

Minutes
September 19, 2018

MINUTES OF BOARD WORK SESSION

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

September 5, 2018

The summer Board Work Session was held at Chemeketa Eola/Northwest Wine Studies Center, in the Chardonnay/Riesling Rooms, 215 Doaks Ferry Road, NW. Neva Hutchinson, Chair, called the meeting to order at 9 am.

Members in Attendance: Ed Dodson; Betsy Earls; Jackie Franke (arrived at 10:10 am); Ken Hector; Neva Hutchinson, Chair; Ron Pittman; and Diane Watson, Vice Chair.

College Administrators in Attendance: Julie Huckestein, President/CEO; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus; David Hallett, Vice President, Governance and Administration; and Jeannie Odle, Board Secretary.

Guests: Rory Alvarez, Fauzi Naas, Julie Peters, Tim Rogers, Miriam Scharer, and Gary West.

Review Agenda and Board Notebook

Julie briefly reviewed the agenda and said she has a few additional updates that she will share after lunch.

Jeannie Odle briefly reviewed the contents of the Board resource notebook for Tabs 1–12. The following highlights were noted:

- Tab 2 – A replacement is needed for Zone 1, Ruth Hewett, on the Budget Committee
- Tab 4 – The 12 board policies dated 2014 are in the revision process and will be information items in October and action items in November; the other 10 board policies dated 2015 will be reviewed by David and the board policy committee this year.
- Tab 7 – On Kickoff day, September 11, 9 am, a table near the front will be reserved for board members in the Building 7 gym. Each board member received a ‘better together’ t-shirt and was asked to wear it along with their nametag.
- Tab 9 – The org charts for 2018–2019 were reviewed; changes were noted in yellow highlight.
- Tab 10 – The date of the 2019 graduation has moved to TUESDAY, June 18, 2019.
- Tab 12 – A Foundation fundraiser has been added to the College and Community Events calendar—Music in the Vineyard, September 13, at 6:30–8:30 pm, at the Willamette Valley Vineyards.

GOVERNANCE

Board Committee Assignments

The 2018–2019 Board Committee Assignments were reviewed and affirmed as noted on the proposed list.

2017–2018 Board Self-Assessment

The board reviewed the compiled ratings and comments and discussed a few areas on the self-assessment form. Overall, ratings on board effectiveness and board performance were rated

Minutes
September 19, 2018

Minutes of Summer Work Session
Board of Education
September 5, 2018
Page 2

3 (consistently exceeds expectations). Ratings of 2 (meets expectations) were noted on the 2017–2018 Board Goals for Questions 13, 14, and 15.

After lengthy discussion, the following recommendations were made:

- Keep and re-word Questions 13 (add something around equity, or change to Proactively look for opportunities to increase)
- Keep and re-word 14 (add timing of the board's involvement in the addition or deletion of academic programs and add educational trend. Ken suggested rewording Question 14 to "Working with the president to clarify the board's role setting the strategic direction of the college including, but not limited to, financial sustainability (or stability); long-range facilities planning, academic programs, and educational trends
- Remove Question 15, but have Julie provide regular updates about HECC, CCWD and OPC at board meetings
- Keep Question 16
- Add another goal around transitioning of a new president

There was also discussion on when and how to alert/inform the board about new programs or suspension or termination of academic programs. The board asked to be given a heads-up if programs are being added, eliminated, or suspended before it comes as an information and action item. It was suggested that Julie or Jim write a brief update and include it in the monthly board agenda packet or add a standing item on the administrative updates during board dinner.

Board Goals for 2018–2019

Based on the board assessment discussion, David Hallett will develop a draft of board goals for next year and will share them with the Board Goals Committee (Ed, Neva, and Diane), and then bring to a board dinner. Board members were asked to be thinking of board goals, as well as their individual goals for the year, and to send them to David or Jeannie by September 28. A draft of the board goals will be shared at the September or October board dinner.

Board Guiding Principles and Monitoring System Review

The board re-affirmed that the current guiding principles were still relevant and made no changes. Neva brought up the Board Monthly Verbal Reporting form and said that the board activities do not match up to the board goals. It was recommended that the board goals columns be removed and that board members only list the activities they participated in each month. The board goals can be listed at the top or bottom as just a reminder. David will check to see if there is anything in the accreditation requirements around board goals.

Draft of 2018–2019 Placemat

Julie Peters and Gary West from the Planning and Lean Development office presented a draft of the 2018–2019 Placemat. Julie Peters described the process that Exec Team went through at their summer retreat to review and discuss each initiative and whether it would continue or not. An important step was to identify the key stakeholders for each initiative and to have one-on-one meetings with Julie Peters or Gary West to have deeper, more thoughtful discussions to identify the planned activities, milestones, and significant measures. Julie Peters distributed two versions of the 2018–2019 Placemat. One is the same as last year's with the front page listing

Minutes
September 19, 2018

Minutes of Summer Work Session
Board of Education
September 5, 2018
Page 3

the 16 Strategic Initiatives and the reverse side would be the measures. The other version would have two core themes on the front and the other two on the reverse side; however, it would have the measures listed right below the Planned Activities and the Milestones, which was a recommendation from the Year 3 accreditation team—to better align the measures with the activities. Julie Peters also pointed out that “GP” was listed next to initiatives that relate to Guided Pathways.

