

Minutes
February 17, 2021
February 24, 2021

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

January 21, 2021

I. WORKSHOP

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

Members in Attendance: Ed Dodson, Chair; Jackie Franke, Vice Chair; Ken Hector (arrived at 4:14 pm); Neva Hutchinson; Ron Pittman; and Diane Watson. Absent: Betsy Earls.

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

A. BOLT to Chemeketa Program

Holly Nelson, executive dean of Regional Education and Academic Development, gave a brief overview of the Begin Online Learning Today (BOLT) program and introduced presenters Sara Hastings, dean of High School Partnerships; Marlene Sandoval, student services coordinator/analyst II; High School Partnerships; and Shannon Othus-Gault, geology instructor. Sara, Marlene and Shannon used a Power Point presentation to share information and data on the BOLT program, which started as a response to better serve the newly graduated high school seniors who met graduation requirements early due to COVID-19 graduation criteria changes for the graduating class of 2020. This was an option for students to continue with their academic goals and prevent a lapse in their education. Board members asked clarifying questions during the presentation, and Holly concluded the workshop by informing the board of the direction BOLT is headed this year.

Ed Dodson thanked Holly, Sara, Shannon, Marlene, and other staff members who assisted on behalf of the board.

A recess was taken at 4:32 pm.

II. ADMINISTRATION UPDATES

The meeting reconvened at 4:34 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; Jim Eustrom, Vice President, Academic Affairs/Campus President, Yamhill Valley Campus; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; and Miriam Scharer, Vice President/Chief Financial Officer, College Support Services.

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Updates were shared or discussed with the board on Budget Committee orientation, board survey, legislative updates, spring term will be remote, winter face-to-face offerings, student affairs, approval of Zone 7 Budget Committee member, and board agenda preview.

A recess was taken at 5:22 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; Jackie Franke, Vice Chair; Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson (arrived at 5:31 pm). Absent: Betsy Earls.

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Jim Eustrom, Vice President, Academic Affairs/Campus President, Yamhill Valley Campus; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; 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

D. APPROVAL OF MINUTES

Ken Hector moved and Jackie Franke seconded a motion to approve the board minutes of December 16, 2020, and the board work session minutes of January 8, 2021.

The motion CARRIED.

E. REPORTS

Reports from the Associations

Antonio Martinez, Associated Students of Chemeketa (ASC), attended for Samantha Brennan. Antonio highlighted several events in the report. Jackie Franke asked who board members should contact if they want to participate in any of the events. Antonio said to contact Joel Gisbert, student services coordinator/analyst II, Student Retention and College Life. Jackie requested Julie Deuchars, board secretary, send the board information on the MLK, American Awakened event.

Steve Wolfe, Chemeketa Faculty Association, Terry Rohse, Chemeketa Classified Association, and Marshall Roache, Chemeketa Exempt Association, said the reports stand as written.

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Reports from the College Board of Education

Diane Watson attended the Board Work Session on Diversity, Equity, and Inclusion (DEI), Salem Chamber Forum Speakers Series, and the Association of Community College Trustees (ACCT) Diversity, Equity and Inclusion Committee.

Ken Hector attended the Board Work Session on DEI, Chemeketa Foundation Board interview, first session of the Forum Speaker Series, SEDCOR Annual Awards Program, and legislative meeting with Representatives Brian Clem and Shelly Boshart Davis via Zoom.

Ron Pittman attended the Board Work Session on DEI, Pacific Region State Coordinators meeting, and met with Paul Davis and Danielle Hoffman via Zoom to hear updates on the Yamhill Valley Campus (YVC).

Neva Hutchinson attended the Board Work Session on DEI.

Jackie Franke attended the Board Work Session on DEI, Diesel Program Dedication, and multiple Zoom sessions with the Mid-Willamette Valley Council of Governments.

Ed Dodson said his submitted report stands as written.

Reports from the Administration

Jessica Howard introduced Dr. Bruce Clemetsen, the new Vice President of Student Affairs; and Miriam Scharer introduced Michael Kinkade, the new Associate Vice President of Operations. Ed Dodson welcomed them on behalf of the board.

F. INFORMATION

2021–2022 Proposed Budget Calendar

Miriam Scharer stated it is a requirement to submit the Budget Calendar to the Board of Education, and she highlighted the key dates. The Budget Committee meetings will be virtual, and the Budget Calendar will be brought back next month for approval.

Proposed Student Tuition for 2021–2022

Miriam Scharer referred to the green sheet of the Proposed Student Tuition for 2021–2022, along with one other handout—Oregon Community Colleges 2020–2021 Tuition & Fees; and Oregon University System 2020–2021 Tuition and Fees (both of which reflect current rates). Miriam mentioned this information was posted on the website as well. The board was reminded of the revised tuition setting guidelines. The college is committed to aligning tuition and universal fees within three academic years, and this year will be the third year of implementing the alignment of rates with comparator colleges.

