

Minutes
November 20, 2019

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

October 23, 2019

I. WORKSHOP

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

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

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, College Support Services.

A. Integrated Education and Training (IET) and Supplemental Nutrition Assistance Program (SNAP) Training and Employment Program (STEP)

Holly Nelson, executive dean of Regional Education and Academic Development, introduced Adam Mennig, academic coordinator of IET/STEP/Career Pathways. Adam used PowerPoint slides to guide his presentation. Adam noted the IET and STEP work mainly fall under the strategic initiatives of Workforce Development and Targeted Outreach, as well as Access. Part 1 of the presentation was on Integrated Education and Training (IET). IET is a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation and training for a specific occupation or cluster. Adam explained the IET model, what programs are good candidates for IET, and the IET project planning process. A number of community partners, grants, as well as the general fund and self-support fund supports IET. There have been four cohorts in Early Childhood Education and Welding. A grant from the Willamette Workforce Partnership has been received to offer IET for CNA1, CNA2, and Medical Assisting.

A short video highlighting two students in the Early Childhood Education IET was shown. Jennifer Sadouk, Reading and Study Skills instructor, taught in the first co-hort. Jennifer said she worked with each student to find out where the gaps are and worked with them to increase their skills so they can complete college-level coursework. It was exciting to be able to teach in the context of a program towards an actual certificate. Brian Keechle, welding instructor, worked with a cohort of evening GED and ESOL students with a goal of teaching them how to weld, read blueprints, do layout, and by the end of the class, they would take the welding certification exam. It was a teaching challenge, however, getting to know each student had a big impact. Brian was impressed with their level of dedication and commitment to the program. Some of the students worked 60–70 hours a week and still made it to class in the evening. It gave him a different perspective on how to be better in accommodating the local community and to help support multiple student populations from different backgrounds. Programs like this is the core of community colleges—to provide access to learn skills to improve themselves and provide for their families.

Minutes
November 20, 2019

Meeting Minutes
College Board of Education
October 23, 2019
Page 2

Part 2 of Adam's presentation was on Supplemental Nutrition Assistance Program (SNAP) Training and Employment Program (STEP). The work of STEP is to provide support to SNAP (food stamp) recipients as they access education and training, build skills, earn credentials, and enter into careers that offer economic mobility. Adam shared data on poverty by county, number of households receiving food stamps by county, number of students served in the last three years and the growth in support services awarded to students. He briefly explained how STEP is funded including the growth of the community college consortia from six colleges in 2017 to all 17 community colleges currently. The board thanked Adam for his informative presentation.

A recess was taken at 5:15 pm.

II. A. EXECUTIVE SESSION

Executive Session called to order at 5:38 pm in the board dining room on the Salem Campus, Building 2, Room 172. Executive Session was held in accordance with ORS 192.660(2)(h) legal rights.

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

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, College Support Services.

Executive Session ended at 5:43 pm.

II. B. ADMINISTRATION UPDATES

Open session reconvened at 5:44 pm. Updates were shared or discussed with the board on board goals and individual board goals for 2019–2020 were affirmed; Association of Community College Trustees (ACCT) Conference debrief; travel folders for the Oregon Community College Association (OCCA) conference on November 6–9 were distributed; board calendar preview; President's goals for 2019–2020 were distributed; HECC, CCWD, OPC quarterly report and update on PERS lawsuit; Aspen New Presidents Fellowship; Oregon Business Plan Summit on December 16; program preview/alerts; enrollment; diesel and truck driving programs; staffing; Ag Complex, HVAC status; follow-up on on-call carpentry contract award; and board agenda preview.

A recess was taken at 6:45 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Diane Watson, Chair, reconvened the board meeting at 7:01 pm. The meeting was held at the Salem Campus in the Board Room, Building 2, Room 170.

Minutes
November 20, 2019

Meeting Minutes
College Board of Education
October 23, 2019
Page 3

B. PLEDGE OF ALLEGIANCE

Diane Watson led the group in the Pledge of Allegiance.

C. ROLL CALL

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

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, College Support Services.

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

Chair Diane Watson reported a change in the order of the agenda has been made. Item I, Separate Action, has been moved up in order to recognize individuals who are present.

D. SEPARATE ACTION

Approval of Retirement Resolutions No. 19-20-08, Maria M. Dooley; and No. 19-20-09, Margaret L. Byers

Ken Hector read the retirement resolution for Marie M. Dooley. Ed Dodson read the retirement resolution for Margaret L. Byers, who was in the audience.

Neva Hutchinson moved and Ron Pittman seconded a motion to approve Retirement Resolution No. 19-20-08 for Maria M. Dooley, and Retirement Resolution No. 19-20-09 for Margaret L. Byers.

