



BOARD AGENDA ITEM: 5.1 – Regular Meeting Minutes
DATE: July 15, 2025

REGULAR MEETING MINUTES
Tuesday, June 17, 2025
This meeting was held remotely

ATTENDANCE:

Board of Education:

Kim Morgan
Tim Arbogast
Lucille Begay
OraLee Branch
Laura De La Torre

Nathanael Stice
Jonathan Fost

Staff and

Representatives:

Dr. Kenneth Lawson
Dr. Jarett Gilbert

Tiffany Prince
Karly Aparicio
Saundra Buchanan
Sue Davis
Courtney Saldivar

1.0 CALL REGULAR MEETING TO ORDER

Chair Morgan called the meeting to order at 5:31pm

2.0 WELCOME AND INTRODUCTIONS

Chair Morgan led group introductions.

President Lawson, Chair Morgan, and other board members shared their gratitude to Director Fost for his years of service on CGCC's Board of Education as tonight was his last meeting.

3.0 APPROVAL OR MODIFICATION OF AGENDA

MOTION #1 - APPROVED

Director Stice **moved to approve the agenda as presented.** Director Begay.
Motion passed unanimously, with members present.

4.0 APPROVAL OF MINUTES

4.1 Regular Minutes, May, 2025

MOTION #2 - APPROVED

Director Begay **moved to approve the regular Minutes from the May 2025 meeting.** Director de La Torre seconded. Motion passed unanimously, with members present.

4.2 Regular Minutes, April, 2025

MOTION #3 - APPROVED

Director Begay **moved to approve the FY 2025-26 Budget Committee meeting minutes.** Director Stice seconded. Motion passed unanimously, with members present.

5.0 PUBLIC COMMENT, FY 2025-26 BUDGET HEARING & SUPPLEMENTAL BUDGET HEARING –

no comments and no testimony provided

6.0 BUSINESS ITEMS

6.1 Supplemental Budget Approval

Saundra Buchanan, Interim Chief Financial Officer, provides a Resolution adopting a supplemental budget for fiscal year 2024-25 and making appropriation transfers.

The supplemental budget includes recognizing new resources unanticipated at the time the budget was adopted in 2024; and makes those appropriations and appropriation transfers to align the budget with operating activities through June 30, 2025.

MOTION #4 - APPROVED

Director Stice **moved to adopt Supplemental Budget resolution no 06172025.1, and make supplemental budget appropriations, as presented.** Director Begay seconded. Motion passed unanimously, with members present.

6.2 Reserve Fund Resolution

Saundra Buchanan reviews the Oregon Department of Revenue Local Budgeting Manual describes regarding the use of a Reserve Fund by a local government and the requirements for establishing and utilizing a Reserve Fund. At least every 10 years after the establishment of a reserve fund, the governing body must review the fund to decide if it should be continued or abolished. Any unexpended or unobligated balance left in the fund when it is abolished can be transferred to the general fund or any other fund designated by the governing body.

In prior years, the College created a General Reserve Fund and a separate Facilities Reserve Fund. In the 2025-26 proposed budget, administration recommended that the two reserve funds be merged into one Reserve Fund.

In 2024-25, the Facilities Reserve Fund beginning fund balance is \$27,258 and the General Reserve Fund beginning fund balance is a deficit balance of \$87,792 for a combined deficit balance of \$60,534. During the 2024-25 fiscal year, a transfer from the General fund of \$500,000 to the General Reserve Fund results in a positive ending fund balance of \$412,208.

The College is recommending the Facilities Reserve Fund and the General Reserve Fund be merged into one Reserve Fund. This will allow for the continued accumulation of money for financing the cost of any service, project, property or equipment that the district can legally perform or acquire. The Board of Directors will have the benefit of the Reserve Fund while reducing the administrative burden of managing two separate reserve funds.

MOTION #5 - APPROVED

Director Begay **moved to adopt resolution no. 06172025.3, for the Reserve Fund, as presented.** Director de La Torre seconded. Motion passed unanimously, with members present.

