

Minutes
April 21, 2021

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

March 17, 2021

I. WORKSHOP

Ed Dodson, Chair, called the workshop to order at 4:01 pm via Zoom.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Jim Eustrom, Vice President, Academic Affairs/Campus President, Yamhill Valley Campus; David Hallett, Vice President, Governance and Administration; and Bruce Clemetsen, Vice President, Student Affairs.

A. Video Tour of Diesel Technology Program

Jordan Bermingham, Interim Dean for Brooks Regional Training Center, provided a summary of the Diesel Technology program. It is an industry-specific two-year associate of applied science degree program with required internship hours. The comprehensive training includes working on different types of agricultural, forestry, construction, semi-truck and earth-moving equipment. The employment outlook and demand for students trained and certified in this technology and maintenance is expected to increase over the next few years. Jordan thanked the staff involved with the video, board members, executive leadership, industry partners, and numerous staff members for fostering the implementation of the program, infrastructure, constant support received throughout, and development of curriculum, approvals and certifications.

Kevin Ruby, Diesel Technology program faculty, gave an overview of the facility and shared a video. Kevin discussed the 10,000-square-foot sized facility and the different types of equipment (mostly donated from industry partners) housed in the space for students to gain hands-on experience. Students will receive two years of wrenching experience and theory and diagnostics associated with transportation, agriculture, and construction industries. Board members asked clarifying questions during the presentation.

Ed thanked the staff for the presentation.

A recess was taken at 4:20 pm

II. ADMINISTRATION UPDATES

The meeting reconvened at 4:24 pm via Zoom.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Jim Eustrom, Vice President, Academic Affairs/Campus President, Yamhill Valley Campus; David Hallett, Vice President, Governance and Administration; and Bruce Clemetsen, Vice President, Student Affairs.

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Updates were shared or discussed with the board on Safe Zone training, the state legislative session, Vice President of Academic Affairs interviews, high school board visits, Academic Affairs staffing updates, spring term basketball beginning/testing, Chemeketa Center for Business and Industry (CCBI) opening, the Chemeketa Foundation fundraiser, emergency SNAP eligibility for students, a high school counselor update, welcoming back students, a student technology survey, and board agenda preview.

A recess was taken at 5:06 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Ed Dodson, Chair, reconvened the board meeting at 5:30 pm via Zoom.

B. ROLL CALL

Members in Attendance: Ed Dodson, Chair; Betsy Earls (arrived 5:33); Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson. Absent: Jackie Franke

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Jim Eustrom, Vice President, Academic Affairs/Campus President, Yamhill Valley Campus; David Hallett, Vice President, Governance and Administration; and Bruce Clemetsen, Vice President, Student Affairs.

Board Representatives in Attendance: Antonio Martinez, 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 PUBLIC

None

D. APPROVAL OF MINUTES

Ken Hector moved and Diane Watson seconded a motion to approve the board minutes of February 24, 2021.

The motion CARRIED.

E. REPORTS

Reports from the Associations

Antonio Martinez, Associated Students of Chemeketa (ASC), responded to the question on attendance at ASC events from the February 24, 2021 board meeting. Antonio stated ASC hosted nine events each for fall and winter terms, and approximately five students attended each one.

Steve Wolfe, Chemeketa Faculty Association, Terry Rohse, Chemeketa Classified Association, and Marshall Roache, Chemeketa Exempt Association, said their reports stand as written.

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Reports from the College Board of Education

Ken Hector attended two Oregon Community College Association (OCCA) legislative session calls, and a Silverton Rotary meeting with Jessica Howard as the guest speaker.

Betsy Earls stated she has been at the legislature non-stop since the last board meeting.

Diane Watson attended Keizer Greeters, Mid-Willamette Valley Council of Government (MWVCOG) Annual Meeting and Awards Ceremony, and the Strategic Economic Development Corporation (SEDCOR) Economic Business Forum.

Ron Pittman attended a meeting with Jessica Howard and Jim Eustrom.

Ed Dodson attended board agenda review, three OCCA legislative calls, OCCA legislative committee, Central Oregon Community College presentation on Building Power and Change for Indigenous People, and MWVCOG Annual Meeting and Awards Ceremony

Academic and Student Affairs Reports

Jim Eustrom mentioned the college shared an appreciative inquiry activity with faculty, exempt, and classified employees to gather input on what was learned, worked well, difficulties experienced, and what could be carried forward from the college's experience with remote operations during the CV-19 pandemic. In addition, another survey was sent to determine where the college needs to be moving with academics and a student survey was sent out regarding their technology use and needs.

Bruce Clemetsen discussed fall term's expanded access, and the college's messaging effort encouraging and informing new and returning students about fall term and the differences to expect.

F. INFORMATION

Presentation of 2019–2020 Federal Single Audit Report

Katie Bunch, Director of Business Services, noted the federal single audit report is usually presented with the financial statement audit; however, due to the delayed federal government guidelines on auditing procedures for the CARES Act money, the report was not ready at that time. Katie introduced Ken Kuhns, Auditor for Kenneth Kuhns & Company, to present the report.

