

Minutes
December 15, 2021

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

November 17, 2021

I. WORKSHOP

Jackie Franke, Chair, called the workshop to order at 4:02 pm in the Board Room, Building 2, Room 170, at the Salem Campus. Additional attendees participated via Zoom.

Members in Attendance: Ed Dodson; Jackie Franke, Chair; Neva Hutchinson; Ron Pittman, Vice Chair; Diane Watson (arrived at 4:08 pm). Absent: Betsy Earls and Ken Hector (excused).

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Bruce Clemetsen, Vice President, Student Affairs; David Hallett, Vice President, Governance and Administration; Michael Kinkade, Interim Vice President, College Support Services; and Rich McDonald, Interim Chief Financial Officer.

A. PATHWAYS TO OPPORTUNITY (PTO) INITIATIVES and DISABILITY INNOVATION FUND (DIF) PROGRAM GRANT

Adam Mennig, Director, Academic Development utilized a PowerPoint presentation to provide an overview of the statewide Pathways to Opportunity (PTO) initiative and the new Disability Innovation Fund (DIF) grant. The PTO initiative focuses on increasing access and economic mobility for historically marginalized and underrepresented populations. Data from the Oregon Employment Department shows that 52,000 individuals in Chemeketa's service district are unemployed or working but making less than \$15 an hour without post-secondary credentials, with a disproportionate impact on communities of color, particularly Alaska Native, Hispanic, Black/African American, multi-racial, and Pacific Islander individuals. The initiatives under the PTO umbrella include: 1) SNAP Training and Employment Program (STEP) — coaching and financial support for individuals receiving SNAP (food stamps) but not TANF cash assistance, accessing career and technical education (CTE), apprenticeship, GED and ESOL programs (note: STEP has generated one million dollars in Federal matching funds to Chemeketa since 2016); 2) TANF JOBS Program — funded by Oregon DHS, it supports TANF recipients with one-on-one coaching to complete a GED, improve English language skills, access career training, and find employment; 3) HB2835 — the Oregon Legislature passed House Bill 2835 which provides funding for a Benefits Navigator position to help students navigate the complicated web of state, federal, and local resources (Yesica Navarro, Coordinator, Chemeketa Completion Program [CCP] will manage this initiative); 4) Career Pathways — funded through the Community College Support Fund, career pathways link education and training with intentional student support to enable individuals to secure credentials and advance to higher levels of education and employment; and 5) Inclusive Career Advancement Program (ICAP) — the lead organization of which is Oregon Vocational Rehabilitation. The ICAP statewide award amount is \$18.2 million, with Chemeketa receiving \$824,503 during this five-year grant. ICAP will leverage Oregon's current statewide network of career pathway services and Occupational Skills Training to advance educational and economic equity for people with disabilities.

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B. RESOURCES FOR BALANCING LIFE AS A STUDENT

Mike Evans, Dean, Student Retention and College Life gave a PowerPoint presentation. Chemeketa Community College students face food insecurity, housing insecurity, and homelessness. Grecia Garcia Perez, Student Services Coordinator, shared that the Food Pantry helped 3,630 students in 2018–2019. At the beginning of the pandemic, from March 2019 through 2020, the Food Pantry was closed but was able to provide 217 gift cards totaling \$10,825 and referred students to community pantries that were able to stay open. Yesica Navarro, Coordinator, Chemeketa Completion Program discussed the creation of the Student Resources Page, a website where students can find many different resources to meet their needs. Natalie Beach, Dean, Library and Learning Resources shared information about the textbook Lending Library and the circulating laptop program. The library loans over 4,500 textbooks a year to Chemeketa students with an estimated savings of \$300,000 annually; during 2019–2020 those numbers did not drop significantly. During this period, 2,500 laptops were loaned to students. Yesica discussed the Student Emergency Fund and Assistance for Technology Expenses effort. The most common financial hardship during the pandemic has been the reduction of income and lack of access to technology. The ICAP grant allocates for the hiring of the benefits navigator to assist students with terminology and applying for federal, state, and local benefit programs. It also facilitates collaboration at statewide meetings and networking among other community college navigators to help students connect to resources. All of the presenters work very closely with students and try to determine the best way to help students.

The board asked numerous questions during the workshops and thanked staff for information.

A recess was taken at 4:53 pm.