6.3 Adoption of FY 2025-26 Budget

Sandra Buchanan summarizes the Resolutions Adopting the Fiscal Year 2025-26 Budget, Making Appropriations, Levying Taxes and Categorizing the Taxes, as approved by the Budget Committee on June 4, 2025.

The resolution was prepared for Board consideration as approved by the Budget Committee on June 4, 2025, in the sum of \$47,668,240 for appropriations and \$3,215,199 for total unappropriated ending fund balances, for a total budget of \$50,883,438. The resolution includes the taxes as approved by the budget committee for the permanent tax rate of \$0.2703 per \$1,000 of assessed value for General Fund and the tax for bonded indebtedness in the amount of \$1,738,449 for the Debt Service Fund for general obligation bonds.

Resolution no. 06172025.2 of the Board of Directors of Columbia Gorge Community College, Wasco and Hood River Counties, Oregon, will provide resolution statements to adopt the 2025-26 Budget, make appropriations, levy taxes and categorize the taxes.

Appropriations are limited to a single fiscal year or biennial budget period (ORS 294.311). The budget year or biennium ends on June 30 (every other June 30 for biennial budgets). Meaning all spending authority of a local government ends on that June 30. A local government does not have legal authority to spend or

encumber money for the new fiscal year or biennium until the budget is adopted and appropriated.

MOTION #6 - APPROVED

Director Fost **moved to adopt resolution no 06172025.2 adopting the fiscal year 2025-26 budget, making appropriations, imposing and categorizing the tax.** Director Begay seconded. Motion passed unanimously, with members present.

6.4 Board Policies

Chair Morgan reviews the process the Policy and Equity Subcommittee has been following to review Board Policies up for re-adoption or adoption by the Board of Education.

This is the second 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. It is the College's expectation to have the remainder of the policies ready for the subcommittee in July 2025.

MOTION #7 - APPROVED

Director Begay **moved to approve all Board Policies presented on June 17, 2025 for immediate adoptions, as written.** Director de La Torre seconded. Motion passed unanimously, with members present.

6.5 Canvass Election Results

Tiffany Prince, Director of Executive Services, reviews the Wasco County election results to verify and declare the newly elected or re-elected candidates qualify for their position

MOTION #8 - APPROVED

Director Begay **certifies that Columbia Gorge Community College Board of Education canvassed the abstracts, determined the results, and declared the results of the May 20, 2025, Board election. And moves to allow Tiffany Prince, to file their approval of the official abstract with the County Clerk within 10 days after the results are declared, or no later than July 7, 2025.** Director Fost seconded. Motion passed unanimously, with members present.

7.1 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 May 31, 2025

General Fund revenues through May 31st are \$13,715,178 representing 103.6% of the budget and \$952,934 increase over the same period as the previous year.

General Fund expenditures and transfers through May 31st are \$9,619,193 representing 81.4% of the budget and an increase of \$733,749 over the same period as the previous year.

Bank Account Balances, Receivable and Payables

The College's bank account balances total \$16,187,103 on May 31st. Accounts receivable balances total \$918,518 and represent amounts owed to the College from students, property tax, agencies, and grantors. Accounts payable balances total (\$664,089) and represent amounts owed to vendors and suppliers of goods and services received by the College.

Café Operations

Café operational highlights include revenue of \$75,538 which is trending behind (53.9)% of the annual revenue target of \$140,150. Operating costs remain below budget (76.8% of annual), demonstrating ongoing cost savings efforts.

7.2 Student Services Enrollment Update

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

Over the last 5 years CGCC has had a slow progressive growth, however in the current academic year the college has seen a slight drop-in enrollment, in comparison to what all the previous year's show. Presently the projected year-to-date FTE projected total shows that a drop of about 20 FTE students from the previous academic year. That being said, enrollment is healthy and the college is still seeking to hit the enrollment targets.

Karly continues with data regarding projected programs FYE for year-to-date, a direct comparison from 2023-24 to 2024-25. She shares that come challenges either remain or have popped-up: decentralized data collection, enrollment reporting, systems-driven processes, manual processing/staff capacity, and balancing open access (program enrollments) with security (bots).

