



BOARD AGENDA ITEM:

4.1 – Regular Meeting Minutes

DATE:

November 18, 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 5:33pm

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 De la Torre seconded. Motion passed unanimously.

4.0 APPROVAL OF MINUTES

4.1 Regular Minutes, September, 2025

MOTION #2 - APPROVED

Director Long **moved to approve the meeting minutes from the August 2025 board meeting, as modified.** Director De la Torre seconded. Motion passed unanimously.

5.0 PUBLIC COMMENT – none

6.0 BUSINESS ITEMS

6.1 Audit Presentation

Caroline Wright, representing CliftonLarsonAllen (CLA), presented the results of the Fiscal Year 2024 audit. She noted that the audit process was lengthy and complex due to issues carried over from the previous year. Wright expressed appreciation for Interim CFO Sandra Buchanan’s extensive work, emphasizing that Buchanan’s experience and leadership significantly strengthened the audit process and contributed to the successful completion of the report. Wright stated that while challenges remained, the college made substantial progress and the final audit reflects greater accuracy and improved financial controls.

Caroline provided an overview of CLA’s risk-based audit approach, explaining that auditors focus on key account balances and areas with the highest potential for misstatement. She noted that “management override of controls” is designated as a significant risk in every audit as a matter of standard professional practice.

Looking ahead, Caroline shared that work on the FY25 audit has already begun. CLA and college staff have collaboratively developed a timeline intended to ensure the college meets the state’s December 31 deadline. Wright acknowledged that the timeline would be demanding but stated confidence in the progress made and noted that early planning meetings are underway.

Director Arbogast asked for clarification regarding several corrective action items listed in the packet with planned completion dates of July 2025, and whether those items were already completed. Sam Draper, Vice President of Administrative Services, confirmed that any items marked for completion within the current year have been completed, and several process improvements, particularly within Financial Aid, have been implemented under the leadership of the new Financial Aid Director. The board requests that future audit updates clearly indicate when corrective actions are completed and include the date of completion. Sam agreed to incorporate this clarification into his future reporting, approximately every three months.

MOTION #3 - APPROVED

Director Morgan **moved to accept the audited financials as presented.** Director De La Torre seconded. Motion passed unanimously.

MOTION #4 - APPROVED

Director Morgan **moved to approve the management responses to the audit findings.** Director Branch seconded. Motion passed unanimously.

6.2 Board Policies – Second Reading

Director Morgan presented the second reading of a series of board policies brought forward for re-adoption. She noted that CGCC participates in the Oregon Community College Association (OCCA) Board Policy and Procedures Program, which provides the template framework used for these updates. The policies were reviewed by the Policy Subcommittee and Equity Subcommittee, and President's Council, and received their first reading at the September board meeting.

Director Morgan confirmed that all policies included in the packet had undergone committee review and were ready for board consideration.

MOTION #5 - APPROVED

Director Long **approve all Board Policies presented on October 21, 2025 for immediate re- adoption, as written.** Director De La Torre seconded. Motion passed unanimously.

6.3 Board of Education Yearly Goals

Chair Stice introduced the proposed 2025–26 Board of Education Goals, which were developed during the recent board retreat. Chair Stice noted that the goals were drafted to align with CGCC's mission, strategic priorities, and ongoing institutional needs.

The goals included focus areas related to board development, financial oversight, student success, community engagement, and monitoring progress on key institutional initiatives. All proposed goals were included in the meeting packet for board review.

MOTION #6 - APPROVED

Director Long **moved approve Board Goals for 2025-26, as amended.** Director Morgan seconded. Motion passed unanimously.

7.0 REPORT ITEMS

7.1 Bond End of Month Report

Chris McKay and Darek Olson, representatives from HMK provided the monthly update on bond-funded capital projects. They reviewed progress on active construction and renovation efforts and discussed current budgeting and scheduling considerations. HMK also responded to questions from the Board regarding report formatting and the level of detail provided in the monthly summaries.

Director Arbogast requested that certain reporting elements be updated for clarity and consistency in future packets. HMK staff acknowledged the request and agreed to revise upcoming reports to better align with the Board's expectations.

