

Minutes
April 20, 2022

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

March 16, 2022

I. WORKSHOP

Jackie Franke, Chair, called the workshop to order at 3:45 pm via Zoom.

Members in Attendance: Ed Dodson (arrived 3:48); Jackie Franke, Chair; Ken Hector; Neva Hutchinson; and Ron Pittman, Vice Chair. Excused Absences: Betsy Earls, 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.

Year Seven Accreditation Report

Julie Peters, Dean of Academic and Organizational Effectiveness, presented on accreditation. Julie covered accreditation status updates, reviewed the accreditation report and the work that Chemeketa's board has carried out this year, discussed expectations at the upcoming virtual site visit, and what will occur after the site visit.

Student Success Data: Student Momentum

Heidi Gilliard, Director, Institutional Research and Reporting, presented on student success institutional indicator 13, addressing students' momentum towards goals. Heidi discussed cohort and measure definitions, reviewed the data for fall-to-fall and fall-to-winter persistence, discussed the student success early momentum metrics, and addressed credit completion information and data.

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

The workshop ended at 4:33 pm.

II. EXECUTIVE SESSION

Jackie Franke, Chair, called Executive Session to order at 4:45 pm via Zoom. Executive Session was held in accordance with ORS 192.660(2)(a) employment and (e) real property transactions.

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

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Executive Session ended at 5:13 pm.

III. ADMINISTRATION UPDATES

Jackie Franke, Chair, called the meeting to order at 5:13 pm via Zoom.

Members in Attendance: Ed Dodson; Jackie Franke, Chair; Ken Hector; Neva Hutchinson; and Ron Pittman, Vice Chair. Excused Absences: Betsy Earls, 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 board member endorsements, the Oregon Community College Association (OCCA) conference and All Oregon Academic Team (AOAT) luncheon, public comment practice, the community events calendar, the Oregon School Boards Association (OSBA) conference, pre-bond planning, the Northwest Commission on Colleges and Universities (NWCCU) accreditation visit, the proposed June board meeting date change, outcomes of the recent Oregon legislative session, Future Ready Oregon opportunities, the college's COVID-19 health and safety report, the Budget Committee chair role, car-mencement, the SENSE survey executive summary highlights, the annual Pell grant increase, grant award increases, transitions in finance staff, the schedule of expenditure of federal award audit results, budget materials mailing, the general fund budget outlook, and agenda preview.

A recess was taken at 5:58 pm.

IV. REGULAR SESSION

A. CALL TO ORDER

Jackie Franke, Chair, reconvened the board meeting at 6:01 pm.

B. PLEDGE OF ALLEGIANCE

C. CHEMEKETA LAND ACKNOWLEDGEMENT

Jackie Franke read the land acknowledgement.

D. ROLL CALL

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

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Board Representatives in Attendance: Josh Wray, Associated Students of Chemeketa (ASC); Steve Wolfe, Chemeketa Faculty Association (CFA); Aaron King, Chemeketa Classified Association (CCA); and Megan Cogswell, Chemeketa Exempt Association (CEA).

E. COMMENTS FROM THE PUBLIC

None.

F. APPROVAL OF MINUTES

Ken Hector moved and Ron Pittman seconded a motion to approve the College Board of Education minutes from February 16, 2022.

The motion CARRIED.

G. REPORTS

Reports from the Associations

Josh Wray, Associated Students of Chemeketa (ASC) discussed the upcoming spring term events.

Steve Wolfe, Chemeketa Faculty Association, and Aaron King, Chemeketa Classified Association (CCA) said their reports stand as written.

Megan Cogswell, Chemeketa Exempt Association said the report stands as written. Megan noted the association was able to donate some additional scholarship funds and they would be honoring Lynn Irvin, as she leaves her position, for her service to the board.

Reports from the College Board of Education

Ed Dodson attended four Oregon Community College Association (OCCA) meetings, the Black history panel, Representative Kurt Schrader's Town Hall, the all-staff meeting, the Central Oregon Community College (COCC) season of non-violence discriminating health care panel, the OCCA Diversity, Equity, Inclusion (DEI) committee, the Marion County State of the County luncheon, and a call with Morgan Cowling, OCCA Executive Director.

Neva Hutchinson attended the all-staff meeting and three ASCETA strategic planning work sessions.

Ken Hector attended two OCCA legislative meetings, three Silverton Chamber of Commerce Business meetings, the monthly Association of Community College Trustees (ACCT) Public Policy committee meeting, two Silverton Rotary meetings, Chemeketa's community conversation in Silverton, the Chemeketa Foundation board meeting, the Silverton Chamber of Commerce First Citizen Awards event, and the Marion County State of the County luncheon.

Ron Pittman attended three McMinnville Greeters meetings, and met with Danielle Hoffman at the Yamhill Valley Campus (YVC).

