

Minutes
May 20, 2020

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

April 15, 2020

I. REGULAR SESSION

A. CALL TO ORDER

Diane Watson, Chair, called the meeting to order at 5:32 pm. The meeting was held remotely through Zoom Webinar.

President Jessica Howard welcomed everyone to the virtual Zoom Webinar board meeting, and explained a few differences between a regular Zoom meeting and a Zoom Webinar, including the roles of Panelists and Attendees, on-screen viewing, and that the audio for Attendees will be muted. Live, public comment from the audience will be not accepted through the Chat, Q&A, or Raise Your Hand features. However, public comments are accepted via email or written format through the board secretary and will be included in the record with the meeting minutes.

B. ROLL CALL

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

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

C. COMMENTS FROM THE AUDIENCE

None were heard.

D. APPROVAL OF MINUTES

Jackie Franke moved and Ron Pittman seconded the approval of minutes from March 18, 2020.

The motion CARRIED.

E. REPORTS

Reports from Associations

Reports from Riley Dunagan, ASC executive coordinator; Justus Ballard, Chemeketa Faculty Association; Terry Rohse, Chemeketa Classified Association, and Adam Mennig, Chemeketa Exempt Association, stand as written.

Reports from the College Board of Education

Board members were instructed to submit written activity reports via email to the board secretary.

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F. INFORMATION

Budget Committee Member Selection Process for Vacancies in Zones 2, 3, and 7 for 2020–2023

David Hallett reported there will be three vacancies on the Budget Committee for Zone 2, Barbara Nelson; Zone 3, Joe Van Meter; and Zone 7, Don Patten. If necessary, the vacancies will be advertised by or before June 19, 2020. Applications will be screened by a board subcommittee, and appointments will be made when appropriate. This process will be brought back to the board in May for approval.

College Policies #3010, Reduction of/ or Leave of Absence from Contract; #6620, Food Services; and #6630, Vending Program

David Hallett pointed out the minor changes in Policy #3010, and there were no changes in the policies #6620 or #6630. The three policies were reviewed by the President's Advisory Council (PAC). There were no questions from board members. Board action will be requested in May.

Proposed Schedule of College Board of Education for 2020–2021

Dates for next year's board meetings and the summer and winter board planning meetings were shared. However, for the foreseeable future, board meetings will be remote using Zoom web conferencing until further notice. The schedule for next year will be brought back in May for approval.

Presidential Evaluation Process

Diane Watson reported this is a robust process that started in October with President Howard setting goals for the year. The special executive sessions will be scheduled as remote Zoom meetings. The timeline outlines the process leading up to the formal evaluation that will be completed in June, and will be brought back in May for approval.

Suspension of Accounting Baccalaureate Preparation Certificate of Completion

Jim Eustrom reported this one-year, standalone certificate was initially developed as a transfer pathway for students transferring to a university. However, students did not use this program, but chose the Accounting Associate of Applied Science degree or the Associate of Science Transfer degree in business instead. The accounting faculty and the Accounting Advisory Committee recommended suspending the certificate to remove it from the catalog. It has no impact on student progression or hinders them from transferring to a major in business at a university.

G. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written.

Budget Status Report

Miriam Scharer, referred to the Statement of Resources and Expenditures report, and reported the Tuition and Fees line shows 83.37 percent of the budget. Miriam clarified this is not totally due to the drop in enrollment in spring term, but it is a combination of two factors. One is that self-support tuition and fees have been credited to the self-support fund and at the end of the year, a transfer will be made to the general fund to bring that amount closer to 100 percent. The

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college is seeing a decline in revenue because of the drop in enrollment for spring term, but it is nowhere near the substantive percentage indicated. The Budget Status Report, Status of Investments and Quarterly Update of Other Funds stand as written.

Capital Projects Report

Miriam Scharer said the report stands as written with two additions. The current Ag Complex that is in the building stage is the result of a grant application from the state for capital construction funds with a \$6 million match from the college. A team has been working on another grant application for \$8 million from the capital construction funds from the state for the next biennium; an \$8 million match by the college will also be needed. The project will not be for any significant construction, but it will be to completely overhaul Building 7, the PE/Athletics facility and will include seismic retrofitting, replace the HVAC system, new roof, new gym floor, redesign the learning spaces and locker rooms, and to look at the building as a potential site for an emergency response center for the community.

The other update involves the Woodburn Center. A few days ago, a leak from a water filter system caused significant damage to the upstairs and downstairs in the tenant space. Belfor Property Restoration is doing the clean-up work and identifying the extent of the damage. The repairs should be completed within two weeks and will be covered by the college insurance.

