

Minutes
July 20, 2022

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

June 15, 2022

I. WORKSHOP

Jackie Franke, Chair, called the workshop to order at 4:01 pm in the Boardroom, Building 2, Room 170, at the Salem Campus.

Members in Attendance: Ed Dodson; Jackie Franke, Chair; Ken Hector; Neva Hutchinson; Ron Pittman, Vice Chair; and Diane Watson. Excused Absence: 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 (arrived 4:25 pm); and Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance (via Zoom).

Excellence in Teaching Taskforce

Layli Liss, Associate Dean, Center for Academic Innovation, Keely Baca, Anthropology Instructor, and Shannon Othus Gault, Physical Science/Geology Instructor, presented the recommendations of the Excellence in Teaching Task Force, convened by President Jessica Howard last year, around defining excellence in teaching and designing and delivering a professional development program for faculty. The PowerPoint presentation covered the task force members, competencies, principles, specific recommendations, and next steps for the task force.

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

The workshop ended at 4:37 pm.

II. EXECUTIVE SESSION

Jackie Franke, Chair, called Executive Session to order at 4:42 pm in the Boardroom, Building 2, Room 170, at the Salem Campus. Executive Session was held in accordance with ORS 192.660(2)(i), evaluating the chief executive officer.

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

College Administrator in Attendance: Jessica Howard, President/Chief Executive Officer.

Executive Session ended at 4:53 pm.

Minutes
July 20, 2022

Meeting Minutes
Chemeketa Board of Education
June 15, 2022
Page 2

III. ADMINISTRATION UPDATES

Jackie Franke, Chair, called the meeting to order at 5:12 pm in the Boardroom, Building 2, Room 170, at the Salem Campus.

Members in Attendance: Ed Dodson; Betsy Earls (via Zoom); 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.

Updates were discussed with the board regarding bond updates, the President's monthly report to the board, and agenda preview.

Administration updates ended at 5:42 pm

IV. REGULAR SESSION

A. CALL TO ORDER

Jackie Franke, Chair reconvened the board meeting at 6:00 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 (via Zoom); 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: Peter Wirfs, Associated Students of Chemeketa (ASC); Amanda Knopf, Chemeketa Faculty Association (CFA); Aaron King, Chemeketa Classified Association (CCA); and Megan Cogswell, Chemeketa Exempt Association (CEA).

Minutes
July 20, 2022

Meeting Minutes
Chemeketa Board of Education
June 15, 2022
Page 3

E. COMMENTS FROM THE PUBLIC

None.

F. SEPARATE ACTION

Approval of Retirement Resolutions No. 21-22-29, Kathleen M. “Katie” Bunch; No. 21-22-31, Pamela L. “Pam” Knox; No. 21-22-32, Lynn C. Irvin; No. 21-22-33, Richard D. “Rich” McDonald; No. 21-22-34, Cynthia A. “Cindy” Prentice-Craver; No. 21-22-35, Bradley C. “Brad” Tedrow; No. 21-22-36, Denise Teixeira; No. 21-22-37, Stephen C. “Steve” Vincent; and No. 21-22-38, Ramona D. Vorderstrasse. [21-22-153]

Board members read each retirement resolution. These nine employees represent a total of 215 years and 11 months of service to the college. Lynn Irvin, Rich McDonald, and Steve Vincent said a few words, and staff thanked them for their service.

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

The motion CARRIED.

G. APPROVAL OF MINUTES

Diane Watson moved and Ron Pittman seconded a motion to approve College Board of Education minutes from May 18, 2022.

The motion CARRIED.

H. REPORTS

Reports from the Associations

Peter Wirfs, Associated Students of Chemeketa (ASC), and Amanda Knopf, Chemeketa Faculty Association, said their reports stand as written.

Aaron King, Chemeketa Classified Association (CCA), said the report stands as written. Aaron thanked the outgoing CCA officers and shared the names of the new board members for next year.

Megan Cogswell, Chemeketa Exempt Association, said the report stands as written, thanked all of the exempt employees who are retiring and noted that Gaelen McAllister, Grants Director, will be the Exempt Association President next year.

