



BOARD AGENDA ITEM: 4.1 – Regular Meeting Minutes
DATE: June 17, 2025

REGULAR MEETING MINUTES
Tuesday, April 15, 2025
Hood River Center – Building 1, Room 1.310, and via zoom.

ATTENDANCE:

Board of Education:

Kim Morgan
Tim Arbogast
Lucille Begay
OraLee Branch

Laura De La Torre
Nathanael Stice

Staff and

Representatives:

Dr. Kenneth Lawson

Dr. Jarett Gilbert

Tiffany Prince

Karly Aparicio

Sue Davis

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 amend the agenda, removing item 7.2 Bond Project Management Contract swapping it with Budget Calendar adoption, in its place.** Director de La Torre seconded. Motion passed unanimously, with members present.

4.0 APPROVAL OF MINUTES

4.1 Regular Minutes, April, 2025

MOTION #2 - APPROVED

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

5.0 PUBLIC COMMENT & SUPPLEMENTAL BUDGET HEARING –

no comments and no testimony provided

6.0 GUEST PRESENTATIONS

6.1 Yearly Foundation Report

Sue Davis, Executive Director of the Foundation, and OraLee Branch board liaison to the Foundation Board provide the yearly Foundation report along with several other Foundation board members in attendance.

Since 2015 the CGCC Foundation has awarded 452 students in the amount of \$1,198,776 total scholarship funding. These students have earned a total of 354 degrees or certificates.

In addition to providing scholarship funds directly to students the Foundation supports the college mission through funding and/or hosting a variety of events (Cherry Festival Fun Run, Athletics Program, 4th Annual Math Day, Black History 101 Museum, etc). The Foundation board had an active role in supporting the passage of CGCCs General Obligation Bond, obtaining the Early Learning & Resiliency Center funding, and funding for the Nursing Simulation Lab.

The Foundation connects with students, donors, and the community to support scholarships, programs and initiatives that improve the accessibility and quality of education at CGCC.

In the upcoming year the Foundation prioritizes expanding funding and financial stability, strengthening community and corporate partnerships, and developing foundation and board capacity.

6.2 Instructional Programs Update – Math

Pam Koop, Math and Computer Science Department Chair, presents an informational instructional program update. Math instruction at CGCC supplies students with gateway course completion, program area specific courses, while staying current with data trending towards corequisites and developmental education updates and remaining innovative in program growth.

Pam shares some success data with the board regarding pre-college math students placed into college-level math with a corequisite 1 credit lab course, a model being implemented at CGCC.

The Math Department has an active role in student engagement as well. The Mu Alpha Theta mathematics honor society was formed on June 14th, 2024 and has been gaining membership each term. They have hosted three events this year and are looking forward to expanding in the new academic year.

7.0 BUSINESS ITEMS

7.1 Suspension & Adoption of Certificates

Susan Lewis, Director of Curriculum and Academic Assessment presented certificate suspension and adoptions for the Board's consideration.

Suspension and adoption of Manufacturing certificate

USACE Level 2 – Mechanics certificate: Replacing three courses with new courses resulted in a 46% revision of this 39-credit certificate. As per HECC directives, changes over 30% require colleges to suspend the original certificate and create a new certificate.

Adoption of Agricultural degree and certificates

Several years ago, community partners shared with CGCC their aspiration for a program that would prepare the modern agricultural worker for our local context. In the intervening years, with the support and input of our Agriculture Technology-Education Alliance, and generous grant funding support, the college developed curriculum for an applied associate's degree in integrated agricultural sciences, with two embedded/stackable certificates. This academically and industry relevant curriculum will prepare learners with the knowledge, skills, and competencies in farm management and operations, and precision agriculture, that will help them thrive across the sector.

- Integrated Agricultural Science & Technology AAS (91 credits)
- Agricultural Management certificate (38 credits)
- Precision Agriculture certificate (34 credits)

MOTION #3 - APPROVED

Director Arbogast **moved to approve the suspension and adoptions of all certificates and degree presented.** Director Begay seconded. Motion passed unanimously, with members present.

7.2 Budget Calendar

Saundra Buchanan, Interim CFO, presented a revised Budget Calendar for FY 2025-26 to meet public notice requirements for Budget Committee meetings.

MOTION #4 - APPROVED

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

7.3 Interim CFO Contract

CGCC President, Dr. Lawson, shared that Saundra Buchanan is continuing to provide oversight to the Business Office, coordinating the College's annual audit

for year ending June 30, 2024, supporting capital project funding, and building the next fiscal year budget.

Initially when CGCC entered into an Independent Contractor Agreement with Saundra Buchanan for financial management services the College did not foresee services to exceed \$75,000 as the College was currently engaged in a search for a Vice President of Administrative Services. As time progressed and a third search is underway the contracting services have exceeded the threshold that required board approval so College Administration is bringing this for board awareness and approval.

MOTION #5 - APPROVED

Director Stice **moved to authorize the College to continue engaging in financial management consulting services with Saundra Buchanan, as detailed in the Independent Contractor Agreement, with an agreement cost to not exceed \$200,000.** Director de La Torre seconded. Motion passed unanimously, with members present.

