

Minutes
November 16, 2022

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

October 19, 2022

I. WORKSHOP

Ron Pittman, Chair, called the workshop to order at 4:33 pm in the Board Room, Building 2, Room 170, at the Salem Campus.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Mike Vargo, Vice President, Academic Affairs; David Hallett (via Zoom), Vice President, Governance and Administration; and Bruce Clemetsen, Vice President, Student Affairs.

Student Engagement Supports Graduation: Student Leadership

Mike Evans, Dean, Student Retention and College Life, discussed the college's various student life leadership programs, which consist of the Associated Students of Chemeketa (ASC), Multicultural Student Services (MSS), Student Retention Assistants (SRA), and the Student Success Mentors. Students from each program discussed their experiences. Mike thanked the staff and students for their hard work.

Board members asked questions during the workshop.

The workshop ended at 5:00 pm.

II. ADMINISTRATION UPDATES

Ron Pittman, Chair, called the meeting to order at 5:22 pm.

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

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

Updates were discussed with the board regarding bond updates, President's monthly report to board, President's 2022—2023 goals, Clery Act Report, and board agenda preview.

A recess was taken at 5:51 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Ron Pittman, Chair, reconvened the board meeting at 6:01 pm. The meeting was held in the Board Room, Building 2, Room 170, at the Salem Campus.

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B. PLEDGE OF ALLEGIANCE

C. CHEMEKETA LAND ACKNOWLEDGMENT

Ron Pittman read the land acknowledgment.

D. ROLL CALL

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

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

Board Representatives in Attendance: Peter Wirfs, Associated Students of Chemeketa (ASC); Steve Wolfe, Chemeketa Faculty Association (CFA); Aaron King, Chemeketa Classified Association (CCA); and Gaelen McCallister, Chemeketa Exempt Association (CEA).

E. COMMENTS FROM THE PUBLIC

None.

F. APPROVAL OF MINUTES

Jackie Franke moved and Diane Watson seconded a motion to approve the College Board of Education minutes from September 21, 2022.

The motion CARRIED.

G. REPORTS

Reports from the Associations

Peter Wirfs, Associated Students of Chemeketa (ASC), Steve Wolfe, Chemeketa Faculty Association (CFA), and Aaron King, Chemeketa Classified Association (CCA), said their reports stand as written.

Gaelen McCallister, Chemeketa Exempt Association, noted best wishes to Grisha Alpernas and Michael Kinkade, welcomed Alli Stewart Hull back, and discussed some of the activities that the Exempt Association sponsors.

Reports from the College Board of Education

Betsy Earls attended two Mid Willamette Valley Council of Government (MWVCOG) legislative meetings, and had lunch with Polk County Commissioner Craig Pope.

Diane Watson attended lunch with Elias Villegas, the Oregon Community College Association (OCCA) Diversity, Equity, and Inclusion (DEI) committee, Salem Chamber Greeters, and the board cultural competency training.

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Ken Hector attended two Silverton Rotary meetings, the board cultural competency training, a Chemeketa Foundation Board meeting, a Silverton Chamber Business meeting, and multiple Silverton Mayor's Ball committee meetings. Ken noted he watched the Good Stuff show and a very well-done video of Chemeketa's CDL program was shown. Ken thanked Paul Davis and everyone who participated for the great job.

Ed Dodson attended the OCCA legislative committee meeting, the Boys and Girls Club Grand Opening, the recent OCCA forum and board meeting, Salem Chamber Greeters, and the board cultural competency training.

Jackie Franke attended four East Salem Rotary meetings, the Catholic Community Services lunch, the Boys and Girls Club Grand Opening, a monthly discussion group with Dick Withnell, a East Salem Rotary board meeting, a McKay Commons meeting, a Community and Partners of East Salem agenda setting meeting, the board cultural competency training, Salem Chamber Greeters, and the Valor Mentoring breakfast meeting.

Neva Hutchinson attended the Boys and Girls Club Grand Opening, the Chemeketa candidate forum, board agenda preview, and the quarterly breakfast with Jessica.

Ron Pittman attended board agenda preview, the quarterly lunch meeting with Jessica, a meeting with Danielle and Paul at Yamhill Valley Campus (YVC), and McMinnville Greeters on Friday mornings.

H. INFORMATION

Risk Management and Insurance Report

John McIlvain, Director of Emergency and Risk Management, introduced Kathy Bowen, Assistant Vice President, Property and Casualty Insurance, USI Insurance Services. Kathy utilized a PowerPoint presentation to give an overview of Chemeketa's insurance and risk management plan, reviewed the highlights and challenges of 2022--2023, the current insurance program design, a recap of recent years' premiums, the services provided by USI insurance, and 2022--2023 objectives.

Board members asked questions regarding whether the amount of cyber liability and school violent acts coverage is adequate, whether other plans are being looked at, if excess coverage is possible with another carrier, and premium increases, and requested a copy of the presentation with graphs and loss runs and paid/incurred costs documents. Kathy said other options will be reviewed and evaluated, and that the requested documents will be sent to the board.

