

Minutes
January 16, 2019

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

December 19, 2018

I. A. EXECUTIVE SESSION

Executive Session called to order at 4:33 pm in the Board dining room, Building 2, Room 172, on the Salem Campus. Executive Session was held in accordance with ORS 192.660(2)(d) negotiations.

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; and Miriam Scharer, Associate Vice President/Chief Financial Officer.

Executive Session ended at 4:47 pm.

II. B. ADMINISTRATION UPDATES

The following updates were shared or discussed with the board: the February 20 board meeting has been moved to February 27; the Board Work Session/Budget Committee Orientation on January 23; board calendar preview; Marion-Polk Food Share Americorps overnight project; Brooks well; Salem Campus entryway; Ag Complex CMGC; staffing; differential fees; classified contract/bargaining; and agenda preview.

A recess was taken at 5:18 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Neva Hutchinson, Chair, reconvened the board meeting at 5:25 pm. The meeting was held in the Board Room, Building 2, Room 170, at the Salem Campus.

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.

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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

E. APPROVAL OF MINUTES

Ken Hector moved and Jackie Franke seconded a motion to approve the minutes of November 21, 2018.

The motion CARRIED.

F. REPORTS

Reports from the Associations

Reports from Riley Dunagan, Terry Rohse, Rory Alvarez, and Justus Ballard, stand as written. David Hallett added on behalf of the Contract Management team, he acknowledged faculty representatives Justus Ballard, Traci Hodgson, and Matt Davies for their professionalism, as well as Mary Scamahorn and Nette Abderhalden for their administrative support.

Reports from the College Board of Education

Ed Dodson attended the Fire Science graduation, Marion County Commissioner Janet Carlson retirement celebration, CASA luncheon, the Oregon Community College Association (OCCA) Board meeting at Umpqua Community College, and an OCCA Student Success Center Advisory group meeting.

Ron Pittman met with Danielle Hoffman and Paul Davis to hear updates about YVC.

Ken Hector attended two Silverton Chamber of Commerce business group meetings, and he met with Representative Denyc Boles and Julie to talk about the upcoming legislative session.

Jackie Franke attended a Council of Governments (COG) executive board meeting and a planning meeting for the COG Annual Awards event, and she attended the Janet Carlson retirement celebration. Jackie hosted a table for CASA, and she made an award presentation to outgoing Monmouth mayor Steve Milligan for his service on the COG board.

Betsy Earls attended three meetings of the West Salem Rotary, a Dallas Rotary meeting, and the Holiday Social breakfast.

Diane Watson attended the Holiday Social breakfast, the Chemeketa night at the Salem Holiday Market at the Fairgrounds, and the Keizer Rotary/Keizer Chamber luncheon.

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Neva Hutchinson attended a Northwest Innovations annual meeting along with a number of the same events previously mentioned. Neva thanked the college and the Chemeketa Foundation for working with the Salem Market staff in organizing the Friday Chemeketa Night event. Neva recognized the Chemeketa staff and students who helped at the Salem Market Holiday Fair on Friday, December 7. She also thanked the Wine Studies staff who had a Chemeketa Cellars wine tasting booth; the law enforcement cadets for their help with parking; the Chemeketa Choir who provided entertainment; and Early Childhood Education staff and students who did crafts with children. Neva noted that part of the ticket proceeds that night will go to the Chemeketa Foundation for the Student Relief (student pantry) fund.

Reports from the Administration

Jim Eustrom shared a Career and Technical Education (CTE) update. Jim noted the Anesthesiology Tech program will begin winter term; and Cybersecurity and Digital Media classes are being offered, however, the college is waiting for program approval from the Northwest Commission of Colleges and Universities (NWCCU). The Diesel Technology program is on hold until a building is acquired.

