

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

January 17, 2018

I. WORKSHOP

Ken Hector, Chair, called the workshop to order at 4:32 pm. The workshop was held in the Board Room, Building 2, Room 170, at the Salem Campus.

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

College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Johnny Mack, Executive Dean, Career and Technical Education (for Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus).

A. Mid-Willamette Education Consortium (MWEC) Update

Ed Woods, director of the Mid-Willamette Education Consortium (MWEC); Sheila McCartney, regional coordinator; and Debbie Johnson, financial analyst shared an update on MWEC. Ed Woods reported MWEC is the largest consortium in the state with 15 regions covering Marion, Polk, Yamhill, and Lincoln counties. It is comprised of 23 high school districts, two community colleges (Chemeketa and Oregon Coast), the Willamette Education School District (WESD) which includes the Oregon School for the Deaf and MacLaren and Hillcrest youth facilities.

Ed used a PowerPoint to guide the presentation. In summary, MWEC writes the Perkins Basic and Reserve grants and oversees the spending, does Career and Technical Education licensure, develops programs of studies and renewals, oversees secondary and post-secondary technical skill assessments (TSAs), organizes and works with a number of professional learning communities (PLC), hosts a number of professional development activities for high school administrators and teachers, oversees CTE program data collections and reporting, participates in federal monitoring visits, manages purchasing and inventory control, develops and manages contracts and agreements, and conducts civil rights reviews. Another component of MWEC is dual credit or College Credit Now managed by Bruce Scanlon.

Ed briefly shared the history of Carl Perkins funds which started in 1984, followed by Perkins 2 in 1990 and Perkins 4 in 2006; a reauthorization is planned for Perkins 5 by 2019. Carl Perkins is a federal grant of \$1.1 billion administered in all 50 states. MWEC's grant was \$1.1 million with 50 percent to Chemeketa and the other 50 percent to secondary schools. Ten percent must be spent on professional development and 5 percent goes to administrative fees. Perkins funding has been flat the past few years for high schools. Last year (2016–2017) was \$481,083, this year (2017–2018) is \$477,000. In comparison, Measure 98 High School Success brought in \$7,137,023 for the 2017–2018 school year.

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Career Pathways was funded at \$497,530 last year and had 34 programs of study and 19 high schools; this year funding dropped to \$318,330, with 43 programs of study and 24 high schools. The CTE Revitalization grant for 2015–2017 was approximately \$1.1 million for the region; for 2017–2019 the grant awarded is approximately \$2.5 million, with 25 percent of the available money going to our region. In all the funding streams, our region was awarded \$2.1 million in 2016–2017 and \$10.5 million for 2017–2018.

Ed explained a program of study is a secondary to post-secondary pathway that leads to a certificate or degree. The state has six career-related areas: agriculture/natural resources; arts information and communication; business/management; human resources/emergency services; industrial engineering systems; and health services. The programs of study must fall within five elements: standards of content (skillsets); alignment/articulation (align with college program); accountability and evaluation (advisory groups); student support services (counseling, career exploration, guidance); professional development.

Professional Learning Communities (PLCs) are meetings made up of administrators in Marion, Polk, Yamhill, and Lincoln counties that are held four times a year to hear updates and for professional development activities. This year the group discussed and organized speakers, tours, best practices, equipment demonstrations, and presentations on subjects of interest.

Sheila McCartney, regional director, shared a slide with a summary of her duties. Sheila is one of 15 regional coordinators in the state. Sheila helps principals and teachers develop budgets, set up classes and programs of study, recruits and sponsors new teachers to teach CTE courses, assists them to get their teaching license, develops pilot programs with the Oregon Department of Education or other agencies and organizations, and does reporting to federal and state government for funding.

