

Minutes
October 23, 2019

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

September 18, 2019

I. WORKSHOP

Diane Watson, Chair, called the workshop to order at 4:30 pm. The workshop was held at the Woodburn Center, 120 E. Lincoln Street, Room 110.

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. Updates for Woodburn Center

Elias Villegas, dean of the Woodburn Center, welcomed the board and staff to the Woodburn Center. The Woodburn staff in attendance introduced themselves—Adrian Lutz, department technician; Irma Guzman, office assistant; Francisca Sandoval Juarez, academic advisor; and Cleo Alvarez, counselor. Elias used a PowerPoint to guide his presentation which covered immigration patterns, the Woodburn School District racial breakdown, the Woodburn Center demographics by ethnicity, age, and gender, 2018–2019 headcount and FTE by term, student profile by race and ethnicity for full- and part-time students, faculty ethnicity, and student enrollment by city. Other slides he shared and reviewed included degree intent for fall 2019 students, the seven instructional sites in Woodburn, academic support services offered, iStart Intake program, Career Days, visiting local schools to “plant the seeds for college”, community partners, community events, and the Peer Mentor program.

Sara Csaky, faculty for the Bilingual Education program, was introduced and she shared her background. Sara shared some aspects she uses in her classes: 1) promote flexibility for different learning styles; 2) respect every individual and what they bring to the classroom; 3) create collaboration; 4) work in groups to create community; 5) connect theory with the real world; and 6) having a culturally responsive pedagogy. Sara played a short video of two students Jennifer Alonzo and Alan Mateo, who completed the Bilingual Education program and are now teachers at Mark Twain Elementary and Lincoln Elementary schools. Four students, Cameron Foster, Berenice Santiago, Gabriela Paniagua, and Clarissa Garcia shared their background and positive experiences at the Woodburn Center; and Beverly Koutney, past Chemeketa instructor and retirement coordinator for the Chemeketa Center for Learning in Woodburn, shared some of the activities and classes offered through the Center for Learning.

On behalf of the board, Diane Watson thanked Elias and the Woodburn Center staff, faculty, and students for their informative presentation and for hosting the board meeting.

The workshop ended at 5:20 pm, and a recess was taken.

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II. A. THERE WAS NO EXECUTIVE SESSION

Diane Watson, Chair, reconvened the open meeting at 5:30 pm at the Woodburn Center, 120 E. Lincoln Street, Room 107.

Members in Attendance: Ed Dodson, Vice Chair; Betsy Earls (arrived at 6 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.

II. B. ADMINISTRATION UPDATES

Updates were shared or discussed with the board on meeting feedback and follow-up from the September 5 board work session; draft of board goals for 2019–2020; the upcoming Association of Community College Trustees (ACCT) Conference; the proposal submitted and attendance at the Oregon Community College Association (OCCA) Fall Conference; board calendar preview; fall kickoff debrief; legislative updates including the Senate Education Committee hearing, Governor signing the Education Savings Credit bill, and community college caucus meeting; WOU Salem location; program update on the noncredit truck driving program; Governance/ Administration and College Support Services staffing; Building 5 HVAC; final 2019–2020 tuition and fees for Oregon community colleges; and board agenda preview.

A recess was taken at 6:40 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Diane Watson, Chair, reconvened the board meeting at 7:02 pm. The workshop was held at the Woodburn Center, 120 E. Lincoln Street, Room 110.

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; and Miriam Scharer, Vice President, Chief Financial Officer.

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

Diane Watson presented Neva Hutchinson with a card and gift thanking Neva for serving as board chair for 2018–2019.

D. COMMENTS FROM THE AUDIENCE

None were heard.

E. APPROVAL OF MINUTES

Jackie Franke moved and Ken Hector seconded a motion to approve the minutes of July 24, 2019, and the board work session September 5, 2019.

The motion CARRIED.

F. REPORTS

Reports from the Associations

There was no Associated Student of Chemeketa (ASC) report. Justus Ballard and Adam Mennig said the faculty and exempt reports stand as written.