INFORMATION

Presentation of 2017–2018 Audit Report

Julie Huckestein introduced Katie Bunch, fiscal and audit manager, and Ken Kuhns, managing principal for Kenneth Kuhns & Company. Katie thanked all the accounting staff in Business Services, Budget and Finance, and Financial Aid who helped gather information for the audit report. Katie recognized accounting staff Anne Marie Swearingen who was in the audience and helped with both the college audit and the foundation audit.

Kenneth Kuhns shared a brief overview of the audit. There are three parts to an audit. Ken referred to page 11 of the audit report, the Independent Auditor's Report. He explained the college has the responsibility to keep the records from which the financial statements are prepared, and auditors have the responsibility to audit the financial statements and determine whether the information within those statements is accurate and fairly presented. He noted the records were well maintained, very clean, and there were no audit adjustments made to the records before being incorporated into the financial statements.

Auditors follow generally accepted auditing standards and governmental accounting standards in performing the audit and go through numerous procedures and steps to verify and challenge financial information included in the audit report. Ken referred to the opinion statement on page 12. Based on the audit and the report of the foundation auditors, the financial statements were presented fairly and in all material respects. It was an unmodified opinion, a clean opinion, which is the best opinion that an entity can receive, and the opinion that was earned on the financial statements that were presented for the audit.

The second part of an audit is when an entity receives federal funds, it must follow federal government rules and regulations in disbursing and accounting for those funds. The college received \$35 million in federal financial assistance. The report indicates the college has

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complied with the federal rules and regulations, and there were no exceptions to their findings with respect to federal programs.

The third part of the audit deals with certain rules and requirements for the state of Oregon (e.g., local budget law, public contracting requirements, having adequately secured funds on deposit in financial institutions, etc.). The report indicates the college has complied with the various state laws. In summary, the college received a clean opinion on the financial statements, complied with federal rules and regulations, and complied with state laws.

There were no questions. Kenneth Kuhns was thanked for presenting the audit report for 2017–2018.

College Policies #1747, Chemeketa Gender Equity in Athletics; and #2235, Service Animal Policy

Rebecca Hillyer presented two new policies which were reviewed by the President's Advisory Council. The Service Animal Policy clarifies that service animals are dogs, or under particular circumstances, miniature horses, and that comfort or emotional support animals are not considered service animals. Board action will be requested in January.

Academic Calendar for 2019–2020

Jim Eustrom reported the written report summarizes the terms and holidays for the 2019–2020 academic calendar. Jim noted that Fall Kickoff day will, again, be on Tuesday (September 10), instead of Monday to allow returning faculty and employees a day to get settled in and to allow staff to set-up for kick-off on Monday instead of having to come in on Sunday; and the fall/winter break will, again, be a four-week break. The academic calendar will be brought back next month for board approval.

2017–2018 Financial Aid and Veterans Services Update

Ryan West, dean of Financial Aid, said his report stands as written, but he had three additions: 1) Secretary of Education, Betsy Devos, announced a new era of partnership between colleges and the Department of Education; 2) the Department of Education has announced some verification relief which impact many low income financial aid applicants who are asked over and over to verify that they are low income and having to contact the IRS. The Department of Education will be giving some regulatory relief that will shorten up the process for verification where nearly 50 percent of applications are requesting this verification which causes delay; and 3) colleges are hopeful that the investment package passes in the Governor's recommended budget, which includes the Oregon Opportunity grant and the Oregon Promise.

2018–2019 Faculty Sabbatical Leave Recommendation

Sabbatical Review Committee co-chair Theresa Yancey reported on behalf of the committee. The committee recommended that Chris Nord, Mathematics; Teresa Prange, Business Management; Laura Scott, Developmental Writing/Reading; and Jan VanStavern, English, be granted a one-term sabbatical leave during spring term 2019. Theresa shared a brief summary of the sabbatical projects. Board action will be requested at the January board meeting.

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Ron Pittman said he would be interested in hearing faculty share their sabbaticals when they return. Theresa will take this back to the Sabbatical Review Committee and discuss ideas. Ed Dodson asked about how often faculty can request one-term sabbaticals. It was noted that faculty can take one term sabbaticals for three consecutive terms.