She shared a few stories on how MWEC sponsors individuals to teach courses. She connected a retired health provider with Stayton High School, which was interested in starting a health program. MWEC helped her get a teaching license, and she taught a health occupations course which led to the development of a health program. Sheila worked with a charter school in Lincoln County and a retired marine/environmental scientist. MWEC helped him get a teaching license; a marine science/drone technology program of study was developed; the teacher applied and received a \$427,000 grant; students were given the opportunity to use drones to get data on the wave generator and transmit it back to OSU; used drones to follow whale migration to send DNA back to NOVA; drones were used to make virtual tours of property for real estate companies; and a video was developed for tourism. Because of the flexibility of being a sponsor, MWEC has added 63 new teachers.

Also, last year Sheila worked with Megan Cogswell on a pre-apprenticeship program. It was approved by the Department of Education, and the pilot program is being offered at North Marion High School this year and next year it will be offered at Cascade, Willamina, Jefferson and Salem-Keizer.

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Debbie Johnson, financial analyst, shared some additional funding streams and grants including Perkins Basic and Perkins Reserve, CTE Salem/Keizer, and Delta Teacher Development. She noted the split has been 52 percent for post-secondary and 48 for secondary schools. Of that 52 percent Chemeketa received 95 percent of the funds and 5 percent went to Oregon Coast. However, starting next year, it will be a 50/50 split. Debbie reviewed her major job duties and shared examples of big equipment purchases through Perkins funds, including CNC plasma cutting system for manufacturing, drones for electronics, 3-D printers for drafting and welding equipment. The board thanked Ed, Sheila, and Debbie for their presentation.

A recess was taken at 5:10 pm.

II. A. EXECUTIVE SESSION

Executive Session was called to order at 5:36 pm in Building 2, Room 172, on the Salem Campus. Executive Session was held in accordance with ORS 192.660(2)(d) negotiations and (e) real property.

Members in Attendance: Ed Dodson; Betsy Earls (arrived at 5:45 pm); Jackie Franke; Ken Hector, Chair; Neva Hutchinson, Vice-Chair; Ron Pittman; and Diane Watson.

College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Johnny Mack, Executive Dean, Career and Technical Education (for Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus); and Greg Harris, Director, Marketing, Public Relations, and Student Recruitment. Guests: Andrew Bone, Holly Nelson, and Miriam Scharer.

Executive Session ended at 6 pm.

II. B. ADMINISTRATION UPDATES

The following updates were shared or discussed with the board: Winter board work session and budget committee orientation; visit to Mt. Angel District School Board meeting; board calendar preview; legislative update/legislator visits; Oregon President's Council update; Anesthesia Technology AAS program; ISS organization changes; accreditation visit April 4–5; and board agenda preview.

A recess was taken at 6:55 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Ken Hector, Chair, reconvened the board meeting at 7:02 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

Ken Hector led the group in the Pledge of Allegiance.

C. ROLL CALL

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

College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; and Johnny Mack, Executive Dean, Career and Technical Education (for Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley).

Board Representatives in Attendance: Isaac Acosta, Associated Students of Chemeketa (ASC); Justus Ballard, Chemeketa Faculty Association; Terry Rohse, Chemeketa Classified Association; and Allison Stewart Hull, Chemeketa Exempt Association.

Board Chair Ken Hector welcomed David Hallett, Vice President of Governance and Administration, who replaced Andrew Bone who retired at the end of November.

D. COMMENTS FROM THE AUDIENCE

None

E. APPROVAL OF MINUTES

Ed Dodson moved and Betsy Earls seconded a motion to approve the minutes of December 20, 2017.

The motion CARRIED.

F. REPORTS

Reports from the Associations

Isaac Acosta, ASC executive coordinator, said his report stands as written with one addition. A student forum on the tuition increase will be held on February 14 (he later said it was February 15). A member of ASC will be the moderator.

Justus Ballard, Chemeketa Faculty Association, made one addition to the written report. The Faculty Association contributed \$500 for the Holiday Social.

Terry Rohse, Chemeketa Classified Association, stated the report stands as written. He reported last month that the Classified Association purchased 14 more food cards to add to the 15 they received. Terry noted those additional food cards were from donations from friends of the classified Association and the classified board members. The Emergency Fund that was established three years ago is still fully funded for classified staff in need.

