BOARD AGENDA ITEM: 4.1 – Regular Meeting Minutes
DATE: August 18, 2026

REGULAR MEETING MINUTES
Tuesday, July 21, 2025
This meeting was held remotely

ATTENDANCE:

Board of Education:
Kim Morgan
Tim Arbogast
Lucille Begay
OraLee Branch
Nathanael Stice
Darcy Long

Staff and Representatives:
Dr. Kenneth Lawson
Dr. Jarett Gilbert
Tiffany Prince
Karly Aparicio
Sam Draper
Sue Davis

1.0 CALL REGULAR MEETING TO ORDER

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

2.0 WELCOME AND INTRODUCTIONS

Chair Stice led group introductions.

3.0 ELECTION OF BOARD CHAIR AND VICE CHAIR

Director Stice opened the floor for nominations to elect a Board Chair for 2026-27.

MOTION #1 - APPROVED

Director Morgan **nominated Director Stice to serve as Board Chair for 2026-27.** Director Branch seconded the nomination and Director Stice accepted. Motion passed unanimously, with four members present, and Director Stice abstaining.

Director Stice assumed the role of Board Chair for Columbia Gorge Community College's Board of Education.

Chair Stice opened the floor for nominations in selection a Vice Chair.

MOTION #2 - APPROVED

Director Morgan **nominated Director Branch to serve as Vice Chair for 2026-26.** Director Long seconded the nomination and Director Branch accepted. Motion passed unanimously, with four members present, and Director Branch abstaining.

4.0 APPROVAL OR MODIFICATION OF AGENDA

The Board discussed adding a business item to the agenda for the approval of the Anthology contract renewal for the upcoming year.

MOTION #3 - APPROVED

Director Branch **moved to approve the agenda as modified.** Director Morgan seconded. Motion passed unanimously, with members present.

5.0 APPROVAL OF MINUTES

5.1 Regular Minutes, June, 2026

MOTION #4 - APPROVED

Director Branch **moved to approve the meeting minutes from the June 2026 board meeting.** Director Longrre seconded. Motion passed unanimously, with members present.

6.0 PUBLIC COMMENT –

7.0 BUSINESS ITEMS

7.1 First Reading – Business and Fiscal Services Board Policies

Sam Draper, Vice President of Administrative Services, presented the first reading of the Business and Fiscal Services Board Policies. Sam explained that the materials included two related sections: Board policies related to business office operations and delegation of duties, and procurement rules.

Many of the Board policies had last been updated around 2019 and that the proposed updates are largely intended to align CGCC's policies with current OCCA recommendations. He noted that some policies are new, some include minor modifications, and some include local language where OCCA leaves sections for individual colleges to determine.

Sam also reviewed proposed updates to the College's procurement rules. He explained that CGCC and other community colleges adopted a shared set of procurement rules approximately 14 years ago, but CGCC had not kept pace with later updates. The proposed revisions incorporate changes required by law and updates agreed upon by other institutions, while also simplifying and updating CGCC-specific provisions.

One key policy discussion involved the dollar threshold for contracts requiring Board approval. The proposed threshold is $100,000, an increase from the current $75,000 threshold, reflecting the consensus reached through prior subcommittee discussions.

Director Branch asked whether the revised procurement language regarding alternative contracting methods was connected to current bond projects or was intended as a broader modernization. Mr. Draper explained that the changes were not driven by the bond projects, but instead reflect changes in law and updates used by other colleges.

Chair Stice reminded Board members that this item was a first reading and would return for Board action at a future meeting.

7.2 Review and Correct Resolution 06162026

Sam Draper presented a correction to Resolution 06162026, which was approved by the Board at the June meeting. Sam explained that the introductory paragraph of the resolution included numbers from an earlier draft of the Budget Committee proposal that did not match the correct figures included later in the resolution.

Sam stated that the correction aligns the introductory paragraph with the correct total appropriations and total budget figures. He noted that the discrepancy was approximately $60,000 out of a total budget of approximately $46 million and was due to numbers being carried forward from different draft versions.

Chair Stice noted that the correction was being made in response to a request from one of the counties to ensure the numbers aligned for tax purposes.

