

Minutes  
January 21, 2021

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

December 16, 2020

**EXECUTIVE SESSION**

Executive Session was called to order by Ed Dodson, Chair, at 4:32 pm via Zoom. Executive Session was held in accordance with ORS 192.660(2)(h) legal rights.

**Members in Attendance:** Ed Dodson, Chair; Jackie Franke, Vice Chair (joined at 4:40 pm); Ken Hector; Neva Hutchinson; Ron Pittman and Diane Watson (left at 5:15 pm due to technological issues). Absent: Betsy Earls.

**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.

Executive Session ended at 4:38 pm.

**I. ADMINISTRATION UPDATES**

Ed Dodson, Chair, reconvened open session at 4:38 pm via Zoom. Updates were shared or discussed with the board on Board Winter Work Session; Budget Committee Orientation; Association of Community College Trustees (ACCT) National Legislative Summit in February; affirm President's Goals for 2020–2021; state updates; academic calendar, major transfer maps, and hemodialysis suspension updates; Chemeketa Foundation honoring Selma Pierce; Zone 7 budget committee member; and agenda preview.

A recess was taken at 5:25 pm.

**II. REGULAR SESSION**

**A. CALL TO ORDER**

Ed Dodson, Chair, mentioned the devastating loss the past week of Selma Pierce, a significant contributor to the community and the college. Ed led a moment of silence to think of Selma's contributions and all that she did for Chemeketa.

Ed reconvened the board meeting via Zoom at 5:33 pm.

**B. ROLL CALL**

**Members in Attendance:** Ed Dodson, Chair; Betsy Earls; Jackie Franke, Vice Chair; Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson (joined at 5:36 pm, technological issues).

**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.

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**Board Representatives in Attendance:** Samantha Brennan, Associated Students of Chemeketa (ASC); Steve Wolfe, Chemeketa Faculty Association (CFA); Terry Rohse, Chemeketa Classified Association (CCA); and Marshall Roache, Chemeketa Exempt Association (CEA).

**C. COMMENTS FROM THE AUDIENCE**

None

**D. APPROVAL OF MINUTES**

Ken Hector moved and Jackie Frankie seconded a motion to approve the minutes of November 18, 2020.

The motion CARRIED.

**E. REPORTS**

**Reports from the Associations**

Samantha Brennan, ASC coordinator, had several report updates. Samantha mentioned the winter term events will be included in January's report to the board. Also, new events are being added while several events will be repeated. Ed asked if the board members could attend the ASC events and the notification process for these events. Samantha will send the posters with Zoom links and dates to Nette Abderhalden, Administrative Coordinator, and she will send the information to the board members.

Steve Wolfe, Chemeketa Faculty Association (CFA), said the faculty report stands as written.

Terry Rohse, Chemeketa Classified Association, said the classified report stands as written. Terry stated the three associations worked well together, raised a lot of money, and put on a wonderful holiday social.

Marshall Roache, Chemeketa Exempt Association, said the exempt report stands as written. Marshall stated the association was proud to contribute funds to the holiday social, and thanked everyone who supported it.

**Reports from the College Board of Education**

Ken Hector attended an Ag Complex meeting via Zoom, ACCT webinar on Second Chance Pell grants, legislative meeting via Zoom with Senator Kim Thatcher, attended the virtual memorial for Selma Pierce, and an Oregon Business Plan webinar.

Diane Watson met with Elias Villegas and Woodburn staff for an update and attended the Court Appointed Special Advocates (CASA) Unluncheon, a legislative meeting via Zoom with Senator Kim Thatcher, the Chemeketa Holiday Social, Keizer Greeters with guest speaker Congressman Kurt Schrader, and the Keizer Chamber Governmental Affairs meeting.

Ron Pittman attended the Perrydale District Board meeting with Jessica Howard via Zoom.

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Neva Hutchinson attended an Oregon Business Plan webinar and attended the Northwest Innovations Annual meeting.

