

Minutes
February 26, 2020

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

January 15, 2020

I. WORKSHOP

Diane Watson, Chair, called the workshop to order at 4:33 pm. The workshop was held in the Board Room, Building 2, Room 170, at the Salem Campus.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus; and Miriam Scharer, Vice President/Chief Financial Officer.

A. Chemeketa Reads, Speaks, Makes, and Writes

Keith Russell, dean of Liberal Arts, introduced Deanne Beausoleil, art faculty, who did a land acknowledgement. Keith thanked Don Brase, Adrian Lutz, Mary Scamahorn, Nette Abderhalden who contributed to the preparation of the workshop presentation and the five faculty members who presented. Keith noted these four projects are the result of a collaborative process involving many faculty and staff. Handouts in the board folder gave a detailed overview and background of each project

Layli Liss, reading and study skills instructor, shared background information on Chemeketa Reads, noting it started ten years ago as a community reading project where staff are encouraged to read the same book and share their comments and experiences. As it evolved, Linda Herrera, former Diversity and Equity officer, invited authors to come to speak about their book, she started a student essay contest, which continues to this day.

Faculty and staff read excerpts from the last four books: *Hold Fast to Dreams*, by Beth Zaloff, excerpt read by Deanne Beausoleil; *The Yellow Birds*, by Kevin Powers, excerpt read by Cary Ballew-Renfro; *Becoming Nicole: The Transformation of an American Family*, by Amy Ellis Nutt, excerpt read by Layli Liss; and *The Best We Could Do*, by Thi Bui, excerpt read by Kay Bunnenberg Boehmer. The two student winning essays for 2018 and 2019 were also included in the handout.

Paul Evans, communications instructor, organized the first Chemeketa Speaks last year. It provides students an opportunity to give a speech for fun, compete against each other, and an opportunity for the community to participate as judges. Paul said he hopes to have three rounds instead of just two; improve the diversity of judges; and to have informative, persuasive, and oral interpretive speeches. Neva Hutchinson and Diane Watson expressed interest in being a judge.

Keith Russell distributed a mystery packet. Kay Bunnenberg shared background on Chemeketa Makes that promote introspection, working together, and collaborating with others. A few years ago, art faculty started partnering with Student Retention and College Life to have more student

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Involvement, and it usually draws about 100 students. Past themes of Chemeketa Makes included: Celilo Falls, Center of the Universe; Ed Elmo Storytelling; Tell Me a Story (visual narratives); comedian Nathan Brannon, exploring family history and creating a collage; Repurpose and Recycle; and Utopian Upcycle.

Justus Ballard reported on Chemeketa Writes in place of Tammy Jabin, writing instructor. Steve Richardson started Chemeketa Writes in 2007 to bring in a variety of poets and fiction and non-fiction writers to do workshops and readings open to students, staff, and the community. Justus distributed a postcard on the upcoming Chemeketa Writes event, *Delving into the Deep: Excavating Memory and Uncovering Poems* by Shaindel Beers (reading on February 13 and workshop on February 15). David Hallett shared he has attended a number of the writing workshops. One in particular was a workshop with an Oregon poet named Clem Stark where David had brought a few of his poems and following that workshop, one of his poems was published in a journal. It was a great opportunity for the college to interact and learn from the talented professionals.

Deanne Beausoleil explained the mystery packet, which is an example of a Chemeketa Makes project. The board and others around the U were instructed to think about intentions around new year's resolutions and to circle the words on the writing that will become the poem. Then using the glue stick, make a picture or collage that goes along with the poem. Deanne will scan all the poems and collages and make them into a "zine", a little magazine, and will electronically send them to the board and staff.

The board thanked Keith Russell, Layli Liss, Paul Evans, Deanne Beausoleil, Kay Bunnenberg Boehmer, and Justus Ballard for the informative, interactive, and fun workshop.

A recess was taken at 5:22 pm

A. EXECUTIVE SESSION

There was no Executive Session.

II. B. ADMINISTRATION UPDATES

The meeting reconvened at 5:30 pm in Building 2, Room 172, on the Salem Campus.

Members in Attendance: Ed Dodson, Vice Chair; Betsy Earls (arrived at 5:50 pm); Jackie Franke; Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson, Chair.

