

Minutes
November 18, 2020

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

October 21, 2020

I. WORKSHOP

Ed Dodson, Chair, called the workshop to order at 4:30 pm via Zoom.

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

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, College Support Services.

A. RISK MANAGEMENT/INSURANCE SERVICES

Miriam Scharer introduced Kathy Bowen, agent of record from USI Insurance Services, Rebecca Hillyer, general counsel, and John McIlvain, emergency and risk manager. Miriam thanked Kathy for her amazing work in supporting the best interests of the college, staff mentorship, and support; Rebecca for stepping into the insurance piece with total commitment to protect the college and managing the entire renewal process for the past couple of years; and John for his tireless work with the COVID-19 incident response and taking the lead as the college's liaison to the Beachie Creek Fire incident management team.

Kathy used PowerPoint slides to present the annual Insurance and Risk Management report. The report provided an overview of the USI Insurance Service team and services provided to Chemeketa, highlights of 2019–2020, current insurance program design, 2020–2021 premium cost, premium history and year-to-year comparison, loss history with a claims overview, and 2020–2021 objectives.

On behalf of the board, Ed Dodson thanked Kathy for her report.

John McIlvain shared background information and an update on the Beachie Creek Fire Incident Command post and mentioned the Incident Management team may continue to use the Chemeketa campus until the first week of November. John thanked public safety, information technology, facilities, custodians, and the executive team for their support and allowing the fire team to concentrate on the fire.

John was thanked for the report and the excellent work.

The workshop ended at 4:38 pm, and a recess was taken.

II. ADMINISTRATION UPDATES

The meeting reconvened at 4:40 pm via Zoom.

Members in Attendance: Ed Dodson, Chair; Betsy Earls (arrived at 5:17 pm); Jackie Franke, Vice Chair; Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson.

Minutes
November 18, 2020

Meeting Minutes
College Board of Education
October 21, 2020
Page 2

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, College Support Services.

Updates were shared or discussed with the board on board goals and individual board goals, and the board goals for 2020–2021 were affirmed; Association of Community College Trustees (ACCT) Conference debrief; discussion and finalized registration for the Oregon Community College Association (OCCA) conference on November 4–6; Aspen New President’s Fellowship; (OCCA), Higher Education Coordinating Commission (HECC), Community Colleges and Workforce Development (CCWD) standard report; staffing updates; Department of Corrections update; Budget Committee update; College Support Services staffing update; and board agenda preview.

A recess was taken at 5:19 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Ed Dodson, Chair, reconvened the board meeting via Zoom at 5:31 pm.

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 Campus; and Miriam Scharer, Vice President/Chief Financial Officer, College Support Services.

Board Representatives in Attendance: Antonio Martinez, Associated Students of Chemeketa (ASC); Steve Wolfe, Chemeketa Faculty Association (CFA); Terry Rohse, Chemeketa Classified Association (CCA); and Marshall Roache, Chemeketa Exempt Association (CEA).

C. COMMENTS FROM THE PUBLIC

None were received.

D. APPROVAL OF MINUTES

Ken Hector moved and Jackie Franke seconded a motion to approve the minutes of the regular Board meeting of September 16, 2020.

A roll call vote was taken and the motion CARRIED.

Minutes
November 18, 2020

Meeting Minutes
College Board of Education
October 21, 2020
Page 3

E. REPORTS

Reports from the Associations

Antonio Martinez, Associated Students of Chemeketa (ASC) reported in place of Samantha Brennan and highlighted the new online events ASC is putting on as noted in the report.

Steve Wolfe, Chemeketa Faculty Association (CFA), said the report stands as written. Steve stated there have been two contract management meetings in the past two weeks that went very well. The last one focused on improving communications between administration and faculty. It was a good meeting, and the group is looking forward to making more progress. Ed Dodson said he was pleased to see in the last paragraph of the report, the two associations agree to continue dialogue and improve communication, and he thanked Steve for the report.

Terry Rohse, Chemeketa Classified Association said the classified report stands as written. Terry thanked David Hallett, Heather McDaniel, and Alice Sprague for attending the classified contract management meeting this morning and providing accurate information to the group in regards to what they had been hearing. Terry also mentioned several classified employees have moved to exempt status. Terry also gave kudos to John McIlvain for the work he has been doing and the classified employees who assisted with the hosting of the fire incident command post.

Marshall Roache, Chemeketa Exempt Association, said the exempt report stands as written.

