers from Oregon community colleges asked that adjustments to the metrics be made. The result was the elimination of metrics that were not useful to Oregon CCs along with the addition of College Now/dual enrollment students into the cohort examined. When the updated metrics were adopted, the name of the set was also updated to Student Success Metrics.

#### 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**

- None, the next subcommittee meeting was rescheduled to the following week.

#### **7.6.2 Finance & Audit**

- None, will begin meeting once a VPAS is onboarded.

#### **7.6.3 President's Performance Review**

- None

### **7.5 Chair's Report**

Chair Morgan reminds the Board that Senator Merkley will be hosting a Town Hall.



**8.0 CRITICAL DATES**

Chair Morgan reviewed the critical dates with the Board.

**9.0 ADJOURN**

The meeting was adjourned at 7:42pm

---

As recorded by Tiffany Prince, Director of Executive Services