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus; and Miriam Scharer, Vice President/Chief Financial Officer.

The following updates were shared or discussed with the board: board winter work session and budget committee orientation; calendar preview; legislative update; CTE Day at the Capitol; program updates; staffing, and board agenda preview including two green sheets.

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A recess was taken at 6:55 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Diane Watson, Chair, reconvened the board meeting at 7:03 pm. The meeting was held in the Board Room, Building 2, Room 170, at the Salem Campus.

B. PLEDGE OF ALLEGIANCE

Diane Watson led the group in the Pledge of Allegiance.

C. ROLL CALL

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus; and Miriam Scharer, Vice President/Chief Financial Officer.

Board Representatives in Attendance: Riley Dunagan, Associated Students of Chemeketa (ASC); Justus Ballard, Chemeketa Faculty Association; Terry Rohse, Chemeketa Classified Association; and Adam Mennig, Chemeketa Exempt Association.

D. AUDIENCE INTRODUCTIONS

A new practice was started to have the audience introduce themselves at the beginning of board meetings.

E. COMMENTS FROM THE AUDIENCE

None

F. APPROVAL OF MINUTES

Diane noted a correction in her activities report. She attended the Salem Chamber Forum, not the Keizer Rotary/Keizer Chamber luncheon. Ken Hector moved and Ron Pittman seconded a motion to approve the minutes of December 18, 2019, as amended.

The motion CARRIED.

G. REPORTS

Reports from the Associations

Riley Dunagan, ASC executive coordinator; Justus Ballard, Chemeketa Faculty Association; Terry Rohse, Chemeketa Classified Association, and Adam Mennig, Chemeketa Exempt Association, said their reports stand as written.

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Reports from the College Board of Education

Betsy Earls attended the Salem Chamber Forum where Jessica was the forum speaker; two West Salem Rotary meetings; and a West Salem Neighborhood Association meeting.

Ed Dodson attended Senator Ron Wyden's Town Hall in the Building 6 auditorium; Salem Chamber Forum; the legislator/community leaders' breakfast and CTE program tour; the winter art show; and the Stayton Rotary where Jessica was the featured speaker.

Ron Pittman had no report.

Neva Hutchinson attended Senator Ron Wyden's Town Hall and the Salem Chamber Forum. Neva reported the Foundation received a total of \$4,460 from the Holiday Market event—\$500 went to the Early Childhood Education program; \$500 to Criminal Justice; \$500 to the Music Program; and \$2,960 (proceeds from Friday Chemeketa night ticket sales) to the Student Relief Fund.

Ken Hector attended Senator Ron Wyden's Town Hall; SEDCOR Forum lunch; Silver Falls Fire District monthly meeting; Stayton Rotary; and two Silverton Chamber Business Group meetings.

Jackie Franke enjoyed the holidays with family in Salem and California where she attended the Rose Bowl game and watched the Ducks win! She also attended three Council of Governments (COG) meetings. Jackie reported the COG executive director, Sean O'Day, has taken the position of deputy director of Veterans Affairs for the state of Oregon, so COG is in a search process to replace Sean O'Day.

Diane Watson attended Senator Ron Wyden's Town Hall and the legislator/community leaders' breakfast and CTE program tour.

Reports from the Administration

Jim Eustrom reported Chemeketa Cellars received awards for five wines from the 2020 San Francisco Chronicle Wine Competition, which is the largest competition of American wines. The 2018 Viognier won a bronze award; 2016 Pinot Noir and 2017 Riesling won silver awards; the Nouveau Red Table Wine won a gold award; and the 2018 Sauvignon Blanc won a double gold award. A public wine tasting event of the award winners will be held at Fort Mason Center in San Francisco on February 15.

H. INFORMATION

2020–2021 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 8, at 6 pm, to present the budget; the second meeting is Wednesday, April 15, at 4:30 pm, for final discussion and approval; and an optional third meeting is scheduled on Wednesday, April 22, if needed. A public hearing will be held on May 20; and final adoption by the board on June 24. The Budget Calendar will be brought back next month for action.