The legislative process for the new biennium 2021–2023 will soon be underway. The allocation for community colleges will be determined during this session; currently, the Governor's recommended budget is proposed at \$645.8 million, the base budget. The legislative fiscal office has calculated the current service level at \$673 million; the starting point for discussions during the legislative session. The final allocation is unknown until closer to June.

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As the college administration formulates the tuition recommendation, consideration is given to the tuition setting guidelines, financial position, factors such as state appropriation, enrollment declines, rising college costs, impact of COVID-19, and the impact of increases on students. The tuition and fee revenue are a significant component of the college's resources at 24.8 percent this year.

After a review of all of these factors, the administration is asking the board to consider increases to tuition and universal fee based on funding from the state. Miriam noted the tables on page 20b demonstrate the increases and impact.

- Tuition increase of \$2 per credit, and universal fee of \$4 per credit if funding for Chemeketa is less than \$700 million
- Tuition increase of \$1 per credit, and universal fee of \$3 per credit if funding for Chemeketa is more than \$700 million
- Out-of-state and international tuition rates would increase at identical rates
- No universal fee increase for non-credit courses
- No differential fee increase

In addition, this year ASC presented the board with information about a requested Student Initiated Fee (SIF). In working with ASC, the college is proposing the inclusion of \$0.70 per credit for the SIF as part of the universal fee increase at either level. The \$0.70 per credit will approximate the budget requested through the initial SIF proposals brought to the board in June and December, based on projected enrollment for next year. The inclusion of the SIF within the universal fee allocation will streamline the fee assessment processes within the existing structure and would be effective with the rate increase in summer term.

The chart on page 20c shows how the proposed increase in tuition and fees would result in an annualized cost of \$5,850 or \$5,940, depending on funding allocation. This would place Chemeketa second or third among comparator colleges.

The college is awaiting clear guidance from the U.S. Department of Education with regards to the newest allocation of CARES II to determine how these funds might be used to help defray the costs of attendance to students.

Miriam said the college is mindful of the impact these increases have on students and does not propose this without concern for students, but is encouraged that changes to federal and state financial aid allocations should positively impact the students and minimize the financial impact of increases. Virtual student forums will be scheduled to share the tuition proposal and answer questions. A recommendation will be brought back to the board next month for action.

Neva Hutchinson and Diane Watson thanked the staff for keeping the students in mind and the increase modest. Ed Dodson thanked Miriam for the good work and recommendation.

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College Policy #5120–Residence

Melissa Frey, dean of Recruitment and Enrollment Services, noted a change was made to the policy to be more inclusive of alternative groups of students who may be eligible for in-state resident tuition. This change was due to recent legislation requiring public universities or community colleges to assess resident tuition for Native American and Alaskan Native Oregon high school graduates.

Strategic Plan

Julie Peters, dean of Academic and Organizational Effectiveness, discussed the Strategic Plan with the board starting with the mission, vision, college values, and core themes, which are so important to the college; reviewed the Placemat, which is virtual and on the college website this year, and the three main priority areas: student experience, access and equity, and academic excellence, which leads to student success and mission fulfillment; discussed the initiatives under the three main priority areas; and the master academic plan.

Jackie Franke asked Julie to clarify what was abbreviated on the virtual website. Julie mentioned the website does not contain all of the information that is in the strategic plan (i.e., milestones for the year and measures that are tied to the strategic plan). Jackie suggested that a comment be added to the website noting this and that information is available. Ed Dodson and Jackie thanked Julie for her work.

Suspension of Interactive Media Associate of Applied Science Degree Option

R. Taylor, dean of Business and Technology, Early Childhood Education, and Visual Communications, stated the Visual Communications program is requesting suspension of the Interactive Media associate of applied science degree because current industry standards dictate that graduates entering the field possess both graphic design and web designs skill sets. Despite the suspension of this program, the same amount or more students will be served by consolidating all students into the Graphic Design associate of applied science degree. Focusing on this option, allows faculty and other resources to more fully support this program.

G. STANDARD REPORTS

Personnel Report

Alice Sprague, associate vice president of Human Resources, said the report stands as written and highlighted several items. Alice noted the reporting period for the report was December 7, 2020–January 11, 2021, and stated there were three new hires, position change, retirement and separation. Jackie Franke asked for clarification on how the college was funding the three new positions. Alice said it was through grants, a budgeted position, the President’s Office, and noted if the position is grant funded, that information will be added to future reports. Ken Hector asked for the scope of duties on the new position in the President’s Office. Alice stated the position is to help set up the cultural competency trainings, support the Chief Diversity and Equity Officer, and use of bilingual skills. Jessica added the bilingual piece was enormous, and this position should allow the Diversity, Equity and Inclusion office to really maximize all of the professional development courses being offered throughout the institution. Miriam Scharer added several of the positions listed were included in the budget process last year for this year and were included in the budget presentations. Ken Hector and Jackie Franke thanked Alice, Jessica, and Miriam for the information.

