



BOARD AGENDA ITEM: 4.1 – Regular Meeting Minutes
DATE: February 17, 2026

REGULAR MEETING MINUTES
Tuesday, January 20, 2026
This meeting was held remotely

ATTENDANCE:

Board of Education:

Kim Morgan
Tim Arbogast
OraLee Branch
Nathanael Stice

Darcy Long

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 5:30pm

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, December, 2025

MOTION #2 - APPROVED

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

5.0 PUBLIC COMMENT – none

6.0 BUSINESS ITEMS

6.1 Approve Board of Education self-evaluation survey instrument

Chair Stice introduced the Board Self-Evaluation Survey Instrument and noted that the Board conducts an annual evaluation to assess its performance and identify opportunities for improvement. He stated that the survey instrument included in the Board packet is the same instrument used in recent years and that, if approved, it would be distributed electronically.

Tiffany Prince, Assistant to the Board of Education, confirmed that no edits had been made to the instrument and that it would be administered via Google Forms. She noted that, pursuant to Board Policy, evaluations are typically distributed in early April and submitted by May 1.

Director Morgan asked about the appropriate process should the Board wish to revise the instrument in the future. Discussion followed regarding whether revisions should be reviewed by the Policy and Engagement Committee prior to implementation. Chair Stice expressed openness to referring potential updates to the Policy Committee for consideration in advance of the next evaluation cycle.

MOTION #3 - APPROVED

Director Morgan **moved to approve the Board Self-Evaluation Instrument, as presented.** Director Long seconded. Motion passed unanimously.

6.2 Approve Sole Source Findings – Silent Knight

Darek Olson, with HMK Company, presented a request for Board approval of an additional sole source procurement related to the Silent Knight fire alarm system. He explained that two of the College's newest buildings currently operate on the Silent Knight system and that updated fire code requirements necessitate that campus buildings be connected within a unified system.

Darek stated that sole sourcing the Silent Knight system would allow the College to maintain compatibility with the existing systems in the newer buildings and avoid the significant cost of replacing those systems. He further clarified that Silent Knight is a non-proprietary system, meaning multiple vendors are able to service and maintain it.

MOTION #4 - APPROVED

Director Arbogast **moved to approve the Sole Source Findings, for the Silent Knight fire alarm system.** 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 to the Board. He reviewed current construction activity, budget tracking, and upcoming project milestones.

Darek reported continued progress on active projects and noted that the team remains focused on aligning project scope with available bond resources. Discussion included updates on design development, bid timelines, and coordination efforts to ensure projects remain within budget parameters.

Board members asked questions regarding cost controls and long-term sustainability considerations. Mr. Olson explained that HMK continues to monitor market conditions, contractor pricing, and scope adjustments as needed to prioritize essential infrastructure improvements while maintaining fiscal responsibility.

7.2 Annual Facilities Report

Daniel Saldivar, Director of Facilities, presented the Annual Facilities Report and provided a comprehensive overview of facilities operations across the College's campuses.

Daniel reviewed the scope of responsibility for the Facilities Department, including building maintenance, custodial services, groundskeeping, safety systems, and infrastructure oversight. He discussed the volume and management of work orders, noting trends in preventative versus reactive maintenance and the department's efforts to prioritize preventative strategies to reduce long-term repair costs.

He provided updates on major building systems, including HVAC performance, life safety systems, fire alarms, and mechanical infrastructure. Daniel explained that several core systems across campus are aging and require careful monitoring, phased repair, or future replacement planning. He emphasized that aligning bond-funded projects with deferred maintenance priorities remains a key strategy for stabilizing long-term facility needs.

The report also addressed custodial coverage and staffing capacity, highlighting the balance between supporting daily campus operations and accommodating increased construction activity associated with bond projects. Daniel described coordination efforts between Facilities staff, contractors, and campus departments to minimize disruption to students and employees.

Board members asked questions regarding long-range capital planning, deferred maintenance tracking, and how facilities data informs budget development. Daniel explained that facilities condition assessments and ongoing system evaluations guide prioritization decisions and are integrated into broader institutional planning discussions.

7.3 Mission Fulfillment Report – Priority 2, part one: Advancing Equitable Student Learning

Vice President of Student Services Karly Aparicio and Vice President of Instructional Services Dr. Jarett Gilbert presented the Mission Fulfillment Report, focusing on institutional progress toward the College's strategic priorities.