Reports from the College Board of Education

Ed Dodson attended the Oregon Community College Association (OCCA) Legislative committee, Chemeketa Ag Hub contributor recognition and grand opening, retirement celebration, broadband meeting, electronics program senior project presentations, all-college barbecue, small business celebration, special executive session for President Howard’s evaluation, graphic design show, multimedia arts show, nursing pinning ceremony, Salem Chamber greeters, car-mencement graduation, and Salem Chamber Business of the Year awards.

Minutes
July 20, 2022

Meeting Minutes
Chemeketa Board of Education
June 15, 2022
Page 4

Neva Hutchinson attended the Chemeketa Ag Hub contributor recognition and grand opening, retirement celebration, ASCETA final zoom session, all-college barbecue, special executive session for President Howard's evaluation, graphic arts/multimedia show, Salem Chamber Business of the Year awards and lunch with Jessica Howard.

Ken Hector attended the Gerry Frank Memorial service, Chemeketa Ag Hub contributor recognition and grand opening, Silverton Chamber of Commerce annual golf tournament, retirement celebration, broadband meeting, all-college barbecue, special executive session for President Howard's evaluation, small business celebration, and the monthly Association of Community College Trustees (ACCT) Public Policy and Advocacy Committee, and co-presented with Jessica Howard at the North Santiam and Jefferson school district meetings.

Diane Watson attended the retirement celebration, all-college barbecue, special executive session for President Howard's evaluation, nursing pinning ceremony, Salem Chamber Greeters, and Salem Chamber Business of the Year awards.

Ron Pittman attended the Chemeketa Ag Hub contributor recognition and grand opening, special executive session for President Howard's evaluation, agenda review, car-mencement graduation ceremony, and the McMinnville Chamber Greeters on Friday mornings.

Jackie Franke attended Gerry Frank's Memorial Service, three East Salem Rotary meetings, the Girl Scout luncheon, Chemeketa Ag Hub contributor recognition and grand opening, a community meeting organized by Dick Withnell, the graduation address recording session, JanRee/Hayesville Neighborhood Association meeting, all-staff barbecue, the student art show, special executive session for President Howard's evaluation, nursing pinning ceremony, Salem Chamber of Commerce Greeters, car-mencement graduation ceremony, Salem Chamber Business of the Year awards, retirement celebration, the WOU/Chemeketa transfer celebration, and the Oregon School for the Deaf Foundation Board meeting.

I. INFORMATION

Annual Evaluation of the President

Jackie Franke reported that the board conducted the annual evaluation of the president. She then read the evaluation statement. Jessica Howard was reviewed on the following categories: Board of Education; Management Competencies; Communicates Effectively; Facilitates Team Success; Community; Educational Planning and Leadership; Business, Finance and Facilities; and College Personnel. In addition, Jessica asked for feedback on her performance related to the annual key college initiatives. The board rated Jessica's performance as exceptional in the categories listed above.

J. STANDARD REPORTS

Personnel Report

Alice Sprague, Associate Vice President of Human Resources said the report stands as written and provided a few highlights. The two new hires are general fund positions. Alice congratulated the retirees for their service.

Minutes
July 20, 2022

Meeting Minutes
Chemeketa Board
June 15, 2022
Page 5

Budget Status Report

Aaron Hunter noted on the Statement of Resources and Expenditures that property taxes are at 100% of the budget as of this morning, tuition and fees are \$3.6 million in the red due to lower enrollment than anticipated; there is about \$3.6 million of lost revenue from the federal Higher Education Emergency Relief Fund (HEERF) funding that will be applied at the end of the year during budget adjustments; the next budget-to-actual reports will be presented at the September board meeting and will include reports through June 30; and FY23 reports will also be presented through August. The Budget Status Report includes the full amount of encumbrances through June 30, except for the fringe amounts and that will be on the next statement. The college has expended about 77.82% of the budget to date and is trending on track per pre-COVID amounts. On the Status of Investments, the Oregon short-term fund rate has increased 25 basis points from the April 30 report. There is a new investment with the Royal Bank of Canada which will mature in April 2023, and its yield is at 2.2%. There will not be any new investments until the end of summer because of cash flow management planning during this time of the year.

Purchasing Report

Aaron Hunter noted that the insurance agent of record and risk management consultant contract is being renegotiated and extended through 2024 with some additional options. The college is in the process of a request for proposal (RFP) for campus food services and a recommendation for contract award will be made at the July board meeting.

