



**BOARD AGENDA ITEM:**

**4.1 – Regular Meeting Minutes**

**DATE:**

**September 15 2026**

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**REGULAR MEETING MINUTES**

**Tuesday, August 18, 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

Tiffany Prince

Karly Aparicio

Sam Draper

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**1.0 CALL REGULAR MEETING TO ORDER**

Chair Stice called the meeting to order at 5:29pm

**2.0 WELCOME AND INTRODUCTIONS**

Chair Stice led group introductions.

**3.0 APPROVAL OR MODIFICATION OF AGENDA**

The Board discussed adding a business item to the agenda for the approval of the Anthology contract renewal for the upcoming year.

**MOTION #1 - APPROVED**

Director Long **moved to approve the agenda as modified.** Director Morgan seconded. Motion passed unanimously, with members present.

**4.0 APPROVAL OF MINUTES**

**4.1 Regular Minutes, July, 2026**

**MOTION #2 - APPROVED**

Director Long **moved to approve the meeting minutes from the June 2026 board meeting.** Director Begay seconded. Motion passed unanimously, with members present.

## **5.0 PUBLIC COMMENT –**

## **6.0 BUSINESS ITEMS**

### **6.1 Board Operating Agreement**

Tiffany Prince presented the Board Operating Agreement for approval. She explained that the agreement has been used by the Board for the past several years and outlines standards of practice for how Board members interact with one another, respond to emails, and communicate with staff supporting the Board.

Director Morgan asked when Board members would receive the agreement for signature through DocuSign. Tiffany stated that it would likely be sent the following morning. Chair Stice noted that the agreement was standard and consistent with prior years.

#### **MOTION #3 - APPROVED**

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

### **6.2 Business and Fiscal Services Board Policies – Second Reading**

Sam Draper, Vice President of Administrative Services, presented the second reading of the Business and Fiscal Services Board Policies. Sam stated that he did not have additional information to add since the first reading. He explained that the updates include revisions to the College's policies and purchasing rules, which had not been comprehensively updated since approximately 2019 and 2012, respectively.

Sam noted that the updates reflect OCCA-recommended policy changes, changes in law, and updates to the consortium purchasing rules. He also stated that the purchasing rules were revised to consolidate language and make them more internally consistent. No changes had been made since the prior Board discussion.

Chair Stice asked whether there were any additional questions or comments from the Board. No additional discussion followed.

#### **MOTION #4 - APPROVED**

Director Branch **moved to adopt the Business and Fiscal Services Board Policies, as presented.** Director Begay seconded.

### **5.3 FY 2027-29 Academic Calendar**

Karly Aparicio, Vice President of Student Services presented the FY 2027-29 Academic Calendar for Board approval.

Karly explained that the request included approval of the next three academic years. She noted that there were three main reasons for bringing the calendar forward at this time. First, the College is preparing for the Bachelor of Applied Science consortium and needs to align with Linn-Benton Community College to support implementation of the first-year cohort. Second, College vendors, including the student information system and global financial aid processing, need sufficient advance notice to support students' enrollment experience. Third, students occasionally ask for future academic calendar information to understand how long-term program planning may affect their timeline to completion.

Karly acknowledged that the request was out of the College's usual sequence, as academic calendars are typically brought to the Board in December. She stated that the College will return in December with the academic calendar and explained that this request provides additional planning runway for implementation.

#### **MOTION #5 - APPROVED**

Director Morgan **moved approve the FY 2027-29 Academic Calendar, as presented.** Director Branch seconded. Motion passed unanimously.

### **6.4 Consideration of Future Pension Obligation Bonds**

Sam Draper presented information regarding the College's potential participation in a future pension obligation bond opportunity. He explained that Oregon's public pension system is underfunded and that public entities may use pension obligation bonds to borrow funds at a lower interest rate, place those funds into a PERS side account, and use investment returns to help reduce future pension costs.