Terry Rohse, Chemeketa Classified Association, referred to the green sheet which is the classified written report. Terry thanked the committee that put together the classified retreat— Jake Baker, Sheila Brown, Trina Butler, Teka Harp, and Mary Schroeder, chair, as well as the administration for their support and assistance. The speakers were great and it was the best retreat they've had. Terry also acknowledged Allison Stewart Hull, Sean Warner, and Amy McKinley for their help in organizing and setting up the Employee Art Show and all the talented employees who had their art pieces on display.

Reports from the College Board of Education

Ed Dodson attended three graduations including the Emergency Medical Services (Paramedic), Oregon State Penitentiary (OSP), and Fire Science; Mid-Willamette Valley Education Council (MWEC) Executive Council; SEDCOR Awards luncheon; fall inservice activities including kickoff morning, Tech Fair, Employee Art Show, Family Night, and Third-Year Faculty Celebration. Ed had lunch with Jessica and took her on a Zone 1 visit around the perimeter of his zone noting points of interest, and they drove by South Salem and Sprague high schools.

Betsy Earls attended four West Salem Rotary meetings, two West Salem Neighborhood meetings, and Family Night at Eola.

Ron Pittman hosted Jessica for a Zone 2 visit around McMinnville. They met with the mayor, city manager, and the board chair of the Yamhill County Commission. Ron attended fall kickoff and the Third-Year Faculty Celebration.

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Neva Hutchinson attended the SEDCOR Awards luncheon, fall kickoff, Third-Year Faculty Recognition, and Family Night. Neva had lunch with Jessica at Rockin' Rogers and drove her around Zone 3, which includes northeast Salem and Keizer.

Ken Hector attended a number of graduations including the EMS (Paramedic), Fire Science, Santiam Correctional Institution (SCI), and OSP; community events/meetings, including the retirement for Andy Bellando, superintendent of Silver Falls School District, three Silverton Chamber Business Group meetings, SEDCOR awards lunch, and Marion County Commissioner Kevin Cameron; legislative activities, including a meeting/short tour with Congressman Kurt Schrader and a campus tour with Representative Raquel Moore-Green; participated in three ACCT Public Policy Committee conference calls; and attended fall inservice activities, including kickoff morning and Family Night. Ken and Jessica attended a Silverton Rotary lunch followed by a Zone 4 visit around Silverton where they met with Silver Falls School District superintendent Dan Bush and principal Wade Lockett, Silver Falls Fire District Chief Bill Miles, and Silverton Chamber executive director Stacy Palmer.

Jackie Franke attended community events including Strong Families, Resilient Communities Call to Action meeting, Jan Ree/Hayesville Association picnic and Neighborhood Association meeting, Family Building Blocks event, Council of Governments special meeting, hosted a table for Catholic Community Services, and assisted with the Deloitte Golf tournament that supports CASA; attended fall kickoff activities; and met with Senator Denyc Boles.

Diane Watson attended college events including the EMS and SOAR graduations; fall kickoff, Third-Year Faculty Recognition, and Family Night; a short visit with Congressman Schrader who attended the Veterans event; Keizer Greeters at Willamette Valley Vineyards with Jessica; Diane's Zone 6 visit with Jessica included lunch with Keizer Mayor Cathy Clark and attendance at the Mexican Fiesta in Woodburn where scholarships were awarded to the queen and first princess.

Reports from the Administration

Jim Eustrom reported he and Jessica Howard have attended a number of academic program meetings and retreats to give Jessica an opportunity to meet faculty and staff and hear about their plans for the year. There has been an increase in student traffic in Counseling and Advising as well as Financial Aid in order to get ready for fall term. Facilities was commended for the many summer projects including office moves, addressing the impact of the HVAC fail in Building 5 and roofing issues Buildings 2 and 9. Jim also commended Amanda Patrick, scheduler, for her efforts in relocating classes for summer and fall terms as a result of the HVAC.