HMK expressed appreciation for the Board's continued engagement and oversight.

7.2 Instructional Programs Update – Aviation Maintenance Technician

Dr. Jarett Gilbert, Vice President of Instructional Services, introduced Brian Despain, full-time instructor and founding faculty member for the Aviation Maintenance Technology (AMT) program. Brian reviewed the program's development since its inception, noting that the first cohort launched in Fall 2022 immediately following FAA program certification. The program now operates with two active cohorts, with each cohort expected to complete its 18-month training program at the end of winter term, in the second year.

Brian shared program priorities align with CGCC's mission, including expanding equitable access, supporting student success, and fostering regional workforce development. Enrollment continues to grow, requiring the need of an additional classroom on The Dalles campus to manage capacity. He emphasized that demand for AMT technicians remains high and the national shortage continues to increase.

He provided the Board of Education updates on:

- The planned expansion into a new instructional hangar at the Columbia Gorge Regional Airport in Dallesport, with bids expected by the end of the month and anticipated occupancy next fall.
- FAA Designated Mechanic Examiner (DME) status, which faculty are pursuing to allow FAA testing to occur in the Gorge rather than requiring travel to other testing centers.
- Equipment and capital needs, including maintenance manual subscriptions and additional instructional engines to support the FAA Minimum Equipment List (MEL) requirements.
- Student outcomes, with graduates obtaining employment at Delta Airlines, Horizon Air, Columbia Helicopters, and other regional aviation employers. Reporting strong industry recognition of CGCC's program quality, including a current pass rate of over 92%, placing the program alongside established AMT programs in the Northwest.

7.3 Yearly Student Life Update

Tiffany Prince, Director of Housing and Student Life, provided an update on residence life and student services activity. Fall term housing occupancy is at 56% of available beds, with approximately half of residents returning from the previous year or summer term. It was noted that occupancy continues to be influenced by room configuration and student gender distribution.

Ninety-two percent of residents are enrolled full-time, with most students pursuing CTE programs, particularly Aviation Maintenance. The marketing department continues to conduct regular outreach and marketing efforts to support enrollment.

Tiffany also highlighted Student Life's increased capacity to support student populations, noting that the office is consistently bilingual thanks to staffing and has expanded services for veteran students. The college currently supports 28 veteran and dependent students, a significant increase from prior years. Additional updates included ongoing efforts to strengthen community-building programming in the residence hall, improve communication channels with enrolled students, and expand support services as enrollment grows.

7.4 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 September 30, 2025

General Fund revenues through September 30th are \$4,605,431 representing 35.5% of the budget and \$1,506,734 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 September 30th are \$2,880,651 representing 23.7% of the budget and an increase of \$612,406 over the same period as the previous year. The difference is primarily due to an increase in Instructional expenditures, which will decrease when the payroll accrual is made.

Bank Account Balances, Receivable and Payables

The College's bank account balances total \$15,202,972 on September 30, 2025. Accounts receivable balances total \$2,170,159 and represent amounts owed to the College from students, property tax, agencies, and grantors. Accounts payable balances total \$453,025 and represent amounts owed to vendors and suppliers of goods and services received by the College.

Café Operations

Café operational highlights include revenue of \$33,537 which is trending behind the annual revenue target of \$133,750. Operating costs were \$67,206. Students are now back on campus and revenue has been improving.

7.5 Monthly Foundation Report

Director Branch provided the Monthly Foundation Update, highlighting current fundraising activity and recent engagement efforts. She reported that the Foundation continues to focus on donor outreach, scholarship support, and strengthening partnerships with local organizations. Additionally, the Foundation is preparing for upcoming events and year-end giving initiatives designed to increase visibility and expand financial support for students and college programs.

Branch noted that the Foundation Board remains actively involved in planning efforts and is reviewing potential strategies to diversify revenue sources.

