

Minutes
May 18, 2022

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

April 20, 2022

II. ADMINISTRATION UPDATES

Jackie Franke, Chair, called the meeting to order at 5:07 pm in the Board Room, Building 2, Room 170, at the Salem Campus.

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

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

Updates were discussed with the board regarding the July 7 special board meeting, bond updates, President's monthly report to the board, public safety, and agenda preview.

A recess was taken at 6:05 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Jackie Franke, Chair, reconvened the board meeting at 6:09 pm.

B. PLEDGE OF ALLEGIANCE

C. CHEMEKETA LAND ACKNOWLEDGEMENT

Jackie Franke read the land acknowledgement.

D. ROLL CALL

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

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

Board Representatives in Attendance: Josh Wray, Associated Students of Chemeketa (ASC); Steve Wolfe, Chemeketa Faculty Association (CFA); Allison Stewart Hull, Chemeketa Classified Association (CCA); and Megan Cogswell, Chemeketa Exempt Association (CEA).

E. COMMENTS FROM THE PUBLIC

None.

F. APPROVAL OF MINUTES

Ron Pittman moved and Ken Hector seconded a motion to approve the College Board of Education minutes from March 16, 2022.

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The motion CARRIED.

G. REPORTS

Reports from the Associations

Josh Wray, Associated Students of Chemeketa (ASC) said there were two additional events for spring term that will be hosted in the Multicultural Center on April 27 and May 20.

Steve Wolfe, Chemeketa Faculty Association and Megan Cogswell, Chemeketa Exempt Association said their reports stand as written.

Allison Stewart Hull, Chemeketa Classified Association (CCA) said the report stands as written and noted that there are six new hires listed on the report and an additional new hire, James Gelder, Instructional Specialist, Corrections Department, who started on March 25. Also, Allison mentioned CCA is pleased to announce the publication of an electronic newsletter.

Reports from the College Board of Education

Diane Watson attended the April 6 Budget Committee meeting, two accreditation meetings, and the Oregon Community College Association (OCCA) conference.

Ron Pittman attended the April 6 Budget Committee meeting, the Oregon School Boards Association (OSBA) bond workshop, two accreditation meetings, and agenda review and met with Danielle Hoffman and Paul Davis from the Yamhill Valley Campus (YVC).

Ed Dodson attended an OCCA legislative committee meeting, the Chemeketa winter choir concert, the Galactic Ping Pong art show, the April 6 Budget Committee meeting, the quarterly lunch meeting with President Howard, two accreditation meetings, and the OCCA conference.

Neva Hutchinson attended the ASCETA workshop, the West Salem Rotary meeting, the quarterly lunch meeting with President Howard, the Boys and Girls Club reception, the OSBA bond workshop, two accreditation meetings, the OCCA conference, and the Salem First Citizens Banquet.

Ken Hector attended the Stayton-Sublimity Chamber awards, three Silverton Rotary meetings, the Stayton Community Conversation, a virtual Public Policy and Advocacy Committee meeting, the April 6 Budget Committee meeting, the Association of Community College Trustees (ACCT) webinar, Dick Withnell's 80th birthday celebration, two accreditation meetings, and the OCCA conference. He also facilitated a meeting between Chemeketa's Agriculture Department and the Oregon Garden Horticulture staff.

Jackie Franke attended the April 6 Budget Committee meeting, two accreditation meetings, the Boys and Girls Club event, and two East Salem Rotary meetings.

H. INFORMATION

Presentation of 2020–2021 Federal Single Audit Report

Aaron Hunter introduced Ken Kuhns, Auditor for Kenneth Kuhns & Company, to present the federal single audit report. Aaron thanked Katie Bunch, Director of Business Services, for her many years of service, wished her well in retirement, and introduced Rich Kline as the new Director of Business Services.

Ken stated that the single audit report is required for any entity which expends more than \$750,000 in federal money. Referring to pages 4–5, Schedules of Expenditures of Federal Awards, the college received approximately \$43 million in federal assistance. This included CARES Act money and approximately \$25 million for student financial aid assistance, and the remainder was utilized by various

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programs. This year the major federal programs identified and audited were the Higher Education Emergency Relief Funds and funds related to the TRIO program and the Career Tech and Education program. Ken referred to the opinion statement on pages 1–3. Based on the audit, this is an unmodified, clean opinion and compliant in the internal controls, and the schedule of expenditures represents all of the federal awards expenditures.

Ken Hector asked if page 7 provides additional detail as to what is contained on pages 1–3. Ken Kuhns stated page 7 is a summary of all of the audit results, not only on the financial statements audit but the single audit.

Presidential Evaluation Process

Jackie Franke reviewed the process with the board members.

Budget Committee Member Selection for Vacancies in Zone 4 and Zone 6 for 2022–2025

David Hallett stated the board will have the opportunity to approve the proposed process and timeline at the May board meeting.

Proposed Schedule of College Board of Education Meetings for 2022–2023

Jessica Howard stated this is the meeting schedule for next year and that it runs from July 1, 2022 to June 30, 2023. The only change made was to move the December board meeting up a week because the original date was later in December when people might well be on vacation.

