

Minutes  
February 27, 2019

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

January 16, 2019

**I. WORKSHOP**

Neva Hutchinson, Chair, called the workshop to order at 4:30 pm. The workshop was held in the Board Room, Building 2, Room 170, at the Salem Campus.

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

**A. Health Sciences Update and Tour**

Sandi Kellogg, dean of Health Sciences, and Paula Hendrix, academic coordinator in Health Sciences, were introduced. Sandi gave a brief update before the tour of the Health Sciences building. In nursing, two new faculty were hired in the fall and a third has been hired for winter term. Pharmacy Tech has added a second faculty member. North Salem and McKay high schools are bussing students to the Salem Campus to take beginning Pharmacy tech classes with the goal of by the time the student graduates from high school, they would come to Chemeketa to finish a few more courses and sit for the certification exam. Measure 98 covers the cost of classes for the high school students. The Health Information Management program is going through its accreditation process with a site visit coming up between now and spring term. Human Services is developing a new program for direct support professionals, which has been identified as a workforce need, and is revamping a traditional health care worker certificate program. The new Anesthesia Tech program just started this term and has eight students.

The tour included the dental clinic, which is a shared space for the college's Dental Assisting program and Oregon Institute's Dental Hygiene program; the nursing lab, pharmacy tech lab, and the anesthesia tech lab, which is operational but still in the remodel process. Instructors and students were in the labs simulating what goes on during class. Thanks to instructors Melissa DelReal, dental assisting; Cheryl Buckholz and Cory Clark, pharmacy tech; Gary West, and Connie Riecke, nursing instructional specialist, and their students.

A recess was taken at 5:25 pm

**A. EXECUTIVE SESSION**

There was no Executive Session.

**II. B. ADMINISTRATION UPDATES**

The meeting reconvened at 5:40 pm in Building 2, Room 172, on the Salem Campus.

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

Minutes  
February 27, 2019

Meeting Minutes  
Chemeketa Board of Education  
January 16, 2019  
Page 2

**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.

Guests: Alice Sprague, Human Resources Director.

The following updates were shared or discussed with the board: Presidential search; board winter work session and budget committee orientation; board election filing period; board calendar preview; legislative update and visits; CTE Day at the Capitol; OCCA information request; Chemeketa's 50<sup>th</sup> anniversary; sheriff substation in Building 14; program updates; PACE intergovernmental agreement/board resolution; and board agenda preview including the tuition green sheet.

A recess was taken at 6:55 pm.

### III. REGULAR SESSION

#### A. CALL TO ORDER

Neva Hutchinson, Chair, reconvened the board meeting at 7:01 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; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley.

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

#### D. COMMENTS FROM THE AUDIENCE

None

#### E. APPROVAL OF MINUTES

Ken Hector moved and Ron Pittman seconded a motion to approve the minutes of December 19, 2018.

The motion CARRIED.

Minutes  
February 27, 2019

Meeting Minutes  
Chemeketa Board of Education  
January 16, 2019  
Page 3

## **F. REPORTS**

### **Reports from the Associations**

Riley Dunagan, ASC executive coordinator, made one correction to his written report. The ASC Pizza and Politics event originally scheduled on January 31 with the Marion County Dog Shelter has been changed to an ASC Legislator Call-in Day scheduled on January 24, from 11 am–2 pm in the Multicultural Center. Students will be calling legislators to advocate for community colleges.

Justus Ballard, Chemeketa Faculty Association, said his report stands as written. As stated in his report, OEA is partnering with a number of organizations and leaders to advocate for increased funding from the state. One recommendation is for boards to draft a resolution in support of increased funding specifically for community colleges so they are not left behind in the process. Julie said she would be open to discuss this more with Justus and with the board chair.

Terry Rohse, Chemeketa Classified Association, and Rory Alvarez, Chemeketa Exempt Association, reported their reports stand as written.

### **Reports from the College Board of Education**

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

Diane Watson participated in a conference call with the Association of Community College Trustees (ACCT) Diversity and Equity subcommittee.

Jackie Franke volunteered at Hammond Elementary School and met with Family Building Blocks.

Ken Hector attended a Silverton Chamber Business Group meeting; SEDCOR Forum lunch meeting; and Oregon Community College Association (OCCA) meeting with the Governor regarding community college funding followed by a debrief meeting with OCCA; met with Representative Sherrie Sprenger with Julie; and a Presidential Search Committee meeting to review application ratings and determine applicants to interview.