Vice President Aparicio reviewed data related to Equitable Access, including enrollment trends, student demographics, and progress toward the College's FTE growth targets. She discussed current enrollment patterns, including distinctions between degree-seeking and non-degree students, and noted areas where enrollment has increased as well as areas requiring continued focus. Disaggregated data was shared to illustrate participation among historically underserved student populations and to monitor progress toward equity-centered goals.

Vice President Gilbert addressed indicators related to Equitable Learning and Outcomes, highlighting metrics such as gateway course completion, first-year student success, and retention benchmarks. He provided context for performance trends and compared results to peer institutions where appropriate. Dr. Gilbert emphasized ongoing efforts to improve academic pathways, strengthen instructional support, and use data-informed strategies to remove barriers to student success.

The presentation also connected mission fulfillment indicators to broader strategic initiatives, including enrollment management planning, academic program development, and support services designed to improve persistence and completion rates.

Board members asked questions regarding long-term enrollment projections, benchmark comparisons, and strategies to close identified equity gaps. Vice President Aparicio and Dr. Gilbert provided additional clarification and affirmed the College's commitment to continuous assessment and improvement aligned with its mission.

7.4 Monthly Financial Report

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

Board members asked questions regarding how figures presented in the monthly reports correspond to audit schedules and trial balances. There was discussion about ensuring consistency between internal reporting documents and what is ultimately presented in the audited financial statements.

Board members also inquired about corrective action tracking from prior audit findings and how progress is documented over time. Sam acknowledged the importance of strengthening internal documentation, reconciliation practices, and formatting clarity to ensure greater transparency and ease of interpretation for the Board.

The Board discussed the potential benefit of the Finance & Audit Subcommittee convening to review reporting structure and audit progress in greater depth prior to future Board meetings. It was noted that additional review at the subcommittee level may allow for more detailed examination of financial practices and reporting refinements.

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

General Fund revenues through December 31st are \$7,437,369 representing 57% of the budget and \$6,157 decrease over the same period as the previous year. The primary driver of this is a reduction in tuition and fees and other revenues.

General Fund expenditures and transfers through December 31st are \$5,234,304 representing 42% of the budget and an increase of \$391,253 over the same period as the previous year. Expenditures have increased in the Instruction and Instructional Support fundtions.

Bank Account Balances, Receivable and Payables

The College's bank account balances total \$15,010,682 on December 31st. Accounts receivable balances total \$1,296,304 and represent amounts owed to the College from students, property tax, agencies, and grantors. Accounts payable balances total \$683,570 and represent amounts owed to vendors and suppliers of goods and services received by the College.

Café Operations

Café operational highlights include revenue of \$46,070 which is trending behind the annual revenue target of \$133,750. Operating costs were \$142,281.

7.5 Monthly Foundation Report

OraLee Branch, Liaison to the Foundation Board, briefs the board on updates from the College Foundation.

The Foundation had unclaimed funds from its 'full-year' cycle that was awarded during the spring of 2025, so the Foundation ran a mid-year scholarship application cycle to provide funds for students during winter and spring quarters of 2026. The Foundation was able to allocate funding to every student who applied, which was a total of 53 students. If all students who qualified for the mid-year are eligible that amount will be just over \$44,000. If all of the fall recipients are again qualified for winter the total amount will be just over \$52,000.

Updates were provided regarding fundraising initiatives, including recent or upcoming events, annual campaign efforts, and grant activity. Director Branch emphasized the Foundation's continued commitment to supporting student scholarships, academic programs, and strategic institutional priorities.

The Foundation Scholarship Team will meet February 9 to review and refine the application, scoring, and other administration. Students will be offered workshops to assist with applying for funding, both online and in-person.

The Foundation's annual campaign closed out 2025 with a 24% increase from the 2024 campaign.

7.6 Chinook Brief

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

Equitable Access:

- As of last week, enrollment for winter quarter is at 198 FTE compared to last year's enrollment of 244 FTE. Almost all of the decline—42 FTE—is in College Now enrollments. Given changes to the timing of College Now registration this quarter compared to last year, we expect at least some of this enrollment to recover but we are likely to remain well below our enrollment target.
- Student Life awarded \$15,750 in direct tuition support to eligible students through the First Generation Student Success Grant.
- CGCC was awarded a \$40,899 Campus Veteran Resource Center Grant from the Oregon Department of Veterans Affairs. This grant will support Veterans' transitions into college all the way through completion and will be administered by Student Life.
- CGCC is hosting students from Centerville School and Chenoweth Elementary. Getting young people on campus is a great way to introduce the idea of higher education when they're still young. Over the next 3 months, around 300 elementary, middle, and high school students will visit the CGCC campus for hands-on learning and tours.
- The 2026-27 nursing application is open, and we have already received 22 applications, an over 150% increase from this time last year. The early

deadline is January 29, 2026, and the regular deadline is Thursday, February 26, 2026.