Ken stated this seven-page report addresses federal money the college expended during the year. Referring to pages 4–5, Schedule of Expenditures of Federal Awards, the college received \$37 million in federal assistance. This included CARES Act money, approximately \$29 million for student financial aid assistance, and the remainder was utilized by various programs. This year, the major federal programs identified and audited were the student financial assistance program and the CARES Act money. Ken referred to and read the opinion statement on pages 1–3. Based on the audit, this is an unmodified, clean opinion on the federal programs in terms of compliance and the schedule of federal awards. In addition, no material weaknesses in the internal controls were found.

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Ed Dodson thanked Ken and Katie for their work.

2021–2022 Sabbatical Leave Requests

Theresa Yancey, Co-Chair of the Sabbatical Review Committee, stated there were six faculty sabbatical requests for 16 terms of leave. Theresa referred to the descriptions in the written report from the following faculty: Allison Tobey, English (three terms); Garth Fleming, Math (three terms); Joleen Schilling, Horticulture and Agriculture Science (three terms); Kevin Dye, English (one term); LeAnna Crawford, English (three terms); and Sara Dennison, English (three terms). Justus Ballard, English (three terms); and Dr. Jan VanStavern, English (one term) were approved last year; however, due to COVID they will be taking their sabbaticals in 2021–2022 as well. Board approval will be requested next month. Neva Hutchinson asked if a report or presentation could be brought back to the board detailing sabbatical outcomes. Don Brase, Executive Dean for General Education and Transfer Studies, stated this was a good suggestion and would look at a presentation for a future meeting.

Exploring Bond Measure Feasibility

Jessica stated in May 2008 Chemeketa Community College presented to the voters, and the voters approved, a 92-million-dollar bond levy. This report was brought forward to initiate an exploration of the viability of an additional bond in the next two or three years. This report is marking the beginning of that inquiry.

Irrigation Technician Certificate of Completion

Larry Cheyne, Interim Director for Agricultural Sciences and Technology, noted the Irrigation Technician Certificate is a one-year certificate spread over four terms. The main focus is on irrigation principles, water management systems, programmable logic control, and other technologies including artificial intelligence. In addition, this program includes a full term of internship in the industry prior to completion. Industry demand is very high due to tremendous growth over the last year in landscape, greenhouse, nursery, and the growth in this occupational area over the next decade will be above average according to the Oregon Employment Department.

Board approval will be requested next month. Ken Hector asked if students could maintain employment and go through the program at the same time. Larry said the program is set up so students can attend some of the classes remote or online, and if they are already working in the industry, the internship piece can be completed at that location.

G. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written. David mentioned the position change for Fantini Hernandez duplicated the entry on last month's report, and most of the new hire employees have worked at Chemeketa for years and are now moving into full-time roles. David thanked the departments which participate in onboarding new hires.

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Budget Status Report

Jim Eustrom briefly reviewed the budget status reports. Ken Hector asked if the percentages reflected on revenue and expenditures indicate a healthier ending balance and stronger carry forward at the end of the fiscal year than prior years. Katie Bunch said yes. A few property taxes are still coming in, and as long as the expenditures continue in the same vein things look good. Rich McDonald, Director of Budget and Finance, noted the savings are outpacing the small losses in resources. The major categories are looking good, but there are small losses in interest and miscellaneous items.

Purchasing Report

Jim Eustrom reported on three purchasing items. The Food Services Request for Proposal (RFP), Building 49 Remodel Invitation to Bid (ITB), and contract extension for Human Resource Training Services classes. Ken Hector asked why only the winning bid amount is listed and not all proposal bids. If all the bid information is provided, the board could see where the winning bid sits in relation to the other bids. Kevin Walther, Procurement Management Analyst, provided information on the purchasing process the college follows. Jim Eustrom stated staff would meet to work towards meeting the needs of the board on this request.

Capital Projects Report

Michael Kinkade, Associate Vice President of Operations, provided a winter storm damage update on the progress of cleaning up campus, and thanked staff for their work.

Rory Alvarez said his report stands as written, mentioned the Agriculture Complex is looking very good and that staff are completing the final punch list.

Chemeketa Community College COVID-19 Health and Safety Operational Plan

John McIlvain, Emergency and Risk Manager, announced there were no changes to the Chemeketa Community College COVID-19 Health and Safety Plan. John and Regalada Lombardi, Environmental Health and Safety Coordinator, have attended or reviewed over seven hours of public testimony regarding the proposed permanent rule that was discussed at February's board meeting. John shared some of the recurring themes from the testimony and mentioned written public comments can be submitted to OSHA through April 2. Ken Hector asked for a list of talking points for those interested in submitting public testimony. John will compile that information and send it to the board.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

H. Action

Ken Hector moved and Ron Pittman seconded a motion to approve consent calendar items No. 1–4.

1. Acceptance of 2019–2020 Federal Single Audit Report [20-21-134]
2. Approval of College Policy #4030— Graduation Requirements [20-21-135]
3. Approval of Limited Residential Electrician Certificate of Completion [20-21-136]

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4. Approval of Contract Award for Admissions Management System [20-21-137]

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

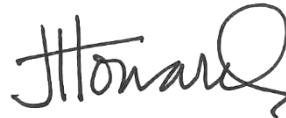
L. ADJOURNMENT

The meeting adjourned at 6:39 pm.

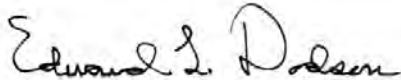
Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

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Date