Ron Pittman met with Danielle Hoffman and Paul Davis for a YVC update.

Ed Dodson screened applications for the President's position, met with the Governor about community college funding, attended the first Chemeketa Winter Art Show, and met with the Presidential Search Advisory Committee to determine applicants to interview.

Neva Hutchinson met with Alice Sprague and David Armstrong, the ACCT consultant, and met with the Presidential Screening Committee to review application ratings and to determine applicants to interview.

### **Reports from the Administration**

Jim Eustrom shared four items. He thanked Johnny Mack, Sandi Kellogg, Paula Hendrix, and Connie Riecke for the Health Services workshop and tour of Building 8 labs. Jim commended

Minutes  
February 27, 2019

Meeting Minutes  
Chemeketa Board of Education  
January 16, 2019  
Page 4

academic programs and program chairs in the successful completion of the first draft of program major maps for Guided Pathways. This term groups are working on developing and identifying meta major areas of concentration. Thanks to the core team led by Don Brase; other members include Pam Ditterick, Jim Eustrom, Manuel Guerra, Julie Peters, Jill Rupert, and Mary Scamahorn. The Chemeketa Accelerated Programs for Success (formerly Hispanic Serving Institution (HSI) grant) has been moving full steam ahead in reviewing, revising, developing, and enhancing processes for student success for first-generation, low-income and Hispanic students. Four navigator positions to work with incoming students have been hired and a new model for academic advising using a holistic approach is being developed, which aligns with the next stage of Guided Pathways. Thanks to Manuel Guerra, Melissa Frey, and James McNicholas for leading and coordinating this initiative. Lastly, Jim acknowledged Leanna Crawford for coordinating the Soapbox Poetry readings. English faculty Jill Rupert shared poems of hope last Monday. Leanna and poetry readers from fall term are listed in the January Recognition Report.

## **G. INFORMATION**

### **2019–2020 Proposed Budget Calendar**

Miriam Scharer reported the board must adopt the Budget Calendar in advance of the budget process. The calendar lists critical dates and timelines. The first Budget Committee meeting is scheduled for Wednesday, April 10, at 6 pm, to present the budget; the second meeting is Wednesday, April 17, at 4:30 pm, for final discussion and approval; and an optional third meeting is scheduled on Wednesday, April 24, if needed. A public hearing will be held on May 15; and final adoption by the board on June 26. The Budget Calendar will be brought back next month for action.

### **Proposed Student Tuition for 2019–2020**

Miriam Scharer referred to the green sheet of the Proposed Student Tuition for 2019–2020, along with three other handouts— Oregon Community Colleges 2018–2019 Tuition & Fees; and Oregon University System 2018–2019 Tuition and Fees, (both of which reflect current rates); and Tuition, Universal, Fee and Differential Fee Rate Setting Guidelines. The new guidelines were developed with the board in September. The college looked at tuition and fees to see if it was in line with comparator colleges (see bar graph on page 2 of green sheet). As a result, and with input from the board, new criteria was set and a commitment was made to realign tuition rates and universal fee rates over the next three years.

The narrative in the green sheet details the college's financial position and rationale for the recommendation. Miriam noted the Governor's Recommended Budget (GRB) of \$543 million (base budget) is a 4.7 percent decrease from the current biennium appropriation of \$570 million. The Governor also proposed an "investment budget" of \$646 million, however, this would be dependent on a \$2 billion investment package that would need voter approval. The Legislative Fiscal Office set \$590 million as the current service level for community colleges and is the number the Ways and Means Committee will use as a starting point.

Miriam shared the following tuition and universal fee increase for 2019–2020 (chart on reverse side of green sheet):

Minutes  
February 27, 2019

Meeting Minutes  
Chemeketa Board of Education  
January 16, 2019  
Page 5

- Tuition increase of \$3 per credit for a total of \$90 per credit
- Universal fee increase of \$6 per credit for a total of \$24 per credit
- Out-of-State and international tuition increase of \$3 for a total of \$255
- No universal fee increase for non-credit courses

The total per credit increase would be \$9 to \$114 per credit. This would be an increase of \$405 a year based on 45 credits. Chemeketa would be second lowest in tuition and fees among comparator colleges; however, it is most likely that the comparator colleges will increase tuition. In the past, the college has done a “tiered” approach based on state funding scenarios. However, this will not be considered this year, and the new rates would be effective summer term 2019. Miriam added if community colleges are funded at \$543 million, the college may need to make additional adjustments which would be brought to the board for discussion and approval.