Capital Projects Report

Michael Kinkade said the report stands as written and noted that the hoop houses have been completed, and that the Building 6 HVAC equipment has been received and will be installed on July 15.

Chemeketa Cooperative Regional Library Service (CCRLS) Report

John Hunter, Executive Director, Chemeketa Cooperative Regional Library Service (CCRLS), noted his report stands as written and highlighted a few areas. John discussed how core services are delivered by CCRLS support member libraries. Post pandemic, CCRLS usage is healthy. John reviewed some of the statistics in the report, and discussed areas of future focus. Board members asked several questions during the presentation regarding statistics and Keizer Library discussions.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

President's Report

Jessica Howard said the report stands as written and shared a few highlights. Jessica noted OCCA has a new Executive Director; OCCA has been critical in helping with testimony in several areas this year; and that the Oregon Student Success Center's Strong Start Oregon work is reflected at Chemeketa. She also provided highlights of the recent priorities of the Higher Education Coordinating Commission (HECC), Community Colleges and Workforce Development (CCWD), and the Oregon Presidents Council.

Meeting Minutes
Chemeketa Board
June 15, 2022
Page 6

K. SEPARATE ACTION (CONTINUED)

Approval of Presidential Contract [21-22-154]

Ken Hector moved and Diane Watson seconded a motion to approve the presidential contract as noted above.

The motion CARRIED.

Approval of Resolution No. 21-22-27, Adopting the Budget, Making Appropriations, and Levying Taxes [21-22-155]

Aaron Hunter noted this resolution is regarding adopting the budget, making appropriations, and levying taxes and ORS 294.456 requires the board to adopt the budget, to make appropriations, and to declare the ad valorem tax levy.

Ken Hector read the resolution. The total for the general fund budget for 2022–2023 is \$105,060,000. Tax rates imposed at the rate of \$0.6259 per \$1,000 of assessed value for the General Fund; \$0.0818 per \$1,000 of assessed value for the Regional Library; and the amount of \$11,800,000 for payment of bonded debt.

Ken Hector moved and Ron Pittman seconded a motion to approve adopting the budget, making appropriations, and levying taxes.

The motion CARRIED.

L. ACTION

Ed Dodson requested Action Item No. 6 be pulled for Discussion.

Ron Pittman moved and Diane Watson seconded a motion to approve the consent calendar items minus No. 6.

1. Approval of Full-Time Faculty; Part-Time (Adjunct) Bargaining Faculty; and Part-Time, Non-Bargaining, Non-Credit Faculty Salary Schedules for 2022–2023 [21-22-156]
2. Approval of Budget Transfer Requests [21-22-157]
3. Approval of Resolution No. 21-22-28, Authorizing Interfund Borrowing [21-22-158]
4. Approval College Policies–Educational Program 4000 Series, #4015–#4070, #4080, #4210, and #4230–4320 [21-22-159]
5. Approval of Suspension of Juvenile Justice Associate of Applied Science Degree [21-22-160]
6. ~~Approval of Computer Science Major Transfer Map [21-22-161]~~
7. Approval of Suspension of Sustainability in Management Career Pathway Certificate of Completion [21-22-162]
8. Approval of Sustainability in Management Career Pathway Certificate of Completion [21-22-163]
9. Approval of Lay Representative for the Chemeketa Cooperative Regional Library Service (CCRLS) Advisory Council [21-22-164]

The motion CARRIED.

Minutes
July 20, 2022

Meeting Minutes
Chemeketa Board
June 15, 2022
Page 7

Approval of Computer Science Major Transfer Map [21-22-161]

Ed discussed his concerns about students transferring to other four-year colleges and having to pay to take the same classes again. Mike Vargo provided some additional information.

Ed Dodson moved and Ken Hector seconded a motion to approve consent calendar item No. 6.

The motion CARRIED.

Jessica Howard and the board members thanked Jackie Franke for her year of service as Chair of the Board of Education and she was presented with a gift.

M. APPENDICES

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

N. FUTURE AGENDA ITEMS

None were heard.

O. BOARD OPERATIONS

None.

P. ADJOURNMENT

The meeting adjourned at 7:23 pm.

Respectfully submitted,

Julie Deuchars
Board Secretary

Jessica Howard
President/Chief Executive Officer

Ron Pittman
Board Chair

July 20, 2022
Date