Student Services remains focused on planned improvements in the future year(s). Requiring consistent data collections, creation of a working group to evaluate infrastructure for automated tools and upgrading systems, and evaluating resource allocations.

7.3 Mission Fulfillment Report – Priority 3:

Dr. Jarett Gilbert, Vice President of Instruction, and Sue Davis, Executive Director of Advancement present on mission fulfillment – specifically Priority 3, Objective

2, Indicator A – Economic Growth, Inclusive Prosperity, and a Thriving Community.

Dr. Gilbert and Sue review their process in capturing data from key community partners and stakeholders through use of survey and community-based meetings. Participants included private business owners, public/non-profit organizations, and city and county representatives.

Survey results and comments shared through the community-based meetings were positive about the College's role in supporting local businesses and industries, being a beneficial partner, and satisfaction in efforts to provide workforce training and educational opportunities. Three areas that the community college contributed to economic growth the most were identified as: workforce development programs, small business and incubation, and industry partnerships.

To conclude, Sue and Dr. Gilbert spoke to how highly the college was ranked in the community's perception of CGCC's role in enhancing the overall quality of life in the community.

7.4 Monthly Foundation Report

Sue Davis, Executive Director of the Foundation, shares the monthly foundation report.

The Foundation will host a pre-reception for the Nurses Pinning Ceremony on Thursday May 12. Invited guests include the Board of Education, the Foundation Board, college staff and faculty, Foundation donors, healthcare industry representatives, and class of 2025 Nursing graduates. There are 27 nursing students graduating in 2025 and the Foundation has provided to that cohort 17 scholarships over the last two years.

After working with Coraggio Group over the last five months the Foundation recently adopted its strategic plan, including mission, vision, guiding principles and objectives. Care was taken at every step to check our work against the college's strategic plan and major initiatives to ensure we are in close alignment.

Sue recently worked with a private donor to secure a three-year commitment of \$10,000 annually, allocated to support the hiring of a bi-lingual, bi-cultural faculty member in our Early Childhood Education program. And Sherman County Court committed \$15,000 to support the completion of the Nursing Simulation Lab, slated to open in the fall of '25.

Columbia Gorge Community College looks forward to being part of the closing celebration of Clackamas Community College President Dr. Tim Cook's ROCCS

campaign August 7th in Hood River at the spit. After having literally run more than a marathon per day on average in order to run from Treasure Valley CC, and stepping foot on each of the 17 Oregon community colleges, we are his last stop and will gather to celebrate with a ritual plunge in the Hood River and a host a community celebration.

7.5 Chinook Brief

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

Equitable Access:

- Seventy-five fourth graders from Chenoweth Elementary School visited CGCC at the end of May. Students participated in hands-on learning activities with the Construction Tech and Advanced Manufacturing and Fabrication programs. Each student had an opportunity to learn to use power tools (safely) and weld on their future swing set. A huge thank you to the Faculty in the Skills Center.
- The advising team visited The Dalles High School and Hood River Valley High School in May, meeting with over 40 Seniors to begin their enrollment process for 2025-26.
- Seven applicants were selected for the Gorge Scholars award. Student Services still working with the awardees to ensure they intend to attend CGCC next year and will be enrolled full time, per program requirements.

Equitable Learning & Outcomes:

- CGCC was awarded the First-Generation Grant from the HECC. The primary goal of this grant is to provide access, programming, and support to first-year students through First-Year Experience, Math & Writing Gateway courses, and corequisite labs. A big thank you to Sara Mustonen, Karly Aparicio, & Courtney Saldivar for their efforts with the grant application.

Economic Growth, Inclusive Prosperity, and a Thriving Community:

- Mental Health Month: During May, CGCC recognized Mental Health Month with the theme "Green Means Grow," encouraging our campus community to notice and celebrate small signs of personal and collective growth. Events included wellness workshops, drop-in counseling, and awareness activities both in person and online. Thanks to everyone who participated and helped spread the message of hope, support, and inclusion.
- In honor of Veteran's Day, Captain (Ret.) James E. Barber came and spoke at CGCC about life, obstacles, and pivoting or redefining yourself when faced with adversity and hardships. It was an incredibly inspiring speech.
- Jules Burton, CGCC Science Instructor, was nominated for the Individual Tod J. LeFevre Sustainability Award. An annual award in memory of Tod J. LeFevre that celebrates the individuals, businesses, and students working on

innovative, creative solutions to the environmental, economic, and social issues facing the Gorge.

