

Minutes
October 17, 2018

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

September 19, 2018

I. WORKSHOP

Neva Hutchinson, Chair, called the workshop to order at 4:31 pm. The workshop was held at the Salem Campus in the Board Room, Building 2, Room 170.

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

College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus.

A. Institutional Research Data

Fauzi Naas, director of Institutional Research, with the assistance of Manuel Guerra, executive dean of Student Development and Learning Resources, used PowerPoint slides to guide his Persistence Study presentation which centered on data for new full-time students who enrolled fall term 2017. A total number of 1,551 new students enrolled fall term, 841 (54 percent) had no prior college credits and 710 (45 percent) had prior college credits transferred in from high school (e.g., through College Credit Now). This study focused on the 841 students who had no prior college credits. Fauzi noted 676, or 80 percent, returned winter term and 165, or 20 percent, did not return. Other characteristics and statistics of the returning and non-returning students were looked at including age, attempted 15 or more credits, applied July or later, placement in remedial math, reading, or writing classes, registered September or later, received federal financial aid (excludes Oregon Scholars), did not complete 70 percent of credits, below 2.0 GPA, gender, and Hispanic. This information will help the college capture some predictive characteristics to use in the future to identify high-risk students.

Two other characteristics were suggested for the next study: 1) the persistence rate for students taking remedial courses compared to CTE students who take classes with embedded remedial coursework; and 2) number of students in CTE and general education programs.

Manuel shared some possible strategies as a result of the data including:

- Early identification of students who are eligible for financial aid to inform and assist them in completing a FAFSA; or if not eligible, share student leadership opportunities to help with tuition assistance.
- A team of staff to make calls to follow-up or contact identified students for a variety of reasons including those who are on financial aid to ensure they are at the right credit load (12+ credits) and don't fail or fall below a 2.0 GPA; or students who don't pay or don't drop their classes and go into collections and are unable to enroll the following term; or choose a date in mid-August and make contact with those who have filled out an admissions form but not yet registered.
- Have a different "enrollment" activity for students who enroll late or be more proactive after the first week asking questions such as do you have your books, how many credits are you registered for, are you attending class, etc.

Minutes
October 17, 2018

Meeting Minutes
Board of Education
September 19, 2018
Page 2

- The FTE workgroup will look at this data and will recommend strategies for next steps.

Manuel noted the Summer Bridge and the expansion of the College Completion program offers a variety of support services to give new students a headstart in preparation for college classes.

Ryan West, financial aid director, shared information about financial aid noting it takes about 4–5 weeks to process late applications and the timeline when accounts go to collections is at the beginning of the following term. Denise Galey, associate dean of First Year Experience, reported a high number of students attended the unadvertised drop-in advising sessions last week.

The board thanked Fauzi and Manuel for their informative presentation and answering questions, as well as Ryan and Denise for providing additional information.

The workshop ended at 5:17 pm, and a recess was taken.

II. A. EXECUTIVE SESSION

There was no Executive Session. The open session reconvened at 5:35 pm in Building 2, Room 172.

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

College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; and Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus.

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 2018–2019; the upcoming Association of Community College Trustees (ACCT) Conference; proposals submitted and attendance at the Oregon Community College Association (OCCA) Fall Conference; board calendar preview; fall kickoff debrief; taxing districts; budget planning; letters to the Governor; program preview/alerts about a proposed surgical tech program and the International program; enrollment; Oregon Promise and Chemeketa Scholars; Western Oregon University partnerships including offering SPAN300 at the Salem Campus, an interdisciplinary studies bachelor's degree offered at CCBI in winter term, and a possible CIS bachelor's degree offered at Salem; marketing/PR/Foundation update; presidential search; and agenda preview.

A recess was taken at 6:50 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Neva Hutchinson, Chair, reconvened the board meeting at 7:02 pm. The workshop was held at the Salem Campus in the Board Room, Building 2, Room 170.