Also included in this year’s proposal is a differential fee rate for next year. In looking at different models, this is a differential fee rate for high cost programs and science courses and is being proposed based on funding. If state funding is less than \$590 million, a differential fee rate of \$10 per credit is proposed; if funding is \$590 million or above, a \$5 per credit is proposed.

Jim Eustrom and Johnny Mack shared the criteria and the model. Jim said the highest cost courses are in CTE programs and science classes. Examples include programs that have student-to-instructor ratios that are limited due to lab size or accreditation (e.g. nursing, eight students to one instructor); specialty programs (welding); equipment and materials and services; and potential for earning upon graduation. Jim said a phase-in approach would be used. The differential fee would not be charged to students in their second year of a program and would look at highest cost programs first as a pilot. Johnny Mack looked at all community colleges that had differential fees and reported that Linn-Benton Community College (LBCC) was the model that was most feasible and transparent. LBCC charges certain CTE programs and science courses a set differential fee of \$27 per credit hour (in addition to tuition). Chemeketa is proposing either a \$5 or \$10 differential fee.

Discussion highlights:

- Neva asked if there will be cuts in addition to the tuition increase. Miriam said the college will be presenting significant cuts to the budget committee in April.
- Betsy asked if there will be conversations with students. A student forum is scheduled for Jan. 29 at 12 noon in the Building 2 Student Center to share context, present the proposal, open time for questions and answers, and listen for feedback. Currently, the student forum is only scheduled on the Salem Campus, but it could be expanded to outreach if requested. Riley Dunagan will provide an update about the student forum next month.
- Ken shared the state budgeting process and noted the final budget number won’t be known until June or July. This puts colleges in a quandary when they must put a budget together now.
- Neva said these increases are not something the board enjoys doing, but the board has the responsibility of keeping the institution functional.

Minutes  
February 27, 2019

Meeting Minutes  
Chemeketa Board of Education  
January 16, 2019  
Page 6

- Diane asked if the additional fee from the differential fee goes back to supporting the programs. Jim said in most cases it would go back into the general fund which pays for the instruction, equipment, program expenses, etc.
- Diane asked if the Pell grant will cover the increases. Miriam said that the Pell grant would, however, there would be less money for books and other expenses.
- Ron said he would like to keep tuition down but in reality, financing education ultimately falls on the board and the students. He expressed disappointment with the legislature when they pass unfunded mandates and ignore inflation increases yet expect higher completion and success rates.

Miriam said this is a challenging proposal to put forward and the college knows this will have significant impact on students. However, the college will continue its efforts to find ways to decrease costs to students such as continuing efforts in the textbook initiative, curtailing program costs (reduce program credits from 102 to 96), and implementing strategies from Guided Pathways.

Julie added raising tuition is always a difficult decision and is not taken lightly. It was discussed at length by Executive Team before making this recommendation to the board. The college recognizes the impact this will have on students; however, in order to maintain the operations and provide quality services and programs to students, a tuition increase is necessary. If board members need additional information, please contact the president's office.

Board action will be requested at the February board meeting.

### **Strategic Plan**

Julie introduced Julie Peters, director of Planning and Lean Development, who shared an update on the 2018–2019 Placemat, the 2018–2019 Strategic Plan, and the 2017–2018 Strategic Initiative Placemat Status Report. Julie Peters reminded the board the Strategic Plan is set up to cover the seven-year accreditation cycle, starting with 2015 and ending in 2022 in order to keep planning aligned with accreditation.

Julie Peters noted the three documents are in the board folder. Julie started with the Placemat, which is similar to an executive summary, and noted it was well received and a great way to communicate the college's strategic intent to staff and faculty. The main change is in the format. Last year's Placemat had the four core themes and 16 Strategic Initiatives on the front and the Associated Measures on the back. However, this year's Placemat has two core themes and the four Strategic Initiatives for each on one side with the Associated Measures directly under each initiative so all related information is together, and the other two Core Themes and Associated Measures are on the other side. Julie walked through one of the core themes explaining each section. Most of the Strategic Initiatives carried over from last year; however, two new initiatives under Student Success were added—Guided Pathways and DHSI Chemeketa Accelerated Pathways to Success (CAPS).

