

Minutes  
July 22, 2020

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

June 24, 2020

**I. EXECUTIVE SESSION**

Diane Watson, Chair, called Executive Session to order at 4:03 pm via Zoom. Executive Session was held in accordance with ORS 192.660(2)(i) evaluating the chief executive officer and (d) negotiations.

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

**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.

The public statement that will be read in the regular meeting for the President's evaluation was shared with the board. An update and highlights were shared on the one-year faculty bargaining agreement.

Executive Session ended at 4:18 pm.

**II. ADMINISTRATION UPDATES**

Open session reconvened at 4:19 pm via Zoom. Updates were shared or discussed with the board on the student-initiated fee proposal; COVID-19 Health and Safety Operational Plan; faculty retirements; board travel this year; furloughs and salary schedules; staffing; and board agenda preview.

A recess was taken at 5:14 pm.

**III. REGULAR SESSION**

**A. CALL TO ORDER**

Diane Watson, Chair, reconvened the board meeting at 5:32 pm via Zoom.

**B. ROLL CALL**

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

**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.

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

**C. COMMENTS FROM THE PUBLIC**

No comments were received.

**D. SEPARATE ACTION**

**Approval of Retirement Resolutions No. 19-20-35, Geraldene A. “Gerry” Sullivan; No. 19-20-36, Marvin G. “Marv” Ansted; No. 19-20-37, Matthew J. “Matt” Azevedo; No. 19-20-38, Margie W.E. Carr; No. 19-20-39, Holly D. Cook; No. 19-20-40, Kathryn R. “Kathy” Davison; No. 19-20-41, Lucina B. Frias; No. 19-20-42, Yening Wan “Swan” Gardner; No. 19-20-43, Sharon Gibbons; No. 19-20-44, Dennis A Kirk; No. 19-20-45, Edith Q. Manuel; No. 19-20-46, Kimberly G. “Kim” Martin; No. 19-20-47, Jeannie A. Odle; No. 19-20-48, Gloria Phipps; No. 19-20-49, Joan L. Schaffers; No. 19-20-50, Tina D. Sloan; No. 19-20-51, Janet L. Snowhill; No. 19-20-52, Jonni G. Whitney; and No. 19-20-55, Judith A. Anderson**

Board members read each retirement resolution. These 19 employees represent a total of 414 years of service. Holly Cook, Kathy Davis, Swan Gardner, Sharon Gibbons, Kim Martin, Jeannie Odle, and Tina Sloan joined the Zoom meeting and shared a few words.

Ed Dodson moved and Jackie Franke seconded a motion to approve the retirement resolutions as noted above.

A roll call vote was taken, and the motion CARRIED unanimously.

**E. APPROVAL OF MINUTES**

Ken Hector moved and Ron Pittman seconded a motion to approve the minutes of May 20, 2020.

A roll call vote was taken, and the motion CARRIED unanimously.

**F. REPORTS**

**Reports from the Associations**

All reports from the ASC and employee associations stand as written. Terry Rohse said he will continue as president of the Chemeketa Classified Association; and Adam Mennig reported Marshall Roache will be president of the Chemeketa Exempt Association and will be attending board meetings. Jessica thanked Justus Ballard for his leadership and service the last two years as president of the Chemeketa Faculty Association.

**Reports from the College Board of Education**

Ed Dodson reported he attended nine Zoom meetings.

Ken Hector also attended a number of Zoom meetings and said the monthly activity report he submitted stands as written.

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Jackie Franke attended a number of Council of Government (COG) meetings including a budget meeting, an executive board meeting, and COG resumed the search for a new executive director. Jackie thanked Alice Sprague for sharing the college's search process and documents.

Ron Pittman had a conference call with Paul Davis and Danielle Hoffman at Yamhill Valley Campus (YVC) who shared updates, including YVC had 25 students take part in the summer BOLT program.

