

Minutes  
January 15, 2020

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

December 18, 2019

Due to a shortened agenda, there was no workshop or Executive Session. The meeting was called to order at 4:34 pm at the Chemeketa Salem Campus, in Building 2, Room 172.

**I. ADMINISTRATION UPDATES**

**Members in Attendance:** Ed Dodson, Vice Chair; Betsy Earls (arrived at 5:08 pm); Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson, Chair. Absent: Jackie Franke.

**College Administrators in Attendance:** Jessica Howard, 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, Vice President/Chief Financial Officer, College Support Services. Guest: Rebecca Hillyer, General Counsel.

The following updates were shared or discussed with the board: new hazing policy (green sheet); Board Winter Work Session/Budget Committee Orientation on January 22; board calendar preview; HB2864, Cultural Competency; program updates/alerts on the Agri-business, Wine Studies and Horticulture programs; PERS employee incentive fund and transfers; staffing; and agenda preview including two green sheets.

A recess was taken at 5:15 pm.

**II. REGULAR SESSION**

**A. CALL TO ORDER**

Diane Watson, Chair, reconvened the board meeting at 5:20 pm. The meeting was held in the Board Room, Building 2, Room 170, at the Salem Campus.

**B. PLEDGE OF ALLEGIANCE**

Diane Watson led the group in the Pledge of Allegiance.

**C. ROLL CALL**

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

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley; and Miriam Scharer, Vice President/Chief Financial Officer, College Support Services.

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

Minutes  
January 15, 2020

Meeting Minutes  
Chemeketa Board of Education  
December 18, 2019  
Page 2

**D. COMMENTS FROM THE AUDIENCE**

None

**E. APPROVAL OF MINUTES**

Neva Hutchinson moved and Ron Pittman seconded a motion to approve the minutes of November 20, 2019.

The motion CARRIED.

**F. REPORTS**

**Reports from the Associations**

Terry Rohse, classified association, and Adam Mennig, exempt association, said the reports stand as written. The ASC report and faculty association reports stand as written.

**Reports from the College Board of Education**

Ron Pittman attended the Holiday Social and met with Paul Davis and Danielle Hoffman to hear updates about Yamhill Valley Campus.

Neva Hutchinson attended the Holiday Social; the CASA luncheon; the Salem Chamber Forum where Jessica Howard was the featured speaker; the Oregon Leadership Summit in Portland; and Bill Kohlmeyer's retirement celebration.

Ed Dodson attended Indigenous Day activities; the Holiday Social; CASA lunch; Oregon Community College Association (OCCA) Board Forum and meeting at Tillamook Bay Community College; the Salem Chamber Forum; Marion County Commission and Town Hall meeting; and Bill Kohlmeyer's retirement celebration.

Ken Hector attended the Oregon Leadership Summit in Portland; the Chemeketa Ag Complex Forum; SEDCOR Economic Forum; two Silverton Chamber of Commerce business group meetings; met with Oregon House candidate Scott Sword; and the retirement celebration for Bill Kohlmeyer.

Betsy Earls attended two meetings of the West Salem Rotary and West Salem Neighborhood Association, and the Central School District board meeting with Jessica.

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

Neva Hutchinson thanked the college and the Chemeketa Foundation for working with the Salem Holiday Market staff in organizing Chemeketa Night at the Salem Holiday Market Fair on Friday, December 13. Neva recognized Chemeketa programs and employees who staffed a Chemeketa booth and distributed program information; law enforcement cadets for their help with parking; the Chemeketa Choir who provided entertainment; the Early Childhood Education staff and students who did crafts with children; and facilities staff who emptied food barrels for the student pantry. Neva noted that part of the ticket proceeds that night goes to the Chemeketa Foundation for the Student Relief (student pantry) fund.

Minutes  
January 15, 2020

Meeting Minutes  
Chemeketa Board of Education  
December 18, 2019  
Page 3

**Reports from the Administration**

Jim Eustrom reported an annual automotive event, the Tri-County Automotive Leadership institute (TALI), was held on December 5. Over 50 high school students from nine local high schools participated in the full day of automotive and new vehicle innovations, demonstrations, exhibits, and sessions. Thanks to staff members Larry Cheyne, Nol Cobb, Suzanne Monson, Celeste Holman, Kip Carlson; and faculty members Sam Olheiser, Brian McLearn, Bran Covey, Doug Rogers, and Dan Perkins.

**INFORMATION**

**Cultural Competency House Bill Update**

Vivi Caleffi Prichard, diversity and equity officer, shared an update on HB2864, which was passed in 2017. Vivi shared some historical background about the college's diversity efforts beginning with the college diversity statement and development of the Multicultural Committee, which has evolved to the Diversity Advisory Council. This council includes a broad representation of classified, exempt, faculty, and students and is the governing group that is charged with the process to recommend and provide oversight of cultural competency standards. As a result, the college has met the two requirements of HB2864. The requirements for next year are to provide continuing training and development opportunities for all staff; propose institution-wide goals to improve the cultural inclusion climate for students and the college; preparation of a biennial report to be presented to the board; recommend mechanisms for assessment on how well the institution meets cultural competency standards; and to ensure clear communication to new faculty and staff about the college's commitment to cultural competency standards for professional development.

