

Minutes  
September 16, 2020

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

July 22, 2020

**I. EXECUTIVE SESSION**

Ed Dodson, Chair, called Executive Session to order at 4:34 via Zoom. Executive Session was held in accordance with ORS 192.660(2)(h) legal rights.

**Members in Attendance:** Ed Dodson, Chair; Betsy Earls; Jackie Franke, Vice Chair; Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson.

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus; and Miriam Scharer, Vice President/Chief Financial Officer.

Executive Session ended at 4:47 pm.

**II. ADMINISTRATION UPDATES**

Open session reconvened at 4:48 pm via Zoom. Updates were shared or discussed with the board on the upcoming board work session; college-issued technology for board members; update on international students' status; Title IX; Foundation update; COVID-19 Health and Safety Operational Plan; Equity Scorecard; and board agenda preview.

A recess was taken at 5:18 pm.

**III. REGULAR SESSION**

**A. CALL TO ORDER**

Ed Dodson, Chair, reconvened the board meeting at 5:30 pm via Zoom.

**B. ROLL CALL**

**Members in Attendance:** Ed Dodson, Chair; Betsy Earls; Jackie Franke, Vice Chair; Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson.

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley; and Miriam Scharer, Vice President/Chief Financial Officer.

**Board Representatives in Attendance:** Terry Rohse, Chemeketa Classified Association; and Marshall Roache, Chemeketa Exempt Association.

**C. COMMENTS FROM THE PUBLIC**

No comments were received.

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**D. APPROVAL OF MINUTES**

Ken Hector moved and Jackie Franke seconded a motion to approve the minutes of the regular board meeting of June 24, 2020, and the Special board meeting of July 8, 2020.

A roll call vote was taken, and the motion CARRIED unanimously.

**E. REPORTS**

**Reports from the Associations**

Ed Dodson welcomed the new association representatives. Steve Wolfe was unable to attend due to a back injury, but he will be the new Chemeketa Faculty Association president; Marshall Roache will be the new Chemeketa Exempt Association president; and a new student representative will start this fall. All reports from the employee associations stand as written. Terry Rohse said two classified employees; Gaelen McCallister and Craig Saunders, have been promoted to exempt positions.

**Reports from the College Board of Education**

Diane Watson attended a diversity workshop, and an Association of Community College Trustees (ACCT) diversity committee meeting via Zoom.

Neva Hutchinson attended a quarterly meeting with Jessica via Zoom.

Betsy Earls participated in several virtual West Salem Rotary meetings.

Jackie Franke attended the final farewell function for Jeannie Odle, participated in some strategic planning, quarterly meeting with Jessica, and attended the webinar "Elevating Equity and Inclusion in the Community College" which was very educational.

Ken Hector attended an executive committee meeting of the Foundation board, a Zoom meeting with Jessica and Rich Duncan regarding a Foundation matter, a quarterly Zoom meeting with Jessica, three webinars related to community colleges, and a monthly ACCT Public Policy and Advocacy committee meeting.

Ron Pittman participated in an update call with Paul Davis and Danielle Hoffman from the Yamhill Valley Campus.

Ed Dodson said the monthly activity report he submitted stands as written. Ed announced a good friend, Ernie Keller passed away. Ernie was an excellent board member from Columbia Gorge Community College, and served as president of the Oregon Community College Association (OCCA) board. He did an excellent job working with the 17 Oregon community colleges. Ernie touched a lot of people and will be missed.

Jessica Howard introduced Julie Deuchars, the new executive coordinator supporting the President's Office and Board of Education.

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## F. INFORMATION

### **College Policy #3090, Employee Retirement Tuition Waiver Benefit; #3110, Exempt Employees: Definition; and #3310, Classified Personnel Employees: Definition.**

Rebecca Hillyer reviewed the minor changes. Board action will be requested in September.

### **Equity Scorecard**

Vivi Caleffi Pritchard said the report stands as written, and she highlighted some key points. This year's scorecard looks different. The format has been revised to be more visual and the data further disaggregated, including all reportable categories of self-identified race and ethnicity to align with best practices. In the scorecard, there are three vital categories of data that are routinely reported on; those categories are related to student access, retention, and completion. The first measure of student access compares the demographic makeup of the district with degree-seeking students. There is a large percentage of Chemeketa students who choose to not self-identify which makes it difficult to compare with the district. Chemeketa's percentage of Hispanic students has steadily increased over five years. On the other hand, the other minoritized populations remained the same and that is not a true representation of the district's population.

