



BOARD AGENDA ITEM:

4.1 – Regular Meeting Minutes

DATE:

September 16, 2025

REGULAR MEETING MINUTES

Tuesday, August 19, 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
Sam Draper

Karly Aparicio

Courtney Saldivar

Tiffany Prince

1.0 CALL REGULAR MEETING TO ORDER

Chair Stice called the meeting to order at 5:32pm

2.0 WELCOME AND INTRODUCTIONS

Chair Stice led group introductions.

3.0 APPROVAL OR MODIFICATION OF THE AGENDA

Chair Stice opened the floor for considerations on modifying the agenda. Due to the size of the packet the board discussed tabling 7.1, Instructional Program Update on Aviation Maintenance, and 7.3, First Reading of updated Board Policies.

MOTION #1 - APPROVED

Director Arbogast **moved to table first reading of updated board policies.**

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

MOTION #2 - APPROVED

Director Morgan **moved to table the Aviation Maintenance Technician**

program update. Director Long seconded. Motion passed unanimously, with members present.

4.0 APPROVAL OF MINUTES

4.1 Regular Minutes, July, 2025

MOTION #3 - APPROVED

Director Morgan **moved to approve the meeting minutes from the July 2025 board meeting.** Director Branch seconded. Motion passed unanimously, with members present.

5.0 PUBLIC COMMENT –

Chair Stice opened the floor to receive public comment.

Robert Kovacich, Hood River County citizen and Columbia Gorge Community College faculty, shared he is currently the president of the union, and faculty and the union are both disappointed in the fact that faculty were not involved in the discussions around Board Policy 7150, which outlines the ability of a faculty member to earn money outside of the college.

6.0 BUSINESS ITEMS

6.1 Board Operating Agreement

Tiffany Prince, Director of Executive Services, presents the FY 2025-26 Board Operating Agreement for board approval.

MOTION #4 - APPROVED

Director Morgan **moved to approve the Board Operating Agreement, as presented, for board members individual signature.** Director Branch seconded. Motion passed unanimously, with members present.

6.2 HMK Company Bond Project Management Fee Proposal

Dr. Kenneth Lawson, President, requests the Board of Education approve of HMK Company's project management fee proposal for Phase 1 of the bond projects in the amount not to exceed \$297,113.80. This contract is for 19 months, 30 days, commencing on May 1, 2025 and ending on December 31, 2026.

After a competitive bid process, the Board of Education approved the College's recommendation to award HMK Company a contract to manage the College's bond projects. HMK has since invested significant time to fully understand the needs of College and the nature of the projects approved in the bond program. HMK has proposed that the College proceed in 2 phases, the first of which will be to complete top priority projects addressing safety, security, and preservation of capital assets.

MOTION #5 - APPROVED

Director Arbogast **moved to accept the Recommendation to approve the project management fee proposal developed by HMK Company for Phase 1 of the College bond program—from May 1, 2025 through December 31, 2026—in the amount not to exceed \$297,113.80.** Director Begay seconded. Motion passed unanimously 6-0.

6.3 Update to CGCC's Rules of Procurement

Sam Draper, Vice President of Administrative Services, shares Oregon law provides rules for certain procurement processes while empowering Boards to establish further rules. CGCC's Board has approved a procurement policy, which largely delegates the authority to the College President to procure goods and services, but which also requires the Board to approve purchases over \$75,000. However, this dollar limitation is not set nor required by Oregon State law. CGCC's Board has also established Procurement Rules, provisions of which allow the President to make purchases "in any dollar amount" for "State, Federal, and Grant Funding" in order to ensure the funds are expended in a timely manner.

Sam explains the College has community college procurement rules, for routine purchases, and also has rules when expedited procurement is necessary. The addition of this new proposed Rule would only apply to unusual purchases funded by bonds and certain grants. A time will be of the essence for these purchases, and they will be specific, complex, and unusually large. Specifically, to our current bond, HMK and/or College employees have technical knowledge of the College's needs and potential suppliers. The bond specifically requires that the funds be encumbered or expended on a schedule relating to when they were issued. The rule would enable purchases to be expedited, but Board oversight would be maintained as the purchase must be within the board approved bond project budget. The President would still approve all such purchases, and the Board will be given notice of the awards.