Jackie Franke attended the Court Appointed Special Advocates (CASA) Unluncheon, virtual memorial for Selma Pierce, multiple meetings with the Council of Governments (COG), and agenda review.

Ed Dodson attended two Oregon Business Plan meetings, the Court Appointed Special Advocates (CASA) Unluncheon, Oregon Community College Association (OCCA) board forum, OCCA board meeting, OCCA legislative committee meeting, agenda review, Chemeketa Holiday Social, and Student Success Advisory Committee (SSAC)

#### **Reports from Administration**

None.

#### **F. INFORMATION**

##### **Advisory Committees for 2020–2021**

Jim Eustrom introduced Marshall Roache, interim executive dean of Career and Technical Education (CTE) to present the report. Marshall gave a brief synopsis of the advisory committees and mentioned how much the college values these partnerships and really listens to what the committees have to say. Marshall asked Holly Nelson, executive dean of Regional Education and Academic Development, to provide additional input. Holly reiterated what Marshall discussed and stated these advisory committees are crucial to help the college stay current in teaching students and thinking about the future.

Ron Pittman expressed concern that Yamhill County didn't have many representatives in key areas, he would like this to be worked on. Ron feels this would make a difference with increasing enrollment at Yamhill Valley Campus. Holly thanked Ron for the feedback and will share this information with the deans and directors in the CTE areas. Jackie Franke was impressed by the representation from different cities and gave kudos for diversifying the list of cities represented on the advisory boards. Ed Dodson asked how many hours advisory board members participate. Marshall stated each program is different and it depends on what is going on with that program. Ed thanked Holly and Marshall.

##### **Presentation of 2019–2020 Audit Report**

Miriam Scharer introduced Katie Bunch, director of Business Services, and Ken Kuhns, auditor, for Kenneth Kuhns & Company and thanked both of them for their diligent work in making this document, the work that went into it, and their flexibility during these remote times. Katie thanked Business Services accounting staff Kela Brackman, Nancy Espinoza, Andrea Schamp, Ann Marie Swearingen, and Brad Tedrow, for the great job they did. Katie said the audit report will be split into two documents this year. The financial statement audit will be discussed tonight, and a short report on the audit of the federal funds will come later since the federal government hasn't come out with the guidance for auditors in reviewing CARES money yet. Katie thanked Ken and his staff for their work.

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Ken Kuhns explained the two reports Katie mentioned. The audit report discussed tonight includes all of the revenues, expenses, and deals with the operations. The other audit report, which isn't complete at this time, is a single audit report and the purpose is basically for the college to apply procedures required by the federal government to determine if monies received were expended in accordance with the terms of the grants and regulations that apply. The federal Office of Management and Budget (OMB) prescribes the required auditing procedures. Due to the COVID money coming in, there's an addendum and it's not out yet. The single audit report will be completed when the addendum is available.

Ken shared a brief overview of the regular audit report, and started by discussing the Statement of Revenues, Expenses, and Changes in Net Position on page 26. This year five quarterly payments were received. Due to the way state budgets operate, next year three payments will be received and it will alternate between five payments and three payments yearly.

Ken discussed the three opinions in the audit. First, Ken referred to pages 11–13 of the audit report, the Independent Auditor's Report and explained the college is responsible for the financial statements. The numbers and amounts in this report and the disclosures in the footnotes are based on the college's records. Chemeketa did a very good job putting the financial statements together. Ken noted the auditors have the responsibility to audit the financial statements, using the generally accepted auditing standards and government auditing standards, to determine whether the information within those statements is accurate and fairly presented. Ken referred to, and read, 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 earn, and the opinion that was earned on the financial statements that were presented for the audit.

The second opinion, on page 110, deals with federal government auditing standards and the requirements on what needs to be reported. The internal controls on an entity-wide basis were reviewed to determine if the controls and procedures were sufficient to allow the college to prepare its financial statements accurately and correctly. No weaknesses were found in the controls. The other part of the report dealt with compliance in regards to contractual agreements, laws, and regulations that may affect the amounts in the financial statements. No areas of non-compliance were found.