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Allison Stewart Hull, Chemeketa Exempt Association, said the report stands as written.

Reports from the College Board of Education

Betsy Earls had no report.

Neva Hutchinson attended the Holiday Social, the welcome for David Hallett, and the Keizer Chamber Forum luncheon.

Diane Watson attended the Mt. Angel District School Board meeting, Keizer Chamber/Rotary annual luncheon, Keizer Chamber Forum luncheon, and the Senator Merkley and Representative Kurt Schrader Town Hall at Claggett Middle School in Keizer.

Jackie Franke attended the Holiday Social, a Mid-Willamette Valley Council of Government (COG) Executive Board meeting, Salem-Keizer Education Foundation Board meeting, and a Salem Council monthly meeting. Jackie met with Salem-Keizer school board member Kathy Goss.

Ron Pittman recognized Jackie Franke for being elected to the COG Executive Council.

Ed Dodson attended the welcome for David Hallett, faculty art exhibit, Oregon Community College Association (OCCA) Forum, and the OCCA Board meeting.

Ken Hector attended the Silver Falls Emergency Management Advisory Committee, a SEDCOR Forum luncheon, the Senator Merkley and Representative Kurt Schrader Town Hall, and he accompanied Julie for a meeting with Representative Mike Nearman.

Reports from the Administration

Johnny Mack shared four updates:

1. The Early Childhood Education Educator Development (ECEED) is a collaboration between Developmental Education, English Speakers of Other Languages (ESOL), Early Childhood Education, Career and Technical Education, and community partners. The first cohort started winter term 2017 in Salem with 26 students and will finish this winter 2018; the second cohort started winter 2018 at YVC and has 16 students.
2. Chemeketa Works is an industry-driven, grow-your-own, paid internship with ten industry partners. This project is in collaboration with Cooperative Work Experience (CWE), which will incorporate this new model into existing infrastructure.
3. The Wine Studies program competed in a San Francisco wine competition that had 7,000 entries. The 2013 Pinot Noir won a silver medal, and the 2016 Pinot Blanc won a bronze medal.
4. A number of volleyball athletes received awards from the American Volleyball Coaches Association (AVCA): Jane Cale, 2017 AVCA Two-Year College First Team All-American; Haley Paterson, Second Team All-American; Ialah Ochse, 3rd Team All-American; and Traci Stephenson, the AVCA Two-Year College Western Region Coach of the Year.

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G. INFORMATION

2018–2019 Proposed Budget Calendar

Miriam Scharer reported the board must adopt the Budget Calendar in advance of the budget process. The calendar lists critical dates and timelines. The first Budget Committee meeting is scheduled for Wednesday, April 11, at 6 pm, to present the budget; the second meeting is Wednesday, April 18, at 4:30 pm, for final discussion and approval; and an optional third meeting is scheduled on Wednesday, April 25, if needed. A public hearing will be held on May 16; and final adoption on June 20. The Budget Calendar will be brought back next month for action.

Proposed Student Tuition for 2018–2019

Miriam Scharer referred to two handouts in the board folder—the green sheet and the chart of 2017–2018 Oregon Community Colleges Tuition and Fees; on the reverse is the Oregon University System Tuition and Fees for public and private universities. The chart reflects current tuition and fees rates. The narrative on the green sheet details the college's financial position and rationale for the recommendation. Miriam reiterated as the college builds the budget projections, key factors are resources, expenditures, and tuition revenue. While the state allocation is known, there is fluctuation in Chemeketa's share due to the loss of enrollment, which has a direct impact on tuition revenue. Also, there will be additional expenditure increases due to rising employee costs in PERS and unfunded mandates. In order to maintain current service levels and offset increases in costs, the college proposed the following tuition increase:

- Tuition increase of \$3 per credit for a total of \$87 per credit
- Universal fee increase (credit) of \$3 per credit for a total of \$18 per credit
- Universal fee increase (noncredit) of 10 cents per billing hour for a total of 40 cents per billing hour
- Out-of-state and international tuition increase of \$6 for a total of \$252

A chart of the current rates, the proposed increase, and the proposed total is on the reverse side of the green sheet.

