

Minutes
February 15, 2023

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

January 18, 2023

I. WORKSHOP

Ron Pittman, Chair, called the workshop to order at 4:37 pm in the Boardroom, Building 2, Room 170, at the Salem Campus.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Mike Vargo, Vice President, Academic and Student Affairs; and David Hallett, Vice President, Governance and Administration.

Post Completion Outcomes

Julie Peters, Dean of Academic and Organizational Effectiveness, and Colton Christian, Director of Institutional Research and Reporting, presented student success data on post-graduation employment outcomes. The data points discussed included: one-year employment rate, one-year earnings, and five-year earnings growth.

Board members asked clarifying questions during the workshop.

The workshop ended at 5:02 pm.

II. ADMINISTRATION UPDATES

Ron Pittman, Chair, called the meeting to order at 5:08 pm.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Mike Vargo, Vice President, Academic and Student Affairs; David Hallett, Vice President, Governance and Administration; and Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance.

Updates were discussed with the board regarding the proposed bond measure, Oregon Community College Association (OCCA) updates, the President's monthly report to board, and board agenda preview.

A recess was taken at 5:41 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Ron Pittman, Chair, reconvened the board meeting at 6:01 pm. The meeting was held in the Board Room, Building 2, Room 170, at the Salem Campus.

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B. PLEDGE OF ALLEGIANCE

C. CHEMEKETA LAND ACKNOWLEDGMENT

Ron Pittman read the land acknowledgment.

D. ROLL CALL

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Mike Vargo, Vice President, Academic Affairs; David Hallett, Vice President, Governance and Administration; and Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance.

Board Representatives in Attendance: Peter Wirfs, Associated Students of Chemeketa (ASC); Steve Wolfe, Chemeketa Faculty Association (CFA); and Aaron King, Chemeketa Classified Association (CCA).

E. COMMENTS FROM THE PUBLIC

None.

F. APPROVAL OF MINUTES

Ken Hector moved, and Jackie Franke seconded a motion to approve the College Board of Education minutes from December 14, 2022.

The motion CARRIED.

Ken Hector moved, and Jackie Franke seconded a motion to approve the Board Work Session minutes of January 6, 2023.

The motion CARRIED.

G. REPORTS

Reports from the Associations

Peter Wirfs, Associated Students of Chemeketa (ASC) and Steve Wolfe, Chemeketa Faculty Association (CFA), said their reports stand as written, and Ron Pittman accepted the Chemeketa Exempt Association report as written.

Aaron King, Chemeketa Classified Association (CCA), said the report stands as written, noted the CCA board will be sending out a nomination to fill a vacancy, and thanked classified staff for their hard work and effort in creating a welcoming environment and assisting students with hurdles they encounter along their educational pathway.

Reports from the College Board of Education

Ed Dodson attended the January Board Work Session, two Oregon Community College Association (OCCA) nomination committee meetings, a budget information meeting, SEDCOR

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Legislative Forum lunch, Chemeketa legislative breakfast, the Town Hall with Senator Ron Wyden and Congresswoman Andrea Salinas, the Chemeketa Art Show, and cultural competency training.

Ken Hector attended the Silverton Chamber Business Group, Association of Community College Trustees (ACCT) Public and Policy Advocacy committee, January Board Work Session, a budget information meeting, Silverton Rotary, Silverton City Council, the SEDCOR Legislative Forum lunch, the Chemeketa legislative breakfast, a Capital Projects Action Team meeting, the Town Hall with Senator Ron Wyden and Congresswoman Andrea Salinas, and cultural competency training.

Jackie Franke attended the Community and Partners of East Salem agenda setting meeting, four East Salem Rotary meetings, the East Salem Rotary Gala and Benefit, a budget information meeting, the Chemeketa legislative breakfast, and cultural competency training.