Neva Hutchinson participated in a few Zoom meetings related to the president's compensation and evaluation.

Betsy Earls participated in some virtual West Salem Rotary meetings.

Diane Watson attended a Keizer library task force meeting. A grant was applied for, but it was not approved. The task force plans to continue the process to get the Keizer library recognized as a public library.

## **G. INFORMATION**

### **Annual Evaluation of the President**

Diane Watson reported the board conducted the annual evaluation of president. Board members evaluated Jessica Howard in eight categories: 1) The Board of Education; Management Competencies of 2) Achieves Results; 3) Communicates Effectively; 4) Facilitates Team Success; 5) Community; 6) Educational Planning and Leadership; 7) Business, Finance and Facilities; and 8) College Personnel, plus two other areas Jessica asked for feedback on her performance in relation to the annual key college initiatives (the Placemat) and the first-year presidential expectations. The board rated Jessica's overall performance as exceptional in the eight categories and as outstanding and far exceeding expectations in her first year as president and addressing key college initiatives.

Diane Watson read the public statement on behalf of the board; a copy will be in the official board file.

### **College Policy #3040, Salary; #3060, Access to Personnel Records; #3070, Inquiries for Employee Verification (including Student Employees); and #3080, Employee Development**

Rebecca Hillyer reviewed the minor changes. The four policies were reviewed by the President's Advisory Council.

### **College Policy #4040, Contracts for Courses and Services**

Jim Eustrom reported additional language was added to the policy to assure that academic quality is met by outside agencies. Board action will be requested next month on all five policies.

### **Adult High School Diploma Plan Update for 2020–2021**

Sara Hastings, dean of High School Partnerships, brought forward the annual Adult High School Diploma plan for 2020–2021. While this is not an update year, the Higher Education Coordinating Council (HECC) requested that it would be useful to do another update due to

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COVID-19. The only requirement is the Statement of Assurances form to be signed by the president and board chair indicating that the college will continue to offer an adult high school diploma program for the next academic year in alignment with the current adult high school diploma manual and courses designated that fulfill high school requirements. Board action will be requested next month.

### **Suspension of Traditional Health Worker Certificate of Completion**

Sandi Kellogg, dean of Health Sciences, reported this certificate program was part of the Human Services program. Some curriculum changes were made; however, the Oregon Office of Equity and Inclusion denied changes and want the program offered at the community or street level (local churches, community centers), not at the higher education level (community colleges, universities) which has resulted in suspending the program.

### **Student-Initiated Fee Proposal**

Antonio Martinez referred to the proposal which describes what the student-initiated fee is, the purpose, what other community colleges have this fee and how much, results of a student survey, budget, and plans for implementation. Initially, a student fee of \$2.50 was proposed; however, it was dropped down to \$1.25 per credit. The board expressed the following concerns:

- Some of the information collected was pre-COVID, so they would like to see how students would react now.
- Diane Watson thinks this fee seems high, so she asked Antonio to check the LBCC fee. Diane thinks LBCC's fee is 1–5 credits for a total fee of \$4.50, not per credit; and for 6–20 credits, it would be \$8.60 total, not per credit.
- The board requested that a referendum be done this fall.

Jim Eustrom will have Joel Gisbert in Student Life work with the students to determine a process for a referendum.

### **Affirmative Action Annual Report**

David Hallett introduced Heather McDaniel, director of Human Resources, and Vivi Caleffi Prichard, Diversity and Equity Officer, who presented the Affirmative Action report. Heather thanked Fauzi Naas for getting the workforce demographic data and the HR recruitment staff, Kylan Stevens and Jake Baker, for the recruitment data. Heather highlighted a few tables in the report showing workforce statistics for the 2019 calendar year and some comparisons from 2018, which included:

- Table 2 – Chemeketa Workforce Statistics compares employee job categories, minorities, and females for the current calendar year. There was a slight decrease in the overall number of employees across all job categories. However, despite the decrease, there was a slight increase in racial diversity in all employee categories except faculty, which decreased by half a percent.
- Table 3 – Chemeketa Workforce Statistics compares employee job categories and self-disclosed veterans for the current calendar year. Heather said they believe the number of employees who are veterans is higher than represented here and are actively looking at ways to increase the recording of this information

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- Table 4 – Chemeketa Salaried Workforce Utilization Analysis show numbers compared to the availability of the workforce. Faculty numbers continue to lag behind the national availability of racially diverse employees; however, classified and exempt are doing well.
- Table 5 – Chemeketa Salaried Workforce Comparison Statistics shows a significant increase in the percentage of minority employees in the classified group; but some underutilization in the availability of females in all three employee groups, which is consistent with prior years.
- Table 7 – Recruitment and Applicant Statistics. There were more salaried positions open in 2019, which is an increase in the number of applicants over 2018.
- Table 8 – Recruitment and Selection Patterns for the last 11 years (2009–2019). There was an increase in diverse applicants overall, and specifically, an increase in the number of diverse faculty applicants demonstrating progress being made.

Vivi Caleffi Prichard shared some work that has been done this year and plans for next year. This included blind screening of applications where names and addresses were removed from the application to prevent unconscious bias; all faculty and exempt positions are reviewed for language that may create tended barriers for applicants; continue to provide required trainings for search committees with content that is updated regularly based on best practices; and every search committee has a search advocate who are trained to identify unconscious biases. A task force was created this year to research best practices in recruiting, but the work was halted due to COVID-19. However, the work will continue through the Diversity Advisory Council with the input of those stakeholders. Due to the recent events around race, the college has made a commitment to better understand and address the disproportionate impact on people of color and to look at racial inclusive practices. A climate survey was done this year to help inform the work we do going forward. Next year Vivi plans to work on making changes in the hiring guidelines to reflect best practices.

The board thanked Heather and Vivi for their report and expressed appreciation for the proactive work being done to promote diversity and equity at the college.

## **H. STANDARD REPORTS**

### **Personnel Report**

David Hallett said the report stands as written. David acknowledged and thanked all the retirees who were recognized earlier.

### **Budget Status Report**

Miriam Scharer reported this is the last budget status report for this academic year until the final audit report is presented to the board in December. However, a preliminary end-of-year budget status report for the general fund will be shared in September. Referring to the Statement of Resources and Expenditures report, Miriam noted Tuition and Fees are 80 percent of the budgeted amount. Other adjustments will be made over the summer, including moving tuition and fee revenue from the self-support services fund.

The Budget Status report shows some savings over this time last year in personnel due to holding positions vacant, cost saving measures in part-time hourly and student workers,

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materials and services, and travel. The savings in these expenditures will help ensure a higher carryover which will help offset other revenue losses and potential increased costs for next year.

In the Status of Investments Report, there is a decline in the short-term fund interest rate of approximately half a percent.

### **Capital Projects Report**

Rory Alvarez, director of Facilities and Operations said the report stands as written. He noted a lot of activity is happening on the back side of the campus on 45<sup>th</sup> Avenue and the Ag Complex.

### **Chemeketa Cooperative Regional Library Service (CCRLS)**

Jim Eustrom introduced Doug Yancey, interim executive director of CCRLS, in place of John Goodyear who retired in March. Doug said the report stands as written, but he shared an update on the recruitment for the executive director position. The hiring process was halted in March due to COVID-19; however, it resumed in June and follow-up interviews with two candidates were held. The position was offered to the top candidate, but they declined the offer, so the position will be reopened.

### **Recognition Report**

Jessica Howard acknowledged all the employees in the written report.

### **President's Report**

Jessica Howard said the report stands as written. She thanked the Oregon Community College Association (OCCA), Office of Community Colleges and Workforce Development (OCCWD), and the Higher Education Coordinating Council (HECC) for the daily, twice weekly, and now weekly, Zoom meetings with the Oregon community college presidents and their staff to share updates, resources, ideas, concepts, and advice as everyone navigated their community college through uncharted territory.

