

Minutes
March 18, 2020

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

February 26, 2020

I. WORKSHOP

Diane Watson, Chair, called the workshop to order at 4:35 pm. The workshop was held in the Board Room, Building 2, Room 170, at the Salem Campus.

Members in Attendance: Ed Dodson, Vice Chair; Jackie Franke; Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson, Chair. 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; Miriam Scharer, Vice President/Chief Financial Officer, College Support Services

A. Introduction of Student Athletes

Jim Eustrom reported all student athletes and student leaders are listed in the printed board report along with their year, high school they attended, and the degree they are seeking. There was one representative from each sport and student leadership team who introduced themselves, the program or degree they are seeking or, career goal, and what they liked about Chemeketa.

Jim introduced Cassie Belmodis, dean of Health, Human Performance and Athletics. Cassie noted two sports will not be represented tonight because they have games. The women's basketball team is playing Clackamas at 5:30 pm; and the baseball team is playing Linfield. The men's basketball team will be playing later tonight and hope to upset Clackamas, which is currently No. 1 in the league.

The six athletes who were in attendance were Zac Schmerber, men's basketball; Jose Ochoa-Delgado, men's soccer; Kelli Temple, volleyball; Hannah Caldwell, cross country; Ally Wessel, softball; and Lesley Bermuez-Herrera, women's soccer.

Cassie said this is just six of the 137 student athletes. She is most proud that 56 of the student athletes this past fall had GPAs of over 3.0. Student athletes are expected to do a lot of other activities instead of just being a student or an athlete. Most are in training ten months out of the year and are asked to support their program through fund raising; to give back and participate in community service; maintain a 2.0 or higher GPA; and to be student leaders in the community and in the classroom. 94 percent persisted from fall term to winter term; 16 percent did not meet the standards of completing ten or more credits or are below 2.0 GPA. However, staff are working closely with these students to get them caught up.

Community service work has included the women's basketball helped Early Childhood Education (ECE) remodel, reset and clean the ECE center; women's soccer volunteered at Friends of Felines; softball team put on a youth clinic for softball players; and student athletes have assisted in activities for the Boys and Girls Club and Family Building Blocks.

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B. Introduction of Student Leaders

Mike Evans, dean of Student Retention and College Life, used a PowerPoint to share some background on the Student Leadership Program which included purpose, program overview, accomplishments and photos of the leadership teams. He had the supervisors in attendance stand to be recognized and thanked them for working with the various student teams.

The eight student leaders introduced themselves and spoke briefly about their team and their experience serving on the team: Linda Ochoa Delgado, College Access Programs Tutor; Meriby Salgado Ydrac, International Programs; David Salas Perez, Student Computer Center; Jarret Whitenack, Advising Peer Assistant; Samantha Brenna (for Israel Cortez Ramirez), Associated Students of Chemeketa (ASC); Jennifer Rojas, Retention Hub Mentor; Courtney Myatt, Yamhill Valley Campus; and Cesar Chavez, Student Parent Resource Center.

A. EXECUTIVE SESSION

Executive Session called to order at 5:30 pm in Building 2, Room 172, on the Salem Campus. Executive Session was held in accordance with ORS 192.660(2)(d) negotiations.

Members in Attendance: Ed Dodson, Vice Chair; Jackie Franke; Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson, Chair. 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; Miriam Scharer, Vice President/Chief Financial Officer, College Support Services.

An update was shared on faculty negotiations.

Executive Session ended at 5:37 pm.

B. ADMINISTRATION UPDATES

The meeting reconvened at 5:38 pm in Building 2, Room 172, on the Salem Campus.

The following updates were shared or discussed with the board: Association of Community College Trustees (ACCT) National Legislative Summit (NLS); June 24 board meeting moved to June 17; board calendar preview; Aspen Fellowship; staffing; legislative updates; student-initiated fee; Governor Brown to speak at commencement; program updates; diesel program; advisory committee reception on May 21; board agenda preview, including two green sheets.

A recess was taken at 6:52 pm.

II. REGULAR SESSION

A. CALL TO ORDER

Diane Watson, Board Chair, reconvened the board meeting at 7:04 pm. The meeting was held in the Board Room, Building 2, Room 170, at the Salem Campus.

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C. ROLL CALL

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

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, College Support Services.

Board Representatives in Attendance: Riley Dunagan, Associated Students of Chemeketa (ASC); Terry Rohse, Chemeketa Classified Association; Justus Ballard, Chemeketa Faculty Association; and Adam Mennig, Chemeketa Exempt Association.

