



BOARD AGENDA ITEM: 4.1 – Regular Meeting Minutes
DATE: January 20, 2026

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

ATTENDANCE:

Board of Education:

Kim Morgan
Tim Arbogast
Lucille Begay
OraLee Branch

Nathanael Stice

Staff and

Representatives:

Dr. Kenneth Lawson
Dr. Jarett Gilbert

Sam Draper

Karly Aparicio

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.

4.0 APPROVAL OF MINUTES

4.1 Regular Minutes, November, 2025

MOTION #2 - APPROVED

Director Branch **moved to approve the meeting minutes from the August 2025 board meeting, as modified.** Director Morgan seconded. Motion passed unanimously.

5.0 PUBLIC COMMENT – none

6.0 BUSINESS ITEMS

6.1 Approve Bachelor of Applied Science in Education

Susan Lewis, Director of Curriculum & Academic Assessment, presented the proposed Bachelor of Applied Science in Education, noting it would be CGCC's first bachelor-level degree. The program has completed Phase 1 and Phase 2 of the state approval process and is prepared for Phase 3 submission to the Higher Education Coordinating Commission. Pending approvals, the anticipated launch is Fall 2027.

Discussion included instructional capacity, consortium participation, projected enrollment, faculty assignments, and fiscal considerations. Board members expressed strong support for the program and appreciation for the work involved in its development.

MOTION #3 - APPROVED

Director Branch **moved to approve the adoption of the Bachelor of Applied Science in Education.** Director Morgan seconded. Motion passed unanimously.

6.2 Approve AT 2026-27 Academic Calendar

Dr. Jarett Gilbert, Vice President of Instructional Services, presented the proposed **2026–27 Academic Calendar**, noting collaboration between Student Services and Instructional Services, alignment with local school districts where possible, and review by Human Resources and Payroll for CBA compliance.

MOTION #4 - APPROVED

Director Morgan **moved to approve the Academic Calendar for the Academic Year 2026-27.** Director Branch seconded. Motion passed unanimously.

7.0 REPORT ITEMS

7.1 Bond End of Month Report

Darek Olson, of HMK Company, provided the monthly bond update, highlighting design progress, upcoming bid timelines, and current construction activity. He reported that the roof project would be bid imminently and that the Defense Works Lab renovation was progressing on schedule. HVAC upgrades were identified as the primary area of budget concern, with strategies discussed to manage costs and prioritize essential work.

Clarification was provided that the Skills Center renovation is grant-funded, not bond-funded.

7.2 FY 2026-27 Budget Build Process

Sam Draper, Vice President of Administrative Services, provided an overview of the upcoming budget development process, including discussion regarding the Budget Committee, current vacancies, recruitment requirements, and timelines. Board members discussed outreach strategies, including expanded marketing, bilingual recruitment efforts, and engagement with civic programs. Requesting their board assistant to proceed with recruitment and return to the Board for appointments as applications are received.

7.3 Monthly Financial Report

Sam Draper reviewed the monthly financial reports and provided an update on audit activities, including progress on the FY25 audit and continued follow-up on prior audit findings. He explained steps being taken to strengthen internal controls, documentation, and reconciliation processes to ensure greater consistency between financial reports, trial balances, and audit schedules.

Board members asked questions regarding report formatting, data sources, and how corrective actions are tracked and communicated over time. Sam indicated that staff are refining reporting practices to improve transparency and ensure clearer alignment for audit purposes.

The Board requested that the Finance & Audit Subcommittee convene to further review reporting practices and audit progress.

Unaudited General Fund Revenue and Expense Summary as of November 30, 2025

General Fund revenues through November 30 are \$5,387,065 representing 42% of the budget and \$1,605,049 decrease over the same period as the previous year. The primary driver of this is a delay in recording property tax adjustments.

General Fund expenditures and transfers through November 30th are \$3,469,314 representing 39% of the budget and a decrease of \$466,824 over the same period as the previous year. Expenditures have decreased across the board.

Bank Account Balances, Receivable and Payables

The College's bank account balances total \$13,288,003.62 on November 30th. Accounts receivable balances total \$941,854.73 and represent amounts owed to the College from students, property tax, agencies, and grantors. Accounts payable balances total \$457,288.55 and represent amounts owed to vendors and suppliers of goods and services received by the College.

Café Operations

Café operational highlights include revenue of \$44,489 which is trending behind the annual revenue target of \$133,750. Operating costs were \$103,100.

7.5 Monthly Foundation Report

Director OraLee Branch, board liaison to the College Foundation, briefs the board on updates from the College Foundation.

Director Branch's report highlighted recent scholarship activity, noting that unclaimed scholarship funds were re-awarded for Winter and Spring 2026. She shared updates on the Foundation's continued engagement with industry partners, including collaboration related to the Rural Energy Academy. Director Branch also reported on the success of the 25th Annual Founders Cup Golf Tournament, which raised a record \$33,000 in support of student scholarships and college programs. Additional updates included year-end fundraising efforts, community outreach initiatives, and the onboarding of new Foundation Board members.

