

Minutes  
February 16, 2022

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

January 19, 2022

**I. WORKSHOP**

Jackie Franke, Chair, called the workshop to order at 4:01 pm via Zoom.

**Members in Attendance:** Ed Dodson; Jackie Franke, Chair; Ken Hector; Neva Hutchinson; Ron Pittman, Vice Chair (arrived 4:20 pm); and Diane Watson. Absent: 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.

**A. Post-Completion Outcomes**

Heidi Gilliard, Director of Institutional Research and Reporting, presented on post-graduation outcomes and early momentum metrics. Heidi covered the student success institutional indicator two, employment rate cohort, one-year employment rate, five-year earnings growth, Gateway course momentum, first-time-ever-in-college (FTEIC) cohort, and completion of college level English and/or Math in the first year.

**B. Advisory Committee Refresh and Applied Baccalaureate Degree**

Marshall Roache, Executive Dean, Career and Technical Education (CTE); Holly Nelson, Executive Dean, Regional Education and Academic Development; R. Taylor, Dean, Business and Technology, Early Childhood and Visual Communications; Tim Ray, Dean, Agricultural Sciences and Technology; and Gaelen McCallister, Director, Institutional Grants presented. Topics discussed included a refresh of CTE advisory committees and Chemeketa's application to offer an applied baccalaureate degree in leadership and management. The latter included information about Chemeketa's application timeline, program design, curriculum, proposed courses, and next steps.

Board members asked clarifying questions during the workshops. Jackie Franke thanked staff for their presentations.

A recess was taken at 5:03 pm.

**II. ADMINISTRATION UPDATES**

Jackie Franke, Chair, called the meeting to order at 5:07 pm via Zoom.

**Members in Attendance:** Ed Dodson; Betsy Earls (arrived 5:10 pm); Jackie Franke, Chair; Ken Hector; Neva Hutchinson; Ron Pittman, Vice Chair; and Diane Watson.

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Updates were discussed with the board regarding the Oregon School Board Association (OSBA) board member position 12, the new Oregon Community College Association (OCCA) Executive Director, the Association of Community College Trustees (ACCT) national legislative summit, the college's applied baccalaureate application, the Harrison Street building in Woodburn, redistricting of Board zones, efforts with Western Oregon University to develop a marketing strategy for academic pathways and degree partnerships, the benefits navigator position and agenda preview.

A recess was taken at 5:45 pm.

### III. REGULAR SESSION

#### A. CALL TO ORDER

Jackie Franke, Chair, reconvened the board meeting at 6:01 pm.

#### B. PLEDGE OF ALLEGIANCE

#### C. CHEMEKETA LAND ACKNOWLEDGEMENT

Jackie Franke read the land acknowledgement.

#### D. ROLL CALL

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

**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); Aaron King, Chemeketa Classified Association (CCA); and Marshall Roache, Chemeketa Exempt Association (CEA).

#### E. COMMENTS FROM THE PUBLIC

None.

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**F. APPROVAL OF MINUTES**

Ed Dodson moved and Diane Watson seconded a motion to approve the College Board of Education minutes from December 15, 2021 and Board Work Session of January 7, 2022.

The motion CARRIED.

**G. REPORTS**

**Reports from the Associations**

Josh Wray, Associated Students of Chemeketa (ASC) said the report stands as written and that ASC is working on getting students engaged in different events.

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

Aaron King, Chemeketa Classified Association (CCA) added a brief amendment to the report. The CCA approved, via email, to increase the amount of money that was donated this year to the holiday social. Aaron thanked the other associations for their support at this event.

**Reports from the College Board of Education**

Ed Dodson attended the Oregon Community College Association (OCCA) legislative committee, the January board work session, and the art show at the Gretchen Schuette gallery.

Betsy Earls did not have a report this month.

Diane Watson attended the board diversity statement subcommittee, the January board work session, and the quarterly meeting with Jessica Howard.

Ken Hector attended the annual Silverton Rotary dinner meeting, two of the weekly Silverton Rotary meetings, two Silverton Chamber of Commerce business meetings, the ACCT Town Hall meeting, the January board work session, and the monthly ACCT Public Policy and Advocacy meeting.

Neva Hutchinson attended an ASCETA meeting, the January board work session, and the board diversity statement subcommittee meeting.

