



BOARD AGENDA ITEM:

4.1 – Regular Meeting Minutes

DATE:

March 18, 2025

REGULAR MEETING MINUTES

Tuesday, February 18, 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

1.0 CALL REGULAR MEETING TO ORDER

Chair Morgan called the meeting to order at 5:34pm

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 February 2025 meeting agenda.**

Director De la Torre seconded. Motion passed unanimously, with members present.

4.0 APPROVAL OF MINUTES

4.1 Regular Minutes, January, 2025

MOTION #2 - APPROVED

Director Arbogast **moved to approve the regular Minutes from the January 2025 meeting.** Director Begay seconded. Motion passed unanimously, with members present.

5.0 PUBLIC COMMENT – none

6.0 BUSINESS ITEMS

6.1 Academic Calendar

Dr. Jarett Gilbert, Vice President of Instruction, presents the proposed Academic Calendar for Fiscal Year 2025-26. Per Board Policy 4010 and NWCCU Standard, 2.G.2., an Academic Calendar must be developed and submitted to the Board of Education for approval and adoption. CGCC works to align the academic calendar with the in-district K-12 school districts (Wasco and Hood River), specifically during winter and spring break periods.

MOTION #3 - APPROVED

Director Branch **moved adopt the Academic Calendar for 2025-26, as presented.** Director De la Torre seconded. Motion passed unanimously, with members present.

6.2 Board Policies Review, Chapter 1 & 2 – *first reading*

Chair Morgan reviews Board Policies Chapters 1 and 2, with fellow board members. Columbia Gorge Community College participates in the OCCA Board Policy and Procedure Program, which includes a sample package of federally-compliant board policies that are customized to reflect Oregon law and Northwest Accrediting Commission standards.

All Board Policies in this section have been reviewed by the Policy & Equity Subcommittee. This is the time for the Board of Education to review the subcommittee work and engage in any discussion. Tiffany and Chair Morgan discuss these policy chapters with the board.

This is a first reading of Chapter 2: Board Policies that have been reviewed by the Policy & Equity Subcommittee and will be brought to the Board of Education again, in March for approval.

6.3 FY 2025-26 Tuition & Fee Schedule

Dr. Jarett Gilbert, Vice President of Instructional Services, and Karly Aparicio, Interim Vice President of Student Services present the proposed Tuition and Fee Schedule for 2025-26.

The college is proposing to keep tuition at the same level as 2024-25. However some changes to fees were discussed with the Board of Education:

- Art Lab Fee – Increase per course \$0-47 fee range to \$0-60.
- Science Lab Fee – Increase per course \$37-62 fee range to \$37-75.
- Emergency Medical Services EMS 105 & 106 – Increase both \$500 and \$150 course fees, respectively, to \$600 each
- Adult Basic Education Fees – Eliminate the \$30 per course fees for Pre-College and GED/ESOL.
- Transcripts - Eliminate the \$40 Rush transcript fee, add a transcript fee of \$7.

MOTION #4 - APPROVED

Director Arbogast **moved approve the FY 2025-26 Tuition & Feed Schedule, as presented.** Director Begay 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 January 31, 2025

General Fund revenues through January 31 are \$9,590,939 representing 83.4% of the budget and \$604,315 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 January 31 are \$5,704,690 representing 52.3% of the budget and an increase of \$43,730 over the same period as the previous year.

Bank Account Balances, Receivable and Payables

The College's bank account balances total \$10,653,657 on January 31. Accounts receivable balances total \$722,864 and represent amounts owed to the College from students, property tax, agencies, and grantors. Accounts payable balances total (\$580,989) and represent amounts owed to vendors and suppliers of goods and services received by the College.

Café Operations

Café operational highlights include revenue of \$38,282 which is trending behind (27)% of the annual revenue target of \$152,768. Operating costs remain below budget (51.5% of annual), demonstrating ongoing cost savings efforts.

7.2 Instructional Programs Update – *Advanced Manufacturing & Fabrication*

Robert Wells Clark, Advanced Manufacturing & Fabrication Instructor, shares the Advanced Manufacturing & Fabrication (AMF) update with the Board of Education.