Reports from the College Board of Education

Ken Hector attended Zoom meetings with Senator Denyc Boles and Representatives David Gomberg, Bill Post, Ron Noble, Mike Nearman, Paul Evans, and Rick Lewis, a quarterly meeting with Jessica Howard, a Chemeketa Foundation Board meeting, Texas Success Center webinar, Association of the Community College Trustees (ACCT) Public Policy and Advocacy annual committee meeting, Oregon Business Plan (OBP) Leadership webinar, OCCA webinar, and a conference call with Jee Hang Lee, vice president of ACCT.

Betsy Earls had two meetings with Holly Nelson and Paul Davis regarding the commercial driver's license program.

Diane Watson attended Zoom meetings with Representative Bill Post, Keizer library task force meeting, ACCT diversity committee meeting, virtual ACCT Leadership conference, and a quarterly meeting with Jessica.

Ron Pittman attended four sessions of the virtual ACCT leadership conference, a keynote speaker session, and the state coordinator's meeting, which met prior to the start of the conference. Ron met with Paul Davis and Danielle Hoffman to hear updates on the Yamhill Valley Campus (YVC), had a quarterly meeting with Jessica, and several on-campus meetings with IT regarding his laptop.

Jackie Franke attended a Mid-Willamette Valley Council of Governments (MWVCOG) board and budget committee meeting, MWVCOG Executive Director committee meeting, five semi-

Minutes
November 18, 2020

Meeting Minutes
College Board of Education
October 21, 2020
Page 4

finalist one-hour interviews, a quarterly meeting with Jessica, and “The Re-Opening: Community Schools as a Vehicle to Advance Equity” meeting.

Ed Dodson attended Zoom meetings with Senator Denyc Boles and Representative Raquel Moore-Green, four Oregon Business Plan (OBP) meetings, a quarterly meeting with Jessica Howard, the OCCA forum and board meeting, board agenda review, a virtual meeting with David Hallett and Jessica Howard, the All-Staff Forum, OCCA virtual training, and several other sessions.

Neva Hutchinson attended the LGBTQIA training put on by the Chemeketa ASC.

F. INFORMATION

2020 iSTART Higher Education Coordinating Commission (HECC) Summer Bridge

Jim Eustrom introduced Liliana Landa-Villalba, coordinator for CAMP and Latino Outreach, and Mike Evans, dean of student retention and college life, to present the report. Mike noted the iSTART 2020 planning group prepared a program for its third year; however, due to COVID-19 the entire program had to prepare for remote operations. Mike thanked Liliana, James McNicholas, recruitment and enrollment services coordinator, Collin Stapp, Chemeketa Tech Hub, the navigators, and the whole team for doing an amazing job of taking this challenge on, making something great out of it and figuring out how to make the program work remotely for students.

Liliana shared slides including the iSTART objectives, ten program modules, 14 different cohorts offered throughout the summer, and recruitment numbers for iSTART. There were 286 students registered for iSTART, and 246 students attended. For fall term, there are 212 participants registered which is an 86 percent yield. Also, 106 students requested textbook assistance and 309 items were sent out to them. Liliana thanked the library staff for doing an incredible job of helping students get the materials they needed, Colin Stapp and the online department for assisting students with the Canvas platform, and the team for a great team effort. Also, student comments were shared and overall, they were very pleased with the experience. Diane Watson asked if follow-up was done with the students who have completed the program to see how successful they are. Liliana and Mike were thanked for their work and for the report.

Results of the 2019 Certification and Licensure Examinations

Jim Eustrom introduced Marshall Roache, interim executive dean career and technical education, and Holly Nelson, executive dean for regional education and academic development to present the report.

Marshall highlighted the high pass rates for apprenticeship, welding, nursing and EMT programs.

Holly highlighted the results of the medical assisting and phlebotomy technician exams and noted pass rates were higher than the national pass rate in both areas.

Minutes
November 18, 2020

Meeting Minutes
College Board of Education
October 21, 2020
Page 5

Jackie Franke said the numbers are impressive and gave kudos to the faculty for teaching the students well. She is very proud of the work being done and would like to know how many of the students have jobs, and mentioned creating an alumni association to connect with students. Ken Hector said the pass rates are phenomenal and would like to have the employment data after students pass their test to share with legislators during meetings. Also, since CTE programs have a smaller number of participants compared to certificate or other programs, it would be good to track the data manually. Holly said there are ongoing conversations on how to tie workforce systems together so the data can be used to track students' gainful employment in the future and verify what programs are doing. Diane Watson asked if there was an effort to contact the student's several months after they have graduated. Holly said some programs do for certain programs that are required to have that information, and social media is also used to keep in contact with students.

G. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written and thanked the Human Resources department for all of the work they do.

Budget Status Report

Miriam Scharer reported there were several reports to review this month. Miriam noted on the Statement of Resources and Expenditures, the tuition fee revenue for the start of fall term is included along with some small additional state payment adjustments received during the month.