Alice Sprague spoke on another measure of access—workforce demographics. Alice said Chemeketa's faculty and staff are choosing to not self-identify as well. Some progress has been made over the years, but it has been slow. Faculty and staff self-identifying as Hispanic and Latino has remained steady and that's the same for the other minoritized populations. Alice also discussed the workforce statistics chart and the breakdown by each category, which is a different view from the previous one. Alice pointed out the most diverse group is the part-time hourly. Due to COVID-19, the part-time hourly has been highly impacted.

Vivi discussed the student retention rates chart. There is a significant gap in our ability to retain those that self-identify as black, Hawaiian, mixed and students who identify with more than one category.

The last chart refers to the achievement of a credential or transfer to a four-year institution. This cohort covers six years and examines how many students have completed a degree, credential, or transferred to a university. The numbers that self-identify as black and Hawaiian are not recordable because they are fewer than five. Also, while Hispanic students are doing well in graduating with a credential and comparable to white students, there is a significant gap in terms of transfer. Also, there is a larger gap for students identified as mixed. However, Asian students far outpace any race/ethnic group.

Neva Hutchinson asked Vivi about next steps. Vivi said the objective of looking at this data is to identify gaps, which really helps the college in targeting and identifying the best ways to promote parity. A lot of this work is being done already; however, it takes time to see the impact on students. Institutionalizing some of the best practices in highly successful grants are among the next steps.

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Neva said it would be nice to get a snapshot picture more often than once a year. It would be beneficial for the board to know what direction the college is heading due to this being a rapidly driving process.

## **G. STANDARD REPORTS**

### **Personnel Reports**

David Hallett said the report stands as written. David acknowledged and thanked all of the Human Resources staff members' extraordinary work during this time, which benefits every single employee.

### **Budget Status Report**

Miriam Scharer reported due to the fiscal year ending on June 30, there isn't a budget status report. However, a preliminary budget status report will be shared in September, and the full report shared in December. In the Status of Investments, the interest rate will be dropping to one percent for July. Ken Hector asked what was done with the Bank of Nova Scotia note. Miriam said the funds were credited back to the college's bank account.

### **Purchasing Report**

Miriam Scharer reported in July the college will release a request for proposal for vineyard management services at the Northwest Wine Studies Center. A recommendation for a contract award will be presented at the September board meeting.

### **Capital Projects Report**

Rory Alvarez said the report stands as written. Ron Pitman asked for an update on the Ag building. Rory reported it is still on schedule. Jessica said a video is being created of the flying in of the mass timber panels, and she will share it with the board.

### **College Advancement Report April 2020–June 2020**

David Hallett presented the Grant Activities and Foundation Quarterly reports and said Gaelen McCallister and Marie Hulett will report in the future. The grants department had another busy quarter and partnered with several faculty and staff to work on grant submissions. The grants ranged from small private foundations for direct student aid to large federal grants for staffing of students support positions. The CAMP program, which provides first-year student support to students from migrant and farmworker families, won a competitive award to continue the program for the 20<sup>th</sup> year. This award was only possible because of the performance points that the current director, Liliana Landa-Villalba, and her staff accumulated because of the excellent student outcomes. Last year, 98 percent of the cohort completed the first year and enrolled for the second year at Chemeketa. Successful programs like CAMP make grant acquisitions much easier.

David Hallett pointed out the Foundation was awarded a \$10,000 grant from Wells Fargo and a special COVID-19 response grant of \$19,000 from the Oregon Community Foundation. These two grants will be directed to the student relief fund, which is seeing an increase in activity during these times. Also, through the generosity and good will of former President Gretchen

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Schuetz, the George Floyd Memorial Scholarship was recently established. This scholarship will support students who demonstrate through personal experience and/or public commitment, a dedication to the interests of the black, indigenous, and people of color community.

Ken Hector stated that grants are such an integral part of the college and provide funding for a multitude of programs. He gave kudos to those who work on the grants, pointing out the amount of grants awarded over a three-month period, and recognized the myriad and time-consuming work that goes into putting together a grant application.

### **Spring Term Enrollment Report**

David Hallett introduced Fauzi Naas, director of Institutional Research. Fauzi said the report stands as written and highlighted a few items. As shown on the first page of the report, Chemeketa is down 24 percent in total FTE due to COVID-19 and changing from face-to-face to remote learning. On the second page of the report, the year-to-date FTE encompassing summer, fall, winter and spring, was down only 12 percent overall.