MOTION #5 - APPROVED

Director Long **moved to update resolution no. 06162026, as presented.** Director Morgan seconded. Motion passed unanimously 5-0.

7.3 Renewal/Approval of President Lawson's Contract

Chair Stice presented the renewal and approval of President Lawson's contract. He reminded that the Board had previously met to discuss the terms of the contract and that the version included in the Board packet reflected those discussions.

Chair Stice noted that the professional development budget remained included in the contract, consistent with the prior version. He also explained that the contract was updated to align with the fiscal year cycle and would be backdated to the beginning of July.

Director Long thanked Chair Stice for his work on the contract, and Director Branch stated that she had reviewed it and that it was in line with the Board's prior discussions.

MOTION #6 - APPROVED

Director Branch **moved approve President Lawson's contract, as presented, for the Board Chair's signature.** Director Begay seconded. Motion passed unanimously 5-0.

7.4 Approve FY 2025-26 Consent Calendar

Chair Stice presented the FY 2026-27 Consent Calendar for approval.

Director Branch noted that her name was misspelled in the list of signatories and requested that it be corrected. No additional corrections were noted.

MOTION #7 - APPROVED

Director Morgan **moved to approve 2026-27 Consent Calendar, as amended.** Director Long seconded. Motion passed unanimously 5-0.

7.5 Adopt Board of Education Calendar

Chair Stice reviews the Board Calendar for FY 2026-27.

MOTION #8 - APPROVED

Director Long **moves to adopt the Board of Education calendar for 2026-27.** Director Morgan seconded. Motion passed unanimously 5-0.

7.6 Selection of Various Organization Representatives

7.6.1 OCCA Representative and Alternate

Chair Stice opened the floor for selection of the OCCA representative and alternate. Director Long stated that she enjoys serving in the role and was willing to continue, while also noting that she would support another Board member serving if interested.

Director Branch nominated Director Long to continue serving as the OCCA representative. Director Morgan volunteered to serve as the alternate, noting that she is continuing to serve on the OCCA Member Services Committee.

MOTION #9 - APPROVED

Director Branch **nominated Director Long to serve as the OCCA Representative and Director Morgan as the alternate.** Director Morgan seconded the nomination. Motion passed unanimously, with members present.

7.6.2 Foundation Board Liaison

Chair Stice opened the floor for selection of the Foundation Board Liaison. Director Branch stated that she would like to continue serving in the role.

MOTION #10 - APPROVED

Director Morgan **nominated Director Branch to serve as the Foundation Board Liaison.** Director Long seconded the nomination. Motion passed unanimously, with members present.

8.0 REPORT ITEMS

8.1 Monthly Bond Update

Dr. Lawson provided a brief monthly bond update and noting the montly bond information was included in the Board packet.

Dr. Lawson reported that bond projects are advancing on schedule and on budget. He noted that there were a few change orders, including items related to the elevator and staircase projects, but stated that they were not significant. He also shared that the College is likely to have unused project funds and that Mr. McKay may recommend moving those funds toward HVAC projects, which are expected to have higher costs.

Chair Stice asked about access to the pottery studio following constituent outreach. Dr. Lawson explained that a contractor had removed stairs earlier than expected, but that alternative access was available near the main entry and that people were being directed accordingly.

8.2 Monthly Financial Report

Sam Draper reviewed the Monthly Financial Report with the Board.

Sam shared the prior fiscal year had concluded and that the new fiscal year budget had been entered. He stated that final numbers for FY 2025-26 may shift slightly due to accruals, deferrals, and other year-end adjustments. He shared that updated reports for FY 2025-26 are expected to be available in September and should be close to final.

It was also reported that the College has begun working with the auditors, with the audit scheduled to take place in October and a goal of completion before December 31.

Sam provided a brief update regarding pension bonds, noting that the College's current pension bond is nearing payoff and that some schools are discussing the possibility of issuing another set of pension bonds. He stated that he has been involved in those conversations and may bring additional information to the Board in August or September for further discussion.

The College ended the prior fiscal year in a positive position, with revenues exceeding expenditures. He also noted that some budgeted amounts were not fully spent, including bond-related funds, and that remaining funds have been carried forward into the current fiscal year.