The total annualized in-district tuition and universal fee cost of 45 credits would be \$4,725 compared to the current \$4,455, which would still keep Chemeketa in the third lowest among the 17 community colleges based on current year rates. Chemeketa is usually the first college to make a tuition recommendation.

Julie Huckestein reported raising tuition is a difficult decision and is not taken lightly. It was discussed at length by Executive Team before making this recommendation to the board. When there was low state revenue, the college was fortunate to experience high tuition revenue. However, even though there is steady state revenue, the college has experienced enrollment declines resulting in a significant decrease in tuition revenue. The college

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recognizes the impact this has on students; however, in order to maintain the operations and provide quality services and programs to students, a tuition increase is necessary.

Discussion highlights:

- Jackie Franke asked why the college does not have a technology fee. Miriam replied Chemeketa's universal fee includes a technology fee.
- Ed Dodson said the board does not like tuition increases; however, Chemeketa had no tuition increase for four years. He asked Isaac if raising tuition \$1–\$2 a year would be more preferable than a large increase during a random year.
- Betsy Earls said the \$6 increase worries her and that smaller, gradual increases each year might have been a better strategy.
- Isaac Acosta said the \$6 increase will come as a shock to many students, but it will be important to communicate why the increase and that tuition was not increased four years in a row. In his opinion, it would be better to do small increases each year instead of a big increase. He will make sure the moderator asks this question at the student forum.
- Diane Watson was amazed that Chemeketa had been able to keep tuition the same for four years. In looking at the annualized tuition, Chemeketa's rate with the \$6 increase is \$4,725. The statewide average among 17 community colleges is \$5,169 and with the highest being \$5,963, it is most likely that Chemeketa will still be in the lower range. Diane does not like to raise tuition, but understands the need in order to maintain quality instruction and provide necessary student support services.
- Ken Hector requested an updated chart of tuition and fees as soon as the other colleges have set their rates. Miriam said the other colleges will be making tuition recommendations between now and June and will bring back a revised chart to the board.

Board action will be requested at the February board meeting.

Strategic Plan

Julie Peters, director of Planning and Lean Development, referred to the Strategic Plan in the board folder. She explained the format change from last year and how it relates to the placemat. Last year there were 52 initiatives and it was difficult to identify the scope, magnitude, and importance of each initiative to the college at large. This new format is more readable, it identifies and applies focus on four key initiatives under each core theme, and it will be easier to communicate and track progress on the most important work for this year.

Julie reviewed the structure and format of the Strategic Plan. It includes an overview (why we do what we do) of the vision, mission, values, and core themes and the objectives of each core theme. The four core themes have been broken down into seven categories—

1. Strategic Initiatives – Description of initiative
2. Activity Timeline – When work will actively take place in the seven-year timeframe
3. Related Operational Initiatives – A crosswalk between last year's plan and this year's plan; may include additional initiatives from last year that relate to the Strategic Initiative
4. 2017–2018 Planned Activities – Major activities that relate to the Strategic Initiative

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5. 2017–2018 Milestone – What will be accomplished by the end of June
6. Operational Initiatives – Other institutional initiatives that rolled over from last year that are not tied to a core theme but will have continued activity
7. Completed Initiatives – Initiatives that have been completed since the seven-year cycle began

Julie Peters referred to the placemat that was in the board folder. This is a condensed version of the Strategic Plan and is a great way to communicate and see at-a-glance the work of the college. Side 1 lists the four core themes with the four key Strategic Initiatives under each for a total of 16 Strategic Initiatives. The description, planned activities, and annual milestones are also listed. On the reverse side are the objectives and measures for the Strategic Initiatives broken down by 3–6 objectives, a number of high-level measures to track progress and identify status of each objectives of the core themes, status as of 2016–2017, and a 2022 target, which is the end of the seven-year accreditation and strategic planning cycle. Julie noted some of the targets are aspirational. The accreditation process is all about the journey and continuous improvement in meeting and tracking progress towards the objectives and measures rather than focusing achieving a specific target.