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Jackie Franke attended the East Salem Rotary meeting, chaired the Jan Ree Hayesville Neighborhood Association meeting, and attended a meeting of the Assistance League of Mid-Willamette Valley, Representative Kurt Schrader's Town Hall, and agenda review.

H. INFORMATION

2022–2023 Faculty Sabbatical Leave Requests

Cecilia Monto, Dean of Education, Languages and Social Sciences stated the Sabbatical Review Committee recommends eight sabbatical proposal requests for faculty to receive the awards in the 2022-2023 academic year. Cecelia noted there were some very exciting proposals.

Bachelor of Applied Science (BAS) Degree in Applied Leadership and Management

Holly Nelson, Executive Dean for Regional Education and Academic Development said that many staff assisted with the research and creation of this new BAS degree. Holly discussed what an applied baccalaureate degree is and the different components of work involved to determine the degree choice, program design and application timeline; and reviewed the next steps in this process to offer this degree.

R. Taylor, Dean of Business and Technology, Early Childhood Education and Chemeketa Center for Business and Industry and Tim Ray, Dean of Agricultural Sciences and Technology discussed the BAS curriculum and upon which the 180 credits are focused.

Jackie Franke and Ron Pittman thanked staff for an excellent report and exciting progress.

College Policy BP #5020—Residence

Melissa Frey, Chair of the Student Success and Completion Advisory Council noted that the policy was reviewed by the Council and states that the college's intent is to establish procedures to determine and verify student residency.

I. STANDARD REPORTS

Personnel Report

Alice Sprague, Associate Vice President of Human Resources said the report stands as written and provided a few highlights. Alice noted there are 2.5 positions in the new hire section that are not funded through the general fund.

Budget Status Report

Aaron Hunter noted in the Statement of Resources and Expenditures that tuition and fees are reflected through winter term. Aaron stated that the Budget Status report is trending in the same direction as expected and similar to where the college was prior to COVID. However, materials and services still have some funds unexpended so the savings will roll forward for a better beginning balance for the next year. The Status of Investments has two new investments and the yield on these is significantly higher than during the last few months. The Oregon Short Term Fund percent has moved from .45 to .55 effective today, and there is some positive movement on some of the interest rates.

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Capital Projects Report

Michael Kinkade said the report stands as written and highlighted the Agriculture Complex greenhouse progress.

Chemeketa Community College COVID-19 Health and Safety Operational Plan

John McIlvain, Emergency and Risk Manager noted that the mask mandate for Oregon indoor public spaces was lifted as of March 12, 2022; that the Oregon Health Authority (OHA) paused its quarantine and contact-tracing efforts; and that the Oregon Occupational Safety and Health Administration (OSHA) will repeal the COVID-19 workplace rules. The college needs to (and will) provide masks at no cost to employees who want to wear them. On April 1, the COVID-19 emergency declaration will be lifted. Chemeketa will follow OHA's guidance regarding individuals with COVID-19 and will continue custodial cleaning after classroom usage and meetings. The stay-home-if-sick policy is still in place and hand sanitizers and masks can be found across campus. John discussed the college's accomplishments in supporting the health and safety of the students and staff over the past two years.

Jessica Howard, Jackie Franke, and Ken Hector thanked John for his tremendous leadership during this time.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

J. SEPARATE ACTION

Approval to Sell Real Property 154 Harrison Street, Woodburn

Michael Kinkade noted the college has received an offer for the full asking price of the Harrison Street property and recommends approval by the Board of Education.

Ron Pittman moved and Ed Dodson seconded a motion to approve the sale of real property.

The motion CARRIED.

Approval of Retirement Resolutions No. 21-22-22, Trudy L. Johnson; No. 21-22-23, Peggy S. Morrison; and No. 21-22-24, Alma "Strawberry" J. Behnke

Ken Hector read Trudy L. Johnson's retirement resolution.

Ken Hector moved and Neva Hutchinson seconded a motion to approve the retirement resolution of Trudy L. Johnson.

The motion CARRIED.

Neva Hutchinson read Peggy S. Morrison's retirement resolution

Neva Hutchinson moved and Ed Dodson seconded a motion to approve the retirement resolution of Peggy S. Morrison.

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The motion CARRIED.

Ed Dodson read Alma "Strawberry" Behnke's retirement resolution.

Ed Dodson moved and Ken Hector seconded a motion to approve the retirement resolution of Alma "Strawberry" Behnke

The motion CARRIED.

K. ACTION

Ken Hector moved and Ron Pittman seconded a motion to approve consent calendar items No. 1-3.

1. Approval of College Policy BP #5141—Deceased Student Policy [21-22-135]
2. Approval of Healthcare Billing Certificate of Completion [21-22-136]
3. Approval of Healthcare Coding Certificate of Completion [21-22-137]

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 OPERATIONS

None.

O. ADJOURNMENT

The meeting adjourned at 7:03 pm.

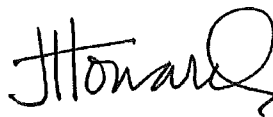
Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

April 20, 2022

Date