Sam stated that CGCC participated in a similar pension obligation bond approximately 20 years ago, which benefited the College by approximately \$2.3 million. He noted that the prior bond is nearing payoff and that several public entities are considering whether to participate in a new consortium bond opportunity.

Sam explained that current interest rates make the decision less clear than in prior years. He stated that participation would likely only be beneficial if interest rates decrease and that the College would not be committed to proceeding until

bonds are actually sold. He noted that if the Board wanted to keep the College's place in the process, a resolution would be brought forward at the September Board meeting.

Board members discussed the potential costs of remaining in the process, the timing of a future decision, the College's estimated PERS unfunded liability, market conditions, interest rates, and whether the consortium may wait for more favorable rates before moving forward. Sam stated that he would bring additional information back to the Board, including more detail on timing and costs.

No formal action was taken.

## **7.0 REPORT ITEMS**

### **7.1 FY 2025-26 Annual Enrollment and Student Demographics**

Karly Aparicio, Vice President of Student Services presented the FY 2025-26 Annual Enrollment Data and Student Demographics report. She noted that the enrollment data is close to final, pending final FTE confirmation from HECC.

Karly reported that enrollment was down for the year as projected and that the College will need continued growth to reach its goal of 1,200 FTE by 2028-29. She reviewed demographic trends, noting that the College's student population remains relatively consistent, with improvements in reducing unknown demographic data through better data collection.

Karly discussed enrollment trends by student type and program area, including continued strength in lower-division transfer, growth in newer CTE programs, and a decline in dual enrollment, particularly College Now. She explained that the College is working with local schools to rebuild dual enrollment following teacher retirements and prior system implementation challenges.

Karly also reviewed strategies to support future enrollment growth and student success, including the Residence Hall, Early Alert, financial barrier reduction efforts in math and writing, dual enrollment support, the bilingual recruiter position, CRM implementation, K-12 partnerships, Direct Admissions, the Bachelor of Applied Science program, integrated agriculture, and the planned launch of soccer in fall 2027.

Board members asked questions about county-of-residence data and dual enrollment trends. Karly explained that improved data collection is helping the College better understand where students are coming from and that rebuilding dual enrollment partnerships will take time.

## **7.2 OCCA Update**

Director Long provided the monthly OCCA update and noted that the written OCCA report was included in the Board packet.

Director Long highlighted several current OCCA and legislative priorities, including community college funding, public meeting law and ethics guidance, Workforce Pell, and upcoming professional development opportunities. She explained that the current service level estimate for community colleges was recently adjusted from 17.8% to 13.7%, noting that OCCA is emphasizing this as a technical budget calculation rather than a funding recommendation or full measure of college funding needs.

Director Long stated that OCCA continues to raise concerns that many colleges are using reserves to maintain ongoing operations, which is not sustainable and may lead to increased tuition, reduced programs, or reduced student services. She encouraged Board members to continue advocating for community college funding, workforce development, economic impact, and the need to maintain programs and student services despite rising costs.

Director Long also discussed ongoing concerns related to public meeting laws and ethics rules, including expanded interpretations of serial deliberations. She encouraged Board members to remain engaged in governance training and noted that OCCA's annual conference is scheduled for November 4-6 in Sunriver.

## **7.3 Monthly Bond Update**

Chris McKay, with HMK Company, provided the monthly bond update. He reported that the College's four major summer bond projects were nearly complete, with the stair project punch-listed that day and the remaining three projects expected to be completed by the end of August or early September, before students return for fall term.

Mr. McKay stated that the projects are tracking well, with limited change orders and several projects projected to come in under budget. He explained that, after leaving contingency in the project budgets, he anticipates recommending that remaining funds be moved from completed projects to the HVAC replacement project.

Mr. McKay shared that additional HVAC funding would allow the College to address more high-priority needs, including VRF systems, make-up air units, rooftop units, and other end-of-life or underperforming systems. He noted that the additional work would help move beyond the most critical repairs and address systems that may otherwise fail in the next several years.