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Proposed Student Tuition for 2020–2021

Miriam Scharer referred to the green sheet of the Proposed Student Tuition for 2020–2021, along with one other handout—Oregon Community Colleges 2019–2020 Tuition & Fees; and Oregon University System 2019–2020 Tuition and Fees (both of which reflect current rates). The board was reminded that last year new criteria was set and a commitment was made to realign tuition rates and universal fee rates over the next three years. This is the second year of the three-year plan.

The narrative in the green sheet details the college's financial position and rationale for the recommendation. Miriam noted the college budgeted for \$590 million, and the final state appropriation for the 2019–2021 biennium was \$640.9 million. While funding was higher than anticipated, the college continues to experience enrollment decline and tuition revenue loss; and expenditures continue to increase due to the impact of negotiated contract agreements with employees, rising PERS and health insurance costs, impact from the pay equity law, rising minimum wage, and other unfunded mandates. As a result, the following tuition and universal fee increase was proposed effective summer 2020 (chart on reverse side of green sheet):

- Tuition increase of \$4 per credit for a total of \$95 per credit
- Universal fee increase of \$7 per credit for a total of \$31 per credit
- Out-of-State and international tuition increase of \$4 for a total of \$259 per credit
- No universal fee increase for non-credit courses
- No differential fee increase, however, will be further implementing into the second year

The total per credit increase would be \$11 to \$126 per credit. The proposed increase in tuition and fees would result in an annualized cost of tuition and fees of \$5,670 compared to \$5,175 in the current year. This would be an increase of \$495 a year (or \$165 per term) based on 45 credits. Chemeketa is currently the second lowest in tuition and fees among comparator colleges. This increase would place Chemeketa closer to the middle based on the current 2019–2020 tuition and fees chart and within dollars of the statewide average of \$5,636. However, it is likely that the comparator colleges will increase tuition.

Miriam said the college knows this will have a significant impact on students and does not proposed this lightly or without concern for students. Financial aid director Ryan West said that the increase in the Pell grant will cover the increase of the proposed tuition and fees for those who are eligible. The college has stepped up its efforts to develop a strategic enrollment management plan and will continue its efforts to find ways to decrease costs to students, including the textbook affordability initiative, and implementing strategies from Guided Pathways. However, this is a necessary measure to ensure the fiscal sustainability of the college in light of reduced funding and increased costs. A student forum will be scheduled and feedback will be shared at the next board meeting.

Ken Hector commented one of the primary responsibilities of the board is to ensure fiscal stability of the college. Even though community colleges received a higher state appropriation

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for the biennium, it barely kept up with inflation. However, in order to maintain the operations and provide quality services and programs to students, a tuition increase is necessary.

Board action will be requested at the February board meeting.

College Policies #2340, Emergency Messages to Students and Employees; #2350, Emergency Management; and #2420, Traffic Code and Parking

Reporting in place of Rebecca Hillyer, David Hallett presented three policies which were reviewed by the President's Advisory Council. The policies will be brought back next month for board action.

I. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written. A moment of remembrance was taken in honor of J.D. Wolfe.

Budget Status Report

Miriam Scharer referred to the Statement of Resources and Expenditures as of December 31, 2019. Revenue from property taxes is coming in strong and Tuition and Fees reflects winter term registrations. The Budget Status Report is in line with last year, and there was nothing significant to 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. Miriam noted the impact of enrollment decline is reflected in revenue in Self-Support Services. However, the budget-based accounts remain steady and strong. In the Status of Investments report, several new investments were made as other investments matured. The interest rate in the Local Government Investment Pool (LGIP) was reduced by two tenths of a percent.

Purchasing Report

An Invitation to Bid for the Woodburn Tenant Improvements to remodel the Oregon Department of Human Service leased space at the Woodburn Center was shared. A contract award will be made at the February board meeting.

Capital Projects Report

Rory Alvarez said the report stands as written. Work is progressing on the HVAC system in Building 5 and is on schedule for completion in March.

College Advancement Report October 2019–December 2019

David Hallett introduced Gaelen McAllister, grants coordinator, who highlighted the Rural Educational Services Global Talent Bridge Skilled Immigrant Integration Program for adults who are skilled professionals in their home country. Groups of students are brought together by their vocation and the college provided support services and courses they needed to become teaching professionals in the U.S. Chris Kato and Genevieve Halkett piloted a program last spring for immigrants wanting to become teachers. They were linked with college-level English

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classes, social networks, mentors who are current teachers, did practicums with the Salem Keizer school district, and went through the certification process with the state licensing board. This international organization has agreed to provide consulting services and accounting and engineering are the next vocational areas that will be offered.