The College's procurement rules currently have special provisions relating to grant spending, but this rule will apply to the bond proceeds. Creating more transparency than the existing rules, as it is specific to specific purchases, has additional requirements, and will be approved by the Board.

Based on questions from the Board of Education Sam further explained that these Community College Rules of Procurement, established through a joint effort among all community colleges, have the base set of procurement rules, however each community college may make additions or alterations based on the best needs of their individual college to consider their own circumstances. David McKay, owner of HMK Co, shares that this procurement rule will provide the

College leeway to award contracts to keep project moving, within approved project budgets – which will be reviewed later in the evening.

After further conversation, and in reviewing Board Policies, Procurement Rules, and Revised Statutes, the Board of Education recommends that College Administration bring the current Board Policies regarding Bids, Contracts, and Purchasing be brought in line with the established or new Community College Rules of Procurement.

MOTION #6 - APPROVED

Director Morgan **moved to add CCR.321, “Special Procurement Rules for Certain Contracts Funded by Bond Proceeds and Grants”, to the College’s Rules of Procurement.** Director Long seconded. Motion passed unanimously 6-0.

6.4 Recommendation to Award Contracts

Daniel Saldivar, Director of Facilities, reviews the Request for Proposal process each of these contracts followed from proper public notification to legal review of each contract. There are three professional services contracts for the board consideration, which are also called direct deployment contracts, used to award to design professionals with specialty types of systems or specialized scopes of work – which is allowable within Oregon Public Bidding Statutes (ORS 279C).

The board reviewed each recommended contract.

MOTION #7 - APPROVED

Director Arbogast **moved to award the contract to Serta Building Solutions for The Dalles roofing project, as presented.** Director Long seconded. Motion passed unanimously 6-0.

MOTION #8 - APPROVED

Director Arbogast **moved to award the contract to Mayer/Reed Inc. for the wayfinding project, as presented.** Director Morgan seconded. Motion passed unanimously 6-0.

MOTION #9 - APPROVED

Director Arbogast **moved to award the contract to Systems West Engineering for commissioning services, as presented.** Director De La Torre seconded. Motion passed unanimously 7-0.

6.5 Proposed Findings – Brand Name of Mark Exemption

Sam Draper begins by explaining the next few agenda items have to do with the fire alarm systems, sprinkler systems, elevator systems, and security systems already installed and in place in The Dalles and Hood River.

Under ORS 279C.345, specifications for public improvement contracts may not expressly or implicitly require any product by brand name or mark, nor the product of any manufacturer or seller, unless the product is exempt under subsection 279C.345(2). In order to grant an exemption, a local contract review board must adopt any of the following findings:

- 1) It is unlikely that the exemption will encourage favoritism in the awarding of public improvement contracts or substantially diminish competition for public improvement contracts;
- 2) The specification of a product by brand name or mark, or the product of a particular manufacturer or seller, would result in substantial cost savings to the contracting agency;
- 3) There is only one manufacturer or seller of the product of the quality required; or
- 4) Efficient utilization of existing equipment or supplies requires the acquisition of compatible equipment or supplies.

Sam presents the following findings related for the needs and scope of the college projects. Exemptions requested pursuant to ORS 279C.345(2) to specify brand names, marks, and products listed below for public improvement contracts related to the Projects described below:

1) Potter Electric Fire Alarms and Fire Sprinkler Systems ("Potter"). The College's buildings currently utilize, and have installed, several different types of alarm systems. To bring the College's buildings up to code, the College must install a single alarm system in each of its buildings so that the alarm system in each of its buildings can interface with, and receive data from, the alarm systems installed in the College's other buildings.

2) Lenel S2 assembly for access control and security camera systems ("Lenel"). The College will install the Lenel system throughout both campuses as part of its Capital Bond Program.

3) ThyssenKrupp Elevator (TKE). The College has existing TKE elevator systems on campus. The College will be renovating the existing elevator system in Building 2 of The Dalles campus.