Board members discussed the proposed movement of funds, the need for Board approval before changing project budgets, and the scope of the HVAC needs. Mr. McKay and Sam Draper clarified that any budget change would return to the Board as an action item at a future meeting, and that the recommended reallocation would be net neutral within the overall bond budget.

#### **7.4 Instructional Services Programs Update – general instructional services**

Dr. Jarett Gilbert, Vice President of Instructional Services, presented the Instructional Programs Update for General Instructional Services, joined by Sara Wade. Dr. Gilbert shared that the update was intended to provide the Board with an overview of the Instructional Services Division, current staffing, academic pathways, and priorities for the coming year.

Dr. Gilbert highlighted the division's connection to the College mission, including equitable access, equitable student learning outcomes, and inclusive prosperity and community. He noted that Instructional Services works to be evidence-based, data-informed, culturally responsive, accessible to learners, and relevant to community and industry needs.

Sara Wade reviewed the structure of Academic Pathways, noting that the College currently has 29 full-time faculty, 60 part-time faculty, six academic pathways, six associate degrees, and 10 Major Transfer Maps. She reviewed the six pathways: Art, Culture, and Communication; Math and Science; Education and Social Science; Business; Technology and Trades; and Health. Dr. Gilbert noted that the pathways are part of the College's guided pathways work and are intended to provide clear routes for students that connect to learning goals and employment.

Dr. Gilbert also reviewed the division's Teaching and Learning Foundations area, which includes Adult Basic Education, the Library and Learning Commons, and tutoring and mentoring services. He also discussed Workforce Education and Community Learning, including childcare partners, the Small Business Development Center, workforce development, community education, customized training, and recruitment for a dean to support that area.

Looking ahead, Dr. Gilbert highlighted several priorities, including additive manufacturing, a Spanish-delivered Early Childhood Education Initial Certificate, Integrated Agricultural Science and Technology, the Bachelor of Science in Education, athletics-related instructional planning, behavioral mental health, Rural Guided Pathways, progress and completion work, and the upcoming comprehensive accreditation evaluation and site visit.

#### **7.5 Monthly Financial Report**

Sam Draper, Vice President of Administrative Services, reviewed the Monthly Financial Report with the Board.

Sam stated that, because the College is at the beginning of the fiscal year, the July and June financial numbers may appear unusual due to the number of transactions that occur during year-end close. He explained that funds are moved between fiscal years and many entries are recorded around June 30 and July 1.

Sam reported that he plans to bring a final report for the prior fiscal year to the Board the following month, after year-end recordings have been completed. He noted that the July and August numbers should look more normal at that time.

Sam also reported that the College is continuing preparations for the audit. He stated that staff met with the auditors earlier in the week, that the audit remains scheduled to move forward in October, and that the College appears to be on schedule. He also noted that he is working to ensure at least three people in the department understand each step of the audit close and year-end entry process to reduce the risk of discontinuity.

Sam noted that, unlike some institutions discussed earlier in the meeting, CGCC is not currently in a position of needing to use reserves to support operations.

Director Arbogast asked whether the balance sheet or statement of position would continue to be included in the monthly financial reports. Sam explained that it was not included this month because the College had not yet completed a soft close for the prior year, but that it would be presented the following month.

## **7.6 Chinook Brief**

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

### Equitable Access:

- Susan Lewis and Zip Krummel spent time at Linn-Benton and Chemeketa Community Colleges to develop curriculum and syllabi for CGCC's part of the Bachelor of Applied Science in Education (BASE) degree. We are expect to offer the program beginning Fall 2027 as part of a 5 college consortium (CGCC, Rogue, Linn-Benton, Chemeketa, and Treasure Valley).

### Equitable Learning & Outcomes

- Through funding support from the Oregon Department of Veterans Affairs (ODVA), Campus Veterans Resource Grant, Student Life offered Green Zone training, for staff who engage with Veteran students on a regular basis.

### Thriving Community

- The SBDC, in partnership with Childcare Partners, is launching the Childcare Business Accelerator for new and existing residential childcare providers.