Data and Measures (Leading and Lagging Indicators)

Fauzi Naas, director of Institutional Research, used a PowerPoint to explain and share examples of leading and lagging indicators. Leading indicators “influence future performance” and lagging indicators “analyze past performance”. The student data points that he has shared in the past during board meetings will focus on leading and lagging indicators this year. The board was asked what other types of data they would be interested in seeing. They suggested more leading (to take action) than lagging indicators, ethnicity, placement testing into remedial courses, how many credits are students coming in with. Also, definition of an adult learner (over 21?)

Wrap-up of 2017–2018 Placemat

Julie Peters reported the wrap-up is a short narrative on the year-end status of each of the 16 strategic initiatives from last year. Only one of the 16 initiatives will be removed from the Placemat; all the others will remain with different activities and milestones. Julie Peters noted data on the measures will be added to the 2017–2018 Placemat to the percent of change between 2016–2017 and 2017–2018 and will be shared with the board at a future meeting.

UPDATES

Proposals for the OCCA Fall Conference, November 7–9, SunRiver

Exec Team proposed three break-out sessions: 1) Integrated Education and Training Cohorts (e.g., ECE and Welding); 2) Summer Bridge Programs; and 3) Bi-lingual Education Program/ Pathway to University. All three proposals will be submitted for consideration.

Brooks Transportation Complex

The board was reminded about the proposed intermodal/transload facility that may be located at Brooks or Millersburg. This would have potential for educational opportunities and job training. Kevin Mannix is spearheading this project and requested that Chemeketa provide a letter of support. The board briefly discussed the project and suggested that the letter come from Julie and Neva. Julie will draft out the letter and share it with the board.

Measure 105

PCC recently sent out a letter asking what position community colleges are taking on Measure 105 that repeals the sanctuary law. Julie noted board policy #1630, Endorsements, prohibits endorsing “any local, state, or national issue, unless the issue directly relates to college operations or would otherwise impact the college.”

Minutes
September 19, 2018

Minutes of Summer Work Session
Board of Education
September 5, 2018
Page 4

Accreditation Year 3 Mid-Cycle Report

Jim Eustrom referred to the report in the notebook, specifically, page 10 that lists the acknowledgements and the areas of focus in preparation for the Year 7 accreditation review. In summary, the major areas the college needs to focus on were:

- Better alignment of budget with the planning process
- Too many measures, need to refine
- Liked the Placemat, but need to refine the measures and focus should be on student completion and persistence
- Improve the analytical aspect of data
- Written documents need more clarification

Tuition-setting Guidelines

Miriam Scharer reviewed the handouts, which included a proposal for tuition and universal fee increases for 2019–2020 and beyond to bring Chemeketa's rates more closely aligned with the other community colleges. It included background information, and current tuition and universal fee rates. It presented some strategies and options to realign the college's tuition and universal fee rate to established guidelines within three years and to reduce the forecasted financial shortfall. Jim Eustrom reviewed a proposal to add differential fees to most of the CTE programs and all science courses. Jim shared the effect this would have on financial aid including the Pell grant, the Oregon Opportunity grant, the Oregon Promise, and Chemeketa Scholars. There was lengthy board discussion and further conversations will take place between now and the budget committee meetings.

Facilities Master Plan

Tim Rogers and Rory Alvarez reviewed the format of the 2018 Long-Range Facilities Plan covering 2018–2025; the last update was done in 2013. Various sections were reviewed and discussed. The plan will be updated annually and shared at future summer board work sessions. In order to prepare for a future bond, possibly in 2022, plans will be made to hire a consultant to engage the board and the college in a comprehensive facilities planning study.

Tim and Rory shared an update on the Brooks well water issue. In 2006 the college became responsible for the well when Marion County Fire turned over the Regional Training Center to the college. The well serves commercial customers in Brooks. We recently discovered the well serves fire hydrants on the commercial property too. The pump would not have the capacity if there were more than one hydrant being used. The pump is very old and not fixable and the replacement cost would be \$25,000–\$50,000 or could run up to \$1 million for adequate water reserve for all the fire hydrants. Another issue is there is no mapping of the water system. The college is working with Marion County and Brooks Public Works to address these concerns as quickly as possible.

Legislative Session/OPC Priorities

Julie Huckestein referred to the handouts in the board notebook. She reviewed a few of the slides in the OPC Budget Advocacy Plan and briefly discussed the 2019–2021 Current Service Level (CSL) budget of \$647 million and the CSL Plus model, which includes two policy options for a total of \$787 million that community colleges will advocate for in the next biennium.

Minutes
September 19, 2018

Minutes of Summer Work Session
Board of Education
September 5, 2018
Page 5

Julie also shared the OPC major priorities for 2018–2019. Small workgroups will be formed around four categories: 1) funding; 2) equity; 3) student success; and 4) organizational development. Each workgroup will develop priorities under each category.

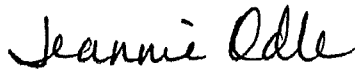
Emerging Issues

Shirley Metcalf, president at Central Oregon Community College has announced her retirement; and Cam Preus will be leaving Blue Mountain Community College to fill the executive director position at OCCA.

Adjournment

Meeting adjourned at 2:55 pm.

Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

9/19/2018

Date