Minutes  
February 27, 2019

Meeting Minutes  
Chemeketa Board of Education  
January 16, 2019  
Page 7

The full 2018–2019 Strategic Plan is broken down into three sections. Section 1 consists of the 16 Strategic Initiatives broken down by the four Core Themes. The activities are more clearly defined and allow more explanation on what will be achieved and how. There is also a timeline that indicates what year(s) the initiative will be active. Some initiatives may extend over a number of years, such as Guided Pathways, which is a five-year initiative. Section 2 is new and incorporates the Master Academic Plan (MAP), which was a separate document that guided the work of Instruction and Student Services (ISS). It was difficult to keep the MAP and the Strategic Plan aligned, so it was decided to incorporate the MAP into the Strategic Plan. Section 3 is the Institutional Support Initiatives for the non-academic initiatives that are more on the operations side of the college. A big piece of the work this year is to create some additional long-range plans.

#### **Entrepreneurship and Small Business Management Certificate**

Robyne Taylor, dean of Business and Technology, Early Childhood Education, and Visual Communications introduced Karen Edwards, program chair. Robyne reported a new Entrepreneurship and Small Business Management Certificate is proposed to meet the student and community demand. The certificate would prepare students for self-employment or to help manage a small business or a family-owned business. Small businesses represent 99.4 percent of Oregon business, and 70,845 new business applications were filed in 2017. The courses are packaged to use existing courses with the addition of a new Small Business Financial Management course. It was noted the program can be completed online.

There is no intent to compete with the Small Business Management program at the Chemeketa Center for Business & Industry (CCBI). In fact, students are required to utilize the Small Business Management Center as part of the program. Program staff have met with Diane McLaran and Celia Nunez on ways to partner with each other. Board action will be requested next month.

#### **Oregon State Seal of Biliteracy**

Cecelia Monto, dean of Education, Languages, and Social Sciences, announced a grant for \$141 million was received in the fall from the Meyer Memorial Trust to support the development of bringing the Oregon State Seal of Biliteracy for students at Chemeketa and eventually to other institutions of higher education. This addresses the need for more bilingual, bicultural teachers and developing heritage speakers. This is a national movement and 25 states offer seals of biliteracy; Oregon implemented the seals in 2014 at high schools. About 30 percent of high schools students are heritage speakers and received the seal of biliteracy.

The college has tagged an existing series of courses, Spanish for Non-Native Speakers, to realign with the requirements of the testing for the Oregon Seal of Biliteracy. The two-year grant will cover a 75 percent employee to be a navigator. Joe Ramirez, who was in the audience, has been hired and today was his first day. Joe will restructure the courses and revise the course material and tests. The first class starts this Saturday and has 24 students enrolled. The next phase is working with sister community colleges including Clackamas, Linn-Benton, Portland Community-Rock Creek, as well as Western Oregon University, who have all expressed interest in offering the Oregon Seal of Biliteracy. Cecelia added she is working with the transfer

Meeting Minutes  
Chemeketa Board of Education  
January 16, 2019  
Page 8

universities for the bilingual education students to honor the seal so students can enroll in higher level language courses. Ken Hector asked what school districts within the college's district offer the seal of biliteracy. Cecelia said Salem-Keizer and Woodburn. Cecelia answered a few questions, and she referred to the handout in the board folder that has more information on criteria, qualifying assessments, and process.

### **Suspension of Basic Manufacturing Technician, Manual Machine Operator and Computer-Aided Manufacturing (CAM) Fundamentals Certification**

#### **Suspension of Computer Electronics Associate of Applied Science (AAS) Option and Process Control Associate of Science Option**

Larry Cheyne, dean of Applied Technologies, said the two reports stand as written. He noted these program suspensions will not result in any decrease in enrollment and the advisory committees supported these recommendations. There are only five students in the Computer Electronics AAS program who have declared an intent to finish the degree. Board action will be requested February.