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Budget Status Report

Miriam Scharer referred to the four budget status reports as of December 31, 2020. The Statement of Resources and Expenditures includes revenue from property taxes collected this month, tuition and fees, reflecting this is slightly less than last year at this time. There were no significant changes in expenditures from last month's Budget Status Report, with overall cost slightly lower as a percent of the budget from this time last year.

The Quarterly Update of Other Funds was included in this month's report. Miriam noted in the revenue generating funds section, the Athletics fund balance is growing after using the funds to help cover the construction of some of the sports field, and overall expenditures for the year have declined due to the pandemic and activities being curtailed. In the budgeted funds section, the Special Projects fund, or Grants fund, includes the initial allocation for CARES Act funds. As the college receives the new allocation for CARES II, adjustments to budget authority may need to be made to allow the funds to be used and a request may need to come to the board. This depends on the required timelines to expend.

There were no changes on the Status of Investments report.

Purchasing Report

A Request for Proposal (RFP) will be advertised in January for an Admissions Management System, and a recommendation for contract award will be made to the board at the March meeting. Board members asked clarifying questions about the system.

Capital Projects Report

Rory Alvarez said the Diesel program project is complete, and he mentioned the Ag Complex project is continuing to move ahead. The site plan is coming together, and it is looking great. Holly Nelson, executive dean of Regional Education and Academic Development, wanted to make sure the board was aware the college received a \$200,000 gift towards the project to help get the greenhouse going. Jackie Franke asked if the gift was to the college or the Foundation. Holly stated it went through the Foundation. Jackie said that makes sense, but it needs to be clear where the funds are going.

Institutional Advancement Foundation Quarterly Report

Marie Hulett, executive director of College Advancement, said the report stands as written. She highlighted the Clint Foundation matching donation, the employee giving campaign, and Garmin's in-kind donations. Marie stated the donations are very much appreciated and mean so much to the students. She thanked everyone for their support.

Grant Activities

Gaelen McCallister, grants coordinator, highlighted the National Endowment for Humanities grant, and the U.S. Department of Agriculture Workforce Training grant awarded in the last quarter.

Fall Term Enrollment Report

Heidi Gilliard, director of Institutional Research and Reporting, reviewed the graphs in the report. There was a 19 percent decrease in enrolled students fall 2019 compared to fall

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2020. Statewide there is a 23 percent decline in students. Diane Watson asked if the 19 percent decline is quite a bit less than comparative colleges. Heidi said that is correct.

Chemeketa Community College COVID-19 Health and Safety Operational Plan

John McIlvain, emergency and risk manager, announced there were no changes to the Chemeketa Community College COVID-19 Health and Safety Plan. The plan is posted on the public website for viewing. The plan's guidance allowed for over 100 face to face labs during winter term and was the foundation of the COVID-19 health and safety training slide show that Jessica Howard emailed to all students in January. This document is also available on the public website. Additionally, all Chemeketa staff were emailed the COVID-19 health and safety slideshow training for labs, events and work derived from the plan. The COVID-19 plan continues to guide, remains relevant, and is useful.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

H. SEPARATE ACTION

Approval of Appointment of Budget Committee Member for Zone 7, Resolution No. 20-21-07, for 2020–2023 [20-21-119]

Ron Pittman moved and Diane Watson seconded a motion to approve Resolution No. 20-21-07, Approval of Appointment of Budget Committee Member Scott Muller for Zone 7 for 2020–2023.

The motion CARRIED.

Approval of Retirement Resolution No. 20-21-08, Linda A. Abundis

Ed Dodson read the retirement resolution for Linda A. Abundis for her 25 year and six months of service.

Ken Hector moved and Jackie Franke seconded a motion to approve Resolution No. 20-21-08, Retirement for Linda A. Abundis.

The motion CARRIED.

I. ACTION

Neva Hutchinson moved and Jackie Franke seconded a motion to approve consent calendar items No. 1–7.

1. Approval of Advisory Committees for 2020–2021 [20-21-121]
2. Approval of Academic Calendar for 2021–2022 [20-21-122]
3. Approval of 2020–2021 Faculty Sabbatical Leave [20-21-123]
4. Approval of Elementary Education Major Transfer Map (MTM) [20-21-124]
5. Approval of Suspension of Hemodialysis Technician Certificate of Completion [20-21-125]
6. Approval of Grants Awarded for October 2020– December 2020 [20-21-126]
7. Acceptance of Program Donations October 1, 2020 through December 31, 2020 [20-21-127]

The motion CARRIED.

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J. APPENDICES

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

K. FUTURE AGENDA ITEMS

None were heard.

L. BOARD OPERATIONS

Ken Hector stated he will not be in attendance at the February board meeting. Ron Pittman asked staff to send out information on when petitions for reelection are due.

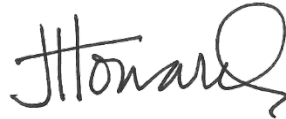
M. ADJOURNMENT

The meeting adjourned at 7 pm.

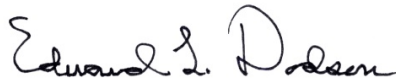
Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

February 24, 2021
Date