Minutes
October 17, 2018

Meeting Minutes
Board of Education
September 19, 2018
Page 3

B. PLEDGE OF ALLEGIANCE

Neva Hutchinson led the group in the Pledge of Allegiance.

C. ROLL CALL

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

College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; and Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley.

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

D. COMMENTS FROM THE AUDIENCE

None were heard.

E. APPROVAL OF MINUTES

Ken Hector moved and Jackie Franke seconded a motion to approve the minutes of July 25, 2018, and the board work session and special board meeting of September 5, 2018.

The motion CARRIED.

F. REPORTS

Reports from the Associations

Riley Dunagan, ASC executive coordinator, was welcomed. Riley said he is in the Computer Information Science program and enjoys the outdoors and spending time with family. Terry Rohse, Chemeketa Classified Association, and Rory Alvarez, Chemeketa Exempt Association stated the reports stand as written.

Reports from the College Board of Education

Jackie Franke attended community events including a Woodburn mayor community meeting, a Council of Government (COG) Executive Committee meeting by phone, and a phone meeting of the COG Intergovernmental Relations for a request for proposals, the SEDCOR annual awards luncheon, and the Salem-Keizer Education Foundation annual lunch and awards. College events included fall kickoff; third-year faculty celebration, the Santiam Correctional Institution graduation, and the Storm athletic complex dedication.

Ken Hector attended community events including the Silverton city, county, and schools quarterly breakfast meeting; Marion County Commissioners meeting to receive the \$100,000 grant for the diesel tech program; a meet-and-greet for Marion County Commissioner Kevin Cameron; the annual SEDCOR Honors luncheon; and participated in the annual Woodburn Chamber golf tournament. College activities included the Santiam Correctional Institution graduation; interviews for the presidential search firm; fall kickoff; Chemeketa Cellars tasting room open

Minutes
October 17, 2018

Meeting Minutes
Board of Education
September 19, 2018
Page 4

house; the third-year faculty celebration; and the monthly Association of Community College Trustees (ACCT) Policy and Advocacy conference call.

Ron Pittman attended fall kickoff and the Storm athletic complex dedication.

Ed Dodson attended community events including the SEDCOR Awards luncheon; meetings with the Mid-Willamette Education Association (MWEC) Executive Council, Oregon Community College Association (OCCA) Executive Committee, and the Joint OCCA Executive Committee. College events Ed attended were the OSP and SCI graduations, fall kickoff, Presidential Search Committee meetings, grand opening of the tasting room, the employee art show, third-year faculty celebration, and the Storm athletic complex dedication.

Betsy Earls attended two West Salem Rotary and Dallas Rotary meetings.

Diane Watson attended community events including the Mexican Fiesta, a meeting with Cathy Clark, mayor of Keizer; and college events including the EMS graduation, fall kickoff, third-year faculty celebration, the Foundation Music in the Vineyard event, and the athletic complex dedication.

Neva Hutchinson attended college events including the bilingual teacher celebration, Presidential Search Committee meetings, the SCI graduation; fall kickoff; third-year faculty celebration; tasting room grand opening, employee art show, Music in the Vineyard event, and the athletic complex dedication. Community events included the check presentation from the Marion County Commissioners, Keizer Rotary educators' recognition luncheon, and the SEDCOR annual awards luncheon.

Reports from the Administration

Jim Eustrom thanked Kristine Medyanik and the planning committee for coordinating the faculty retreat, which had 150 faculty attendees. In addition, Jim noted that Friday, October 5, is national Manufacturing Day. Eight high schools will bring students to the Salem Campus to tour the Applied Technology and Welding buildings and learn about Chemeketa's programs. In addition, GK Machining and Garmin will provide career information and will have opportunities for tours of their facilities.