David Hallett reported in place of Phillip Hudspeth on the Foundation Quarterly Report and said the report stands as written. David drew attention to the program areas that staffed the Chemeketa booth at the Holiday Market; and the \$10,000 Clint Foundation Scholarship match.

Fall Term Enrollment Report

Fauzi Naas, Institutional Research director, reviewed the graphs in the report. Fall term reimbursable FTE was down 8.5 percent from last fall; and unduplicated headcount was down 6.9 percent. Year-to-date (summer and fall terms 2019) reimbursable FTE was down 7.5 percent and unduplicated headcount was down 11 percent.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

J. SEPARATE ACTION

Approval of Resolution No. 19-20-14, Contingency Transfer Request [19-20-127]

Rich McDonald noted as Miriam reported earlier, the college built the 2019-2020 budget based on \$590 million; however, the final state appropriation was \$640.9 million, which resulted in an additional \$2,460,000 for Chemeketa, and those funds were put in the contingency fund. The college administration decided to use \$1 million to replenish the ending fund balance to bring it back up to a target range of 10–15 percent of the budget; and \$1 million in transfers (amounts and accounts are noted in the board report) to fund three new positions, a strategic enrollment plan, assessment, and climate survey; and supplemental funding for the Ag Complex. The \$1 million transfer from contingency to the general fund accounts requires an appropriation resolution and board authorization.

Ken Hector moved and Jackie Franke seconded a motion to approve Resolution No. 19-20-14, Contingency Transfer Request for a total contingency transfer of \$1 million.

The motion CARRIED.

Approval of Retirement Resolutions No. 19-20-15, William W. “Bill” Kohlmeyer; No. 19-20-16, Susan K. Ryan; and No. 19-20-17, Connie J. Riecke [19-20-128]

Ed Dodson read the retirement resolution for William W. “Bill” Kohlmeyer for his 12 years and five months of service.

Neva Hutchinson read the retirement resolution for Susan R. Ryan for her 29 years and ten months of service.

Ron Pittman read the retirement resolution for Connie J. Riecke for her 33 years and five months of service.

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Ron Pittman moved and Betsy Earls seconded a motion to approve the retirement resolutions for William W. "Bill" Kohlmeyer, Susan R. Ryan, and Connie J. Riecke.

The motion CARRIED.

K. ACTION

Action Item No. 2, Approval of the Academic Calendar for 2020–2021 was pulled from the consent calendar.

Jackie Franke moved and Ron Pittman seconded a motion to approve action item Nos. 1, 3–5.

1. Approval of College Policies #2260, Sales of Goods; Sales of Food and Non-Alcoholic Beverages; Production, Sales, and Service of Alcoholic Beverages; and Distribution of Merchandise or Services; #2320, Transporting Ill/Injured Persons; and #2330, Emergency Medical Plan [19-20-129]
3. Approval of 2019–2020 Faculty Sabbatical Leave Recommendation One-Term Spring 2020 [19-20-131]
4. Acceptance of Program Donations October 1, 2019 through December 31, 2019 [19-20-132]
5. Approval of Grants Awarded October 2019–December 2019 [19-20-133]

The motion CARRIED.

Referring to the Action Item No. 2, Approval of the Academic Calendar for 2020–2021, Jim Eustrom reported two additional weekend closure dates will be added to the calendar—the Saturday after Thanksgiving, November 28, and Saturday, July 4. No classes will be held on those two Saturdays and it was suggested to add to the calendar for clarification purposes.

Ken Hector moved and Ron Pittman seconded a motion to the approve the 2020–2021 Academic Calendar as amended.

The motion CARRIED.

J. APPENDICES

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

K. FUTURE AGENDA ITEMS

None were heard.

L. BOARD OPERATIONS

None were heard.


M. ADJOURNMENT

The meeting adjourned at 7:50 pm.

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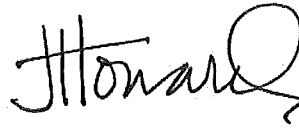
Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer



Date