Ron Pittman attended the board diversity statement subcommittee meeting, the January board work session and the McMinnville Chamber meet and greet event, and met with Paul Davis and Danielle Hoffman for a Yamhill Valley Campus (YVC) update.

Jackie Franke attended the January board work session, Oregon State Board Association (OSBA) cafe for board chairs, agenda review, the Mid-Willamette Valley Council of Governments (MWVCOG) annual meeting planning session, and a support group meeting for East Salem.

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## H. INFORMATION

### **2022–2023 Proposed Budget Calendar**

Aaron Hunter reviewed the Budget calendar and noted that the calendar would be brought back next month for approval.

### **Proposed Student Tuition for 2022–2023**

Aaron Hunter referred to the green sheet of the Proposed Student Tuition for 2022–2023, and gave an overview. Aaron reviewed the tuition and fee setting guidelines and discussed the fee increases.

- Tuition increase of \$3 per credit, and universal fee of \$3 per credit
- Out-of-state and international tuition rate increase at \$9
- Differential fee increase of \$10 for high-cost programs and courses

The proposed increase would place Chemeketa second among comparator colleges based on current year rates. However, if the comparator colleges proposed modest rate increases for 2022-2023, the college would be in the middle again next year.

Neva Hutchinson asked if the Pell grant would cover these increases. Jessica Howard responded that a student with zero family contribution will qualify for \$17,000 in federal and state aid and that the college's annual cost with the proposed increase is \$6,100.

There will be a virtual student forum prior to the next board meeting to share the tuition proposal and answer any questions. A recommendation will be brought back to the board next month for action.

Jackie Franke thanked staff for their work.

### **College Policies BP#1100—Chemeketa Community College's Name(s) and Trademark(s) and BP#1200—Chemeketa Community College's Mission / Vision / Values / Core Themes**

David Hallett thanked Rebecca Hillyer, General Counsel, for her extensive work on the policies. Policy BP 1100 is new to Chemeketa and legally advised by the OCCA policy program that Chemeketa is now utilizing to protect the name of the college and facilities identities. Rebecca also incorporated Policy 2275 into this to protect the college logo and other unique identifiers. BP 1200 is a current policy and new language has not been added to it, but it has been newly renumbered to align with OCCA policies. Rebecca discussed a few changes on BP 1100 and 1200.

Ken Hector requested at future board meetings that staff using organization acronyms reference the organization name at least once so the public knows what the presenter is referring to. Jackie Franke concurred.

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**Redistricting of Chemeketa Community College Zones 1, 2, 3, 4, 5, 6 and 7**

David Hallett noted that state law requires the board to adjust established zone boundaries within the district to make them as nearly equal in population as possible according to the latest federal census. Based on census data, Chemeketa needs to redistrict zones 1–7. The board will be asked to approve the proposed redistricting at the February board meeting.

**Board of Education Diversity Statement**

Jackie acknowledged and thanked committee members Neva Hutchinson, Ron Pittman, and Diane Watson for their work on this statement. The statement was reviewed by staff and the board.

Diane Watson noted at the board's September work session that one of the board's goals was to come up with a board diversity, equity, and inclusion statement to make sure that everyone knew where the board stood regarding this topic and in support of students, staff and the community. At the January board work session it was decided to move forward, and the subcommittee drafted a statement that was reviewed by staff and board members. Diane read the statement. Ron Pittman thanked David Hallett for his guidance with the statement.

**I. STANDARD REPORTS**

**Personnel Report**

David Hallett said the report stands as written and noted that three of the new hires are self-support or grant-funded. The five position changes represent employees who have taken on new or different roles in the college or have been reclassified in some other way.

**Budget Status Reports**

Aaron Hunter noted in the Statement of Resources and Expenditures that property taxes are coming in as expected, tuition and fees include winter term funds, and expenditures continue to be in line with previous years. Aaron stated that the Budget Status report is similar to previous years; most of the accounts and balances are in fairly good shape on the Quarterly Update of Other Funds and highlighted a few accounts; and the Status of Investments shows a number of investments made in December due to property taxes coming in.

**Capital Projects Report**

Michael Kinkade said the report stands as written with one correction. The Building 9 chillers installation did not occur because of a missing piece due to nationwide shipping delays. The installation date will be rescheduled once the piece arrives.