G. INFORMATION

Risk Management/Insurance Report

Tim Rogers introduced Kathleen Silva, Emergency and Risk Management manager, who introduced Mark McPike, risk management advisor, and Kathy Bowen, senior account executive, with USI Insurance Services. Kathy Bowen reviewed the client service team and the 2018 renewal highlights. Mark McPike shared an overview of the current property and casualty insurance program and the associated premium cost. Mark noted this was a great year for the college in terms of insurance because the PACE program has increased a number of levels of coverage at no additional cost. There was a significant reduction in the SAIF premiums this year and it was well earned. The reduction is based on the results of the college's risk management team. In addition, the college will receive \$65,000 in dividends from SAIF in December (last year received \$60,000).

Minutes
October 17, 2018

Meeting Minutes
Board of Education
September 19, 2018
Page 5

Using a PowerPoint presentation, Mark reviewed the 2018 renewal highlights, the current insurance program, workers' compensation overview (with SAIF); PACE premium history totals over the last five years; premium history comparison in property, general liability and auto, excess liability, boiler and machinery, international package, and crime over the last four years. Mark summarized the bar graphs for property and casualty claims review total incurred; property and casualty claims review total count spanning the last five years; and the Workers' Compensation claims overview. Mark and Kathy fielded questions from board members throughout their presentation, and were thanked for the detailed information.

Referring to page 14, Ken Hector asked if there were any workers compensation claims that are still open in 2013. Kathleen Silva did not have that information with her, but she will research it and get back to the board.

College Policies #5135, Mandatory Student-Initiated Fee

Manuel Guerra, executive dean of Student Development and Learning Resources, brought forward a new policy as a result of House Bill 2666 which gives a community college recognized student government body the authority to establish a process for, and allocation of, mandatory student-initiated fees. The proposed policy was reviewed and approved by the Student Success Advisory Council. Manuel introduced Joel Gisbert, the new civics engagement coordinator, who replaced Adam Holden. Students would work with Joel to bring a proposal forward to the president. If the president rejects the proposal, students may appeal to the board who will render the final decision; the board can request a referendum for a student vote. However, if the college president agrees with the new fee, it would still be brought to the board for final approval. The policy will be brought back in October for board approval.

2018 Higher Education Coordinating Commission Summer Bridge

Jim Eustrom introduced Mike Evans, dean of Student Retention and College Life, and Lilliana Landa-Villalba, coordinator of CAMP and TRiO Programs. Lilliana helped to coordinate the summer bridge program. A PowerPoint was used to guide the presentation which covered objectives of the HECC grant in the amount of \$124,839; a recruitment target; the plans for the four week-long sessions at the Salem campus and one week-long session at YVC; and attendance (186 students at Salem and 26 at Yamhill, for a total of 212 students).

Liliana noted the three main goals were to learn about college resources, connect and build relationships with Chemeketa staff, and develop connections with their peers. Liliana shared the weekly schedule and workshops offered; and staff provided assistance with the enrollment processes (advising, registration, and placement exams) and follow-up services to get students prepared for fall term. There were a number of activities to build confidence and build relationships with staff and with other students, and to create a sense of belonging. Mike shared some student feedback based on a survey that was done at the end of each session. The survey focused on three main areas—1) more prepared to start classes in the fall (4.7); 2) met new staff who will be supportive (4.6); and 3) made new friends to connect with (4.0). Liliana reviewed the student data outcomes. Lastly, Mike will be working with Fauzi Naas to follow and track all the students who participated in the summer bridge to see the impact this program had. Mike and Liliana thanked the 95+ staff who were involved in this program. They all brought a positive and caring attitude and made the students feel, and be, a part of Chemeketa.

Minutes
October 17, 2018

Meeting Minutes
Board of Education
September 19, 2018
Page 6

The board commended Mike, Liliana and the 95+ staff. Jackie Franke asked if there were any plans for occasional get-togethers for this group. Mike said they have invited the group to movie night at Salem's Riverside Park as well as Movie Nights at Chemeketa. They will also be invited to Student Life events and activities throughout the year.

H. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written. David acknowledged Human Resources for their hard work in the staffing process for new hires, position changes, separations, etc.

Budget Status Report

Rich McDonald reported in place of Miriam Scharer. Rich referred to the Statement of Resources and Expenditures which covers summer and part of fall term. He noted tuition and fees is about six percent higher than last year which is attributed to the tuition increase; enrollment is about the same as it was last year at this time. The State Appropriations is listed as two line items—Current, which is the sixth payment for the biennium (or first payment for the current year), and the Carryover from FY18 is the fifth payment from last year that is moved into this year to smooth out resources. The Fund balance shows zero for now until the audit in December.

In the Budget Status Report, the amount under Part-time Faculty salary shows encumbrances for summer term. The report reflects two months into the fiscal year and the college has expended 12.93 percent, which is three percent higher than last year. This is due to the timing of payments. The Status of Investments reflects no change in interest rates from last month. The last report is the Preliminary Progress Report for last fiscal year 2017–2018. A number of adjustments still need to be posted; the final amounts will be presented in the comprehensive audit financial report in December. Rich pointed out the preliminary ending fund balance of \$9,917,073. Ken Hector asked about the big percentage rate (333.43 percent) in Miscellaneous Revenue. Rich noted the variance was due to timber tax revenue.

Purchasing Report

An Invitation to Bid (ITB) went out for the Woodburn Tenant Improvement project. Rory Alvarez noted negotiations with tenants is still in process so tenants have not signed a lease yet. However, pending tenant lease negotiations, a recommendation will be brought back next month for board approval.

Capital Projects Report

Rory Alvarez, director of Facilities and Operations, said the report stands as written. Rory thanked everyone for attending the athletic field dedication today.

Chemeketa Cooperative Regional Library Service (CCRLS) Report

John Goodyear, executive director of CCRLS, thanked Neva Hutchinson for donating four bins of books, which will be distributed to the smaller libraries. John reported an individual who lives in Keizer and is a regional sales representative for a major library vendor covering 18 states, has agreed to begin efforts to start a Keizer library. John and his wife, who was the director of

Minutes
October 17, 2018

Meeting Minutes
Board of Education
September 19, 2018
Page 7

the Salem library, will provide guidance and assistance. There are three initial steps: 1) Must meet the Oregon State Statute that defines a public library; 2) must meet the Oregon Library Association standards; and 3) must meet the CCRLS standards. John noted CCRLS has a committee working to define the CCRLS membership standards. However, one can be a public library without being a CCRLS library. John will keep the board informed.

Recognition Report

Julie Huckestein acknowledged all the employees in the written report.

I. ACTION

Action Item No. 4, Approval of Appointment of Presidential Search Advisory Committee, was pulled from the consent calendar.

Ken Hector moved and Jackie Franke seconded a motion to approve consent calendar items No. 1–3:

1. Approval of College Policies #1720, Equal Opportunity/Affirmative Action Policy; #1745, Campus Sexual Violence Elimination Act (SaVE); and #7050, College Visitors [18-19-106]
2. Approval of Women’s Athletics Cross Country [18-19-107]
3. Approval of Women’s Athletics Long Distance Track [18-19-108]

The motion CARRIED.

Alice Sprague referred to the green sheet in the board folder. Exec Team has considered and put forth 16 names made up of three faculty, three classified, three exempt, two students, two community, and three board members.

Ron Pittman moved and Jackie Franke seconded a motion to approve the appointment of the Presidential Search Advisory Committee [18-19-109].

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

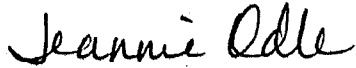
None were heard.

Minutes
October 17, 2018

M. ADJOURNMENT

The meeting adjourned at 8:25 pm.

Respectfully submitted,



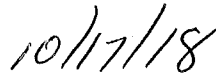
Board Secretary



Board Chair



President/Chief Executive Officer



Date