

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

February 24, 2021

I. WORKSHOP

Postponed.

II. EXECUTIVE SESSION

Executive Session was called to order at 4:45 pm via Zoom. Executive Session was held in accordance with ORS 192.660(2)(a) employment issues; and (d) negotiations.

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

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

Executive Session ended at 4:52 pm.

III. ADMINISTRATION UPDATES

Open session reconvened at 4:52 pm via Zoom.

The following updates were shared or discussed with the board: Association of Community College Trustees (ACCT) National Legislative Summit (NLS) debrief; chair and vice chair of Budget Committee; Aspen New President's Fellowship; legislative update; president's report; bond exploration; new certificate and suspension of certificate; site, building, and room identification; budget calendar date changes; academic standing implementation; and board agenda preview.

A recess was taken at 5:27 pm.

IV. REGULAR SESSION

A. CALL TO ORDER

Jackie Franke, Vice Chair, reconvened the board meeting at 5:30 pm via Zoom.

B. ROLL CALL

Members in Attendance: Betsy Earls (arrived at 5:33 pm), Jackie Franke, Vice Chair; Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson. Absent: Ed Dodson, Chair (excused)

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

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

C. COMMENTS FROM THE PUBLIC

None

D. SEPARATE ACTION

Approval of Retirement Resolution No. 20-21-11, Sandra Aguinaga

Diane Watson read the retirement resolution for Sandra Aguinaga for her 18 years, six months of service. Sandra shared a few words, and board members thanked Sandra for her service.

E. APPROVAL OF MINUTES

Ken Hector moved and Neva Hutchinson seconded a motion to approve the minutes of the board meeting on January 21, 2021, and budget committee orientation on January 26, 2021.

The motion CARRIED.

H. REPORTS

Reports from the Associations

Antonio Martinez, Associated Students of Chemeketa, mentioned he would be filling in for Samantha Brennan for the remainder of the term and highlighted several events. Jackie Franke was impressed with the number of events ASC holds, and asked how many students usually attended. Antonio stated he would have a student estimate for the March board meeting.

Steve Wolfe, Chemeketa Faculty Association, said the report stands as written and highlighted several examples of innovative instruction by faculty members.

Terry Rohse, Chemeketa Classified Association, said the report stands as written. Terry thanked Facilities, Public Safety, and Payroll department staff for all of the work they performed after the ice storm.

Marshall Roache, Chemeketa Exempt Association, said the report stands as written. Marshall thanked Antonio Martinez for stepping up into a leadership role.

Reports from the College Board of Education

Diane Watson attended the Budget Committee orientation, Mid-Valley Business and Industries Alliance Kick-Off, Association of Community College Trustees (ACCT) Diversity, Equity and Inclusion Committee, Oregon Community College Association (OCCA) Congressional Organization meeting, and Oregon Delegation preparation meeting, virtual ACCT National Legislative Summit (NLS), virtual legislative meetings with Senators Jeff Merkley and Ron Wyden, and Representatives Suzanne Bonamici and Kurt Schrader, and quarterly meeting with Jessica Howard.

Ron Pittman attended the McMinnville and Willamina School District Board meetings, Budget Committee orientation, OCCA Congressional Organization meeting, and Oregon Delegation preparation meeting, virtual ACCT/NLS, and monthly meeting with Paul Davis and Danielle Hoffman for an update on the Yamhill Valley Campus (YVC).

Ken Hector attended two ACCT webinars, Budget Committee orientation, Mid-Valley Business and Industry webinar, Chemeketa Small Business Development Group webinar, virtual ACCT/NLS, OCCA Congressional Organization meeting, and Oregon Delegation preparation meeting, virtual legislative meetings with Senators Jeff Merkley and Ron Wyden, and Representatives Suzanne Bonamici and Kurt Schrader.

Neva Hutchinson attended the Budget Committee orientation, attended the virtual legislative meetings, and quarterly meeting with Jessica.

Jackie Franke attended several previously mentioned meetings and extended an invitation to everyone for the Mid-Willamette Valley Council of Governments Annual Meeting and Awards Ceremony on March 10.