8.3 OCCA Update

Director Long provided the monthly OCCA update. She noted that the OCCA report was included in the Board packet and included clickable links for Board members to review.

Director Long highlighted the most recent OCCA Lunch and Learn, which focused on executive sessions and public meeting laws, and noted that a recording is available through the report. She also shared that the OCCA conference is scheduled for November 4-6 in Sunriver.

Director Long reminded Board members to complete the Board Governance and Leadership Survey, noting that the survey takes less than ten minutes and helps OCCA identify future training topics. She also encouraged Board members to sign up for the OCCA Digest e-newsletter to stay informed about legislative and budget-related updates.

Chair Stice noted that the OCCA update should be moved earlier on the next agenda and that additional time should be dedicated to legislative updates. Director Long stated that she would provide a more detailed legislative report at the next meeting.

8.4 Chinook Brief

The Legislative Session ended just before midnight on Friday, June 27, with several bill passages worth noting. Most agency budgets were set at state Current Service Level (CSL), and the Higher Education Coordinating Commission (HECC) budget was no exception. The Community College Support Fund (CCSF) in the HECC's budget was set at $854.4 million as part of SB 5525. While this is a nearly 7% increase over the legislatively approved budget for the 2023-25 biennium, it is far short of the $920 million true need that OCCA and the colleges advocated for throughout the session. However, a big win within the budget was that funding was restored for Benefits Navigators at all 17 colleges.

The end of the Session also saw the passage of another of OCCA's legislative priorities of SB 5505, the capital construction bill. This bill approved funding for three new community college projects – Clackamas CC, Klamath CC, and Mt. Hood CC – and two funding renewals (Clatsop CC and Southwestern Oregon CC).

In addition, while HB 3635 – which would have increased the Article XI-G bond funding cap for community college construction projects – did not move forward, SB 5505 did include language that increases the Article XI-G bond funding cap from $8 million to $12 million for projects requested after July 1, 2025.

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.

8.5 Monthly Foundation Update

Director Branch provided the Monthly Foundation Update and reported that $240,000 in scholarships were awarded for the 2026-27 academic year, with awards of $3,000 per student.

Director Branch also shared that the Adventist Golf Tournament was held on June 9 and was attended by College representatives, including Karly Aparicio, Dr. Jarett Gilbert, Dr. Lawson, and Greg Price. She noted that the Foundation Board is seeking two additional members and encouraged Board members to think of individuals in the community who may be interested in serving.

Lastly, she reminded Board members that the Founders Cup Golf Tournament is scheduled for September 12 and it is Foundation's largest fundraising event. She encouraged Board members to attend, participate, or help identify businesses that may be interested in sponsoring a team.

8.6 Board Subcommittee Reports

8.6.1 Policy & Equity Subcommittee

- Director Morgan reported that the Policy and Engagement Subcommittee did not meet.

Director Long noted that although the subcommittee had not met, she and Director Morgan have continued representing the College at The Dalles Farmers Market on the first Saturday of the month. She shared that the booth has had strong community engagement, including conversations with community members, opportunities to connect individuals with the College, and general awareness-building for CGCC.

Director Morgan also shared that she was recently appointed to the City of The Dalles/Wasco County Library Board.

8.6.2 Finance & Audit

- none

8.6.3 President's Performance Review

- Chair Stice noted that the President's Performance Review had already been addressed earlier in the meeting.

7.9 Outgoing Chair's Report

Chair Stice thanked the Board for its confidence in electing him to serve another term as Board Chair. He noted that he would be working with Dr. Lawson to schedule time to prepare for the upcoming Board retreat and encouraged Board members to send him any retreat topics they would like included in the planning.

Chair Stice also acknowledged the impact of the current wildfire season on communities in Wasco County and neighboring counties within the College's service area. He recognized the many individuals working to respond to the fires and encouraged Board members to keep affected communities and neighbors in mind.

Chair Stice also reminded the Board that information regarding the open Hood River County Board seat was included in the Board packet. He noted that the announcement had been published and that outreach was underway to identify potential applicants.

8.0 CRITICAL DATES

Chair Stice reviewed the critical dates with the Board.

10.0 ADJOURN

The meeting was adjourned at 6:40 pm

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As recorded by Tiffany Prince, Director of Executive Services