G. INFORMATION

Risk Management/Insurance Report

Miriam Scharer introduced Rebecca Hillyer, legal counsel, who has filled in for the vacant risk manager. Rebecca introduced Kathy Bowen, risk management advisor with USI Insurance Services. Using a PowerPoint presentation, Kathy Bowen reviewed the client service team and the 2019 renewal highlights; the current insurance program and the associated premium costs; workers' compensation overview (with SAIF); PACE Premium and exposure comparison; PACE

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Premium history totals over the last seven years; premium history comparison in property, general liability and auto, equipment breakdown, international package, and crime over the last four years. Kathy reviewed the bar graphs for property and casualty claims review total incurred; property and casualty claims review total count spanning the last five years; the Workers' Compensation claims overview, and an overview of USI Services. Kathy fielded questions from board members throughout their presentation. Kathy was thanked for the detailed information.

2019 iStart Higher Education Coordinating Commission (HECC) Summer Bridge

Jim introduced Lilliana Landa-Villaba, coordinator of CAMP and TRiO Programs, and she also coordinated the summer bridge program. Lilliana noted this is the second year of the summer bridge program which has been renamed iStart. Although the funding by HECC was cut in half, the goal was still to serve double the number from last year. In 2018, 212 students participated and this year there were 359 iStart students. There were four week-long sessions held at the Salem Campus, and one session at Yamhill Valley and at the Woodburn Center. Lilliana noted it has been a team effort to offer this program and she acknowledged Student Retention and College Life, College Access Programs, Student Retention and Marketing, CAPS navigators, Exec Team, and the many faculty, classified, and exempt staff who provided assistance.

The main goal of iStart is to work closely with each student to prepare them to become Chemeketa students, including filling out their financial aid application, meeting with an advisor, registering for fall classes, meeting Chemeketa staff, and helping them feel comfortable and develop a sense of belonging. Students earn a free one credit class, CG100, Preparing for College.

Lilliana noted that out of the 359 students who participated, 339 have registered for fall term (94 percent). Of the 152 students who registered but did not attend iStart program, only 78 have registered (51 percent). Chemeketa staff will be contacting the students who have not registered to follow-up and provide assistance, if needed. Lilliana shared some student feedback based on a survey that was done at the end of each session. The survey focused on three main questions—1) Did they feel more prepared to be college students? Overall rating was 4.73 out of 5; 2) Did they meet staff who would help them feel supported while in college? Overall rating was 4.52 out of 5; and 3) Did they make friends? Overall rating was 4.04.

Jim Eustrom asked what attracts students to take one week out of the summer to attend iStart. Lilliana said perhaps the one free college credit, or the offer of one-on-one assistance to help them through the many processes to be a student which may be quite confusing, or word of mouth from friends. This year student leaders from last year's cohort were recruited to mentor the iStart students which was a tremendous help. Manuel Guerra, executive dean, reiterated that more students were served this year with half the funding so it is more about the individualized help to prepare them to be Chemeketa students ready to start fall term.

Mike Evans, dean of Student Life and College Retention, thanked Lilliana for coordinating this program in addition to managing the CAMP grant. The board commended Lilliana, Mike, and everyone involved with the iStart program.

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College Policies #1530, Budget Officer; #1540, Custodian of Funds; #1610, Chemeketa Community College Board of Education Member Travel; and #1620, Depository of Funds
Rebecca Hillyer presented four policies that were reviewed by David Hallett and a subcommittee made up of Ed Dodson, Jackie Franke, and Diane Watson. Board action will be requested in October.

H. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written. David introduced Marie Hulett, Executive Director of the Foundation, Marketing, and Public Relations, who was in the audience.

Budget Status Report

Miriam Scharer referred to the Statement of Resources and Expenditures and noted the State Appropriations line includes two state payments; one is the deferred eighth payment plus the first state payment for this biennium. The Transfer and Contingency line reflects an increase of the additional state appropriation for this biennium of \$1.2 million. Any transfer of funds from contingency would be brought to the board.

In the Budget Status Report, only encumbrances for filled salaried positions are shown; adjunct encumbrances will appear in the October report. The Status of Investments reflects a slight decrease in interest rates from 2.75 to 2.6.

The last report is the Preliminary Progress Report for last fiscal year 2018–2019. A number of adjustments and expenses still need to be posted; the final comprehensive audit report will be presented in December. Miriam pointed out the Preliminary Ending Fund Balance of \$9,982,306, but is anticipating a balance around \$9.7 million.

