BOARD AGENDA ITEM: **4.1 – Regular Meeting Minutes**
DATE: **October 21, 2025**

REGULAR MEETING MINUTES
Tuesday, September 16, 2025
This meeting was held remotely

ATTENDANCE:

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

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 5:31pm

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 or approving the agenda.

MOTION #1 - APPROVED
Director Morgan **moved to approve the agenda, as presented.** Director Branch seconded. Motion passed unanimously, with members present.

4.0 APPROVAL OF MINUTES

4.1 Regular Minutes, August, 2025

MOTION #2 - APPROVED

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

5.0 PUBLIC COMMENT – none

6.0 BUSINESS ITEMS

6.1 Classroom Technology Upgrades

Sam Draper, Vice President of Administrative Services, shares the College's Title III grant can fund a significant expenditure for classroom technology upgrades. This aims to enhance the student and instructor experience with hybrid instructional delivery across campuses.

The proposed project involves upgrading 10 classrooms at an estimated cost of $201,431.80 for equipment and installation support, plus an additional $18,500 for classroom PCs and related wiring totaling $219,932. An initial approval of up to $220,000 has been confirmed by Title III administrators. The College is requesting approval of a budget of $240,000 in case additional funds become available or if there are additional costs.

MOTION #3 - APPROVED
Director Arbogast **moved to approve the overall budget of $240,000 for Classroom Technology Upgrades using Federal Title III grant funds, as available.** Director Begay seconded. Motion passed unanimously, with members present.

6.2 Energy Additive Manufacturing Grant Expenditures

Sam Draper and Robert Wells Clark provide an update on the Advanced Manufacturing & Fabrication program grant awarded by the US Department of Energy; a three-year additive manufacturing grant.

The College needs to adopt a Budget for the project in accordance with CGCC's adopted Rules of Procurement, Section 300 – Supplementary Provisions – Contracting Rules, CCR.321. The proposed budget is identical to what was presented to the Department of Energy, although funds may and could be moved between categories.

MOTION #4 - APPROVED
Director Morgan **moved to approve an overall proposed budget of $1,997,794 for the Department of Energy Additive Manufacturing grant..** Director De La Torre seconded. Motion passed unanimously 6-0.

6.3 Bond Program Budget

Sam Draper, Vice President of Administrative Services, presents the budget for most of the funds that in the Bond Program, broken down into several priorities. The list of priorities shows a maximum budgeted amount that can be spent on each of the individual projects, that will still follow Oregon and CGCC's procurement and bidding rules.

The goal of HMK in working with CGCC is to be efficient as possible while also being conservative, especially early on in the budgeting process while the investigative work is ongoing to define the project scope. Throughout the work, any saving (unspent funds) towards the individual projects will be returned to the program revenue budget as "unallocated revenue" that can then be purposed to the next tier projects – that budget will be subject to board approval when the time comes.

David McKay, HMK Co, reviews the individual program budgets with the Board of Education. David and Chris McKay answer questions from the Board of Education regarding reporting, budgetary commitments, expected costs, and how this will translate into future end-of-the-month reporting.

MOTION #5 - APPROVED
Director Arbogast **moved approve the Capital Bond Program budget of $12,493,425.** Director Morgan seconded. Motion passed unanimously.

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 two 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: one for ADA parking lot improvements, through the informal selection procurement process, and one for elevator modernization, through the sole source procurement process.

MOTION #6 - APPROVED
Director Arbogast **moved to award the contract to Civil Design Services, as presented.** Director Begay seconded. Motion passed unanimously.

MOTION #7 - APPROVED
Director Arbogast **moved to award the contract to TK Elevator Corporation, as presented.** Director Branch seconded. Motion passed unanimously.

7.0 REPORT ITEMS

7.1 Bond End of Month Report

Dr. Kenneth Lawson, President, and Chris McKay, of HMK Company review the Bond End of Month report with the Board of Education.

In the month of August, the Columbia Gorge Community College and HMK Company entered into a formal contract with one another after the Board of Education approval at the August Board Meeting. HMK Company got to work immediately and began issuing Request for Proposals for work many projects and assessments. Prior to the agreement being formalized, HMK issued Request for Proposals (RFPs) for numerous projects, which will be outlined throughout the individual project updates. Project administration and accounting support are two key areas critical to the Bond Program success. This is a combined effort of HMK Company and CGCC Accounting Department. In the months of July and August a total of 9 contracts were administered and processed 6 invoices.

HMK reviewed the specifics of individual projects with the Board of Education:

- Access Control and Security Cameras
- ADA Access and Parking Lot Upgrades
- Elevator Replacement, Building 2
- HVAC Assessment and Replacement
- Roof Assessment and Replacement
- Fire Alarm Control Panel Replacement
- Exterior Stair Replacement, Building 3
- Seismic Evaluations
- Energy Trust of Oregon Controls Upgrade

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 August 31, 2025

General Fund revenues through August 31st are $4,366,531 representing 33.6% of the budget and $1,642,310 increase over the same period as the previous year. The primary driver of this is the timing of state appropriation payments.

General Fund expenditures and transfers through August 31st are $2,000,173 representing 16.5% of the budget and an increase of $559,931 over the same period as the previous year. The difference is primarily due to an increase in Instructional expenditures

Bank Account Balances, Receivable and Payables

The College's bank account balances total $16,373,129 on August 31st. Accounts receivable balances total $1,375,210 and represent amounts owed to the College from students, property tax, agencies, and grantors. Accounts payable balances total $74,773 and represent amounts owed to vendors and suppliers of goods and services received by the College.