**Institutional Advancement Foundation Quarterly Report**

Marie Hulett, Executive Director, Institutional Advancement said the report stands as written. Marie noted the scholarship application window opens February 1 and stays open until March 31 and asked everyone to share this news with their network. Also, the Foundation received an unexpected gift of \$286,743.19 from the estate of Elizabeth A. Javens Revocable Living Trust. Marie recommended the board accept in-kind donations for this quarter, valued at over \$30,000.

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Jackie stated it was exceptional to see two new scholarships established this quarter and expressed the board's appreciation to these organizations. Marie stated that the community is very generous and she is very excited by the Foundation scholarships.

**Grant Activities October 2021—December 2022**

Gaelen McCallister, Director, Institutional Grants said the report stands as written. Gaelen highlighted the impressive work of the Education program under the leadership of Cecelia Monto, Dean. This program has won two successive grants from the Oregon Department of Education Grow Your Own, and over the last two years they have brought in over \$500,000 in state and private funding to support students on their path to becoming teachers.

**Fall Term Enrollment Report**

Heidi Gilliard, Director, Institutional Research and Reporting said the report stands as written. Heidi stated there was a 6% decrease in fall full time equivalent (FTE), a 7% decrease in reimbursable fall FTE, a nationwide 3% decrease for community colleges in the fall, and between last fall and this fall there has been the largest two-year decline in 50 years. Neighboring colleges are showing the same effects and this is really a nationwide issue. The estimate for winter term is a decline of 8% FTE. Board members asked clarifying questions.

**Chemeketa Community College COVID-19 Health and Safety Operational Plan**

John McIlvain, Emergency and Risk Manager provided an update regarding the Federal Occupational Safety and Health Administration's (OSHA) emergency temporary standard and Oregon's decision. John gave an update on the recommended isolation and quarantine recommendation from the Center of Disease Control (CDC). The college is continuing to encourage vaccinations and boosters for those who are able, and students and staff members fill out an online COVID-19 questionnaire to report illnesses, test results, and exposure so the college can take appropriate actions and provide timely notifications when needed.

**Recognition Report**

Jessica Howard acknowledged all the employees in the written report.

Neva Hutchinson thanked Diane Watson and her singing group for the two hours of entertainment during the Salem Holiday Market.

Jessica Howard noted there was a typo in the board diversity statement and the word "college" needs to be added to the final bulleted paragraph. David Hallett stated the diversity statement approval is slated for this evening, not next month, and will be approved during the consent agenda with the addition of the word "college."

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**J. SEPARATE ACTION**

**Approval of Retirement Resolutions No. 21-22-19, Daniel “Dan” A. Loop, and No. 21-22-20, Kristi K. Newton**

Betsy Earls read Daniel “Dan” A. Loop’s retirement resolution and Ed Dodson read Kristi K. Newton’s. These two employees represent a total of 61 years and months of service. Ken Hector moved and Betsy Earls seconded a motion to approve the retirement resolutions as noted above.

The motion CARRIED.

**K. ACTION**

Ken Hector moved and Neva Hutchinson seconded a motion to move Item No. 5 from the consent agenda for the purposes of correction.

Ron Pittman moved and Ken Hector seconded a motion to approve consent calendar items No. 1–4.

1. Approval of Academic Calendar for 2022–2025 [21-22-123]
2. Approval of 2021–2022 Faculty Sabbatical Leave Recommendation One-Term Spring 2022 [21-22-124]
3. Acceptance of Program Donations October 1, 2021 through December 31, 2021 [21-22-125]
4. Approval of Grants Awarded October 2021–December 2021 [21-22-126]
5. ~~Approval of the Board of Education Diversity Statement [21-22-127]~~

The motion CARRIED.

Ken Hector moved to amend the Board of Education Diversity Statement to add the word “college” after community in the fourth bullet. Ed Dodson seconded.

The motion CARRIED.

Ken Hector moved and Diane Watson seconded a motion to approve the Board of Education Diversity Statement as amended.

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.

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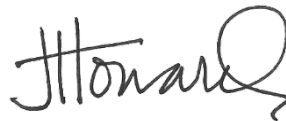
**O. ADJOURNMENT**

The meeting adjourned at 7:14 pm.

Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

*2/16/2021*

Date