Ken Hector made a motion, and Neva Hutchinson seconded, to move up Separate Action No. 1, Approval of Retirement Resolutions, due to the number of members of the audience who signed up to speak.

The motion CARRIED.

D. AUDIENCE INTRODUCTIONS

Audience introductions were skipped.

G. SEPARATE ACTION

Approval of Retirement Resolutions No. 19-20-18, Janice A. Haight; and No. 19-20-19, Gail M. Williams Picket

Ron Pittman read the retirement resolution for Janice A. Haight for her 24-years, five months of service.

Ken Hector read the retirement resolution for Gail M. Williams Picket for her 28 years, six months of service. Gail was in the audience and was presented with her framed retirement resolution. Terry Rohse thanked Gail for her guidance and appreciated her dedication over the past 28 years.

E. COMMENTS FROM THE AUDIENCE

There were 17 individuals signed up to speak on behalf of the STEPS (Services to Expecting and Parenting Students) program; one letter was read. A copy of the sign-up sheet is in the official file.

F. APPROVAL OF MINUTES

Ken Hector moved and Jackie Franke seconded a motion to approve the minutes of the board meeting on January 15, and the board work session and budget committee orientation meeting on January 22, 2020.

The motion CARRIED.

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H. Reports from the Associations

Riley Dunagan, ASC coordinator; Justus Ballard, Chemeketa Faculty Association, and Adam Mennig, Chemeketa Exempt Association, said their reports stand as written.

Terry Rohse, Chemeketa Classified Association, said his report stands as written. He referred to a handout in the board folder about Connie Riecke who is retiring after 24 years.

Reports from the College Board of Education

Ron Pittman attended the Salem Chamber Agri-business banquet; annual Council of Government (COG) awards and dinner meeting in Keizer; and the Association of Community College Trustees (ACCT) National Legislative Summit (NLS) in Washington, D.C.

Ken Hector attended the Salem Chamber Agri-business banquet; a Foundation board meeting; Paramedic graduation; Woodburn Chamber Greeters at the Woodburn Center; a campaign kick-off for Danielle Bethell; Ag Complex meeting; CTE day at the Capitol; SEDCOR forum luncheon; and the ACCT/NLS Conference.

Neva Hutchinson attended the Salem Chamber Agri-business banquet; Silverton First Citizen's Awards dinner; COG annual awards dinner and meeting; and CTE day at the Capitol.

Jackie Franke attended the Agri-business banquet; Keizer Chamber First Citizen's Awards; Representative Kurt Schrader's community leader's town hall; the COG annual awards dinner and annual meeting; and the Stayton-Sublimity community awards luncheon.

Ed Dodson attended the Salem Chamber Agri-business banquet; Keizer Chamber First Citizen's awards dinner; Silverton Chamber First Citizens awards; Stayton-Sublimity Community awards lunch; the Mid-Willamette Valley Council of Governments (COG) awards and business meeting; Paramedic graduation; the winter art show, Representative Kurt Schader Town Hall that was held at the Chemeketa Center for Business and Industry (CCBI); SEDCOR Ag Business breakfast in Mt. Angel; CTE day at the Capitol; OCCA board forum and meeting; MWEC Executive Council meeting; Martin Luther King celebration; a drug and alcohol presentation; the student tuition forum; and International Night.

Diane Watson attended the Salem Chamber Agri-business dinner; Keizer Chamber First Citizen's Awards; ACCT/NLS conference, including a Diversity, Inclusion, and Equity Committee meeting; and the COG annual awards dinner and annual meeting. Diane acknowledged Jackie Franke who is the incoming president of the COG Executive Committee this year.

Reports from the Administration

Jim Eustrom recognized the many student athletes and student leaders who presented at the workshop earlier and the staff who work with these students on a daily basis. Jim thanked the staff and students for the annual International Night on February 21. Lastly, Jim reported the Northwest Athletics Commission (NWAC) conducted a one-day institutional program review and site visit and commended the program for its excellence in athletics and academics.

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I. INFORMATION

College Policy #5030, Academic Standing

Melissa Frey, registrar and dean of Enrollment Services, reported this is a new policy, which formalizes a previous guideline. It outlines the expectations for students to maintain satisfactory academic progress. Procedures are being developed with specific intervention points to provide support for students who struggle to maintain satisfactory progress (2.0 GPA), including academic warning, academic probation, academic suspension, and how students can re-enter.