Café Operations
Café operational highlights include revenue of $4,950 which is trending behind the annual revenue target of $128,799. Operating costs were $41,145. There are, of course, not many potential customers on campus in July and August.

7.3 Updated Board Policies – first reading
Director Morgan presents a set of Board Policies for board consideration.

This first reading of a variety of board policies. Director Morgan adds the Policy and Equity Subcommittee heard presentations President's Council members as they 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 the last major portion from the past year of work. With a few policies to come through later that are still being worked on, in addition to all policies from the Business and Fiscal Services Chapter

Therefore, 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 October.

Director Morgan and Director Long shared a couple of grammatical fixes for change.

7.4 Monthly Foundation Report
Susan Davis, Executive Director of the Foundation, briefs the board on updates from the College Foundation.

The Founders Cup was held on September 13, 2025. The maximum number of teams (30) were sold, putting 120 college enthusiasts on the course.

On October 16 the Foundation will host a tour and simulated learning observation in the newly completed Nursing SimLab. The simulation will be offered the morning of the annual Scholarship Luncheon. Members of the Board of Education will receive invitations to attend.

Planning for the second annual Community Legacy Giving Initiative - a collaborative effort across the region to build a culture of charitable giving - is in the works. This year it will be held in The Dalles rather than Hood River. The location is set for the Readiness Center here on campus, Sunday March 8th.

7.5 Chinook Brief

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

Equitable Access:

- Enrollment is trending positive compared to last year at this time. Summer quarter closed 16% ahead of last year, and we are currently 10% above enrollment for fall quarter.
- Prospective course offerings for the 2025–26 College Now program continue to expand. Currently, 24 teacher applications are being processed, with additional submissions expected.
- We received approval to conduct Federal Aviation Administration testing at the CGCC Aviation Maintenance Technology site. This milestone will save our students the burden of traveling to Eugene or Hillsboro for their A&P licensure exams.

Equitable Learning and Outcomes:

- Fall Faculty In-Service took place on, September 15. Faculty engaged in rich discussions around Best Teaching Practices, the new Faculty Evaluation Forms, and High-Impact Practices in Unprecedented Times.
- Due to unforeseen circumstances, Rob Johnstone, Founder of National Center for Inquiry and Improvement, and our Rural Guided Pathways Coach, had to reschedule his visit that had been scheduled for today. We are excited for him to share research related to guided pathways and equitable student outcomes in the near future.
- New Student Orientation will be on Wednesday, September 17, in Hood River & Thursday, September 18, in The Dalles. We are excited to welcome our new students and ensure they have access to CGCC technology and support systems, including financial aid, Foundation Scholarships, student support services, and student life.

Economic growth, inclusive prosperity, and thriving community:

- Former part-time faculty member Heather Gardipee, accepted the full-time Nursing Faculty position here at CGCC!
- The CGCC Foundation held its 25 Annual Founders Cup Golf Tournament September 13. It was a beautiful day, there was a record number of golfers, and the Foundation is grateful for all the volunteer help we had, including students, faculty, staff, and members of both the CGCC and Foundation boards!
- Three student leaders (ASG & Resident Assistant) attended the Oregon Student Leadership and Activities fall conference. This two-and-a-half-day retreat included training and sessions about navigating group conflict, self-

care, managing priorities as a student leader, tools for team and relationship building, and Oregon Legislative Advocacy.

Other News:

- Audit update: We anticipate the financial statements for the year ended June 30, 2024 to be issued by September 30, 2025 by our auditors, Clifton Larson Allen LLP. College staff are responding to final auditor requests. The auditors have reported that the financial statements will be in final review by September 15 for issuance by September 30.
- Emilie Sanchez Lopez accepted the position of Resource Navigator and already has planning underway for the Fall Resource fair. Emilie's role as Equitable Funding Navigator will be posted for rehiring in the coming weeks.

7.6 OCCA Update

Director Long reviews the OCCA update with the board.

The OCCA Board Leadership & Governance Summit (formerly the OCCA Board Member Training event) is set to take place on September 5-6 at Chemeketa Community College’s Eola Center in Salem. This learning and networking opportunity is for both new and experienced community college board members, as well as presidents.

OCCA will release its 2025 State of the Association Report in early September. This annual publication highlights OCCA’s work to support community colleges, board members, presidents and students during the 2024-25 academic year. It includes an overview of OCCA’s work in advocacy during the 2025 Legislative Session, student success, board development, partnerships, and other association activities throughout the year.

Mark your calendars for the 2025 OCCA Annual Conference, set for November 5-7 at the Best Western Plus Hood River Inn in the majestic Columbia River Gorge. This year’s theme is “Navigating the Winds of Opportunity”.

The OCCA Board of Directors will meet for the first time for the 2025-26 year on Friday, October 3, at Clackamas Community College’s Harmony campus in Milwaukie, with a virtual option. During this meeting, the Board will approve committee membership recommendations, hear about the OCCA State of the Association Report, learn about advocacy plans for the interim and 2026 short Legislative Session, and welcome new OCCA Board Representatives.

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 encourages the Board of Education to consider attending the OCCA Annual Conference as it is held locally this year. Additionally, Chair Stice reminds the board of the upcoming annual board retreat on September 28th, and asks if any board member has a particular subcommittee they would like to serve on that they email Tiffany their preferences by the end of the week.

8.0 CRITICAL DATES

Chair Stice reviewed the critical dates with the Board.

10.0 ADJOURN

The meeting was adjourned at 7:31pm

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As recorded by Tiffany Prince, Director of Executive Services