Reports from the Administration

Jim Eustrom stated there were three items to discuss. Jim thanked Heidi Gilliard, Director, Institutional Research and Reporting, Mary Ellen Scofield, Program Review and Accreditation Specialist, Julie Peters, Dean, Academic and Organizational Effectiveness, and staff for their work on the six-year accreditation report. In addition, Jim thanked CFA, faculty, and staff for putting together a plan to assist students in completing the term and meeting academic objectives due to the week-long campus closure from the ice storm. Also, Jim is working with Bruce Clemetsen, Executive Deans and a consultant to develop a more vital academic plan. The plan will be finished at the end of the term and shared with the board.

Jackie Franke thanked Jim and staff for always looking for ways to support students.

G. INFORMATION

College Policy #4030, Graduation Requirements

Jim Eustrom introduced Brett Malley, Chair, Academic Standards Advisory Council (ASAC), and Heather Misener, Graduation Services Coordinator. Brett noted the policy was approved by ASAC on January 15, 2021, and the policy template from OCCA was utilized. Heather stated the existing policy fit within the OCCA template, and there were additional updates for two new degree types being approved.

Limited Residential Electrician Certificate of Completion

Jim Eustrom introduced Meagan Cogswell, Director, Apprenticeship. Megan stated Independent Electrical Contractors (IEC) Oregon is Chemeketa's long term partner, and last year IEC Oregon created a two-year Residential Electrician Apprenticeship Program approved through the Bureau of Labor and Industries Apprenticeship and Training division. In response to their new program, the college received approval from IEC Oregon and created a Residential Electrician Certificate for students.

H. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written.

Budget Status Report

Miriam Scharer referred to the Statement of Resources and Expenditures and noted the report included an additional payment from the state since last month, tuition and fees were inclusive of winter term, and property tax revenue, possibly due to a timing issue, is slightly less than last year. The Budget Status report reflects personnel expenditures are down five percent compared to last year. On the Status of Investments, the interest rate remains the same; however, some January investments have a higher interest rate than the short-term fund, and a couple have a significantly lower rate depending on what is available at that time.

Capital Projects Report

Rory Alvarez said the report stands as written and thanked the Facilities, Maintenance and Ground staff, Public Safety, and John McIlvain for the great job and team effort after the ice storm. Rory mentioned a grant was received for the solar on the Ag Complex. This will be the first net zero building on campus when completed.

Chemeketa Cooperative Regional Library Service (CCRLS) Report

Bruce Clemetsen introduced Doug Yancey, Interim Director, Chemeketa Cooperative Regional Library Service, and thanked him for serving as interim and doing his regular job at the same time. Doug said the report stands as written. Jackie Franke asked if the position would be filled by April. Doug said due to the ice storm the timeline has been pushed out to May 1.

Student Success Data Points

Heidi Gilliard, Director, Institutional Research and Reporting, used a PowerPoint to share information on student success metrics in the form of early momentum metrics (EMMs). The Community College Research Center came up with 10 leading indicators that predict students' success in subsequent terms. These measures are utilized by community colleges across the nation to evaluate the effectiveness of college-wide initiatives. The Oregon Student Success Center tracks the information across all Oregon community colleges participating in Guided Pathways. The Chemeketa cohort being evaluated by the ten EMMs, consists of first-time college students enrolled fall term 2019. During the presentation, Heidi shared data for fall 2019 on five metrics consisting of credit momentum, gateway momentum - completing math or English in first year, persistence, and college credit completion as a trend from fall 2010 to fall 2019. The board members asked a variety of clarifying questions on the data presented and thanked Heidi for the important and informative presentation.