Equitable Learning and Outcomes:

- Mirella Barrera-Betancourt started as CGCC's Bilingual Tutoring and Mentoring Coordinator for the remainder of the academic year, providing full-time support to students
- Jordan MacCormack and Danni Dooley have been selected to represent CGCC on the All-Oregon Academic Team, an honor recognizing outstanding community college students for academic excellence, leadership, and service. Sponsored by Phi Theta Kappa and community college partners, the program celebrates student achievement and the vital role community colleges play in developing future leaders.
- CGCC's National Science Foundation (NSF) Advanced Technological Education Project Developing a Flipped Classroom Approach to Enhance Access and Improve Learning in Electro-Mechanical Technology produced approximately 100 free online instructional modules supporting a flipped classroom model. Covering topics such as circuit analysis, pneumatics, and motors, these resources have been utilized (viewed) more than 5.6 million times. The project also supported the hiring of a new faculty member, Kalie Brunton, who modernized course content to include sensors, automation, and power electronics used in renewable energy systems.
- Recruitment for Integrated Agricultural Science and Technology Full-Time Instructor, Early Childhood Education (Bilingual) Full-time Instructor, and Writing and Literature Full-Time Instructor are underway.

Economic growth, inclusive prosperity, and thriving community:

- The 4th edition of Otolith, the arts magazine of CGCC, is in production. We had a record number of submissions from students this year. Community readers are scoring submissions now and student editors are hard at work editing, curating, and designing the publication.

Other News:

- Ryan Brusco started his role as the Director of Advising and Student Supports.
- On January 22, Dr. Rob Johnstone, our Rural Guided Pathways coach, will present "Ignite the Journey: Using a Post-Graduation Success Perspective to Transform Lives".

7.7 OCCA Update

Director Morgan provided an update from the Oregon Community College Association (OCCA). She shared information regarding recent statewide meetings, legislative engagement efforts, and policy discussions impacting Oregon's community colleges.

It was noted continued advocacy efforts focused on protecting community college funding and monitoring potential state budget adjustments. Director

Morgan discussed OCCA's coordination with member colleges in preparation for the upcoming legislative session and highlighted areas of focus including workforce development, student access, and institutional financial sustainability.

The Board also discussed opportunities for continued engagement with OCCA activities and legislative outreach. Director Morgan encouraged Board members to remain informed through OCCA communications and statewide updates.

7.8 Board Subcommittee Reports

7.8.1 Policy & Equity Subcommittee

Director Morgan provided an update on the Policy & Equity Subcommittee. She noted recent discussions related to board policy review and ongoing alignment with OCCA model policies. The subcommittee continues to evaluate policies on a rotating schedule to ensure compliance, clarity, and consistency with institutional priorities.

7.8.2 Finance & Audit

Director Arbogast provided an update on the Finance & Audit Subcommittee. He referenced ongoing monitoring of financial reporting practices and audit follow-up items. The subcommittee continues to review internal controls, reporting transparency, and progress on prior audit findings in coordination with administrative staff.

7.8.3 President's Performance Review

- none

7.9 Chair's Report

Chair Stice provided his monthly report and reflected on recent Board activity and institutional priorities. He acknowledged the work of staff and administrators who presented throughout the meeting and expressed appreciation for the continued focus on transparency, accountability, and strategic planning.

Chair Stice commented on the importance of maintaining strong governance practices, particularly in areas of fiscal oversight, facilities planning, and mission fulfillment. He encouraged continued collaboration among Board members and administration as the College navigates enrollment trends, capital improvements, and statewide legislative developments.

He also noted upcoming Board commitments and emphasized the value of thoughtful preparation in advance of future agenda items.

8.0 CRITICAL DATES

Chair Stice reviewed the critical dates with the Board.

10.0 ADJOURN

The meeting was adjourned at 7:21pm

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