

Minutes
December 16, 2020

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

November 18, 2020

I. EXECUTIVE SESSION

Executive Session was called to order at 4:17 pm via Zoom. Executive Session was held in accordance with ORS 192.660(2)(h) legal rights.

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

Executive Session ended at 4:40 pm.

II. ADMINISTRATION UPDATES

Open session reconvened at 4:40 pm via Zoom. Updates were shared or discussed with the board on a debrief of the Oregon Community College Association (OCCA) conference; attendance to the Association of Community College Trustees (ACCT) National Legislative Summit in February; President's Goals for 2020–2021; legislative and hiring updates; winter term remote process; Community Education program; staffing update; contracts update; and board agenda preview.

A recess was taken at 5:21 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Ed Dodson, Chair, reconvened the board meeting via Zoom at 5:30 pm.

B. ROLL CALL

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

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

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C. COMMENTS FROM THE AUDIENCE

None

D. APPROVAL OF MINUTES

Ken Hector moved and Diane Watson seconded a motion to approve the minutes of October 21, 2020.

The motion CARRIED.

E. REPORTS

Reports from the Associations

Samantha Brennan, ASC coordinator, said the report stands as written. Samantha mentioned the last event for fall term has been completed, and it went well. Ken Hector gave kudos to Samantha and Antonio Martinez for doing a good job representing Chemeketa at the legislative meetings. The board applauded their good work.

Steve Wolfe, Chemeketa Faculty Association (CFA), had two report updates. The bargaining team is set to go for January, and Chris Nord, full-time faculty and vice president for CFA, will be the chair. The bargaining team member names will be added to the December report. Also, Steve mentioned the Oregon Department of Corrections (DOC) reversed their decision to end the ABE/GED and ESOL contracts with community colleges. It will be different than before, but most faculty and staff positions will be retained. Steve thanked everyone involved in this effort.

Terry Rohse, Chemeketa Classified Association, said the classified report stands as written with one change. Reshone Dean moved to the Apprenticeship department, not program. Terry Rohse thanked the administration for all of their efforts and amazing work in reducing employee layoffs by moving employees into open positions needing to be filled.

Marshall Roache, Chemeketa Exempt Association, said the exempt report stands as written. Marshall noted Celia Nunez, Interim Executive Director of the Chemeketa Center for Business & Industry (CCBI) was selected as a candidate for Oregon Executive Leadership Academy (OELA) and is starting her second session tomorrow.

Reports from the College Board of Education

Ken Hector attended legislative meetings via Zoom with Representatives Teresa Alonso Leon, and Brian Clem, quarterly Cities, County and Schools breakfast meeting, two Vice President of Student Affairs interviews, and the OCCA virtual conference.

Neva Hutchinson attended a Zoom legislative meeting with Representative Teresa Alonso Leon, two Vice President of Student Affairs interviews, quarterly Zoom meeting with Jessica, the OCCA virtual conference, and the Oregon Business Plan meeting.

Ron Pittman attended the Oregon Community College Association (OCCA) virtual conference, two Vice President of Student Affairs interviews, and met with Paul Davis and Danielle Hoffman for an update on the Yamhill Valley Campus (YVC).

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Jackie Franke attended legislative meetings via Zoom with Representatives Teresa Alonso Leon and Brian Clem, computer training, agenda review with Ed Dodson, two Vice President of Student Affairs interviews, Council of Governments (COG) annual meeting planning session, meeting with Diane McLaran to discuss community relations, the OCCA virtual conference, and participated in the COG Executive Director search.

Diane Watson attended two Vice President of Student Affairs interviews and the OCCA virtual conference.

Ed Dodson attended two Vice President of Student Affairs interviews, two Oregon Business Plan sessions, OCCA virtual conference, agenda review, an OCCA legislative committee, a Salem Chamber webinar, and the SEDCOR Forum.

F. INFORMATION

Jim Eustrom called out two items that weren't on the agenda that occurred this week.

Jim recognized Layli Liss, associate dean of the Center for Academic Innovation, and staff for putting on a successful virtual Sara Varnum Institute for part-time faculty. There were over 50 attendees from Chemeketa and 22 from around the state attending. Also, Jim thanked Steve Wolfe for an outstanding job on the program review for geography this week.