Ron Pittman asked what does NA mean under the 2016–2017 column. Julie said it means there is not current data yet. Either the work has not begun, is in progress, or not completed. Julie Huckestein said there will be more time for in-depth discussion at next Wednesday's Board Work Session. Julie Peters was thanked for her presentation and her work on the Strategic Plan and the placemat.

Anesthesia Technology Associate of Applied Science Degree

Sandi Kellogg, dean of Health Services, reported a new Anesthesia Technology Associate of Applied Science degree is proposed based on community and employer needs. An anesthesia technician works alongside the anesthesiologist and/or nurse anesthetist, prepares the room, equipment, verifies medications, and at the end of the procedure, gets the room ready for the next patient. Currently, there are only ten anesthesia technology programs in the United States, only two on the west coast—in Renton, Washington, and Pasadena, California. This is an up and coming profession that has positive growth; wages would be around \$50,000 per year. Pending the approval processes, the hope is to offer this program in the fall or winter.

Ed Dodson noted the list of prerequisite courses and asked if students would be required to take them before they start the program. Sandi said that since the program is on a fast track, the first cohort would need to fit in the prerequisites with the regular coursework. The program is very rigorous and is comparable to the nursing program. In the future, it will be a limited enrollment program, with an application process, and students would have to take the prerequisites before they can apply.

H. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written.

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Budget Status Report

Miriam Scharer referred to the Statement of Resources and Expenditures as of December 31, 2017. Property Taxes is up slightly from last year and the Tuition and Fees reflect revenue before the start of winter term. There was nothing significant to report in the Budget Status Report. Interest rates are slightly up in the Status of Investments report.

The Quarterly Update of Other Funds was included in this month's report. This report itemizes other resources and obligations in both revenue-based and budget-based accounts. The Athletics fund obligations includes the first half of a \$300,000 contribution that Athletics is making towards the athletics complex/softball field. The second half will be transferred out when the complex is completed. In Student Financial Aid, there is a 10 percent reduction in financial aid that has been disbursed due to the decrease in financial aid applications. However, again, this is prior to the winter term disbursements so it only reflects summer and fall terms.

Neva Hutchinson questioned the Regional Library numbers and if the funding is enough for the remainder of the year. Miriam Scharer will research and report back.

Capital Projects Report

Rory Alvarez said the report stands as written. Rory said equipment is on the softball field and work has started. The anticipated completion date is April or May depending on weather conditions.

College Advancement Report October 2017–December 2017

David Hallett reported grant activities lists the grants submitted, pending, and awarded with the awarded grants amounting to \$350,199. David drew attention to the upcoming STARS Receptions scheduled for April 27, at the Broadway Commons in Salem from 3:30–5 pm and May 11, at YVC in McMinnville from 3:30–5 pm.

Recognition Report

Julie Huckestein acknowledged all the employees in the written report.

J. ACTION

Ed Dodson moved and Ron Pittman seconded a motion to approve action item Nos. 1–5:

1. Approval of College Policies #3150, Exempt Supervisory Employees: Definition; #6220, Surplus Property; #6240, Inventory; and #6410, Legal Services
2. Approval of Academic Calendar for 2018–2019
3. Approval of 2017–2018 Faculty Sabbatical Leave Recommendation One-Term Spring 2018
4. Acceptance of Program Donations October 1, 2017 through December 31, 2017
5. Approval of Grants Awarded October 2017–December 2017

The motion CARRIED.

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K. APPENDICES

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

L. FUTURE AGENDA ITEMS

None were heard.

M. BOARD OPERATIONS

None were heard.

N. ADJOURNMENT

The meeting adjourned at 8:10 pm.

Respectfully submitted,

Jeanne Odle

Board Secretary

Edward J. Dodson

Board Representative

Julie Huckstein

President/Chief Executive Officer

2/24/18

Date