The Status of Investments report has no new investments. At this time, most of Chemeketa's funds are held in the Oregon Short-Term fund as interest rates for longer term investments continue to decline. As of today, the interest rate in the LGIP has been reduced to .75 percent compared to 2.45 percent at this time last year.

The Quarterly Update of Other Funds reflects the status of the college's other funds as of September 30, 2020. In the revenue generating funds section, there is a decline in the Auxiliary Services fund balance due to book sales being impacted by some of the textbook affordability measures. A similar decline is reflected in Self-Supporting Services due to declining enrollments impacting the revenue sources in the fund. In the lower section, the regional library fund balance is markedly higher than this same report last year due to the timing of some encumbrances and expenditures.

The last report is the Preliminary Progress Report for last fiscal year 2019–2020. There are still transactions that will be posted so this is preliminary; the final financial report will be presented in December during the audit presentation. Miriam pointed out the Preliminary Ending Fund Balance of \$11,970,047. For this fiscal year 2020–2021, a beginning fund balance of \$10,000,000 was budgeted so the additional funding in the ending fund balance will cushion some of the other declines this year and potentially next year.

Minutes
November 18, 2020

Meeting Minutes
College Board of Education
October 21, 2020
Page 6

Capital Projects Report

Rory Alvarez said the report stands as written. However, they are still trying to make up time on the Agricultural Complex and Diesel program due to losing a week on the projects because of the smoke, ash and poor air quality from the fires.

Institutional Advancement Foundation Quarterly Report

David Hallett introduced Marie Hulett, executive director for Institutional Advancement, to share report highlights.

Marie said the report stands as written and mentioned they are in the process of starting to form an alumni association.

Grant Activities, July 2020–September 2020

David Hallett introduced Gaelen McAllister, director of grants, to share report highlights.

Gaelen highlighted the TRIO SSS and TRIO D-SSS awarded grants and thanked Angela Archer, TRIO director, for her amazing job on the grant proposals and the department for the stellar job on consistently meeting their goals. These grants will bring in about \$2.9 million over five years. Also, the IME-Becas award for \$5,500 administered through the Mexican Consulate shows how Chemeketa's work in mentoring bilingual students to be community leaders is recognized internationally. This grant leverages foundation unrestricted funds as a match and doubles the donor's impact.

Neva Hutchinson thanked Gaelen and her team for the hard work and success of the grants department. Ed Dodson said the board is very proud of the work.

Summer Term 2020 Enrollment Report

Jim Eustrom reported for summer term 2020, unduplicated headcount was down 26 percent, reimbursable FTE was down nine percent, and non-reimbursable FTE was down almost 100 percent. Jim mentioned a strategic enrollment management team was put together last spring with a focus on recruitment and what can be done to change the numbers.

Chemeketa Community College COVID-19 Health and Safety Plan

John McIlvain noted there are no significant changes to the Chemeketa Community College COVID-19 Health and Safety Plan. Chemeketa received feedback from Marion County Health and Human Services and they stated the plan looks very thorough. Marion County recommended the return to campus guidance be updated to reflect the Center for Disease Control's (CDC) current position of 24-hours without fever and use of fever reducing medications. This information will be included in the plan's November update.

Additionally, the requested exemption to Oregon Occupational Health and Safety Administration (OSHA), discussed at the September board meeting, was unsuccessful. Since then, Oregon OSHA has posted a new draft standard, with appendices, believed to take effect on November 1, 2020. OCCA, Oregon Alliance, and the Oregon President's Council (OPC), submitted comments, concerns, and question to OSHA. Chemeketa and other colleges have

H. ACTION

Ron Pittman moved and Diane Watson seconded a motion to approve action items No. 1–3:

1. Approval of Appointment of Budget Committee Members for Zone 2, Resolution No. 20-21-03, and Zone 3, Resolution No. 20-21-04 for 2020–2023 [20-21-113]
2. Acceptance of Program Donations July 1, 2020 through September 30, 2020 [20-21-114]
3. Approval of Grants Awarded July 2020–September 2020 [20-21-115]

The motion CARRIED.

I. APPENDICES

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

J. FUTURE AGENDA ITEMS

None were heard.

K. BOARD OPERATIONS

None were heard.

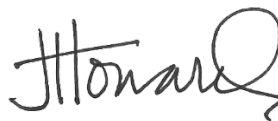
L. ADJOURNMENT

The meeting adjourned at 6:46 pm

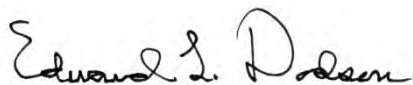
Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

November 18, 2020

Date