7.6 Chinook Brief

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

Equitable Access:

- CGCC awarded a partial tuition "Welcome Waiver" of \$200 each to new students who applied and were entering their first term at CGCC. This incentive aimed to help first-time students make their start.
- Ellucian PATH Foundation awarded CGCC a grant for ten students to receive \$1,000 each to be spent on anything the student needs to help them be successful.
- We've successfully secured \$150,000 for the Grow Your Own (GYO) Grant, which supports students pursuing the Early Childhood or Education pathway. These funds are specifically designated to help students we have previously worked with. No new students are eligible to apply at this time.
- CGCC was awarded a HECC First Generation Student Success grant for the 2025-26 and 2026-27 school years. \$27,000 was distributed to 44 students taking gateway and FYE classes this fall. This grant also supports STEP and Basic Needs funding for First Generation students.

Equitable Learning and Outcomes:

- Dr. Jessie Herrada-Nance will present her paper, "Teaching Philip Sidney as Fanfiction: An Andragogical Approach," at the upcoming Sixteenth Century Society Conference in Portland later this month.
- Student Life visited 18 classrooms mainly of first term students to provide Week 1 support and guidance.

Economic growth, inclusive prosperity, and thriving community:

- Danny Jacobsen was one of two winners of the Columbia Gorge News Little Libraries Contest.

- CGCC PTK Chapter Alpha Sigma Xi Phi Theta Kappa raised \$1,100 for childhood cancer research in their cookie fundraiser on October 2nd.
- Oregon Literary Fellow jessamyn duckwall was recently featured on Literary Arts, where they spoke about their experience as an autistic poet and the significance of the fellowship.
- tina ontiveros, currently on the Oregon Book Award Author Tour, was recently interviewed before a sold-out crowd in Seattle as part of the Cascadia Writers in Conversation Series. She has also been selected to present on a panel at the Association of Writing Programs (AWP) Conference in Baltimore this spring, one of only 319 panels accepted from more than 1,300 proposals.
- On October 8th the DEI Office hosted the 2nd Annual CGCC Hispanic Heritage Month Poetry Reading. Faculty, staff, students, writing classrooms, and community members read poetry or simply enjoyed the hour together in community.
- CGCC and Student Life is partnering with Matt Rogers of Significant Coaching to provide consulting services in the planning and development of the athletics programs. This collaboration supports the College's efforts to build athletics teams and enhance the overall student-athlete experience.

Other News:

- After 24 years in Student Service, Mike Taphouse, Director of Advising and Student Support, has announced his retirement in January. Mike joined CGCC after being laid off from the aluminum plant and has spent his career supporting students on their education journey. We are grateful for Mike's dedication and service to the CGCC community.
- Notifications were sent out to the campus community for fall term regarding the following required items: Annual Safety & Security (Clery Act), Fire Safety, FERPA, Drug-Free Schools and Communities Act, Equity in Athletics Disclosure Act, Hazing, Student Consumer Information and Student Right-to-Know, Title IX, Bias, and Violence Against Women Act, and Voter Registration. These notices will henceforth be sent near the start of each term, so that our community is informed of them.

7.7 OCCA Update

Director Long provided the monthly update from the Oregon Community College Association (OCCA). She shared information from recent statewide meetings, noting that OCCA continues to monitor legislative activity and funding priorities impacting community colleges across Oregon. Morgan reported that discussions remain focused on budget stability, advocacy for increased state support, and upcoming policy proposals relevant to workforce development and student access.

She also highlighted ongoing coordination efforts between OCCA and college representatives as they prepare for the next legislative session.

7.8 Board Subcommittee Reports

7.8.1 Policy & Equity Subcommittee

- none

7.8.2 Finance & Audit

- none

7.8.3 President's Performance Review

- none

7.9 Chair's Report

Chair Stice provided his monthly report thanking board members for their continued engagement and acknowledged the progress made across college initiatives discussed throughout the meeting. Chair Stice emphasized the importance of ongoing collaboration and expressed appreciation for the work of staff, faculty, and administrators who presented updates. He also noted upcoming commitments for the Board, including scheduled committee work and future agenda planning.

8.0 CRITICAL DATES

Chair Stice reviewed the critical dates with the Board.

10.0 ADJOURN

The meeting was adjourned at 7:38pm

As recorded by Tiffany Prince, Director of Executive Services