**Presentation of 2018–2019 Audit Report**

Miriam Scharer introduced Katie Bunch, fiscal and audit manager, and Ken Kuhns, managing principal for Kenneth Kuhns & Company. Miriam noted the college received a Certificate of Achievement of Excellence for Financial Reporting, which was the 27<sup>th</sup> year in a row that the college received this recognition. Katie thanked all the accounting staff in Business Services, Budget and Finance, and Financial Aid who helped gather information for the audit report. Accounting staff in the audience were—Anne Marie Swearingen, Mariah Dooley, Nancy Espinoza, Andrea Schamp, Kayla Breckman, Kim Schnider, Kevin Walther, Michelle Hill, and Rich McDonald.

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, and read, the opinion

Minutes  
January 15, 2020

Meeting Minutes  
Chemeketa Board of Education  
December 18, 2019  
Page 4

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. Referring to page 111, the college received \$38 million in federal assistance; approximately \$33 million for student financial aid assistance. Referring to pages 115–116, the report indicates the college has 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, pages 120–121, 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 records were clean and well maintained; the college received a clean opinion on the financial statements; earned a clean opinion on compliance with the federal rules and regulations; as well as a clean opinion with no exceptions in complying with state of Oregon requirements. There were no questions. Kenneth Kuhns was thanked for presenting the audit report for the 2018–2019 academic year, and staff were thanked for their good work throughout the year.

**College Policies #2260, Sales of Goods; Sales of Food and Non-Alcoholic Beverages; Production, Sales, and Service of Alcoholic Beverages; and Distribution of Merchandise or Services; #2320, Transporting Ill/Injured Persons; and #2330, Emergency Medical Plan**  
Rebecca Hillyer presented three policies which were reviewed by the President's Advisory Council. There were no questions. Board action will be requested in January.

**Academic Calendar for 2020–2021**

Jim Eustrom reported the written report summarizes the terms and holidays for the 2020–2021 academic calendar. Jim noted the fall/winter break will, again, be a four-week break and April 30 is the spring inservice day. The academic calendar will be brought back next month for board approval.

**2018–2019 Financial Aid and Veterans Services Update**

Ryan West, dean of Financial Aid, highlighted the Oregon Student Aid Application (ORSAA) applications, which is for students who are ineligible for federal financial aid but are residents of Oregon. Ryan is working in collaboration with Student Life and College Retention to get the word out that there are options for students who are not eligible for federal financial aid.

Last week some surprise legislation passed both the House and the Senate. The Fostering Undergraduate Talent by Unlocking Resources for Education (FUTURE) Act appropriates permanent funding for minority-serving institutions and finally allows the IRS to share data directly with the U.S. Department of Education. It should make the FAFSA process significantly easier in the coming years and the process for repaying student loans easier for people who want to sign up for income contingent or income driven repayment plans. This should

Minutes  
January 15, 2020

Meeting Minutes  
Chemeketa Board of Education  
December 18, 2019  
Page 5

significantly benefit the college's default rate. The House also passed a funding bill for next year that increases the federal Pell grant by \$50 per term and would provide small increases in work study and SEOG grants. However, this additional funding will be taken from the Pell surplus.

Lastly, Ryan recognized Jon Terrazas who was in the audience. Jon and Bruce Irvin are the two-person Veteran Services office who takes care of all veterans' related activities including working with veterans receiving benefits, programming for veterans, working with staff and faculty, and raising the profile in the veterans community. Ryan also thanked all the financial aid staff for the great job they do in working with students to provide the best service and support.

Neva Hutchinson asked if there are any social service agencies who refer homeless veterans to the college. Jon Terrazas said the college has a good relationship with Vet Care, a veterans' homeless shelter/halfway house, that allows veterans to do some transitional housing. In Independence there is a homeless veterans' facility hosted by one of the churches. There are some programs sprouting up from the Oregon Veterans Act (OVA) grant approved a few years ago that are addressing this issue. However, unless you are a veterans officer who meets one-on-one with individuals, it's difficult to identify if they are homeless veterans.

Diane Watson thanked Ryan and his staff for being unsung heroes and for playing a vital role in enrollment management and retention of students.

#### **2019–2020 Faculty Sabbatical Leave Recommendation**

Jim Eustrom reported on behalf of the Sabbatical Review Committee. The committee recommended that Sheeny Behnard, Mathematics; Silvia Herman, Language; and Laura Scott, Developmental Education, be granted a one-term sabbatical leave during spring term 2020. Brief highlights of the sabbatical projects were shared. Board action will be requested at the January board meeting.