The third part of the audit, pages 114–115, deals with certain rules and requirements for the state of Oregon (e.g., local budget law, public contracting requirements, exceeding legal debt limits, etc.). The report indicates the college has complied with the various state laws and regulations. In summary, the college received a clean opinion on the financial statements; entity wide controls were sound; and there were no exceptions in terms of following state rules and regulations. There were no questions. Kenn Kuhns was thanked for presenting the audit report for the 2019–2020 academic year, and staff were thanked for their good work throughout the year.

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**Academic Calendar for 2021–2022**

Jim Eustrom referenced pages 45–47 and stated the academic calendar is brought to the board for review and approval every year. However, this year there is a different look and includes a calendar around the edge and text in the middle that summarizes what is going on each term. Jim thanked Mary Scamahorn, Administrative Coordinator, for her work on this. The academic calendar will be on next month's agenda for board approval.

**2019–2020 Financial Aid and Veterans Services Update**

Ryan West, director of Financial Aid, said the report stands as written; however, he had several highlights to share. Even though college enrollment is down, the number of financial aid recipients continues to increase; number of students filling out the Oregon Student Aid Application (ORSA), which is for students who are Oregon residents but ineligible for federal financial aid, has increased by three percent; cohort default rate is 16.2 percent which is the fourth lowest among Oregon community colleges; and \$2.7 million in CARES grants were distributed to students. In addition, a second grant was received during the 2020–2021 school year from the Oregon Department of Veterans Affairs for \$63,850 to support student veterans.

**2020–2021 Faculty Sabbatical Leave Recommendation One-Term Spring 2021**

Peter Hoelter, co-chair of the Sabbatical Review Committee, reported on behalf of the committee that Silvia Herman, Languages, be granted a one-term sabbatical leave during spring term 2021. Board approval will be requested at the January board meeting.

**Elementary Education Major Transfer Map (MTM)**

Jim Eustrom introduced, Don Brase, executive dean for General Education and Transfer Studies, and Cecelia Monto, dean of Education, Language and Social Sciences, to present the report. Don stated it was exciting to have the first Major Transfer Map (MTM) in Elementary Education added to the college's catalog for next year. The reason this is the first one the college is adopting is due to the hard work Cecelia has done with the Education Department. This was a big effort across the state to make sure students are getting clear pathways, not taking too many excessive credits, and coming in as juniors to each of the public universities.

Cecelia Monto shared several slides in regards to the Elementary Education MTM packages of courses needed at the community college level to transfer, and it consists of three elements: compass core transfer requirements, additional general education courses, and discipline specific courses with five education classes on the list. At this time, universities are only required to take three of the five as replacement credit since universities could not agree on three set courses. However, Cecilia said universities are starting to take note of the MTM and shift. If the board approves at the January meeting, the next step is to go through accreditation. When that is completed, the degree is finalized in the catalog and available for students.

Diane Watson asked if all the schools have signed off on the transfer, and does this need to be updated every one-to-two years if the schools change their curriculum. Cecilia stated this has been signed by every college and university president, so it is approved. Also, she anticipates that there definitely will be changes and maintenance required. Ken noted on page 54, three of the six schools listed required a minimum of C minus for transfer. He wondered why the bar is so low for students becoming teachers. Cecilia replied the college is pushing to require

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teachers to have a higher GPA, she's trying to get her community college colleagues to follow suit, but can't influence what universities require. Ed Dodson asked what happens to the other two credits. Cecilia said the other two credits count as part of their elective load. Ed thanked Jim, Don, and Cecilia for their work, on behalf of the board.