7.4 Supplemental Budget Resolution

Interim Chief Financial Officer, Saundra Buchanan, presents a Supplemental Budget for the boards review and consideration. A resolution adopting a supplemental budget must occur in order to make appropriation transfers.

The supplemental budget includes recognizing new resources unanticipated at the time the budget was adopted; and makes appropriations and appropriation transfers to align the budget with operating activities as of May 7, 2025.

Saundra reviews the individual appropriation transfers covered in this supplemental budget with the Board of Education – in the General Fund, Grants Fund, Capital Projects Fund, Debt Service Fund, Enterprise Fund, and Financial Aid Fund.

MOTION #6 - APPROVED

Director Arbogast **moved to adopt the Supplemental Budget Resolution No 05202025 to make supplemental appropriations as detailed in the Exhibit.** Director Stice seconded. Motion passed unanimously, with members present.

7.5 Business Services Invoice

Saundra Buchanan and Dr. Lawson share that Sheridan Wealth Advisors were contracted by the College, May 31, 2023, to provide certain services in connection with the College filing an Employee Retention Tax Credit under the Cares Act which consists of providing assistance in: determining whether the College is eligible for the ERC, calculating the ERC for which the College would be eligible, arranging for preparation of necessary forms, offering guidance on

required documentation and filing of the documents required by the Internal Revenue Service.

The College now needs to pay Sheridan a fee of Twenty percent (20%) of the ERC Credit amount calculated and filed with the IRS pursuant to the Services provided by Sheridan. The College has accounted for the payment of services by Sheridan Wealth Advisors with its proposed May 2025 supplemental budget.

MOTION #7 - APPROVED

Director Arbogast **moved to approve payment to Sheridan Wealth Advisors for business services in connection with filing and Employee Retention Tax Credit under the Cares Act.** Director Begay seconded. Motion passed unanimously, with members present.

7.6 Declare Surplus & Approve Disposal of Donated Ambulance

Mid-Columbia Fire and Rescue (MCFR) donated a 2004 Ford Truck Ambulance to the College on January 4, 2019. The donation was valued at \$9,500. MCFR has requested the ambulance be returned to the fire district. College administration has confirmed that the ambulance is not in use for instructional purposes and recommends returning the ambulance to MCFR. The Board must declare surplus property before disposing of property.

MOTION #8 - APPROVED

Director Arbogast **moved to declare the 2004 Ford Truck Ambulance as surplus property, and approve returning the ambulance to Mid-Columbia Fire and Rescue.** Director Begay seconded. Motion passed unanimously, with members present.

8.1 REPORT ITEMS

8.1 Monthly Financial Report

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

Unaudited General Fund Revenue and Expense Summary as of April 30, 2025

General Fund revenues through April 30th are \$10,837,532 representing 94.1% of the budget and \$1,021,546 decrease over the same period as the previous year.

General Fund expenditures and transfers through April 30th are \$8,470,079 representing 77.6% of the budget and an increase of \$461,942 over the same period as the previous year.

Bank Account Balances, Receivable and Payables

The College's bank account balances total \$14,902,217 on April 30th. Accounts receivable balances total \$876,035 and represent amounts owed to the College

from students, property tax, agencies, and grantors. Accounts payable balances total (\$721,301) and represent amounts owed to vendors and suppliers of goods and services received by the College.

Café Operations

Café operational highlights include revenue of \$78,098 which is trending behind (55.7)% of the annual revenue target of \$140,150. Operating costs remain below budget (76.7% of annual), demonstrating ongoing cost savings efforts.

8.2 Board Policies – *first reading*

This is a first reading of a variety of board policies. President's Council members have been working to revise and update all board policies in their respective chapters. This is not a comprehensive list from each chapter, however it is perhaps about half of the work.

All Board Policies brought forward tonight have been reviewed by the Policy & Equity Subcommittee. This is the time for the Board of Education to review the work and engage in any discussion prior to the second reading and approval of these policies in June.

The Board provides some revision requests to Tiffany, Director of Executive Services, to capture before policy approval in June.

8.3 Chinook Brief

President, Dr. Kenneth Lawson, shares his monthly operational update with the Board of Education.

Equitable Access:

- Friday, May 16 was the fourth annual Math Day, which brought 148 middle- and high school students from all over the gorge to campus in The Dalles for a day dedicated to the fun—and sometimes surprising—side of mathematics.
- Sixty-four Grow Your Own (GYO) scholarships were awarded to students on Early Childhood and Education pathways for spring term.
- Over 50 Hood River Valley High School students took their CLEP Spanish exam on campus. With this exam, students may be eligible for Credit for Prior Learning and the Seal of Biliteracy award (recognizing high school graduates who have demonstrated proficiency in two or more languages).
- With the support of Robert Clark, Arlington High School successfully launched its first Manufacturing College Now courses this Spring- an initiative that has been in development since 2019. During the site visit, the first student was officially registered!