AMF is closely connected to the regions K-12 partners and provides the broader Columbia Gorge community unprecedented access to equipment, skills, and resources. This allows the community and partners access to a space for those without means for capital procurement, local small and medium manufacturers, and the ability for folks for incubate an innovate.

The content and curriculum for coursework is driven by their Advisory Board, which makes programming suited to needs and industry demands. AMF offers a 2-year Associates of Applied Science degree and the first year graduating class of the program had a 100% job placement rate. CGCC also offers a 1-year certificate, and often students leave the program early for employment.

AMF is seeing steady enrollment growth year over year with Academic Year 2024-25 enrollment averaging 31, which is up 16 students from the inaugural year in 2022-23.

Professor Wells Clark shares that some of his hopeful future plans for the Advanced Manufacturing & Fabrication program includes laying the groundwork for a Bachelors of Applied Science in Advanced Manufacturing, begin Department of Education work with lab renovations in 2025-26. Sustain enrollment and matriculation from the 1-year certificate to the AAS degree. Create a cross pathway to Oregon State University's Mechanical Technology Program.

7.3 Enrollment Report

Karly Aparicio, Interim Vice President of Student Services, reviews the enrollment report for fall term 2024-25.

Over the last 5 years CGCC has had a slow progressive growth, however as the current academic year just started we may see that drop-in enrollment as the year the data for the current year doesn't reflect the year-end data, as all the previous years show.

Presently the projected year-to-date FTE projected total shows that fall term is up 80 students from the previous academic year. The largest growth is in the CTE programs at a 32% increase, but growth is seen in all areas (lower division collegiate, community education, and pre-college).

Since the last enrollment report Student Services was able to identify the gaps in the large unknown data set. The majority of these gaps were in non-degree seeking students: CollegeNow, GED, ESOL, and Community Education. This unknown data can be located and has started to add this to the student records.

BOTS continue to attack our application system, even though those instances have dropped we still see about 47% of the applications received are from BOT accounts. Because of this Student Services is still using manual processes to keep the BOTS out of the system. BOT tactics are constantly evolving so this can be a drain on personnel and resources.

Karly concludes that enrollment is healthy and the College remains focused on seeking to hit the enrollment target for this year. As the unknown data gaps have been identified the college looks forward to anticipating capacity to further disaggregate data.

7.4 Mission Fulfillment Report – Priority 2, part 2: Advancing Equitable Educational Outcomes

Susan Lewis, Director of Curriculum and Assessment, presents the Mission Fulfillment Report, for Priority 2, Objective 3 – containing part 2 of this report – with Dr. Gilbert presenting part 1 in January.

Susan reviews the following information and data with the Board of Education:
Objective 3: Students will demonstrate proficiency in Institutional Learning Outcomes

- Indicator: Annual Institutional Learning Outcomes (ILO) Assessment
 - Institutional Learning Outcomes
 - *Communication*
 - *Critical Thinking and Problem Solving*
 - *Quantitative Literacy*
 - *Cultural Awareness*
 - *Community and Environmental Responsibility*
 - Assessment Process
 - *Course Selection: 200 level, designated general education courses with the ILO as a "major" component, Career Technical Education courses with similar course outcome*
 - *Faculty Submit results to the Academic Assessment Coordinator*
 - *Results are analyzed by the Institutional Outcomes Assessment Committee*
- Threshold: 80% of students score an accomplished or better on the modified nationally recognized Association of American Colleges and Universities value rubrics
 - With 4 of the 5 years completed (each ILO is assessed on a rotating yearly basis) CGCC students are approaching or meeting threshold towards Objective 3

In summary Susan shares that CGCC is consistently raising the level of student achievement for all Institutional Learning Outcomes. CGCC students are approaching the threshold for ILO #5 Community & Environmental

Responsibility. CGCC has surpassed the Objective 3 threshold of 80% for three of the four assessed ILOs in cycle 2: Communication, Critical Thinking & Problem Solving, and Cultural Awareness.

7.5 Monthly Foundation Report

Director Branch reported on happenings involving the foundation.

The Foundation hosted a workshop and lunch for students with the goal of walking them through the timeline for applying, ensuring they understand what the requirements are for students to qualify for the scholarships, empowering them with confidence that they can complete the application, providing support and Q & A. About 45 students attended this year – a big jump up from the workshop held in 2024.