Suspension of Health Information Management Program

Jim Eustrom introduced Marshall Roache, interim executive dean of Career and Technical Education, and Sandi Kellogg, dean of Health Sciences, who shared the proposal to suspend the Health Information Management (HIM) program.

Sandi Kellogg shared several slides that spoke to the challenges the program is going through and stated this is a temporary suspension while working through COVID issues, practicum placements, curriculum revisions, and discussions regarding what the program should look like when it comes back on board. Ed Dodson asked if this was a family wage income job. Sandi said it was because of the accreditation process. Sandi added when the students in this program are finished, they can sit for the national exam. However, due to everything changing to remote delivery in this career field and the COVID shutdown, the program needs to make updates and changes. Marshall Roache mentioned even though there are challenges facing the program, this is an opportunity to come out stronger with a re-designed program to serve the students and industry better.

Ed Dodson asked when the new program would start. Sandi said the program can be put on hold for two years. Diane Watson asked if there are students in the pipeline and if they can sit for the exam without having to meet the new requirements. Sandi replied the class that is graduating in the spring will not have to meet the new requirements. Ken Hector asked about workforce demand for these types of positions. Sandi said employers are reaching out to let Chemeketa know they need people specifically for coding, data entry, and a variety of other positions. Part of the review of the program is determining if one to two-year certificates, specific to job-related work will meet workforce needs.

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G. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written. David mentioned the report reflects a total of 13 hires, which may seem like a lot of activity during these budgetary times, but there was a lot of strategic work to make these hires and position changes possible. Employee jobs affected through reduction in force were matched with open vacant positions, grant-funded positions were filled to comply with grant terms, some position changes are current employees shifting to new roles in the college, and positions that deemed critical were filled.

Budget Status Report

Miriam Scharer referred to the Statement of Resources and Expenditures and said tuition and fee revenue is lower than this time last year based on percentage of budget. Referring to the Budget Status Report, personnel expenditures are lower than this time last year due to vacant and held positions, and lower travel costs due to the college's restrictions on travel during the pandemic. However, insurance premiums are significantly higher than last year as shared during last month's board workshop. Overall, expenses are lower as a percentage of budget than this time last year. There was nothing significant to report on the Status of Investments.

Capital Projects Report

Rory Alvarez said the report stands as written. Rory mentioned the Diesel program should be wrapped up by the end of December and the Agricultural Complex shortly thereafter.

Chemeketa Community College COVID-19 Health and Safety Plan

John McIlvain, emergency and risk manager, noted there are no significant changes to the Chemeketa Community College COVID-19 Health and Safety Plan. However, a handful of events has the college assessing the impact to the plan. The governor's two-week freeze to stop the rapid spread of COVID-19 went into effect today. The Higher Education Coordinating Commission (HECC) believes that higher education institutions appear to be largely exempted from the new restrictions, but all activities not involving instruction must adhere to the corresponding business sector.

The Oregon Occupational Health and Safety Administration (OSHA) released its new Temporary Rule addressing COVID-19, which went into effect on Monday, November 16, 2020, and is expected to remain in effect until May 4, 2021. John shared some notable highlights. John and Regalada Lombardi, risk management coordinator, conducted an initial assessment of the OSHA Temporary Rule impact on the college and the COVID-19 Health and Safety Operational Plan, and the college is well on the way to accomplishing all of the requirements before the due dates. John stated the mandated COVID-19 Health and Safety Operational Plan is a workable plan that meets requirements established by the OSHA Temporary Rule.

Ed Dodson thanked John for his tremendous work effort. On a different note, Ken Hector thanked John for his outstanding leadership on the veteran's program that was put on to honor Chemeketa veterans.

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Recognition Report

Jessica Howard acknowledged all the employees in the written report.

H. SEPARATE ACTION

Approval of Retirement Resolutions No. 20-21-05, Jeffrey “Jeff” L. Howard; and No. 20-21-06, Walter “Wally” J. Wharton.

Ron Pittman read the retirement resolution for Jeffrey “Jeff” L. Howard; and Neva Hutchinson read the retirement resolution for Walter “Wally” J. Wharton.

Ron Pittman moved and Jackie Franke seconded a motion to approve Retirement Resolutions No. 20-21-05 for and No. 20-21-06.

The motion CARRIED.

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 6:13 pm


Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

December 16, 2020

Date