College Policies #4015, Class List and Registration Policy and #4050, Course Offerings for Secondary Schools

Kris Powers, psychology faculty and chair of the Academic Standards Advisory Council, presented a new policy. This policy replaces the No-Show-Drop guideline that has been in place but not consistently followed. The policy will maintain the expectation that all faculty must confirm their class list the first week of the term and to ensure students who are not attending class are dropped before they incur financial debt.

College Policy #4050, Course Offerings for Secondary Schools

This policy mainly pertains to College Credit Now. It was reviewed by the Academic Standards Council, and there were no changes. All four policies will be brought back in March for board approval.

Suspension of Juvenile Corrections Statewide Certificate of Completion

Johnny Mack, dean of Career and Technical Education, reported this program suspension is the result of a consortium of colleges that formed this certification which has disbanded. The college still offers a two-year associate's degree in Juvenile Corrections.

Suspension of Dental Assisting Certificate of Completion

Dental Assisting Certificate of Completion

The prerequisites have been rolled into the new proposed certificate and a few courses were deleted and added increasing the total credits from 57 to 67. Because there were significant changes, the old Dental Assisting Certificate is being suspended and the new certificate is proposed. This is the result of faculty and the advisory committee developing a new certificate to meet industry needs and providing a clearer path for completion. Board action will be requested on all three of these program changes at the March board meeting.

J. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written. David acknowledged the Human Resources (HR) department and Heather McDaniel, director of HR, who was in the audience for their hard work handling the many aspects of HR.

Budget Status Report

Miriam Scharer referred to the Statement of Resources and Expenditures and noted four of the five state payments have been received, and there is strong growth in interest revenue. There is a slight variance in comparison to last year but this may be due to the timing of payments.

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The Status of Investments reflects four new investments that were made as a few investments matured. There was no change in interest rates in the Oregon Short-term Fund.

Purchasing Report

Miriam reported on the two items—the Diesel Mechanic Program Tenant Improvements for Leased Property in Brooks and Interior and Exterior Building Signage. A ramp will need to be constructed for the leased property in Brooks. The college takes possession on April 1; however, the college is still waiting for approval of zoning from Marion County before an Invitation for Bid can go out. A contract award will hopefully be made by May.

Miriam drew attention to the two green sheets in the board folder for the two contract awards for printing of class schedules and college catalog (inside pages) and binding of the catalog; and printing of marketing and communication collateral.

Capital Projects Report

Rory Alvarez said the report stands as written. Rory expressed thanks for everyone's patience on Building 5. Work continues and the classrooms should be ready for use by April.

Chemeketa Cooperative Regional Library Service (CCRLS) Report

Jim Eustrom reported this is the last quarterly report by John Goodyear because he will be retiring at the end of March. John reported continued efforts are being made with Grand Ronde to finalize their contract due to unique needs to satisfy tribal requirements. Once signed, the CCRLS team will start migrating their information to the CCRLS system and they will be a member. John thanked the board and the college for their support of CCRLS. The board thanked John for his diligent work and leadership.

Ron Pittman asked John for an update on the Willamina library. John said the Willamina library has been closed for the last month while it undergoes the second phase of the remodel. It used to be the fire station, and the current librarian has been doing the majority of the refurbishing and remodel work.

Jim Eustrom reported the Salem Library has chosen *Piecing Me Together*, by Renee Watson as their Salem Reads book; the story is set in Portland. Also, McMinnville Reads had authors Nicholas Kristoff and Sheryl WuDunn speak on their book *Tightrope: Americans Reaching for Hope*, about homelessness.

Student Success Data Points

Fauzi Naas, director of Institutional Research, used a PowerPoint to guide a presentation on course pass rates and completion in high-enrolled courses. Fauzi reviewed the top 10 high-enrolled classes college-wide, lower division transfer, developmental education, and career and technical. A pie chart was included with each showing the percentage of pass rate by course. There was also a table with one high-enrolled course (BI231, CIS101 and MTH070) from each category with total number of students and pass rates, and a breakdown by the class characteristics of gender, age, race/ethnicity, and socio-economic status.

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Recognition Report

Jessica Howard acknowledged all the employees in the written report.