### **Cultural Competency Update**

Vivi Caleffi Prichard, chief diversity officer, gave an update on HB2864, which was passed in 2017 and is also called the cultural competency bill. The bill requires colleges and universities to be intentional in efforts to offer cultural competency-related training to faculty and staff. Also, it requires a report to the board on a bi-annual basis on the progress towards cultural competency institutional wide. The college has been in compliance with many of the requirements for years because of the investment in diversity work. Vivi briefly reviewed each page of the report and discussed the requirements that had been met. Vivi stated this report was an opportunity to reflect on the college's practice, to build the cultural capacity of employees, close equity gaps that are persistent in education, and work together to build competency for all. Ed Dodson thanked Vivi for her thorough and excellent report.

### **Statement of Budget Principles 2021–2022**

Miriam Scharer noted the Statement of Budget Principles for the 2021–2022 Fiscal Year wasn't included in the packet; however, it was emailed to the board and available in the online agenda for review.

Miriam discussed the Budget Principles and mentioned they remain unchanged from the previous years with the exception of a statement recognizing the racial disparities the COVID-19 pandemic has exacerbated for so many Chemeketa students. As decisions are considered through the college's values, racial equity will be prioritized as a core value. Referring to the Resources under Financial Environment, Miriam stated next year will be the first year of the 2021–2023 biennium, and community colleges won't know their funding allocation until late spring. She briefly discussed the governor's recommended budget; economic growth; enrollment; and tuition and fee revenue. Miriam noted a five percent enrollment decline is projected for next year based on the 2019–2020 academic year, and a recommendation for any changes to the tuition and fee rates will be brought forward in January. Expenses continue to be uncertain due to the remote nature of work, and the impacts of the pandemic. Next year's budget is being approached strategically to adapt to the current and shifting circumstances, and evaluate lessons learned from the past few months.

### **Student-Initiated Fee (SIF) Referendum**

Samantha Brennan said her report stands as written and shared a few highlights. A few select members from ASC along with students from other parts of campus worked together to create a \$1.25 proposed student-initiated fee. Samantha referenced pages 62–64 of the report and discussed the data in regards to student email responses to the survey, graphs, demographics of student voters, and the fee would increase student involvement and student engagement. Ken Hector noted there were 301 survey responses, and he wondered how many students that reached, and how many have an email address. Samantha said the email with the survey was sent to every student with a Chemeketa student email on October 14, and it closed on

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November 3; she was unsure of how many students there are. Jackie Franke asked if anyone had an estimate of the number of students and if it went to all students or just full-time students. Samantha said it went to every student enrolled at Chemeketa and to every campus. Jessica Howard said it was about 5,000 students. Jackie stated that was a low number of students that supported the initiative, and she's looking to understand all of the numbers. Diane Watson expressed her concern about the timing and adding this fee due to COVID, homeless students, food insecure students, students off campus right now, and she's unsure as to where she stands at this point. Ed Dodson appreciated the activities describing what the fees would be used for. Neva Hutchinson noted that getting survey responses are very difficult, appreciated the breakdown of race and ethnicity, and said the board would be doing a lot of thinking about the fee. Samantha said this was the second time the survey was sent out, and there were more students that responded this time. The board members thanked Samantha for her good work and that her efforts were appreciated.

### **Suspension of Hemodialysis Technician Certificate of Completion**

Paul Davis, director of Wine Studies and YVC Technical Education, gave an update and referenced page 65 in the board report. This program has been facing many challenges. The lack of available clinical placements, constantly changing leadership in the industry, and decreasing enrollment over the last few years has led to the request to suspend the program. Paul mentioned staff are working with the 12 students left in the program to help them finish, and eight of those students have been hired by clinics. Ken Hector asked if there was a state requirement for certification. Paul said there is a national exam the students take once they are employed. Holly Nelson stated this was not a quick decision, and discussions started about three years ago. At this point, the best-case scenario is to sunset this program and make investments in other programs where employers are more on board. Ed Dodson asked what factors would cause continued suspensions, reinstatement, or dropping it. Paul stated a huge factor would be if an advisory group, or industry partners came to the table and said we really need this. Ed thanked Paul and Holly for their work.