The Foundation is working closely with the Coach Peggi and the Student Services staff to plan and execute on the first Cherry Festival Fun Run since COVID. The Dalles community has so many passionate runners and we are really fortunate to be in touch with former coaches Bob Touvenal and Tom Conklin who are assisting us with this effort. We will be rolling out sponsorship opportunities soon as well as details on how to register for teams and individuals. Look for lots more information soon.

The 25th Annual Founders Golf Cup Tournament will be held on September 13, 2025.

7.6 Chinook Brief

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

Equitable Access:

- This winter, we awarded 72 Grow Your Own Scholarships (totaling \$28,800) to CGCC students pursuing careers in education.
- A majority of Student Services staff attended a Financial Aid training to prepare for the changes associated with the 2025-26 FAFSA.
- Dual Credit enrollment remains fairly strong across our programs. College Now offered 40 courses with over 400 students enrolled at our local area high schools. Early College, Expanded Options, and Running Start enrolled a combined 83 students taking 529 credits this winter quarter.

Equitable Learning & Outcomes:

- CGCC is honored to be selected for Phase 2 of the Rural Guided Pathways Project. We are joining 28 other rural community colleges across the nation and 3 colleges from Oregon for this 3-year project. We will participate in several institutes, work with assigned coaches—Robert Johnstone and Kay

McClenney will be assisting us in this capacity, both well-recognized names in this space—and other resources to support our work to improve student outcomes. We are excited to work with other colleges, our coaches, and our own community partners to implement evidence-based, institution-wide reforms grounded in the guided pathways framework.

Economic Growth, Inclusive Prosperity, and a Thriving Community:

- The office of Student Life has hosted 3 free dental clinics on campus this term, providing an important health service to our students.
- And, to showcase how our faculty contribute to the arts: Amirra Malak had two art pieces displayed in the Rooted in the Gorge Art Show at the Columbia Center for the Arts in January, and expects further showings in March as well. Jessamyn Duckwall was awarded the 2025 Oregon Literary Arts Fellowship.

Staff & Faculty Recognitions:

- Faculty and Staff Excellence Awards for Fall
 - o Brian Gross, Custodian, has been selected as the outstanding staff member for fall quarter. He does an exceptional job ensuring that our facilities are well-cared for, clean, and presentable. He is well liked by other staff members and friendly to students. Brian does not ask for recognition, but keeps focused on ensuring that students have a healthy learning environment.
 - o Kalie Brunton, Electro-Mechanical Technology (EM-tech) Instructor, is recognized as the exceptional faculty. She is a dynamic instructor, committed to her students' learning and career readiness. In Fall, she successfully implemented updated versions of year two classes with curricular revisions from her work on the NSF grant with her chair, Jim Pytel. She also spent time developing dual credit partnerships to help build a pathway to EM-tech, and representing the community college voice on the Oregon Clean Energy Workforce Coalition's Education Subcommittee.
- Emilie Sanchez-Lopez, Equitable Funding Support Navigator, has been honored with the prestigious Rising Star Award at the 2025 Student Success and Retention Conference. This award is in recognition of her exceptional dedication to reducing barriers to higher education and her innovative contributions to student success.
- Chris Lenzi has accepted our offer to serve as the next Vice President of Administrative Services/Chief Financial Officer. Chris has over 20 years of professional experience leading business operations and driving innovation within the military, and in the public and private sectors. Chris has led diverse, global teams at Amazon & Oracle, as well as most recently serving as Executive Director of Business Operations and Chief of Staff within Providence Health Revenue Cycle.

7.7 OCCA Update

Chair Morgan shared updates from the Oregon Community College Association.

Executive Order on Federal Grant Funding: An executive order from the White House to pause funding on federal financial grant assistance caused distress among the colleges on Jan. 28 when it appeared some federal assistance for students and programs could be at risk. However, before the end of the day Jan. 28, a federal judge put a freeze on the executive order to halt any pause on funding until further review. Attorneys general from 22 states, including Oregon, also filed a lawsuit against the order by the end of that day. By the morning of Jan. 29, the White House Office of Management & Budget released a memo completely rescinding the order altogether. Regardless, OCCA recognizes that this news and the uncertainty and vagueness surrounding the executive order caused distress and frustration for our colleges, and we have continued to closely follow developments and how they could impact our colleges.

