

Minutes
October 16, 2024

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

September 18, 2024

I. WORKSHOP

High School Partnerships (HSP) Grant Overview

Ken Hector, Chair, called the workshop to order at 4:30 pm in the Boardroom, Building 2, Room 170, at the Salem Campus.

Members in Attendance: Betsy Earls; Ken Hector, Chair; Neva Hutchinson; Iton Udosenata; and Diane Watson, Vice Chair (arrived 4:33 pm). Excused Absence: Jackie Franke; Ron Pittman.

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Academic and Student Affairs; Alice Sprague, Vice President, Governance and Administration; and Aaron Hunter, Vice President/Chief Financial Officer, College Support Services/Finance.

Sara Hastings, Dean, Academic Development and High School Partnerships (HSP); Sarah Whisenhunt, Director, HSP; Maira Garcia, Coordinator, College Credit Now and HSP; Leslie Roache, Coordinator, Perkins Innovation and Modernization Grant and HSP; and Jon Mathis, Executive Director, Title IX, Diversity, Equity, Inclusion, and Belonging presented on HSP. Topics covered included an overview of HSP grants; ways HSP connects through educational partners, business, and industry; career-connected engagement; certificate options for youth; career-connected high schools Perkins Innovation and Modernization grant; IREPO and RPED transition; and a review of the bilingual marketing materials provided.

Board members asked clarifying questions during the presentation and Ken Hector noted how beneficial and informative the workshops are.

The workshop ended at 4:57 pm.

II. ADMINISTRATION UPDATES

Ken Hector, Chair, called the meeting to order at 5:19 pm, in Building 2, Room 172, at the Salem Campus.

Members in Attendance: Betsy Earls; Ken Hector, Chair; Neva Hutchinson; Iton Udosenata; and Diane Watson, Vice Chair. Excused Absence: Jackie Franke and Ron Pittman.

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Academic and Student Affairs; Alice Sprague, Vice President, Governance and Administration; and Aaron Hunter, Vice President/Chief Financial Officer, College Support Services/Finance.

Updates were discussed with the board regarding community events, individual re-election plans, board goals, retirement resolutions, budget committee positions, the bond measure, the President's monthly report to the board, and agenda preview.

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The meeting ended at 5:52 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Ken Hector, Chair, called the board meeting to order at 6:01 pm. The meeting was held in the Boardroom, Building 2, Room 170, at the Salem Campus.

B. PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

C. CHEMEKETA LAND ACKNOWLEDGMENT

Ken Hector read the land acknowledgment.

D. ROLL CALL

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Academic and Student Affairs; Alice Sprague, Vice President, Governance and Administration; and Aaron Hunter, Vice President/Chief Financial Officer, College Support Services/Finance.

Board Representatives in Attendance: Lillian Anderson; Associated Students of Chemeketa (ASC); Steve Wolfe, Chemeketa Faculty Association (CFA); Aaron King, Chemeketa Classified Association (CCA); and Adam Mennig, Chemeketa Exempt Association (CEA).

E. COMMENTS FROM THE PUBLIC

None.

F. APPROVAL OF MINUTES

Iton Udosenata moved and Betsy Earls seconded a motion to approve the Board of Education minutes from July 17, 2024, and the Board Work Session meeting minutes from August 22, 2024.

The motion CARRIED.

G. REPORTS

Reports from the Associations

Lillian Anderson, Associated Students of Chemeketa, said the report stands as written. She highlighted the work completed over the summer and discussed some of the events coming up in fall term.

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Steve Wolfe, Chemeketa Faculty Association (CFA), said the report stands as written; noted there was a fall general membership meeting for faculty with a good turnout, energy and excitement for the new year; and mentioned that bargaining will resume on Friday, October 4th.

Aaron King, Chemeketa Classified Association (CCA), said the report stands as written, and stated CCA had their fall retreat and it was well attended.

Adam Mennig, Chemeketa Exempt Association (CEA), said the report stands as written.

Reports from the College Board of Education

Iton Udosenata, no report.

Neva Hutchinson attended the paramedic graduation, Keizer Fest appreciation lunch, Keizer Chamber Greeters, Mid-Willamette Valley Council of Government (MWVCOG) meet and greet, board work Session, Chamber forum, and Chemeketa Kick-off.

Diane Watson attended the Salem Chamber board meeting, Diane McLaran's retirement party, KeizerFest appreciation lunch, KeizerFest Greeters, board work session, agenda review, Salem Chamber luncheon, Chemeketa Kick-off, and SEDCOR Awards luncheon

Betsy Earls attended a quarterly lunch with Jessica, MWVCOG meet and greet, several other MWVCOG events, Diane McLaran's retirement party, a meeting of Polk county elected officials and SEDCOR Awards luncheon.