The motion CARRIED. Chair Diane Watson presented the framed resolution to Margaret Byers and thanked her for her 27 years and three months of service.

E. COMMENTS FROM THE AUDIENCE

None

F. APPROVAL OF MINUTES

Ken Hector moved and Jackie Franke seconded a motion to approve the minutes of September 18, 2019.

The motion CARRIED.

G. REPORTS

Reports from the Associations

Riley Dunagan, ASC executive coordinator, added to the written report. There were 27 student volunteers who attended the Night Strike activity on October 17, the highest number of participants since it started eight years ago. There were 95 students who attended the Get Yourself Tested event today.

Minutes
November 20, 2019

Meeting Minutes
College Board of Education
October 23, 2019
Page 4

Chris Nord reported in place of Justus Ballard, Chemeketa Faculty Association. The report stands as written.

Terry Rohse, Chemeketa Classified Association said the classified report stands as written. Terry added his congratulations to Margaret Byers and Maria Dooley on their retirements.

Adam Mennig, Chemeketa Exempt Association, said the report stands as written.

Reports from the College Board of Education

Ed Dodson had a quarterly lunch with Jessica; attended the first concert of the Acclaimed Music Series, Huun Huur Tu; and the fall art show Junwei Zhang . He briefly described the concert and art exhibit which were unique and different. Community events included the Marion County Second Chance breakfast; Amity School District board meeting with Jessica; the OCCA Board meeting via Zoom; Salem Fire Fighters breakfast, and the Salem-Keizer NAACP dinner.

Ron Pittman attended a Dayton School District board meeting with Jessica; the McMinnville Economic Development annual luncheon; the ACCT conference in San Francisco; and met with Danielle Hoffman and Paul Davis for a monthly update of YVC activities.

Neva Hutchinson had a quarterly lunch with Jessica.

Ken Hector had a quarterly lunch with Jessica; attended the Silverton Chamber Business Leaders meeting, and spent three weeks in Italy.

Jackie Franke attended a DeMuniz Legal Clinic fund raising dinner honoring Jason Myers. This event was in partnership with the Chemeketa Inside program to assist clients who need legal advice and assistance after they are released from prison; the Marion County Reentry Second Chance breakfast; a Council of Governments (COG) board meeting, executive committee meeting and annual planning meeting; quarterly lunch with Jessica; the ACCT conference, the Habitat for Humanity breakfast; and was a chaperone for the Welcome to Frogtown presentation at the Elsinore with a busload of second graders.

Diane Watson attended the First Thursday at 3, the ACCT Conference and the ACCT Diversity, Equity, and Inclusion committee meeting. Members of the committee were asked to submit board policies and best practices around diversity and they chose to highlight Chemeketa's Equity Scorecard, the Diversity Statement, and complimented the college's friendly public website.

Reports from the Administration

Jim Eustrom highlighted three community connections from Chemeketa staff and students:

- There was an article in the *Statesman Journal* about a Chemeketa student, Josh Briggs, who raised money to buy a new bike for a young person who had his bike stolen.
- The fifth annual Binational Health Fair was held on Saturday, October 12, that had over 90 volunteers from nonprofits who provided resources about health, legal, and social resources; many medical and dental professionals who provided free preventative health

Minutes
November 20, 2019

Meeting Minutes
College Board of Education
October 23, 2019
Page 5

and dental exams and testing; dental and nursing students and staff were on hand to assist. Over 400 people were served, many of them were waiting in line at 3 am! Big thanks to Vivi Caleffi Prichard and the planning committee of Rosalba Aguilar, Grecia Perez Garcia, Manuel Guerra, and Esthela Zendejas. This event served a great need for the community.

- Lastly, the Friends of Pimpollo held a Tamale Trot run last weekend at Riverfront Park in downtown Salem. Many Chemeketa staff were involved and/or participated in the run. This event raised funds for the Oaxaca trip to build schools and provide supplies. These are just a few examples of how the college gives back to the community.

H. INFORMATION

Results of the 2018 Certification and Licensure Examinations

Johnny Mack thanked faculty for working with students in achieving the high pass rates. Faculty do not teach students to pass the tests, but to make them successful in their career fields. Ed asked what are the options for the students who do not pass the exam. Johnny said in most cases, students can re-take the exam twice. If they still do not pass, they take a refresher course and can retake the exam. If they still do not pass, they must go through the program again.

College Policies #1630, Endorsements; #2010, Concept of Administrative Organization; and #2110, President of the College/Chief Executive Officer and Clerk of the College Board of Education

Rebecca Hillyer presented three 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 November. Referring to Policy 2110, Rebecca made a friendly amendment to No. 4 under Responsibilities and Duties to read: Reviewing the needs of the college for new construction, significant maintenance projects, and recommending needs to the College Board of Education.

I. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written. David recognized Heather McDaniel, Kylene Stevens, and Alice Sprague from Human Resources (HR) who were in the audience and thanked them and their staff for their work in HR.

Budget Status Report

Miriam Scharer reported there was nothing significant to report on the Statement of Resources and Expenditures, Budget Status Report, and the Status of Investments.

The Quarterly Update of Other Funds (non-general fund) was included in this month's report. Miriam referred to the report which itemizes other resources and obligations in both revenue-based and budget-based accounts. Miriam pointed out decreases in Auxiliary Services, Intra-College Services, and Athletics. The decrease in Athletics is due to the final payment that was made for the Ag Complex. The balance will increase as the year goes on. Student Financial Aid is about \$100,000 from where it was last year due to the increase in tuition and fees. However, financial aid was able to disburse awards more quickly due to streamlining the process and minimizing obstacles.

Minutes
November 20, 2019

Meeting Minutes
College Board of Education
October 23, 2019
Page 6

Purchasing Report

Miriam Scharer reviewed the two purchasing items, Chemeketa Cooperative Regional Library Service (CCRLS) Leased Lit Fiber, and Budget Development and Financial Forecasting Software. Requests for Proposals (RFP) will go out and contract awards will be shared at the December board meeting. Miriam shared an update on a question from Terry Rohse at last month's board meeting about the on-call carpentry and the impact on classified staff who could do the work. Miriam, J.D. Wolfe, and Rory Alvarez met with Terry to discuss the scope of the work which required a high level of expertise on a larger scale.

Capital Projects Report

Rory Alvarez said the report stands as written. LED lighting improvements have been made on the first and second floor of Building 2 and burned out lights in the parking lots are being replaced. Ken Hector asked if there are any outstanding issues that need to be addressed as a result of the leaks from the new roof. Rory said the contractor has acknowledged responsibility and is working to repair the outstanding issues.

College Advancement Report July 2019–September 2019

David Hallett said the report stands as written and includes the grants submitted followed by the grants awarded, which is on the consent calendar. Julie Peters briefly reviewed the grant activities and highlighted the grants submitted and awarded. Julie introduced the new grants coordinator, Gaelen McAllister, who started on Monday.

Miriam Scharer interjected to introduce another new employee, John McAlvain, the new risk manager, who started two weeks ago.

Phillip Hudspeth, foundation director, said the foundation quarterly report stands as written. Neva Hutchinson encouraged everyone to attend the Holiday Market event on Friday, December 13, which is a special fundraising event for the college. Part of the proceeds from that night will go to the Student Relief fund and the food pantry. There will be light appetizers, wine tasting, and entertainment by the Chemeketa choir, as well as an opportunity to shop at the many booths before the weekend crowd.

Summer Term Enrollment Report

Fauzi Naas reported for summer term 2019, unduplicated headcount was down .8 percent and reimbursable FTE was down 3.6 percent (26 FTE) from last summer. The college budget is based on a 3 percent decline, and the college is hoping for increased enrollment winter and spring terms.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

President's Report

Jessica Howard reported this is the quarterly report on the activities of statewide governance groups including the Oregon Community College Association (OCCA), Higher Education

Minutes
November 20, 2019

Meeting Minutes
College Board of Education
October 23, 2019
Page 7

Coordinating Council (HECC), Community Colleges and Workforce Development (CCWD), and the Oregon President's Council (OPC). Jessica highlighted the upcoming short legislative session and the advocacy plan which has three overarching strategic goals to 1) enable student success; 2) build advocacy capacity; and 3) increase influence with decision makers.

J. ACTION

Ken Hector moved and Ron Pittman seconded a motion to approve action items

No. 1-3:

1. Approval of College Policies #1530, Budget Officer; #1540, Custodian of Funds; #1610, Chemeketa Community College Board of Education Member Travel; and #1620, Depository of Funds [19-20-112]
2. Approval of On Call General Carpentry Services Contract Award [19-20-113]
3. Approval of Grants Awarded July 2019–September 2019 [19-20-114]
4. Acceptance of Program Donations July 1, 2019–September 30, 2019 [19-20-115]

The motion CARRIED.

K. APPENDICES

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

L. FUTURE AGENDA ITEMS

None were heard.

M. BOARD OPERATIONS

None were heard.

N. ADJOURNMENT

The meeting adjourned at 7:50 pm.

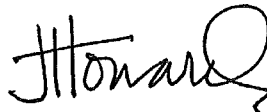
Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer



Date