Undocumented/DACA Student Resources: Oregon community colleges are committed to safe learning environments for all students. OCCA understands that undocumented and DACA community college students may have many questions and uncertainties about their rights, options and resources. OCCA recently created a webpage as a resource to students and college employees who are navigating the changes in federal immigration policy that may impact access to education and workforce training at Oregon's community colleges. The page include links to college webpages and other state and federal resources. We are adding resources as they are released and actively monitoring developments at the federal level related to students and immigration.

The 2025 Legislative Session is in full swing, and OCCA has been hard at work meeting with legislators in the Capitol, testifying in bill hearings, and keeping watch over the nearly 100 bills that could have an impact on community colleges (with more being added nearly every day!). Here are some bills OCCA is keeping a particularly close eye on:

- HB 5525 – This is the budget bill for the Higher Education Coordinating Commission (HECC). The Community College Support Fund (CCSF) resides within this budget, along with the Oregon Opportunity Grant. Currently, HB 5525 identifies a need for \$858.9 million for the CCSF; however, OCCA will advocate for a true Current Service Level of \$920 million to better support the true needs of the colleges. In addition, HB 5525 lists the Oregon Opportunity Grant at \$276 million for the 2025-27 biennium, but OCCA will advocate for \$450 million to expand access to more Oregonians needing financial assistance to attain an education.
- HB 5505 – This is the bill for capital construction funding for community college projects (Article XI-G bond funds). A separate request to increase the cap on

Article XI-G matching funds from \$8 million to \$14 million does not yet have a bill number.

- SB 478 – This bill would change community college board governance and responsibilities. The bill proposes to require boards to approve a college's membership in a state or national association, permit colleges to provide up to \$500 monthly stipends for board members (which can be declined by board members when offered), require boards to have official email addresses available on the college website, and require an additional voting board member who is a full-time student. These mandates are not required by any other locally elected board in the state.
- HB 2669 – This bill requires colleges to pay part-time and full-time faculty at the same per-hour rate. OCCA has been opposed to this bill when it has come up in the past as it is not equitable since part-time faculty do not have the same roles and responsibilities as full-time faculty. OCCA will testify on the bill next week.
- HB 3182 – This is the Student Basic Needs bill that OCCA supports. It directs the Higher Education Coordinating Commission (HECC) to administer a grant program to fund basic needs programming. It also directs HECC to create a task force on student housing to study student housing needs, as well as to provide grants to certain organizations that help low- income college students with housing.

The AOAT Luncheon is set for April 18, 2025, at Chemeketa Community College's Eola Center in Salem to honor outstanding community college students. This honor recognizes high-achieving community college students who demonstrate academic excellence and intellectual rigor combined with leadership and service that extends their education beyond the classroom to benefit society. Be on the lookout in early spring for details on how to register to attend this inspiring event.

7.8 Board Subcommittee Reports

7.8.1 Policy & Equity Subcommittee

- Director De la Torre share the Policy & Equity Subcommittee is in the process of researching BP 2735. Tiffany Prince, Director of Executive Services, presented the subcommittee a Continuous Review Cycle and schedule for the ongoing, routine, structure of policy review – so the Subcommittee and Board of Education are not required to do such a heavy lift in reviewing board policies. The Policy and Equity Subcommittee are on track and committed to getting all board policies reviewed/revise and readopted by the end of the Fiscal Year.

7.8.2 Finance & Audit

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

7.8.3 President's Performance Review

- None

7.9 Chair's Report

Chair Morgan provided an update from the National Legislative Summit she attended, held by the Association of Community College Trustees and reminded her fellow board members that now is not the time to lose your voice and the board's voice as a collective in representing the college and students.

8.0 CRITICAL DATES

Chair Morgan reviewed the critical dates with the Board.

9.0 ADJOURN

The meeting was adjourned at 7:37pm

As recorded by Tiffany Prince, Director of Executive Services