#### **Statement of Budget Principles for 2020–2021**

Miriam Scharer referred to the Budget Principles and Financial Environment for the 2020–2021 Fiscal Year on pages 28–29, 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 reviewed the state legislative appropriation of \$640.9 million to all community colleges for the 2019–2021 biennium; state and distribution of resources; economic growth, enrollment and tuition and fee revenue. Miriam noted a three percent enrollment decline is again projected for next year. A recommendation for tuition and universal fees will be brought forward as information in January along with other revenue strategies. Expenses include employee costs, health insurance, PERS, and unfunded mandates such as the Oregon Pay Equity Act and minimum wage will continue to impact expenses. In addition, capital construction for the Ag Complex and deferred maintenance for the Building 5 HVAC system will be needed.

Minutes  
January 15, 2020

Meeting Minutes  
Chemeketa Board of Education  
December 18, 2019  
Page 6

## **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 \$9,772,897 based on the audit report. Tuition and fees include preliminary winter term registration. There was nothing significant to report in the Budget Status other than it is slightly lower than last year at this time. Status of Investments reflects no change in interest rates. and a couple of new investments were made.

### **Purchasing Report**

Two Requests for Proposals (RFP) were shared for printing class schedules and college catalog (inside pages) as well as binding of the catalogs; and the other for printing of marketing and communications collateral for programs and services. A recommendation for contract award will be made at the February board meeting.

Miriam drew attention to two green sheets in the board folder. One was for a contract award for the Chemeketa Cooperative Regional Library Service (CCRLS) leased lit fiber to Wave Division Holdings for an estimated contract value of \$360,000 for a period not to exceed five years, contingent on protests, if any, of unsuccessful proposers and successful contract negotiations. Miriam noted that the Schools and Libraries e-Rate program would pay 80 percent. The other is a contract award for Building 5 HVAC Electrical Upgrade, Installation, and Ductwork Replacement to Hydro-Temp Mechanical, Inc. for \$636,700, contingent upon protests, if any, of unsuccessful bidders.

### **Capital Projects Report**

Rory Alvarez said the report stands as written. The two large air handler units have been ordered and should be in by February so work should be completed around March 30 and ready for spring term classes. Neva Hutchinson complimented the work done in the Advising and Counseling area. Terry Rohse asked if there are any concerns about the low bid. Rory said yes, but they did their homework, checked the addendums, and they did the boiler work on this project and came in lower.

### **Recognition Report**

Jessica Howard acknowledged all the employees in the written report.

## **I. SEPARATE ACTION**

### **Approval of Retirement Resolution No. 19-20-12, Steve R. Richardson, and No. 19-20-13, Shirley M. Lamkey [19-20-126]**

Ken Hector read the retirement resolution for Steve R. Richardson for his 29 years and two months service.

Ed Dodson read the retirement resolution for Shirley M. Lamkey for her 15 years and four months of service.

Minutes  
January 15, 2020

Meeting Minutes  
Chemeketa Board of Education  
December 18, 2019  
Page 7

Ron Pittman moved and Betsy Earls seconded a motion to approve the retirement resolutions for Steve R. Richardson and Shirley M. Lamkey.

The motion CARRIED.

**Approval of College Policy #5230, Hazing Policy [19-20-126]**

Rebecca Hillyer reported as a result of House Bill 2519, community colleges and universities are required to adopt a policy on hazing by January 1, 2020. The bill also requires that colleges and universities provide training and an annual report on hazing incidents. Rebecca referred to the green sheet in the board folder. Rebecca noted that hazing is also addressed in the Student Rights and Responsibilities document.

Ron Pittman moved and Ken Hector seconded a motion to approve Policy #5230, Hazing Policy, to be effective immediately.

The motion CARRIED.

**J. ACTION**

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

1. Approval of Advisory Committees for 2019–2020 [19-20-120]
2. Approval of College Policies #1710, Conflict of Interest and Ethics; #1750, Harassment/Discrimination; and #1753, Consensual Relationships [19-20-121]
3. Approval of Chemeketa Cooperative Regional Library Service (CCRLS) Leased Lit Fiber Contract Award [19-20-122]
4. Approval of Building 5 HVAC Electrical Upgrade, Installation, and Ductwork Replacement Contract Award [19-20-124]
5. Acceptance of 2018–2019 Audit Report [19-20-125]

The motion CARRIED.

**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 6:27 pm.

Minutes  
January 15, 2020

Meeting Minutes  
Chemeketa Board of Education  
December 18, 2019  
Page 8

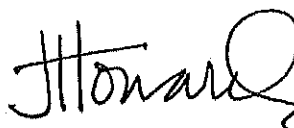
Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

January 15, 2020

Date