## **K. SEPARATE ACTION**

### **Approval of Presidential Contract**

Board members reviewed the three-year rolling presidential contract for Jessica Howard during Executive Session. A correction was noted on the green sheet. The last sentence was amended to read, "It is recommended that the college renew the president's contract effective July 1, 2020, through June 30, 2023, as per the contract.

Ken Hector moved and Ed Dodson seconded a motion to approve the amendment and the presidential contract.

A roll call vote was taken, and the motion CARRIED unanimously

### **Approval of Resolution No. 19-20-53, Adopting the Budget, Making Appropriations and Levying Taxes**

Miriam referred to the handout that was emailed to the board. The budget includes some changes since the budget was approved in May, and include changes in personnel costs as a result of the influx of retirements, salary schedule adjustments for classified and exempt;

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changes in Materials and Services and the Capital Development fund to accommodate more maintenance projects; and Special Projects fund due to the CARES Act funding. No other substantive changes were made. If any of those anticipated savings need to be reallocated through the year, requests will come forward to the board as a budget transfer request or in the standard year transfer.

The total for the general fund budget for 2020–2021 remains the same at \$96,560,000 and that includes \$1.5 million unappropriated ending fund balance. Tax rates imposed at the rate of \$0.6259 per \$1,000 of assessed value for the General Fund; \$0.0818 per \$1,000 of assessed value for the Regional Library; and the amount of \$10,650,654 for payment of bonded debt.

Ken Hector moved and Jackie Franke seconded a motion to approve Separate Action No. 3, Approval of Resolution No. 19-20-53, Adopting the Budget, Making Appropriations, and Levying Taxes.

A roll call vote was taken, and the motion CARRIED unanimously.

**Approval of Classified, Exempt and Hourly, Part-Time/Temporary Salary Schedules for 2020–2021 Compensation**

David Hallett referred to salary schedules in the board agenda that would be effective July 1, 2020.

Jackie Franke moved and Ron Pittman seconded a motion to approve the salary schedules as presented to be effective July 1, 2020.

A roll call vote was taken, and the motion CARRIED unanimously.

Miriam drew attention to two additional handouts related to the consent calendar that were emailed to the board. Action Item No. 1, Approval of Budget Transfer Requests for 2019–2020, and Action Item No. 2, Approval of Resolution No. 19-20-54, Authorizing Interfund Borrowing for 2020–2021. These are standard requests to align the budget at the end of the year, if necessary.

The final green sheet is for Action Item No. 5, Approval of Contract Award for On-Call Excavation Services.

**J. ACTION**

Ed Dodson moved and Ken Hector seconded a motion to approve consent calendar items No. 1–5:

1. Approval of Budget Transfer Requests [19-20-169]
2. Approval of Resolution No. 19-20-54, Authorizing Interfund Borrowing [19-20-170]
3. Approval of Computer Information Systems Certificate of Completion [19-20-171]
4. Approval of Data Analytics for Accounting Certificate of Completion [19-20-172]
5. Approval of Contract Award for On-Call Excavation Services [19-20-173]

A roll call vote was taken, and the motion CARRIED unanimously.

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**K. APPENDICES**

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

**L. FUTURE AGENDA ITEMS**

None were heard.

**M. BOARD OPERATIONS**

Diane Watson thanked everyone—staff, faculty, Jessica, and the leadership team who made spring quarter happen remotely and for an incredible year.

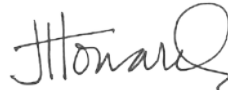
**N. ADJOURNMENT**

The meeting adjourned at 7:23 pm.

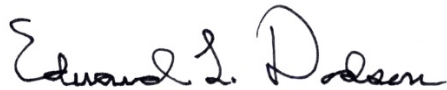
Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

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Date