MOTION #10 - APPROVED

Director Begay **moved to approve Resolution 08192025.1, as presented.**

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

6.6 Proposed Findings – Alternative Contracting Method, Design Build

Sam Draper additionally requests approval of an exemption from the competitive bidding requirements of ORS Chapter 279C.335(1) pursuant to ORS 279C.335(2) for the project known as the Exterior Staircase Replacement Project, outside of Build 3 in The Dalles, to enable the College to (a) utilize an alternative contracting

method for construction of the Exterior Staircase Project (specifically, the Design-Build project delivery method) and (b) solicit the Design-Build contract for the Project using a competitive request for proposals process.

This request is pursuant to the following findings

1. The exemption is unlikely to encourage favoritism in the awarding of the public improvement contract or substantially diminish competition for the public improvement contract.
2. Awarding a public improvement contract under the exemption is likely to result in substantial cost savings and other substantial benefits to the College.

For clarification, the Board of Education asked a few follow up questions to ensure the Oregon Procurement Rules were followed.

MOTION #11 - APPROVED

Director Long **moved to approve Resolution 08192025.2, as presented.**

Director Begay seconded. Motion passed unanimously, with members all present.

6.7 Bond Program Implementation Plan

Dr. Kenneth Lawson shares information about the proposed Program Implementation Plan, drafted by HMK Co in collaboration with CGCC staff. It written at a strategic program level and outlines the program management organization that will be applied to each of the projects, and key functions and responsibilities as they relate to program management.

This overarching PIP will help CGCC deliver projects that meet the standards articulated in the mission statement. It describes the organizational structure, roles, responsibilities, and approaches to key procedures that will best take advantage of the common characteristics and requirements of the individual projects within the program, and continually incorporates lessons learned and industry best practices. Project scopes, schedules and budgets are also articulated in the PIP and updated on a regular basis.

David McKay, explains the purpose of this Program Implementation Plan (PIP) is to delineate an organizational framework and the overall roles and responsibilities of the key participants for the program in implementing all the capital projects managed by CGCC. The primary leadership body of this program structure, the Program Management Team, is composed of key CGCC staff and consultants under the leadership of the Board of Education that directs critical capital program initiatives within the limitations of the bond measure. Each participant provides expertise and insight in their given topic area, accountability for timely decision making and to partner with the other participants in developing recommendations and participating in the decision-making process to successfully implement the program.

David takes the Board of Education through the components of the Bond Program Implementation Plan including some projects and budgets, with detailed project budgets coming before the board at the next meeting.

MOTION #12 - APPROVED

Director Arbogast **moved to approve Bond Program Implementation Plan, as presented.** Director De La Torre seconded. Motion passed unanimously, with members all present.

7.0 REPORT ITEMS

7.2 Monthly Financial Report

Sam Draper, Vice President of Administrative Services, reviews the monthly financial report with the board.

Unaudited General Fund Revenue and Expense Summary as of July 31, 2025

General Fund revenues through July 31st are \$231,032 representing 9.6% of the budget and \$521,688 decrease over the same period as the previous year. The primary driver of this is a decrease in tuition, as the FY24-25 deferred tuition for Summer and Fall terms has not yet been entered.

General Fund expenditures and transfers through July 31st are \$966,471 representing 8% of the budget and an increase of \$296,477 over the same period as the previous year. The difference is primarily due to the accrued payroll booking for FY24-25 not yet having been entered.

Bank Account Balances, Receivable and Payables

The College's bank account balances total \$12,856,143 on July 31st. Accounts receivable balances total \$1,460,990 and represent amounts owed to the College from students, property tax, agencies, and grantors. Accounts payable balances total \$244,351 and represent amounts owed to vendors and suppliers of goods and services received by the College.

Café Operations

Café operational highlights include revenue of \$3,878 which is trending behind the annual revenue target of \$133,750. Operating costs were \$18,921. There are, of course, not many potential customers on campus in July and August.

7.4 Monthly Foundation Report

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

Columbia Gorge Community College (CGCC) and the CGCC Foundation hosted the finish of Running for Oregon Community College Students (ROCCS), a 53-

day, 1,500-mile run connecting all 17 Oregon community colleges by Clackamas Community College President Tim Cook to raise support for student basic needs. The Hood River event brought community members together for the final miles and a brief finish-line celebration on the Columbia River.