Statement of Budget Principles for 2019–2020

Miriam Scharer thanked Katie Bunch, Ken Kuhns, Ryan West, and their teams for the work on the audit report. Miriam referred to the Budget Principles and Financial Environment for the 2019–2020 Fiscal Year on page 22–23, which was reviewed by Executive Team and the President’s Advisory Council. The budget principles were shared with the board as information only.

Miriam briefly skimmed through the five Budget Principles and noted that there were no changes from last year. Referring to the Resources under Financial Environment, Miriam noted the state legislative appropriation has changed since this report was written. The Governor’s recommended budget was 4.7 percent less (\$543 million for the 2017–2019 biennium) than the current allocation of \$570 million. The Ways and Means Committee plans to bring forth a starting point of \$590 million, and the college plans to make budget projections based on the \$590 million. While there are some other policy option packages for CTE and student support, the college will follow the community college support fund closely; the final state allocation won’t be made until middle or late June.

Miriam noted a three percent enrollment decline was projected for this year; however, enrollment seems to be stabilizing so the college is looking at a flat or one percent decline for next year. A recommendation for tuition and universal fees will be brought forward as information in January along with other revenue strategies. In addition to increasing personnel costs, health insurance, and PERS, the Oregon Pay Equity Act and an increase to minimum wage will impact expenses.

H. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written.

Budget Status Report

Miriam referred to the Statement of Resources and Expenditures and pointed out the Fund Balance of \$9,921,723 based on the audit report. She pointed out property taxes are flowing in and tuition and fees are slightly higher than last year due to enrollment and winter registration beginning earlier this year. There was nothing significant to report in the Budget Status. Five additional investments were made in November with maturity dates of 2020; two were over a three percent interest rate. On the consent calendar is approval of an investment policy, which will allow the college to make investments up to three years which will result in a higher yield.

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Capital Projects Report

Rory Alvarez said the report stands as written.

Recognition Report

Julie Huckestein acknowledged all the employees in the written report.

I. SEPARATE ACTION

Ratification of Chemeketa Faculty Association Nursing Faculty Compensation

David Hallett reported the Memorandum of Agreement was reviewed during Executive Session. The college recommends that the board ratify the Chemeketa Faculty Association collective bargaining agreement to be effective July 1, 2018.

Ron Pittman moved and Betsy Earls seconded a motion to approve the ratification of the nursing faculty compensation as presented.

The motion CARRIED.

Approval of Retirement Resolution No. 18-19-05, Susan L. McCaffrey

Ken Hector read the retirement resolution for Susan L. McCaffrey for her 39 years and two months of service.

Ron Pittman moved and Jackie Franke seconded a motion to approve Retirement Resolution No. 18-19-05 for Susan L. McCaffrey.

The motion CARRIED.

J. ACTION

Ken Hector moved and Betsy Earls seconded a motion to approve action item Nos. 1–5:

1. Approval of Advisory Committees for 2018–2019
2. Approval of College Policies #2275, College Trademark (Logo); #2470, Mandatory Child Abuse Reporting Policy; and #6040 Chemeketa Community College Investment Policy
3. Approval of Appointment of Budget Committee Members for Zone 1, Resolution No.18-19-06 and Zone 5, Resolution No.18-19-07
4. Approval of College Policies #1210, Officers of the Chemeketa Community College Board of Education; #1220, Duties of Officers of the Chemeketa Community College Board of Education; #1230, Responsibilities of the Individual Chemeketa Community College Board of Education Member; #1310, Chemeketa Community College Board of Education Meetings; #1410, Duties of the Chemeketa Community College President/Chief Executive Officer as Clerk of the Board; and #1420, Chemeketa Community College Board of Education and President/Chief Executive Officer Relationship
5. Acceptance of 2017–2018 Audit Report

The motion CARRIED.

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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 6:12 pm.

Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

1/16/2019

Date