One final report in the board folder is the Oregon Community College 2019–2020 Tuition and Fees comparison sheet; it does not include differential fees. The delay in sharing this with the board was due to the increase in funding which resulted in a few colleges who reduced their tuition rates. In the first year of the three-year strategy to realign tuition rates with comparator colleges, Chemeketa is third lowest.

Purchasing Report

Three Invitations to Bid (ITB) have gone out for On Call General Carpentry Services, Building 5 HVAC Units, and Building 5 HVAC and Ductwork Installation. However, the HVAC units may be purchased through a cooperative agreement. Recommendations will be brought back next month for board approval. Terry Rohse asked about the scope of the work and the cost difference between going out to bid for on-call carpenter services versus hiring additional employees. Rory Alvarez said a contract is currently in place for three on-call carpenters. They handle bigger projects that the two current employees can't handle. Miriam or Rory will follow-up with Terry.

The fourth item is an Emergency Contract Declaration for the Building 5 HVAC, Ductwork and Control System Replacements Architectural and Engineering Services (A&E). This is rarely done; however, this is a critical classroom building and part of the skybridge loop so the

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emergency clause in statute and procurement rules to declare an emergency was put in place so the college can contract with architects and engineers to assess what happened, determine next steps, and design a plan. The college is required to notify the board that an emergency is being declared, present findings, and have discussion. An award was made to FFA Architecture & Interiors, Inc., for an estimated contract amount of \$276,700.

Capital Projects Report

Rory Alvarez, director of Facilities and Operations, said the report stands as written. However, Rory reported the rain has caused some problems with the Building 2 roof (water damage to walls and insulation, ceiling grid collapse, and a fire panel failed) and has prevented the asphalt crack seal and re-stripe of the blue parking lot, which is about 60 percent complete. It will need to dry out before work can be completed.

Chemeketa Cooperative Regional Library Service (CCRLS) Report

John Goodyear, executive director of CCRLS, reported the Grand Ronde library has submitted its membership application to the Polk, Yamhill and Marion (PYM) directors. They referred it to committee and it will be brought back in the next month or two. It would then go to the CCRLS Council. Libraries get a three-year grace period to meet library standards; however, since they already meet the standards, they will not need the grace period. John provided an update on the Salem Library temporary move due to seismic retrofit work at the current location. Salem Library will be moving to the ground floor of the Capital Press building on Broadway. They will have to downsize and the majority of material will be in storage. Tentatively, the move will take place in February 2020.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

I. SEPARATE ACTION

Approval of Revision of the Administrative Handbook for Exempt Employees

David Hallett reported the handbook has been reviewed and revised by a small group of exempt employees. Changes were noted by cross-outs for deleted language and underlines for new language.

Ken Hector moved and Ron Pittman seconded a motion to approve the Administrative Handbook for Exempt Employees for 2019–2021 as presented.

The motion CARRIED.

Approval of Appointment of Budget Committee Members for Zone 4, Resolution No. 19-20-06 and Zone 6, Resolution No. 19-20-07

David Hallett reported there are two budget committee vacancies: Zone 4, Mike Stewart, and Zone 6, Gustavo Gutierrez-Gomez. Both incumbents have agreed to serve another three-year term.

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Betsy Earls moved and Neva Hutchinson seconded a motion to approve the three-year re-appointment of Mike Stewart for Zone 4 and Gustavo Gutierrez-Gomez for Zone 6 to the Chemeketa Budget Committee effective July 1, 2019–June 30, 2022.

The motion CARRIED.

J. ACTION

Ron Pittman moved and Neva Hutchinson seconded a motion to approve consent calendar items No. 1–3:

1. Approval of College Policies #2230, Animals/Pets on College Facilities and #2240, Solicitation of Funds [19-20-108]
2. Approval of College Policies #1150, Duties and Responsibilities of the Chemeketa Community College Board of Education; #1160, Chemeketa Community College Board of Education Delegation of Administrative Authority; #1510, Auditor for Chemeketa Community College Board of Education; and #1520, Legal Counsel [19-20-109]
3. Approval of Contract Award for On Call Painting Services [19-20-110]

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 8:25 pm.

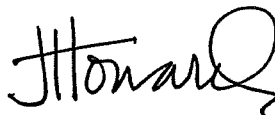
Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

October 23, 2019

Date