K. SEPARATE ACTION (continued)

Approval of Proposed Student Tuition for 2020–2021

Miriam Scharer reported last month the initial proposal was made for an increase in the 2020–2021 tuition and universal fee rates as follows:

- A total per credit increase of \$11 to \$126 per credit. This would be an increase of \$495 a year (or \$165 per term) based on 45 credits.
- Tuition increase of \$4 per credit for a total of \$95 per credit
- Universal fee increase of \$7 per credit for a total of \$31 per credit
- Out-of-State and international tuition increase of \$4 for a total of \$259 per credit
- No universal fee increase for non-credit courses
- No differential fee increase, however, will be implementing into some second year CTE courses

Miriam said raising tuition is a difficult decision and is not taken lightly. However, the college remains committed to offering excellent academic programs and services and ensuring facilities are maintained and provide a positive learning environment. It also maintains committed to reducing cost of attendance such as the textbook affordability initiatives including the Chemeketa Press, digital course access, the lending library; the Guided Pathways initiative; and realigning CTE program credits. The proposed increase is a necessary measure to ensure fiscal sustainability of the college in light of reduced funding due to enrollment and increased costs.

On February 12, a student forum was held to share the proposed tuition and fee increase. Jim Eustrom, Ryan West, and Miriam were on the panel; approximately 25 students, college staff and Ed Dodson were in attendance. Students asked thoughtful questions and shared comments about the proposal. Riley Dunagan reported that students are never excited about a tuition increase. Their main concern was how the increased cost would affect their ability to stay on track and graduate on time. Overall, students were understanding and just wanted to make sure the extra money is going toward student resources and their education. One concern raised was the student forum was only offered once and it was suggested to offer the forum on a Tuesday and Wednesday to catch more students. Ken Hector suggested the forum be recorded so students can view the session.

Board members expressed regret in raising the tuition and fees and recognize the impact this has on students. However, in order to maintain operations, provide quality programs and services, and to continue to be an institution of excellence, a tuition increase is necessary.

Ron Pittman moved and Ken Hector seconded a motion to approve the proposed student tuition and fees as presented effective summer term 2020.

The motion CARRIED unanimously.

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Approval of Resolution No. 19-20-20, Adopting the Supplemental Budget and Making Appropriations

Miriam Scharer reported local budget law requires a resolution when an occurrence or condition was not ascertained when preparing the original budget and requires a change in financial planning. A PERS Employer Incentive Fund was approved in the 2018 legislative session. As a result, in December 2019, the college applied for and was approved for a \$5 million investment in this fund matched by \$1.25 million from that Employer Incentive Fund. The \$6.25 million will go to a separate side account and will reduce ongoing PERS rates charged for employees. After consulting with the college auditor, the payment to PERS for the \$5 million needs to come out of the general fund which was not built into the general fund budget. In order to accomplish this, the college needs to increase the expenditure budget and increase the resources because funds will be transferred from the debt service fund. Miriam referred to the worksheets showing the transfers and payments.

Ken Hector moved and Jackie Franke seconded a motion to approve Resolution No. 19-20-20 to adopt and appropriate a supplemental budget of \$5,000,000 for the General Fund for the fiscal year 2019–2020 bringing the total budget to \$95,550,000 plus the unappropriated ending fund balance of \$1,500,000 for a total General Fund budget of \$97,160,000, and the adjusted appropriation for the Debt Service fund.

The motion CARRIED.

L. ACTION

Neva Hutchinson moved and Jackie Franke seconded a motion to approve action item Nos. 1–5:

1. Approval of 2020–2021 Proposed Budget Calendar [19-20-137]
2. Approval of College Policies #2340, Emergency Messages to Students and Employees; #2350, Emergency Management; and #2420, Traffic Code and Parking [19-20-138]
3. Approval of Printing of Class Schedules and College Catalog (Inside Pages) and Binding of Entire College Contract Award [19-20-139]
4. Approval of Contract Award for Printing of Marketing and Communication Collateral [19-20-140]
5. Approval of Budget Development and Financial Forecasting Software Contract Award [19-20-141]

The motion CARRIED.

M. APPENDICES

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

N. FUTURE AGENDA ITEMS

None were heard.

O. BOARD OPERATIONS

None were heard.

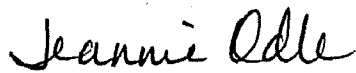
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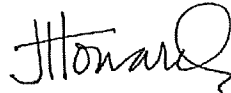
N. ADJOURNMENT

The meeting adjourned at 9:05 pm.

Respectfully submitted,

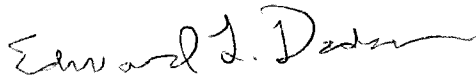


Board Secretary



President/Chief Executive Officer

Board Chair



Date 3/18/2020