#### **Exemption from Competitive Bidding for a Public Improvement Contract (i.e., Alternative Contracting Method) Construction Manager/General Contractor (CMGC), Solicitation Process for the Construction of the Chemeketa Agricultural Complex**

Miriam Scharer reported this item relates to the college utilizing an alternative contracting method for the construction of the Chemeketa Ag Complex. With the construction phase drawing near, the college will be facing a highly competitive market with compressed timelines. The college has determined that the utilization of the alternative contracting method called Construction Manager/General Contractor (CM/GC) would be a viable solicitation to competitively seek proposals from qualified contractors. This allows the college to go out using an RFP process and proposals will be evaluated based on other criteria beyond just a hard bid or dollar value. The CM/GC works with engineers, contractors, subcontractors, architects, and college project managers in the construction project. As required by statute, detailed findings will be presented next month to the board, who also acts as the Local Contract Review Board, and to hear public comment, and then request approval to use this alternative contracting method.

Miriam referred to the two-sided handout in the board folder—Formal Competitive Procurement Process At-a-Glance with a table on the reverse outlining the three procurement bid methods and the buildings that were constructed using the CM/GC or the Two-Step Method. There was discussion on what triggers or what criteria is used to decide to use this method. If contracting with a CM/GC, it would expedite the construction process, provide more accurate estimates from architects and contractors, and would reduce having to do multiple bids which could hold up the process. This process was used for the Yamhill Valley Campus and the Health Science building and was very successful. Detailed findings will be presented to the board in February.

## **H. STANDARD REPORTS**

### **Personnel Report**

David Hallett said the report stands as written.



Minutes  
February 27, 2019

Meeting Minutes  
Chemeketa Board of Education  
January 16, 2019  
Page 9

### **Budget Status Report**

Miriam Scharer referred to the Statement of Resources and Expenditures as of December 31, 2018. Revenue from property taxes continue to increase mainly due to the new construction in the region; Tuition and Fees reflect revenue before the start of winter term. There is a slight increase but it's in line with the tuition increase. While enrollment was flat during fall term, it has declined winter term so a decline is expected in tuition revenue. In the Budget Status Report, the adjunct faculty line item does not include winter or spring term costs so this will be watched closely; Materials and Services is slightly less than it was last year at this time.

The Quarterly Update of Other Funds was included in this month's report. This report itemizes other resources and obligations in both revenue-based and budget-based accounts. Miriam reported Auxiliary Services continues to see a decline in the balance which is in line with the textbook affordability initiative that has been decreasing costs to students; however, this results in a decrease in revenue for the bookstore. Self-Support Services also shows a decrease mainly due to the declining enrollment which ties in with tuition and fee revenue. There was an increase in Student Financial Aid which is attributed to the increase in tuition. In the Status of Investments report, Miriam noted there were no new investments, but interest increased a quarter of a percent in Short-term Funds.

### **Capital Projects Report**

Rory Alvarez said the report stands as written.

### **College Advancement Report October 2018–December 2018**

David Hallett said the reports stand as written. He drew attention to the STARS Reception dates of May 10 at Broadway Commons and May 17 at the Yamhill Valley Campus. Nancy Duncan invited everyone to the International Escher String Quartet on Wednesday, January 23, at 7:30 pm in the Building 6 Auditorium. Another event to calendar is the February 21 Music in the Vineyard at Willamette Valley Vineyard.

### **Fall Term Enrollment Report**

Fauzi Naas, Institutional Research director, reviewed the graphs in the report. Fall term reimbursable FTE was down 0.3 percent from last fall; and unduplicated headcount was down 2.7 percent. Year-to-date (summer and fall terms 2018) reimbursable FTE was down 0.3 percent and unduplicated headcount was 0.0 percent (flat).

### **Recognition Report**

Julie Huckestein acknowledged all the employees in the written report.

### **President's Report**

Julie reminded the board this quarterly report is a briefing on information from the statewide governance groups including Oregon Community College Association (OCCA), Higher Education Coordinating Council (HECC), Community Colleges and Workforce Development (CCWD), and the Oregon President's Council (OPC). The report stands as written.

Minutes  
February 27, 2019

Meeting Minutes  
Chemeketa Board of Education  
January 16, 2019  
Page 10

**I. ACTION**

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

1. Approval of College Policies #1747, Chemeketa Gender Equity in Athletics and #2235, Service Animal Policy
2. Approval of Academic Calendar for 2019–2020
3. Approval of 2018–2019 Faculty Sabbatical Leave Recommendation One-Term Spring 2019
4. Acceptance of Program Donations October 1, 2018 through December 31, 2018
5. Approval of Grants Awarded October 2018–December 2018

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.

**M. ADJOURNMENT**

The meeting adjourned at 8:54 pm.

Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

Date 2/27/19