Participants who successfully complete the program will be eligible for grants of up to \$5,000 to support and grow their childcare businesses.

- Jessica Griffin Connor, Lety Breckterfield, and Sara Wade attended the OHDC Farmworkers Annual Summit in Salem, engaging with speakers and hearing directly from farmworkers about their experiences and needs.
- Emile Sanchez Lopez and Luis Preciado attended the inaugural Basic Needs Oregon Statewide Convening. The convening focused on the assessment of student situations with the intent to build solutions and collaborations across campus, including the practice of asset-based communication in addressing and responding to students' Basic Needs.
- CGCC's Advanced Manufacturing and Fabrication (AMF) program was named the US Department of Energy's Industrial Training and Assessment Center (ITAC) of the Year for Manufacturing Outcomes. Congratulations to the faculty for their continued work to develop and grow the program and extend its impact.

#### Other News & Events

- President Lawson attended the Oregon Presidents Council summer retreat in Pendleton. The presidents discussed ways to ensure community college voice in the upcoming study of Oregon's higher education system that was required by HB 4124. Also notable, OPC voted to recommend to the HECC to move forward with the plan to end state funding for developmental writing and math courses effective Summer 2027.
- CGCC's Bilingual Recruiter, Lety Breckterfield, attended the PNACAC conference in Seattle, focused on admissions & recruiting, particularly related to serving Generation Alpha (born 2010 - 2024).
- We are excited to welcome Alexis Urista as our new Academic Advisor.

### **7.7 Monthly Foundation Report**

Director Branch provided the Monthly Foundation Report and noted that the written report was included in the Board packet.

Director Branch reported that the Foundation awarded more than \$200,000 in scholarships for the year. She noted that approximately 15% of scholarship funds were not claimed due to students no longer meeting eligibility requirements or relocating, which will allow approximately 18 to 20 mid-cycle scholarships to be awarded.

Director Branch also highlighted several recent funding awards and renewals, including \$22,500 from The Roundhouse Foundation for the Rural College Career and Technical Education program, \$70,000 from the Oregon Community Foundation/John and Ginger Niemeyer Foundation for aviation equipment, and renewed Brookfield Renewable funding for student scholarships and the Electro-Mechanical Technology program.

Director Branch reminded Board members of the upcoming Founders Cup Golf Tournament on September 12 and shared that the Foundation is preparing for CGCC's 50th year celebration in January 2027, including a goal to launch 50 new scholarships in recognition of the milestone.

## **7.8 Board Subcommittee Reports**

### **7.8.1 Policy & Equity Subcommittee**

- Director Morgan reported that the Policy and Engagement Subcommittee met, adding that the subcommittee reviewed progress on Board goals established during the prior Board retreat in preparation for the upcoming retreat. The subcommittee also discussed the status of policy reviews, including remaining work and next steps.

### **7.8.2 Finance & Audit**

- none

### **7.8.3 President's Performance Review**

- none

## **8.4 Chair's Report**

Chair Stice provided the Chair's Report and reminded Board members that the Board retreat is scheduled for August 29. He stated that he had been working with Dr. Lawson and Tiffany Prince on the retreat agenda, which will include discussion of Board goals and other planning items. Chair Stice encouraged Board members to come prepared to discuss goals for the year.

Chair Stice also acknowledged the significant impact of wildfires on communities throughout the College's service area, including Wasco, Hood River, Gilliam, and Wheeler counties. He noted structural losses, agricultural impacts, and the effect on neighbors throughout the region. Chair Stice stated that the College is connected to the appropriate response and recovery conversations.

Dr. Lawson added that he had reached out to county partners in Wasco and Hood River counties and shared that there was not a current need for additional College resources, but that the College would remain connected and available to support broader recovery efforts where appropriate.

## **8.0 CRITICAL DATES**

Chair Stice reviewed the critical dates with the Board.

## **10.0 ADJOURN**

The meeting was adjourned at 7:07 pm

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As recorded by Tiffany Prince, Director of Executive Services