2022 iSTART Higher Education Coordinating Commission (HECC) Summer Bridge

Liliana Landa-Villalba, CAMP and Latino Outreach Coordinator, discussed the iStart summer sessions, program objectives, topics covered, the iStart Fair, the Oregon Community grant, the iStart beach trip, and student survey results of the program. Jackie Franke asked about the difference in the number of students who registered and those who attended, and if the college reached out to those who didn't attend. Liliana said efforts were made to call and text students beforehand, but there is a high no-show rate for a variety of reasons.

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I. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written. The new hires represent a mix of grant and general-funded positions related to helping students succeed.

Budget Status Reports

Aaron Hunter said the standard general fund reports are trending as anticipated and the college is at the high mark for tuition and fees, but there will be some refunds issued in October so this may go down a bit. The Quarterly Update Report is trending similar to prior years as well. On the Status of Investments, there were two maturities, two new investments and the yield is much higher than it was before, and there are also additional investment opportunities with a higher percentage yield. In addition, the Oregon Short-Term fund continues to trend up. Ken Hector asked what the current investment rate return for year-to-date in the PERS fund is. Aaron will get back to Ken with the information.

Capital Projects Report

Aaron Hunter noted that the Building 2 C-Store renovation is complete and that it is a hit with students and staff. Aaron thanked the various groups that assisted with the work. Some of the HVAC upgrades are complete, and parts for the others are starting to arrive. There have been some supply chain issues which have caused some delays. Ken Hector asked about the new food service provider and the services they will provide. Aaron stated that the intent to award went to Genuine Foods and the transition is anticipated in the next 60 to 90 days. They will have the option to provide the same services provided now.

Institutional Advancement Foundation Quarterly Report July 2022 through September 2022

Marie Hulett, Executive Director, Institutional Advancement, said her report stands as written. Marie noted a new scholarship has been signed for eight students who recently graduated from Yamhill Area high schools. The scholarships are each \$6,000. The preference will be for the students to work in Yamhill County upon graduation.

Grant Activities for July 2022–September 2022

Gaelen McCallister, Director, Institutional Grant Development, said the report stands as written and noted the Future Ready funds keep coming in and thanked the board for all the work it did with the legislature to get these funds. Students are enrolled in programs regularly. Gaelen noted the Oregon Bureau of Labor and Industries (BOLI) Future Ready grant was awarded for three apprenticeship programs in conjunction with community organizations. Jackie Franke asked what the process is when grants have been declined and if there is anything that can be done. Gaelen said that these grants are very competitive and that, when a faculty or staff member works on a grant, they realize at times that they can actually accomplish some of the things envisioned in the grant without the funding. Also, when a grant is denied, comments are received that help the college write a more solid application the next time. Board members thanked Gaelen for the excellent job that is done on grants.

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Summer Term Enrollment Report

Julie Peters, Dean, Academic and Organizational Effectiveness, stated the summer term enrollment report is flat. Comparing this year to last year, the student headcount is slightly up and the full time equivalency (FTE) is slightly down. The data for fall term is showing the head count and enrollment are up, and hopefully the positive gain will continue in these areas.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

President's Report

Jessica Howard said the report stands as written and highlighted that the Higher Education Coordinating Commission (HECC) has convened a work group around state funding formula mechanics and that this adds another unknown variable as the college thinks about the budget moving forward.

J. SEPARATE ACTION

Approval of Appointment of Budget Committee Members, Resolution No. 22-23-03 for Zone 4 and Resolution No. 22-23-04 for Zone 6 for 2022–2025 [22-23-105]

Ken Hector moved and Neva Hutchinson seconded a motion to approve the appointment of Mike Stewart, Budget Committee Member, in Zone 4 for an additional three-year term.

Diane Watson moved and Betsy Earls seconded a motion to approve the appointment of Jenne Marquez, Budget Committee Member, in Zone 6 for an additional three-year term.

The motions CARRIED.

Approval of Retirement Resolution No. 22-23-02, Allison D. Delaney [22-23-106]

Neva Hutchinson read Allison D. Delaney's retirement resolution. Allison worked at Chemeketa for 29 years and 7 months.

Ken Hector moved and Neva Hutchinson seconded a motion to approve the retirement resolution as noted above.

The motion CARRIED.

K. Action

Neva Hutchinson moved and Jackie Franke seconded a motion to approve consent calendar items

No. 1–3.

1. Approval of Strategic Framework [22-23-107]
2. Acceptance of Program Donations July 1, 2022, through September 30, 2022 [22-23-108]
3. Approval of Grants Awarded July 2022–September 2022 [22-23-109]

The motion CARRIED.

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Neva Hutchinson noted, on the Acceptance of Program Donations report, all of the wonderful gift certificates that were donated to the Open House and thanked the staff members who solicited those donations.

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 7:22 pm.

Respectfully submitted,

Julie Deuchars
Executive Coordinator

Jessica Howard
President/Chief Executive Officer

Ron Pittman
Board Chair

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Date