Suspension of Business Software and Micro Business Operations Certificate of Completion, and Legal Administrative Professional and Virtual Office Assistant Associate of Applied Science Degrees

R. Taylor, Dean, Business and Technology Programs and Early Childhood Education, stated that, regarding all four suspensions, these proposals represent a review of data and work by the program faculty and associated advisory committee to offer the options students are most

interested in and that are in the most demand in industry. These changes align with the college's work on Guided Pathways by providing clearer and more streamlined offerings for students, and these changes will also result in a more efficient use of the college's resources. The board will be asked to approve the four suspensions at the May board meeting.

Diane Watson asked how many students are in the pipeline and whether the college is allowing the students to complete and graduate from these programs. R.T. said there are only a small percentage in the pipeline and that the students in these programs are working closely with advisors to create individual plans to complete these programs and graduate. Neva Hutchinson thanked R.T. for overseeing this and doing what is best for the students.

I. STANDARD REPORTS

Personnel Report

Alice Sprague, Associate Vice President of Human Resources said the report stands as written and noted that five of the eight new hire positions are non-general-fund positions.

Budget Status Report

Aaron Hunter noted in the Statement of Resources and Expenditures that tuition and fees do not reflect the first week of spring term tuition and fee income. Aaron stated that the Budget Status report is trending in the same direction as expected. He noted the exempt and classified salaries show year-to-date amounts, plus encumbrances, and that there will be approximately \$1.2 million unspent funds that will roll over to next year which is the usual expectation. On the Quarterly Update of Other Funds, the Athletics

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ending fund is lower than last year; however, that is due to the fact that athletes are now getting to travel to more games which increases costs. The Status of Investments has one new maturity, and there are no new investments due to the volatility of the market. The Oregon Short Term Fund percent is .55 as of March 31, and it is increasing another 10 basis points in April. Ken Hector asked about the interest on investments and why the year-to-date was so much lower than expected. Aaron said people were not anticipating the rates to go even lower, which is what happened, and outside investments did not have as high of earnings. Ken asked what the timeline is for which to buy a note. Aaron stated the board has approved guidelines for up to three years for a duration of an investment.

Capital Projects Report

Michael Kinkade said the report stands as written and noted that permits have been issued from Marion County for the Ag Complex hoop houses, that the Ag Complex greenhouses are near completion, and that parts are starting to be ordered for the HVAC replacements for twelve buildings.

Institutional Advancement Foundation Quarterly Report

Marie Hulett, Executive Director, Institutional Advancement said the report stands as written. Marie noted that since the report was submitted and the application period closed there were almost 1,500 scholarship applications, and she gave a shout-out to Otilia Morales, Scholarship Coordinator, for all her hard work on getting students to apply.

Grant Activities for January 2022–March 2022

Gaelen McCallister, Director, Institutional Grants said the report stands as written. Gaelen stated that winter term was very active and that about \$10 million in grants were submitted. A new strategy regarding the renewal grants is being implemented by increasing the budget request ask and generating more applications for specific grants. Staff and faculty are focusing on how to use grants to increase enrollment and student access.

Winter Term Enrollment Report

Mike Vargo thanked Julie Peters for leading Chemeketa through the accreditation process and her tremendous job in doing so. Julie noted that the winter term head count is up, total FTE and enrollment is down compared to last year, and reimbursable FTE is -8.7%. Julie reviewed the data and noted that there were 424 fewer female students and 5 fewer male students compared to last year. In addition, she noted that enrollment for students aged 20 and below increased, while those aged 21 and above decreased. Ken Hector stated that he attended a session at the OCCA conference with a panel of female students which identified that a predominant challenge of attending college was childcare. Ken said it would be nice to know if there was a way to validate the reason there are fewer female students attending and then share that with the board. Board members thanked Julie for the information.

Recognition Report

Jessica Howard thanked the entire college, Board of Education, and the accreditation team for a spectacular college-wide accreditation visit, and acknowledged all the employees in the written report.

J. SEPARATE ACTION

Approval of Retirement Resolution No. 21-22-25, William “Bill” R. Klein

Neva Hutchinson read William “Bill” R. Klein’s retirement resolution. This employee worked a total of 20-years and 2 months.

Ken Hector moved and Neva Hutchinson seconded a motion to approve the retirement resolution of William “Bill” R. Klein.

The motion CARRIED.

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K. ACTION

Ken Hector moved and Ed Dodson seconded a motion to approve consent calendar items No. 1–6.

1. Acceptance of 2020–2021 Federal Single Audit Report
2. Approval of 2022–2023 Faculty Sabbatical Leave Requests
3. Approval of Bachelor of Applied Science (BAS) Degree in Applied Leadership and Management
4. Approval of College Policy BP #5020—Residence
5. Acceptance of Program Donations January 1, 2022 through March 31, 2022
6. Approval of Grants Awarded January 2022–March 2022

The motion CARRIED.

L. APPENDICES

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

M. FUTURE AGENDA ITEMS

None were heard.

N. BOARD OPERATIONS

None.

O. ADJOURNMENT

The meeting adjourned at 7:16 pm.

Respectfully submitted,

Julie Deuchars
Board Secretary

Jessica Howard
President/Chief Executive Officer

Jackie Franke
Board Chair