7.6 Chinook Brief

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

Equitable Access:

- Student enrollment for fall is behind last year by 2.5% YTD. Degree-seeking students continue to enroll at a slightly higher rate, but non-degree enrollment has declined. The same pattern is holding for winter quarter enrollment, with degree-seeking FTE slightly ahead of last year while non-degree enrollment continues to lag behind.
- We hosted a group of 15 Wishram School 7th and 8th graders on December 5. They toured the campus and learned about our tech & trade programs. 70 students from Westside Elementary toured the Skills Center on Dec. 12 as part of their STEM unit.
- During fall term, seven courses supported 115 College Now student enrollments. Thus far, winter term has 23 posted courses (15 pending) and 157 students enrollments to date. Winter registration remains open through February 27th, 2026.
- The College Now program begins its first official planning cycle under new staffing and systems. We look forward to working together with our stakeholders to plan for 2026–27 and 2027–28.

Equitable Learning and Outcomes:

- In 2021, CGCC was awarded a \$2.2 million dollar, Title III 5-year grant from the US Department of Education (USDOE) for our Building Equitable Access,

Success and Experience (EASE) project. We aimed to scale evidence-based practices in support of all students, but especially those identified as first generation or low-income. The achievements of this grant are measurable, and still positively impacting our students, including improving first year student success and retention (i.e., gateway math and writing, First-Year Experience, the establishment of The Cove (our Tutoring Center), building an actionable early alert process and faculty-led professional development, and improved wifi and classroom technology to support teaching and learning across modalities. As you know, in September 2025, the USDOE discontinued our grant on the doorstep of our fifth and final year. As a result, some of the grant-funded activities and positions will end prematurely on 12/31/25. We thank Title III Director, Sara Mustonen, for her efforts to coordinate and drive our project over the years, and note the contribution of many to the project success, including Kristen Booth, Mirella Barrera- Betancourt, Leigh Hancock, Steve King, Emilie Sanchez-Lopez, and Ashley Beardmore.

- Full-Time Faculty - CGCC is recruiting three (3) new full-time faculty roles, which will start in September 2026: Early Childhood Education (Bilingual), Integrated Agricultural Science & Technology, and Writing & Literature.

Economic growth, inclusive prosperity, and thriving community:

- The SBDC received the Oregon Community Foundation's 2025 Thriving Entrepreneurs grant of \$12,000 to support its Restaurant Small Business Management program. The program features industry leaders and nationally recognized food and beverage experts, with scholarships available for small businesses in The Gorge.
- Student Life hosted Matt Rogers, CGCC's athletics consultant, on campus to support the development and growth of our athletics programs. As part of this visit, Matt and Tiffany coordinated with key internal and external community partners to gather insight and build regional collaboration.
- Student Life hosted the Fall Resource Fair on 12/1/25, featuring 10 community partners who shared support, services, and resources with students.

Other News:

- Katie Callahan has been hired into the Payroll and Benefits manager position.
- After meeting with the Executive Director of the Columbia Gorge Food Bank (CGFB), Student Life confirmed that the campus food pantry will not be reopening at this time. Due to significant cuts in regional food supplies and resources, CGFB is currently focused on maintaining inventory for the pantries they already support. Their hope is that conditions will improve enough to revisit a spring reopening. We remain in close communication with CGFB and continue to attend Partner Agency meetings.

7.7 OCCA Update

Director Morgan provided an update from the Oregon Community College Association (OCCA), sharing information about recent and upcoming legislative advocacy efforts and statewide activities. She noted the return of CTE Day at the Capitol and discussed opportunities for continued board engagement in statewide policy discussions affecting community colleges. The Board also discussed the designation of alternate representation for OCCA activities, noting further conversation may be needed.

7.8 Board Subcommittee Reports

7.8.1 Policy & Equity Subcommittee

- Met with limited attendance; additional review planned for the meeting in January.

7.8.2 Finance & Audit

- No meeting held, but a meeting will be scheduled

7.8.3 President's Performance Review

- none

7.9 Chair's Report

Director Stice reflected on recent Board actions, community conditions, and institutional responsibilities. His remarks included campus safety, community concerns, and potential future Board engagement.

8.0 CRITICAL DATES

Chair Stice reviewed the critical dates with the Board.

9.0 EXECUTIVE SESSION

9.1 Executive Session- ORS 192.660(2)(d), Labor Negotiations

The Board of Education entered Executive Session at 6:44pm for the purpose of reviewing labor negotiations contracts.

The Board adjourned the Labor Negotiations Executive Session at 7:19pm.

MOTION #5 - APPROVED

Director Arbogast **moved to ratify the collective bargaining agreement between United Employees of Columbia Gorge Community College (AFT) and Columbia Gorge Community College for the period of July 1, 2025-June 30, 2028.** Director Morgan seconded. Motion passed unanimously.

9.2 Executive Session- ORS 192.660(2)(i), 192.660(87), Performance Evaluation of the President

The Board of Education entered Executive Session at 7:23pm for the evaluation of the College President.

The Board adjourned the Labor Negotiations Executive Session at 8:07pm.

10.0 ADJOURN

The meeting was adjourned at 8:09pm

As recorded by Tiffany Prince, Interim Assistant to the Board of Education