### **Recognition Report**

Jessica Howard acknowledged all the employees and events/activities in the written report.

## **H. SEPARATE ACTION**

### **Approval of the Chemeketa Community College COVID-19 Health and Safety Operational Plan**

Jessica Howard said the Chemeketa Community College COVID-19 Health and Safety Operational Plan is a requirement of the governor's Executive Order 20-28 and needs to be submitted to county health authorities, the Higher Education Coordinating Commission (HECC), and reviewed and approved by the College Board of Education. Following the September 1 deadline for these actions, Chemeketa is required to have this plan on the agenda for all board meetings in order to keep apprised of any changes to the plan.

Miriam Scharer reported the document was created and edited by a large cross section of the college. The first draft was initially created by John McIlvain, emergency and risk management manager, Regalada Lombardi, environmental, health and safety coordinator, and Gaelen McCallister, grants coordinator. The document was then reviewed by a contributor team and edited by a larger team that included faculty, classified and exempt employees, and a student whose names and roles are included in the report. The report was then reviewed by the Phased Reopening Chemeketa Task Team (PRCTT). Miriam thanked all of the contributors for the excellent work and very quick turnaround in reviewing and editing this document. A special thanks to John McIlvain for leading this work and leading the PRCTT. As required by the executive order, the plan was submitted to Marion, Polk and Yamhill health authorities. Once reviewed and approved by the board tonight, it will be submitted to HECC by September 1.

John McIlvain discussed the document structure and next steps. This is a living document that will be revised regularly as guidance and the pandemic situation changes; updates will be brought to board meetings for the foreseeable future. Once the board has approved the plan, it

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will be posted on the public website, shared with all employees, and will be a standard report on future board agendas.

Neva Hutchinson asked if this plan will require monthly board approval for the changes or if the changes will fit within the created document. John stated hopefully it will fit within the document; however, one of the challenges is the changing mandates and guidance that occur often but will flex as the situation changes. Neva thanked John for an amazing job.

Ron Pittman said he was impressed with the document, the breadth of items, and it was very comprehensive. The fact that as a non-technical person, it made sense. Ed Dodson agreed and said it was great work.

Jackie Franke moved and Ken Hector seconded a motion to approve the Chemeketa Community College COVID-19 Health and Safety Operational Plan.

A roll call vote was taken, and the motion CARRIED unanimously.

**Approval of College Policy #1751, Sexual Harassment, Discrimination, and Misconduct**

Rebecca Hillyer said there were extensive edits to this policy for two reasons. Last year the state of Oregon changed many of its rules and laws and wanted new policies in effect before the start of the school year in September. Also, the federal government changed its rules in May and substantially changed all the Title IX rules with regards to higher education and sexual harassment rules. The U.S. Department of Education wanted this policy passed and in effect by August 14. Rebecca recognized John Mathis and all of the work he did on this.

Ken Hector asked if this policy was being approved as presented or given the extensive changes to the document, approved as amended. Rebecca said it follows the standard approval policy.

Ken Hector moved and Neva Hutchinson seconded a motion to approve College Policy #1751, Sexual Harassment, Discrimination, and Misconduct.

A roll call vote was taken, and the motion CARRIED unanimously.

**I. ACTION**

Ron Pittman moved and Diane Watson seconded a motion to approve consent calendar items No. 1–6:

1. Approval of College Policies #3040, Salary; #3060, Access to Personnel Records; #3070, Inquiries for Employee Verification (Including Student Employees); and #3080, Employee Development [20-21-102]
2. Approval of College Policy #4040, Contracts for Courses and Services [20-21-103]
3. Approval of Adult High School Diploma Update for Year 2020–2021 [20-21-104]
4. Approval of Suspension of Traditional Health Worker Certificate of Completion [20-21-105]
5. Approval of Grants Awarded April 2020–June 2020 [20-21-106]
6. Acceptance of Program Donations April 1, 2020 through June 30, 2020 [20-21-107]

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A roll call vote was taken, and the motion CARRIED unanimously.

**J. APPENDICES**

College mission, vision, core themes and values; campus and district maps.

**K. FUTURE AGENDA ITEMS**

None were heard.

**L. BOARD OPERATIONS**

**M. ADJOURNMENT**

The meeting adjourned at 6:31 pm.

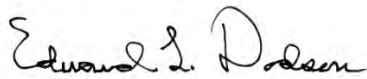
Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

*September 16, 2020*

Date