Betsy Earls met with Polk County Commissioner Jeremy Gordon and attended the Chemeketa legislative breakfast, several Mid-Willamette Valley Council of Government (MWVCOG) legislative meetings, and cultural competency training,

Diane Watson attended the January Board Work Session; a meeting of the OCCA Diversity, Equity, and Inclusion Committee; a budget information meeting; the SEDCOR Legislative Forum lunch; the Chemeketa legislative breakfast; the Town Hall with Senator Ron Wyden and Congresswoman Andrea Salinas; and cultural competency training.

Neva Hutchinson attended the January Board Work Session, agenda review, the SEDCOR Legislative Forum lunch, a budget information meeting, and cultural competency training.

Ron Pittman attended the January Board Work Session, agenda review, a budget information meeting, the Chemeketa legislative breakfast, a meeting with Danielle Hoffman and Paul Davis at Yamhill Valley Campus (YVC), and cultural competency training.

H. INFORMATION

2023–2024 Proposed Budget Calendar

Aaron Hunter reviewed the proposed budget calendar and key budget dates and noted that the calendar would be brought back next month for approval.

Proposed Student Tuition for 2023–2024

Aaron Hunter referred to the green sheet of the Proposed Student Tuition for 2023–2024 and gave an overview. Aaron reviewed the tuition and fee setting guidelines and discussed the fee increases.

- Tuition increase of \$2 per credit,
- Out-of-state and international tuition rate increase at \$2.

The proposed increase would place Chemeketa third among comparator colleges based on current year rates.

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There will be a student tuition forum on January 30 to share the tuition proposal and answer any questions. A recommendation will be brought back to the board next month for action.

I. STANDARD REPORTS

Personnel Report

Alice Sprague said the report stands as written and noted that one position is 100 percent general fund.

Budget Status Reports

Aaron Hunter reviewed the Statement of Resources and Expenditures. The college has received the bulk of property taxes, and the tuition and fee amount include some winter term tuition collection. On the Budget Status report, personnel and non-personnel services are trending similar to previous years, and the Quarterly Update of Other Funds report is continuing to track where the college needs to be. The Status of Investments report shows seven new investments in December, and the rate for the Oregon Short-Term Fund continues to go up.

Purchasing Report

A Request for Proposal (RFP) was advertised at the beginning of January for Chemeketa Cooperative Regional Library Service (CCRLS) Dedicated Internet Access and WAN Transport Services. A recommendation for contract award will be brought forward at the March board meeting.

Capital Projects Report

Aaron Hunter noted the Building 36 project was completed in December 2022, Public Safety was relocated to Building 38, and three more HVAC projects were completed.

Institutional Advancement Foundation Quarterly Report

Marie Hulett, Executive Director, Institutional Advancement, said the report stands as written. Marie thanked Maria Schmidlkofer, Foundation board member, for presenting a free estate planning seminar for community members for many years.

Grant Activities October 2022–December 2022

David Hallett noted that the total grants awarded for 2022 was 9.9 million dollars. David thanked the staff and board for their work and support. Jackie Franke thanked the staff as well.

Fall Term Enrollment Report

Colton Christian, Director of Institutional Research and Reporting, noted that full-time students continue to have a big impact and make up 53% of the full-time equivalency (FTE), reimbursable FTE is slightly up, and headcount is slightly down.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

J. ACTION

Ken Hector moved, and Betsy Earls seconded a motion to approve consent calendar items No. 1–4.

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1. Approval of Academic Calendar for 2025–2026 [22-23-114]
2. Approval of Statement of Budget Principles 2023–2024 [22-23-115]
3. Acceptance of Program Donations October 1, 2022, through December 31, 2022 [22-23-116]
4. Approval of Grants Awarded October 2022–December 2022 [22-23-117]

K. APPENDICES

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

L. FUTURE AGENDA ITEMS

None were heard.

M. BOARD OPERATIONS

N. ADJOURNMENT

The meeting adjourned at 6:43 pm.

Respectfully submitted,

Julie Deuchars
Executive Coordinator

Jessica Howard
President/Chief Executive Officer

Ron Pittman
Board Chair

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Date