Ken Hector attended the paramedic graduation, Senator Peter Courtney's funeral, Silverton Chamber Business Group, Salem Chamber presentation on the bond, Diane McLaran's retirement party, graduations at OSP and OSCI, monthly Association of Community College Trustees (ACCT) Public and Policy Committee meeting, KeizerFest appreciation lunch, Woodburn Fiesta coronation celebration, Chemeketa bond presentation at Bentley's, MWVCOG meet and greet, board work session, agenda review, Salem Chamber Forum, Oregon Community College Association (OCCA) legislative committee, Salem Chamber golf tournament, and SEDCOR Annual Awards luncheon.

Ron Pittman attended a quarterly lunch with Jessica, bond presentation in McMinnville, board work session, and Chemeketa Kick-off.

H. INFORMATION

College Policy: College Board of Education Series—~~#1750~~—Prohibition of Harassment & Nondiscrimination

Patrick Proctor, Associate Vice President, Human Resources noted Policy 1750, Prohibition of Harassment and Nondiscrimination, was last reviewed in 2019. The purpose of the current changes was to make the policy current with legal obligations and easier to understand. The new language is underlined, and strikethrough is on the previous text. This will be brought forward to the board for approval at its October meeting.

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Betsy Earls asked if vendors are covered under applicability and training. Patrick said it addresses the party at large when they are on Chemeketa's campuses or doing business with the college.

Oregon Community College Association (OCCA) Board Update

Ken Hector said the report stands as written and highlighted the joint press release between OCCA and Oregon President's Council (OPC) discussing the \$100 million gap in the Higher Education Coordinating Commission (HECC) proposed budget for higher education. He noted that legislative days are this month and that OCCA's annual board training was recently held at EOLA campus and attendees were impressed with the facility. Ken gave kudos to all staff involved with this event.

I. STANDARD REPORTS

Personnel Report

Patrick Proctor said the report stands as written. There were 12 new employees hired over the summer; nine were general fund and three employees transitioned to new positions.

Budget Status Reports

Aaron Hunter noted regarding the Statement of Resources and Expenditures that this is the first report of the fiscal year, and the beginning fund balance is currently blank and will be input after the audit is complete. Tuition and fees include summer term and the majority of fall term, and total expenditures are trending as expected. On the Budget Status Report, personnel services are trending as expected; a large amount has been spent on non-personnel services due to the beginning of the year insurance payment; and no transfers have been made in August, but will start in September. There was a green sheet showing the preliminary progress report for the year ended June 30, 2024, pre-audit. Revenues came in as expected or higher; miscellaneous revenue was lower due to timber tax payments; state appropriation carried forward the fifth payment; expenditures came in around 96 percent of budget due to vacant positions at the beginning of July; contingency was not utilized last year; and the preliminary unreserved ending fund balance is \$22 million. This is higher than normal due to some of the federal funds received over the last few years, and the state appropriation increase at the beginning of the biennium. Ending fund balance will go back down to the 10-15 percent mark over the next few years. On the Status of Investments, there were five maturities and one new investment. The Oregon Short Term Fund has been holding steady; however, due to the recent rate announcements, that will start declining.

Purchasing Report

Aaron noted a request for proposal (RFP) for the architectural services for Building 7 and an invitation to bid (ITB) for on-call painting services will be posted this week. A recommendation will be brought forward to the board in October for approval.

Capital Projects Report

The Building 2 ice storm restoration is still in process, and facilities have completed the fiber pull to the athletics fields.

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Chemeketa Cooperative Regional Library Service (CCRLS) Report

Doug Yancey, Director of CCRLS, said the report stands as written.

Institutional Advancement Foundation Quarterly Report

Marie Hulett, Executive Director, Institutional Advancement, said her report stands as written and highlighted that scholarship applications are being opened again on September 23. They will be open for two weeks.

Recognition Report

Jessica Howard acknowledged employees in the written report.

J. SEPARATE ACTION

Approval of Retirement Resolution No. 24-25-03, Karen Bledsoe and Resolution No. 24-25-04, Denise E. Yancey

Betsy Earls read Karen Bledsoe's retirement. Karen worked at Chemeketa for 10 years.

Betsy moved and Diane Watson seconded the motion to approve.

Diane Watson read Denise Yancey's retirement. Denise worked at Chemeketa for 1 year and 2 months.

Betsy Earls moved and Neva Hutchinson seconded the motion to approve.

The motions CARRIED.

K. ACTION

Betsy Earls moved and Neva Hutchinson seconded a motion to approve consent calendar item No. 1.

1. Acceptance of Program Donations [24-25-108]

The motion CARRIED.

L. APPENDICES

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

M. FUTURE AGENDA ITEMS

None were heard.

N. BOARD OPERATIONS

O. ADJOURNMENT

The meeting adjourned at 6:40 pm.

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Respectfully submitted,

Julie Deuchars
Executive Coordinator

Jessica Howard
President/Chief Executive Officer

Ken Hector
Board Chair

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Date