College Advancement Report January 2020–March 2020

David Hallett said the report stands as written with a few highlights. The college submitted over \$10 million in grant proposals during winter term due to the collaborative efforts of many programs working in conjunction with grants coordinator Gaelen McAllister. One grant in particular is a \$273,000 U.S. Department of Agriculture research and teaching grant that will be used to support the installation of the Woody Ornamentals Demonstration and Learning Lab in the new Ag Complex hub.

In the Foundation quarterly report, David shared that Craig Pope, Polk County Commissioner, has joined the Foundation board as a new board member.

Winter Term Enrollment Report

David Hallett reviewed the charts and graphs. Winter reimbursable FTE is down 6.8 percent from last winter and unduplicated headcount was down 6.5 percent; year-to-date reimbursable FTE was down 7.2 percent and year-to-date unduplicated headcount was down 7.1 percent.

Recognition Report

Jessica Howard acknowledged all the employees in the written report. In addition to the IT staff who were recognized for their hard work in gathering and distributing Chromebooks and laptops for employees to be able to work remotely, Jessica thanked all the faculty and staff who are finding innovative solutions and demonstrating resiliency and commitment to our mission and vision for our students and the community. Jessica said there are no words to thank all staff enough for what they are doing and have done to help build and succeed in the remote working and learning landscape.

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H. SEPARATE ACTION

Approval of Revised 2020–2021 Proposed Budget Calendar

Miriam Scharer referred to the green sheet which reflects two date changes. Tonight, would have been the second of two budget committee meetings. However, due to the closure because of COVID-19, the first budget meeting on April 8, and second budget meeting on April 15, were canceled. A decision was made to just have one budget committee meeting on Wednesday, May 6; the time has not been finalized, but it will be sent out to the budget committee. All budget documents will be shared with the budget committee and posted on the college public Website in advance, and public testimony or comments will be accepted via email or written communication prior to the meeting.

The other change is moving the June 17, 2020, board meeting back to June 24, 2020. The date was moved to a week earlier (to June 17) due to a conflict with an Aspen Fellows conference that President Howard planned to attend the week of June 22; however, the conference has been postponed.

Ron Pittman moved, and Jackie Franke seconded the motion to approve the revised 2020–2021 Proposed Budget Calendar.

The motion CARRIED.

I. ACTION

Ed Dodson pulled item No. 4 from the consent calendar, Approval of Emergency Medical Technician (EMT) Certificate of Completion. Ed expressed concern with the starting wage of \$22,000 noting it is not a family living wage. Jackie Franke and Diane Watson agreed; however, it does give students a credential so they can work while finishing the two-year program.

Ed Dodson moved and Betsy Earls seconded a motion to approve consent calendar items No. 1–7:

1. Approval of College Policies #2430, Occupational Health & Safety/ and Environmental Protection; #2450, Lost and Found; and #2460, Key and Access Cards [19-20-152]
2. Approval of College Policy #5135, ~~Mandatory~~ Student-Initiated Fee [19-20-153]
3. Approval of 2020–2021 Faculty Sabbatical Leave Requests [19-20-154]
4. Approval of Emergency Medical Technician (EMT) Certificate of Completion [19-20-155]
5. Approval of Crop Health Certificate of Completion [19-20-156]
6. Approval of Grants Awarded January 2020–March 2020 [19-20-157]
7. Acceptance of Program Donations January 1, 2020 through March 31, 2020 [19-20-158]

The motion CARRIED.

J. APPENDICES

College mission, vision, values, core themes; campus and district maps.

K. FUTURE AGENDA ITEMS

None were heard.

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L. BOARD OPERATIONS

Betsy Earls had a question about extending WIFI access to parking lots and asked how it was going. Miriam Scharer said a WIFI extender/booster device was placed in Building 14, where Public Safety and the Marion County Fire District is housed. However, there were some dead spots so it will be moved to Building 8 which has a stronger and larger reach and there are more parking spots closer to the building. Devices will also be placed at YVC, the Polk Center, Woodburn Center, and the Santiam Center to serve the Stayton/Sublimity area.

Jackie Franke asked if the college is still receiving donations of food from Marion-Polk Food Share. Jessica Howard said with the college closure, the Chemeketa Food Pantry has not been open. However, students are being referred directly to Marion-Polk Food Share and other resources.

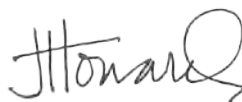
M. ADJOURNMENT

The meeting adjourned at 6:09 pm.

Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

May 20, 2020

Date