II. ADMINISTRATIVE UPDATES

Jackie Franke, Chair, called Administrative Updates to order at 5:02 pm in the Board Room, Building 2, Room 170, at the Salem Campus.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Bruce Clemetsen, Vice President, Student Affairs; David Hallett, Vice President, Governance and Administration; Michael Kinkade, Interim Vice President, College Support Services; Rich McDonald, Interim Chief Financial Officer; and Katie Bunch, Director, Business Services (via Zoom web conference).

Updates were discussed with the board regarding the college and community events calendar, retirement resolutions, the ACCT national legislative summit, the December board meeting format, legislative updates, the 2021 Oregon Economic Leadership Summit, the college's applied baccalaureate application, ongoing COVID-19 protocols, the public safety director, Board zone redistricting, the 2022 graduation ceremony, Guided Pathways, Student Initiated Fee reporting, the resolution concerning the transfer of Special Projects Fund Appropriation,

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new board policies, and the green sheet for the building 9 mechanical cooling system replacement contract award.

A recess was taken at 5:44 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Jackie Franke, Chair, reconvened the meeting at 6 pm.

B. PLEDGE OF ALLEGIANCE

C. CHEMEKETA LAND ACKNOWLEDGMENT

Jackie Franke read the land acknowledgement.

D. ROLL CALL

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Bruce Clemetsen, Vice President, Student Affairs; David Hallett, Vice President, Governance and Administration; Michael Kinkade, Interim Vice President, College Support Services; Rich McDonald, Interim Chief Financial Officer; and Katie Bunch, Director, Business Services (via Zoom web conference).

E. COMMENTS FROM THE PUBLIC

None.

F. APPROVAL OF MINUTES

Ed Dodson moved and Betsy Earls seconded a motion to approve the College Board of Education minutes from October 20, 2021.

The motion CARRIED.

G. SEPARATE ACTION

Approval of Retirement Resolution No. 21-22-11, Teresa D. Bell; No. 21-22-12, Cassie S. Belmodis; No. 21-22-13, Tracie Burger; No. 21-22-14, Kevin P. Furey; No. 21-22-15, Linda K. Luglan; No. 21-22-16, Christa K. Masters; and No. 21-22-17, Genevieve Wittman [21-22-115]

Board members read each retirement resolution. These seven employees represent a total of 156 years of service. Each retiree shared a few words and board members and staff thanked them for their service.

Ron Pittman moved and Betsy Earls seconded a motion to approve the retirement resolutions as noted above.

The motion CARRIED.

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H. REPORTS

Reports from the Associations

Sam Brennan, Associated Students of Chemeketa (ASC) said the ASC hosted their Thanksgiving Club Fair November 15 and stated that her report stands as written.

Steve Wolfe, Chemeketa Faculty Association (CFA), Aaron King, Chemeketa Classified Association (CCA), and Megan Cogswell, Chemeketa Exempt Association (CEA) said their reports stand as written. Aaron King added a thank you to retiree Genevieve Wittman for all she has done for the financial aid office as well as being a mentor to him personally, and he thanked President Howard for attending the last CCA board meeting. Megan Cogswell stated that the CEA annual food drive will be in February or March since the pantry is currently well-stocked.

Reports from the College Board of Education

Ed Dodson participated in the Brooks Open House, two Board of Education Policy Subcommittee meetings, his quarterly meeting with Jessica, and the Veterans Day Recognition

Neva Hutchinson attended the two Board of Education Policy Subcommittee meetings and the college's Community Conversation breakfast in Woodburn.

Betsy Earls attended the college's Community Conversation meeting in Dallas at the Polk Center and a West Salem Rotary meeting.

Diane Watson attended the Brooks Open House and a quarterly lunch meeting with Jessica.

Ron met with Jessica for his quarterly meeting, participated in two Zoom board Policy Subcommittee meetings, Agenda Review, the McMinnville Chamber of Commerce Community Awards, the Polk County Community Awards, and met with Danielle Hoffman and Paul Davis for an update of Yamhill Valley Campus.

Jackie Franke attended Mid-Willamette Valley Council of Governments (MVCOG) convening session on the lack of housing that exists in our community, the East Salem Rotary (of which she is a new member), the Brooks Open House, Agenda Review, the college's Community Conversations in Dallas and Monmouth, the Amazon ground-breaking in Woodburn, and the Veterans Day Recognition.

Ken Hector sent his report to the President's Office and said that it stands as written.