Chemeketa Community College COVID-19 Health and Safety Operational Plan

John McIlvain, Emergency and Risk Manager, stated there were no changes to the plan, and it is available for viewing on the public website. John continues to monitor the Oregon Occupational Health and Safety Administration's (OSHA) current efforts to extend most of the provisions from the temporary rule to a permanent rule addressing the COVID-19 public health emergency in all Oregon workplaces. The board will be informed of any changes.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

President's Report

Jessica Howard said the report stands as written and highlighted a few items. February is Career Technical Education (CTE) month and Oregon Community College Association (OCCA) promoted CTE through virtual Workforce Wednesdays for interested legislators. Chemeketa's Wine Studies program was showcased on February 24. The OCCA Board and a Diversity, Equity and Inclusion (DEI) Workgroup have been focused since last summer to develop and advance a DEI Statement and Call to Action. A new DEI standing committee has been formed, and Jessica was appointed to the committee. Community Colleges and Workforce Development (CCWD) and Higher Education Coordinating Commission (HECC) helped renegotiate a way forward with the Department of Corrections (DOC) contract to the six community colleges, including Chemeketa.

I. SEPARATE ACTION (continued)

Approval of Proposed Student Tuition for 2021–2022

Miriam Scharer reported last month the initial proposal was made for an increase in the 2021-2022 tuition and universal fee rates as follows:

- 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.
- Increase of \$180 a year (\$60 per term) or \$270 a year (\$90 per term) based on 45 credits.
- Out-of-state and international tuition rates would increase at identical rates.
- Universal fee would include an allocation of \$0.70 per credit to the Student Initiated Fee (SIF). This inclusion of the SIF would be effective with the rate increase in summer term.
- No universal fee increase for non-credit courses.
- No differential fee increase.

The college is committed to utilizing the U.S. Department of Education's allocation of CARES II funding to help students financially during this challenging time. These funds are awarded to the college as a restricted grant that cannot be used to supplant or replace tuition and fee revenue which are considered operational revenues. The intent is to maintain the structure of the tuition and fee guidelines for the next academic year while utilizing Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) funds to help students within the restrictions of the grant.

Student tuition forums were held on February 9, and February 11, to share the proposed tuition and fee increase. Approximately twelve students, Ed Dodson, and several administrators were in attendance. Antonio Martinez reported students were concerned about the increased cost and effect on financial aid. Ryan West, Director of Financial Aid and Veteran Services, answered the financial aid questions.

Ken Hector moved and Betsy Earls seconded a motion to approve the proposed student tuition and fees for 2021-2022 as presented effective summer term 2021.

The motion CARRIED.

J. ACTION

Ken Hector removed item No. 2, Approval of Revised 2021–2022 Proposed Budget Calendar and Resolution No. 20-21-10, Setting Budget Committee Meeting Dates, from the consent calendar for separate consideration.

Betsy Earls moved and Ken Hector seconded a motion to approve action item Nos. 1, 3, 4.

1. Approval of Resolution No. 20-21-09, Proclamation of February 1–28, 2021 as Career and Technical Education Month [20-21-130]
- ~~2. Approval of Revised 2021–2022 Proposed Budget Calendar and Resolution No. 20-21-10, Setting Budget Committee Meeting Dates [20-21-131]~~
3. Approval of College Policy #5120–Residence [20-21-132]
4. Approval of Suspension of Interactive Media [20-21-133]

The motion CARRIED.

Approval of Revised 2021–2022 Proposed Budget Calendar and Resolution No. 20-21-10, Setting Budget Committee Meeting Dates

Miriam Scharer stated the budget calendar dates presented last month were incorrect, and the dates for the Budget Committee meetings are April 14, April 21, and April 28 (optional).

Ken Hector moved and Neva Hutchinson seconded a motion to approve Revised 2021–2022 Proposed Budget Calendar and Resolution No. 20-21-10, Setting Budget Committee Meeting Dates.

K. APPENDICES

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

L. FUTURE AGENDA ITEMS

None were heard.

M. BOARD OPERATIONS

None were heard.

K. APPENDICES

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

L. FUTURE AGENDA ITEMS

None were heard.

M. BOARD OPERATIONS

None were heard.

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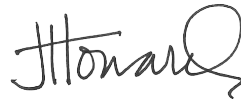
N. ADJOURNMENT

The meeting adjourned at 6:50 pm.

Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Chair

March 17, 2021

Date