Other News:

- The college successfully held commencement for the 131 students earning a degree and/or credentials this academic year! Thanks to all who attended and participated.
- As a part of the ceremony, a new award was established to recognize a staff, faculty, and student, each who exemplified a commitment to equity, inclusion, and belonging at the college. Tina Ontiveros and Noemi Ochoa were the respective faculty and staff awardees. The student, Lexus Williams, spoke powerfully about how she found a home at CGCC with the support of faculty and staff, and the Creative Writing Club.
- The college's financial audit has been progressing but there is still a fair amount of work to complete. Interim CFO Sandra Buchanan anticipates it will be wrapped up no later than the end of July.

7.6 OCCA Update

The OCCA 2025-2026 Budget was presented to the Board by OCCA Director of Operations Katie Archambault along with OCCA Board Treasurer Laurie Chesley. Following a detailed review of current financial trends, organizational needs and priorities, the Budget Committee unanimously recommended this budget for approval. The 2025-2026 budget reflects a thoughtful and deliberate review of projected revenues and expenditures. It was developed with OCCA's organizational priorities at the forefront, ensuring that resources are aligned with strategic goals and the association's mission-driven work. The budget aims to support OCCA's ongoing operations and strategic initiatives while maintaining fiscal responsibility and long-term sustainability.

OCCA 2025-26 Executive Committee & Officers were elected.

2025 Board Leadership & Governance Summit – September 6, 2025, Salem, OR
The Board Leadership & Governance Summit is a dedicated learning and development opportunity for community college board members and presidents. This one-day event will offer insights into effective board governance, statewide higher education structures, and the key responsibilities and expectations of board service. This summit is designed to support both new and experienced board members, providing timely information, practical guidance, and the opportunity to engage with peers from across the state. OCCA encourages all board members and presidents to attend as part of your ongoing leadership development and commitment to strong, informed governance. – Any board member wishing to attend can contact Tiffany Prince about registration.

7.7 Review Self Evaluation Results

Chair Morgan reviews the annual Board of Education self-appraisal results for consideration. This year all seven board members responded and results were solid overall with nothing falling into a consensus of strong disagreement.

The Board of Education will further dig into these results when they attend their board retreat in August to establish board goals for the year and subcommittee groups.

7.8 Board Subcommittee Reports

7.8.1 Policy & Equity Subcommittee

- Co-Chairs Morgan and de La Torre share that the subcommittee took a break for the month of June as things were very busy for the board and college with budget and graduation. The subcommittee will reconvene in July with hopefully the last set of policies until the Business Office is squared away next academic year.

7.8.2 Finance & Audit

- none

7.8.3 President's Performance Review

- Chair Morgan shares the subcommittee has begun its work, and the subcommittee is moving through the process. Tonight the Board of Education will meet in executive session to hold the yearly presidential performance review.

7.9 Chair's Report

Chair Morgan reflects back on her year as Board Chair, always looking towards the positives: open listening and achieve a sense of belonging. Continuing that in order to have a sense of belonging we must make sure to reconcile relationships, to find a place of harmony and collaboration.

8.0 CRITICAL DATES

Chair Morgan reviewed the critical dates with the Board.

The Board of Education took a 5-minute recess at the end of the regular business meeting, prior to coming back for executive session.

9.0 EXECUTIVE SESSION

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

The Board of Education entered Executive Session at 7:35pm for the purpose

considering the employment of an officer.

The Board adjourned Executive Session at 7:53pm.

Once back in public session Chair Morgan provided the following statement from the board:

The Columbia Gorge Community College Board of Education recognizes the evaluation results and feels satisfied that Dr. Kenneth Lawson is meeting and exceeding expectations as College President.

10.0 ADJOURN

The meeting was adjourned at 7:55 pm

As recorded by Tiffany Prince, Director of Executive Services