Equitable Learning & Outcomes:

- Ashley Beardmore, CGCC's Dual Credit Coordinator, and Karly Aparicio, Vice President of Student Services, visited Sherman, Arlington, Spray, and Fossil with program updates and exploring potential future partnerships.
- CGCC Library and Learning Common's Deconstructing Dewey (aka Dewey Destroyer) was a popular session at the Oregon Library Conference 2025. Former Library Director Dr. Tori Stank, Library Assistant Librarian Danny Jacobsen and FYE & Academic Coordinator Dezi Remington presented on how CGCC has created its own classification system based on CGCC programing and accessibility through a social justice framework.

Economic Growth, Inclusive Prosperity and a Thriving Community:

- CGCC's Mu Alpha Theta (MAT) Math club hosted its first event, in collaboration with the Creative Writing Club in the Hood River Center's commons area. The event was a Pi-ku Poetry Reading, that spotlighted student work.
- CGCC recently hosted Disabled Legacies, Crip Futures: Disability in Art, History, and Dreaming. This event invited students from the college and surrounding community to share written pieces and artwork exploring their experiences with disability and their visions for a future that embraces disability as a vital part of human diversity.
- May is Mental Health Month, and CGCC is embracing the theme "Green Means Grow," a reminder that even in challenging times, growth is possible. Activities have focused on three areas: personal well-being, connection with others, and building a culture of care.
- Students Carlos Diaz and Nestor Garcia represented CGCC at the Mente Summit, a convening of Latinx Male High School and Community College students from around Oregon focused on success in higher education. The event was by and for Latinx Men, focusing on the power and strengths of community, language and culture.
- Dr. Lawson attended OPC this past week at Chemeketa Community College. Conversation involved allocating the Strategic Fund, reviewing the Financial Monitoring Report, OCCA's legislative agenda, and updating the status of OPC's work related to fostering a college-going mindset, equitable outcomes, and workforce/economic development.

Employees of the Quarter

Staff - Lina Piza: The work of our custodial team is to ensure safe, clean learning and working environments for students, staff, faculty and community. There is evidence in literature that correlates safe, clean classrooms with academic performance. There is no doubt in my mind that the care we take for our facilities is an indicator for our students about the care we take for them. Lina's work shows that care.

Faculty - Stephen Shwif: teaches in multiple disciplines (Business and Social Sciences) as a part-time faculty. Stephen is engaging, friendly, enthusiastic,

professional, and thoughtful. Stephen's preparedness and engagement are a strong sign of respect for his students and colleagues. Stephen embodies our Guiding Principles and he is focused on our mission to ensure equitable student learning and success.

8.4 OCCA Update

Community colleges work for Oregon. That was the recurring message throughout OCCA's presentation advocating for \$920 million for the Community College Support Fund (CCSF) in SB 5525 in front of the Joint Ways & Means Subcommittee on Education on April 21 and 22. SB 5525 is the overall funding for the Higher Education Coordinating Commission (HECC) agency budget, which includes the CCSF.

OCCA Deputy Director John Wykoff presented on behalf of the colleges with data, testimonies, videos and information about how community colleges work for Oregon, students, the economy and communities. In addition to Wykoff, presidents, students and staff, as well as community partners from several colleges spoke of their experiences during the presentation. Legislators who serve on the Joint Ways & Means Subcommittee on Education were especially moved by the student speakers and praised OCCA for including them in the presentation. Legislators also said they were impressed and inspired by the overall presentation.

Oregon's Community College Day of Action will take place on May 13. On this day, OCCA will encourage as many community college advocates and stakeholders to contact legislators through OCCA's One Click Politics platform to urge them to include \$920 million in the Community College Support Fund (CCSF). In the past two years, OCCA has held a similar Day of Action with great results. Board members, students, faculty, staff, presidents, alumni, community/industry partners and others are encouraged to submit messages. OCCA is working with the Campus Advocacy Coordinators (CACs) at each college to get as many people as possible to submit messages and possibly host events on campus. Stay tuned in the coming weeks for more details in the OCCA Digest newsletter.

8.5 Board Subcommittee Reports

8.5.1 Policy & Equity Subcommittee

- Co-Chairs Morgan and de La Torre share that the subcommittee continues to review board policies from around the differing policy chapters, and hope to complete this work in the upcoming months.

8.5.2 Finance & Audit

- Saundra shared that the College received an extension for filing the audit and suggested the committee to meet once that audit document is finalized.

8.5.3 President's Performance Review

- Chair Morgan shares the subcommittee has begun its work, and the subcommittee is moving through the process. The Board of Education will meet in executive session to review in June.

7.8 Chair's Report

Chair Morgan encourages everyone to "lift your ears". Listen to those around you, listen to what people need, are telling you, and try to meet them where they're at as an active listener.

8.0 CRITICAL DATES

Chair Morgan reviewed the critical dates with the Board.

9.0 ADJOURN

The meeting was adjourned at 8:05pm

As recorded by Tiffany Prince, Director of Executive Services