The Founders Cup is coming up on September 13th at Indian Creek Golf Course. There are still team spots available if anyone would like to enter a foursome. Participating is a great way to support CGCC student scholarships.

Thanks to Brookfield Renewable US for a generous \$30,000 gift to the CGCC Foundation—\$10,000 for scholarships, \$15,000 for Electro-Mechanical Technology, \$2,500 to sponsor the Founders Cup, and \$2,500 to support Math Day 5. We are also grateful to the Roundhouse Foundation for renewing support with a \$22,500 gift to the Scholarship Fund. These investments expand access to high-demand programs and help keep CGCC students on track to completion.

7.5 Chinook Brief

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

Equitable Access:

- We welcomed two young student groups (ages 9-13) to campus in July in cooperation with community partners OSU Open Campus/Juntos and Columbia Gorge Discovery Center.
- As of May 1, the Spring Holds List included 132 students with balance holds totaling \$269,102.08. Through the outreach efforts led by student services and business office staff, and proactive reminders, we successfully reduced that number to 24 students, with outstanding balances totaling \$53,607.42. This reflects an 82% decrease in students with holds and an 80% reduction in outstanding balances, removing a significant barrier for many to continue their education.
- This year, we will host two in-person NSO events to serve both campuses. The program will prioritize equipping students with the tools and knowledge needed for a successful first week, with an emphasis on technology setup and campus navigation.

Equitable Learning & Outcomes:

- Disability Pride Month celebrates the signing of the Americans with Disabilities Act, which was signed into law in July 1990. To commemorate and honor the efforts of disability rights advocates, the college hosted a screening of Crip Camp: A Disability Revolution. A one-hour discussion followed the screening. Participants discussed the future of disability rights, justice, and access at CGCC.

Economic Growth, Inclusive Prosperity, and a Thriving Community:

- Alpha Sigma Xi, CGCC's Chapter of Phi Theta Kappa, will be hosting a blood drive on September 9th from 10 am to 3 pm in the CGCC Lecture Hall.
- CGCC had a strong presence at this year's Wasco County Fair! Over 1,000 people per day got to see our booth, hear about what we're doing, and build a positive connection with CGCC.
- The newly installed CGCC Zine Library is now open and located in the northeastern corner of the Library & Learning Commons, next to the River Room. It's a browseable collection of mini homemade magazines on all sorts of topics—from bike repair to mental health to pop culture. Some are made by students and teachers at CGCC, and some are shared worldwide online by artists.

Other News:

- Dr. Ezra C. Holston will be starting as CGCC's new Dean of Nursing and Health Occupations in January. He holds an MSN from Case Western Reserve University, a PhD from New York University, and two post-doctorates from the University of Iowa.
- CGCC was the last stop on Clackamas CC President Tim Cook's epic run to all 17 of Oregon's community colleges. He ran 1,500 miles in 53 days to raise awareness and support of student's basic needs.

7.6 OCCA Update

The Legislative Session End of Session Report is now available on the OCCA website. It highlights the wins, challenges, and everything in between that shaped the collective advocacy on behalf of Oregon's 17 community colleges.

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.

The 2025 OCCA Annual Conference is set for November 5-7 at the Best Western Plus Hood River Inn in beautiful Hood River. This year's theme is "Navigating the Winds of Opportunity," and OCCA is looking for presentations that share best practices, showcase a unique college program, or inform attendees about an

event or issue affecting your institution and/or community colleges on a broader level.

7.7 Board Subcommittee Reports

7.7.1 Policy & Equity Subcommittee

- none

7.7.2 Finance & Audit

- none

7.7.3 President's Performance Review

- none

7.8 Chair's Report

Director Stice thanks everyone for sticking through a long topic earlier in the evening. In thinking a lot about democracy Chair Stice thinks it is incumbent on the Board of Education to be transparent and have these kinds of conversations during the meeting and appreciates all of the staff work that goes into preparing for the board meetings.

8.0 CRITICAL DATES

Chair Stice reviewed the critical dates with the Board.

10.0 ADJOURN

The meeting was adjourned at 7:59pm

As recorded by Tiffany Prince, Director of Executive Services