I. INFORMATION

Student Initiated Fee (SIF) Report

Mike Evans, Dean, Student Life and College Retention provided a brief update on the SIF that started in summer term 2021. The fee has been collected for summer and fall terms, generating \$58,000 so far. ASC is working on developing its plan to utilize the funds toward additional clubs and student activities funding, student leader 20-hours-per-week part-time positions, and a legislative intern program. They are in the process of identifying how much of the SIF funds are generated from each campus, with plans to return the appropriate amount to each campus to

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serve its students. The ASC wants to have a good plan that is appropriate to the needs of all students.

Advisory Committees for 2021–2022

Marshall Roache, Executive Dean, Career and Technical Education (CTE) said the college is proud of the CTE deans for creating robust advisory groups for the 29 advisory committees that include 335 community members. They have developed a three-phase process to create more ways to recruit more people in the community. Information about this will be presented at the Board of Education’s January Workshop. Holly Nelson, Executive Dean of Regional Education and Academic Development shared that a new institutional advisory committee has been developed for the new applied baccalaureate degree. It is a compilation of advisory members already associated with other college CTE programs. Fifteen members make up the new degree advisory committee, which will provide a continuation and pathway from existing CTE Associate of Applied Science degrees.

Strategic Plan

Julie Peters, Dean, Academic and Organizational Effectiveness, provided an overview of the strategic plan. Its purpose is to set direction for achieving the college’s mission to provide opportunities for students to explore, learn, and succeed through quality educational experiences and workforce training. The strategic planning cycle is intentionally aligned with the college’s seven year accreditation cycle (2015–2022). The Strategic Plan is refreshed every year with the highest priority initiatives, planned activities, and institutional effectiveness measures to make sure they are still relevant. For 2021–2022 the same priorities are in place from last year -- student experience (Chemeketa Pathways and Strategic Enrollment Management), access and equity (equity and inclusion and community collaborations), and academic excellence (outcomes and assessments and workforce relevance). Chemeketa is in the final year of the accreditation cycle and in the process of completing the year seven report, entitled *Evaluation of Institutional Effectiveness*, which covers mission fulfillment, student learning, and student achievement. The entire accreditation cycle will culminate with a virtual site visit on April 11–13, 2022.

Resolution No. 21-22-10, Transfer of Special Projects Fund Appropriation

Rich McDonald, Interim Chief Financial Officer, explained that a transfer of \$2 million is being requested from Materials and Services to the Special Projects Fund. It is necessary to accommodate expenses incurred during fiscal year 2020–2021 associated with the Higher Education Emergency Relief Fund (HEERF) amending the resolution to appropriate the adopted budget.

College Policies—Board of Education BP2000 Series (Chapter 2)

David Hallett, Vice President, Governance and Administration, presented a packet of 36 different policies that comprise the Board of Education series. The new Board of Education BP2000 Series (Chapter Two) policies were reviewed and approved by a Board of Education subcommittee consisting of Ron Pittman, Neva Hutchinson, and Ed Dodson. Rebecca Hillyer was instrumental in developing the revisions of these policies. This series was compared to the current college Board of Education 1000 series policies and language from the Oregon Community College Association (OCCA) policies to inform the revisions being presented to

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ensure that they meet the needs of the college and are in compliance with any regulations that might apply. In December, these policies will be the subject of an action item for approval:

- BP 2010—Chemeketa Community College Board of Education Membership
 - BP 2011—Chemeketa Community College Board of Education Member Residency Requirement
 - BP 2015—Chemeketa Community College Board of Education Student Body Representative
 - BP 2100—Chemeketa Community College Board of Education Elections
 - BP 2110—Vacancies on the Chemeketa Community College Board of Education
 - BP 2200—Chemeketa Community College Board of Education Duties and Responsibilities
 - BP 2210—Chemeketa Community College Board of Education Officers
 - BP 2220—Advisory Committees of the Chemeketa Community College Board of Education
 - BP 2305—Chemeketa Community College Board of Education Annual Organizational Meeting
 - BP 2310—Regular Meetings of the Chemeketa Community College Board of Education
 - BP 2315—Chemeketa Community College Board of Education Closed/Executive Sessions
 - BP 2320—Chemeketa Community College Board of Education Special and Emergency Meetings
 - BP 2330—Chemeketa Community College Board of Education Quorum and Voting
 - BP 2340—Chemeketa Community College Board of Education Agendas
 - BP 2345—Public Participation at Chemeketa Community College Board of Education Meetings
 - BP 2350—Chemeketa Community College Board of Education Meeting Speakers and Public Comments
 - BP 2355—Chemeketa Community College Board of Education Decorum
 - BP 2360—Chemeketa Community College Board of Education Minutes
 - BP 2410—Chemeketa Community College Board of Education Policies and Administrative Procedures
 - BP 2430—Chemeketa Community College Board of Education Delegation of Authority the College President/Chief Executive Officer
 - BP 2431—Chemeketa Community College Board of Education Selection of the President/ Chief Executive Officer
 - BP 2432—Chemeketa Community College Board of Education President/Chief Executive Officer Succession
 - BP 2435—Chemeketa Community College Board of Education Evaluation of the President/Chief Executive Officer
 - BP 2510—Chemeketa Community College Participation in Local Decision-Making
 - BP 2610—Chemeketa Community College Presentation of Initial Collective Bargaining Proposals
 - BP 2710—Chemeketa Community College Board of Education Conflict of Interest
 - BP 2715—Code of Ethics/Standards of Practice
 - BP 2716—Chemeketa Community College Board of Education Political Activity
 - BP 2717—Chemeketa Community College Personal Use of Public Resources—Board of Education
 - BP 2720—Communications Among Chemeketa Community College Board of Education Members
 - BP 2725—Chemeketa Community College Board of Education Member Compensation
 - BP 2735—Chemeketa Community College Board of Education Member Travel
 - BP 3740—Chemeketa Community College Board of Education Member Education
 - BP 2745—Chemeketa Community College Board of Education Self-Evaluation
 - BP 2750—Chemeketa Community College Board of Education Member Absence from the State
- Board members should contact David if they have any questions.

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J. STANDARD REPORTS

Personnel Report

Alice Sprague, Associate Vice President, Human Resources, said the Personnel Report stands as written. She pointed out that the New Hire Report includes a couple of new grant-funded positions.

Budget Status Report

Katie Bunch, Director, Business Services stated that the Statement of Resources and Expenditures report shows that the college has received its third community college support payment from the state this month, so that puts Chemeketa at \$26.4 million for the year for state aid; however, will continue to receive a bit more this year. She said that as far as expenditures for the general fund, overall Chemeketa is spending at a slightly higher rate compared to the budget at this time last year, however, this is a more normal rate of spending than what was seen over the past year given that there were open positions and the college was entirely remote. Also, winter term registration just began this week, so you will start seeing tuition and fee revenue and property tax revenue.

Rich McDonald, Interim Chief Financial Officer, reviewed the Status of Investments Report. He said two investments matured and the college is looking to reinvest. A good-quality investment has been found; however, the yields are a little lower.

Capital Projects Report

Michael Kinkade, Associate Vice President, College Support Services said the Capital Projects Report stands as written. He introduced Tony Moore, the new Public Safety director who began working at Chemeketa last December. Because we just recently began having board meetings in person, board members may not have had the opportunity to meet him yet. Tony's prior employer was the Salem Police Department where he worked for 27 years. We are very fortunate to have him.

Chemeketa Community College COVID-19 Health and Safety Operational Plan

John McIlvain, Emergency and Risk Management Manager said that Chemeketa's service district has experienced a small increase in the number of COVID cases since the beginning of fall term. The good news is that the college is proactive in efforts to identify, notify, and take the appropriate health and safety measures to protect students, staff, and the community in accordance with guidance from official health authorities. Chemeketa continues to attend to the developments of federal and Oregon Occupational Health and Safety agencies in their efforts to implement an emergency temporary standard that requires private employers of 100 or more to mandate COVID-19 vaccinations or test employees on a weekly basis. Oregon is one of 20 states with its own OSHA, and has additional time to meet or exceed the federal requirement. Chemeketa continues to be prudent and cautious in its approach to ensure the health and safety of the community and Chemeketa.

Recognition Report

Jessica acknowledged all the employees in the written report.

Chemeketa Community College COVID-19 Health and Safety Operational Plan

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Recognition Report

Jessica acknowledged all the employees in the written report.

K. ACTION

Diane Watson moved and Ron Pittman seconded a motion to approve consent calendar item No. 1.

- 1. Approval of Building 9 Mechanical Cooling System Replacement Contract Award [21-22-116]

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 OF OPERATIONS

None.

O. ADJOURNMENT

The meeting was adjourned at 7:13 pm.

Respectfully Submitted,


Board Secretary


Board Chair


President/Chief Executive Officer

12/15/21
Date