

Minutes
October 21, 2020

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

September 16, 2020

I. ADMINISTRATION UPDATES

Ed Dodson, Chair, called the meeting to order at 4:30 pm via Zoom.

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

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.

Updates were shared or discussed with the board on meeting feedback and follow-up from the September 2–3 board work session; draft of board goals for 2020–2021; the upcoming virtual Association of Community College Trustees (ACCT) Conference; ACCT subcommittees; attendance at the Oregon Community College Association (OCCA) Fall Conference; fall kickoff debrief; legislative updates; Instruction and Student Services, Governance/Administration and College Support Services staffing updates; and board agenda preview.

A recess was taken at 5:22 pm.

II. REGULAR SESSION

A. CALL TO ORDER

Ed Dodson, Chair, reconvened the board meeting at 5:31 pm.

B. ROLL CALL

Members in Attendance: Ed Dodson, Chair; Betsy Earls (joined at 5:54 pm); Jackie Franke, Vice Chair; Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson.

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.

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

C. COMMENTS FROM THE PUBLIC

None were received.

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D. APPROVAL OF MINUTES

Ken Hector asked to abstain from approval of the board work session minutes since he was unable to fully participate. Jackie Franke moved and Diane Watson seconded a motion to approve the board minutes of July 22, 2020; special board meeting on August 18, 2020; and the board work session on September 2–3, 2020.

A roll call vote was taken and the motion CARRIED; Ken Hector abstained from approval of the September 2–3 board work session minutes.

E. REPORTS

Reports from the Association

Samantha Brennan, Associated Students of Chemeketa (ASC), said the report stands as written. Jackie Franke stated this is a great report, and questioned if the student voter event on October 7, 2020, allowed the students enough time to register to vote. Jackie found the information online and shared October 13, 2020, is the deadline. Ed Dodson asked why the ASC Zoom listening sessions were unsuccessful and if a different strategy would be utilized. Samantha stated the listening sessions were being changed to open meetings for anyone who is affiliated with Chemeketa. They are welcome to attend, speak, or address changes. Neva Hutchinson asked if it was possible that as a board member to not comment, but listen to the LGBTQIA Zoom event. Samantha said that would be fine. Ed Dodson thanked Samantha for the report.

Steve Wolfe, Chemeketa Faculty Association (CFA), said the report stands as written. Steve stated it was a busy day with CFA executive board in the morning, and a general membership meeting in the afternoon. Steve said one of the advantages of Zoom is it seems to work better for faculty to get together. Usually 80–100 people attend; however, there were 115 attendees which is a great turnout. Ed Dodson thanked Steve for the report.

Terry Rohse, Chemeketa Classified Association, said the report stands as written. Terry said the classified retreat yesterday afternoon turned out very good. There were good presenters, good questions asked, and due to Zoom, there were more attendees than ever. Also, Terry reminded everyone to look at the amazing virtual art show put together by Allison Stewart Hull, Amy McKinley, and himself. Ed Dodson thanked Terry for the report.

Marshall Roache, Chemeketa Exempt Employees Association (CEA), said the report stands as written. Jackie Franke said she appreciated the photos and biographies of the CEA board, and Ed Dodson said it was a nice touch. Ed thanked Marshall for the report.

Reports from the College Board of Education

Ron Pittman attended a quarterly Zoom meeting with Jessica Howard, board work session, laptop training, and the Chemeketa Kick-Off.

Diane Watson attended the OCCA board training, quarterly meeting with Jessica Howard, board work session, laptop training, Salem Chamber meeting, Chemeketa Kick-Off, and legislative organizational meeting.

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Ken Hector said his report stands as written.

Jackie Franke attended the laptop training, quarterly Zoom meeting with Jessica Howard, agenda review, Chemeketa Kick-Off, board work session, and several meetings with the Mid-Willamette Valley Council of Governments.

Ed Dodson attended many of the same meetings as the other board members, as well as the Oregon Business Plan Zoom meeting, Mid-Willamette Education Consortium (MVEC) Executive Council board meeting, and the emergency personnel fire incident debrief.

F. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written.

Budget Status Report

Miriam Scharer noted a change to the green sheet. The General Fund Revenue and Expense Statement report will be brought to the October 21 board meeting in order to incorporate the majority of the year-end adjustments.

Miriam referred to the Statement of Resources and Expenditures and noted this is the first report the board has seen for this fiscal year. Miriam referred to the State Appropriations line items and noted the \$8.8 million dollars is carry over from FY20 and the fifth payment received the last fiscal year and deferred to this fiscal year to smooth out the state funding. This is not the Fund Balance, which is the last item under the Resources section. That figure will be left blank until the audit in December.

For the month ending August 31, the Status of Investments interest rate continues to decline and is at one percent.

Purchasing Report

An Invitation to Bid (ITB) will be advertised in September for On-call Low Voltage Installation Services, and a recommendation for contract award will be made to the board at the October meeting.

Capital Projects Report

Rory Alvarez, director of Facilities and Operations, said the report stands as written. However, a week has been lost at Brooks and the Ag complex due to the ash and poor air quality so it was closed down because it was not safe for people to be working.

Chemeketa Cooperative Regional Library Service (CCRLS) Report

Doug Yancey, interim director of CCRLS, said the report stands as written with one correction. The Advisory Council was cancelled last week due to the fires and is rescheduled for September 28, so the meeting didn't occur as was recorded in the report.

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Chemeketa Community College COVID-19 Health and Safety Operational Plan

Miriam Scharer thanked John McIlvain, emergency and risk manager, for a tremendous job in leading Chemeketa's work over the last few months with the COVID-19 incident response and spearheading the work of the Phased Reopening Chemeketa Task Team (PRCCT), as well as his role as incident commander in hosting hundreds of emergency personnel on site assisting with the Beachie Creek fire.

John McIlvain noted there are no changes to the Chemeketa COVID-19 Health and Safety Operational Plan. John noted the PRCTT is monitoring the Oregon Occupational Health and Safety Administration's (OSHA) proposed COVID-19 standards for potential impact on Chemeketa's operational plan. In early September, based on Chemeketa's recommendations, the Oregon Community College Association (OCCA) requested an exemption for colleges and universities to the Oregon OSHA standard in line with the exemption granted to the Oregon Department of Education. Chemeketa and OCCA believe that the Oregon Health Authority (OHA) and Higher Education Coordinating Commission (HECC) mandate meets or exceeds the Oregon OSHA standards. Chemeketa's operation plan is the guidance the team used to assess 106 face-to-face labs, events, and activities for fall term. These 106 occurrences met the required criteria to ensure a safe and healthy learning and working environment for Chemeketa students and employees. Ken Hector asked John what was OSHA's response in regard to the request made for the exemption due to Chemeketa's higher standards. John said he has not heard back yet.

Ed Dodson thanked John on behalf of the board for the work that he and the committee are doing.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

G. SEPARATE ACTION

Approval of Retirement Resolutions No. 20-21-01, Abigail "Abby" Hoffar; and No. 20-21-02 Virginia "Ginny" Gardiner [20-21-110]

Diane Watson read Abby Hoffar's retirement resolution, and Ken Hector read Ginny Gardiner's retirement resolution. These two employees represent a total of 18 years of service. Abby Hoffar joined the Zoom meeting and said a few words.

Ken Hector moved and Diane Watson seconded a motion to approve the retirement resolutions as noted above.

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

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H. ACTION

Ken Hector moved and Jackie Franke seconded a motion to approve consent calendar items No. 1–2:

1. Approval of College Policies #3090—Employee Retirement Tuition Waiver Benefit; #3110—Exempt Employees: Definition; and #3310—Classified ~~Personnel~~ Employees: Definition [20-21-111]
2. Approval of Contract Award for Vineyard Management Services [20-21-112]

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

I. APPENDICES

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

J. FUTURE AGENDA ITEMS

None were heard.

K. BOARD OPERATIONS

None were heard.

L. ADJOURNMENT

The meeting adjourned at 6:12 pm.

Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

October 21, 2020
Date