## **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 and said tuition and fee revenues are lower and in alignment with the enrollment decline. Miriam pointed out the Fund Balance of \$11,918,463 was included on the report as a result of the completed audit. Also, Miriam highlighted the ending fund balance for the last fiscal year is almost \$2 million more than budgeted as a result of many cost savings measures implemented as a response to COVID-19, significant enrollment declines, and remote operations. The balance will help offset declines in the college's revenue sources and continue to provide the programs and services students need without the pressure of having to make significant cuts or increases to student costs. Neva Hutchinson asked if it was normal for the property taxes to be this low during this time of the year based on what was budgeted. Miriam noted November is the big month for property taxes to start coming in; however, they trickle in throughout the year, and she will look at prior years to see if the year-to-date percentage is normal.

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Miriam noted on the Budget Status report, the impact of some of the cost savings measures are reflected. On the Status of Investments, the interest rate in the Oregon Short-Term Fund has declined to  $\frac{3}{4}$  percent. During the month, four new investments were made. While the rate of return is very low, the college is mandated to maintain only a certain amount in the Oregon Short-Term Fund. When property tax revenues come in during late fall, those funds are moved to alternate investment opportunities so the legal requirements aren't surpassed.

### **Purchasing Report**

Miriam shared that the college is working on a number of options to purchase a greenhouse with the required installation as part of the Ag Complex project. One of the procurement options will be a release of an invitation to bid. If that option is chosen, a recommendation for contract award will be brought to the January or February board meeting. Ken asked if this was a commercial size greenhouse. Miriam deferred to Holly Nelson for specifics. Holly said it will be a commercial greenhouse with four different areas planned to create different environments so students have a better perspective on growing environments. Ken asked if there was discussion with the Ag Advisory Committee to look at used greenhouses that businesses may be selling. Holly stated one of the things looked at was the possibility to move a greenhouse; however, it was going to cost more to move than purchase a new one. Ken thanked Holly for the update.

### **Capital Projects Report**

Rory Alvarez said the report stands as written.

### **Chemeketa Community College COVID-19 Health and Safety Plan**

John McIlvain, emergency and risk manager, gave an update on the Chemeketa Community College COVID-19 Health and Safety Plan. There were four minor changes incorporated into the operational plan. The Higher Education Coordinating Commission (HECC) adopted 24 hours without fever and the isolation standards used the by the Center for Disease Control (CDC) and this was reflected in three areas on page 13 of the plan. In addition, wording was updated to match HECC's quarantine directive. The plan has been updated and posted on the public website.

John briefed the board on an initial assessment at the November meeting regarding the Oregon Occupational Health and Safety Administration (OSHA) Temporary Rule addressing COVID-19. John and Regalada Lombardi, environmental health and safety coordinator, reviewed the rule impact to the college and the COVID-19 Health and Safety Plan. They determined the rule has no substantive impact and requires no updates or changes to the plan.

### **Recognition Report**

Jessica Howard acknowledged all the employees in the written report.

### **H. ACTION**

Ken Hector moved and Jackie Franke seconded a motion to approve consent calendar items No. 1–2.

1. Approval of Suspension of Health Information Management Program [20-21-117]
2. Acceptance of 2019–2020 Audit Report [20-21-118]



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The motion CARRIED.

**I. APPENDICES**

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

**J. FUTURE AGENDA ITEMS**

None were heard.

**K. BOARD OPERATIONS**

Ed Dodson stated the January board meeting will be moved to Thursday, January 21, due to the presidential inauguration on January 20.

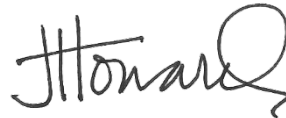
**L. ADJOURNMENT**

The meeting adjourned at 7:24 pm

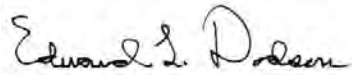
Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

*January 21, 2021*

Date