

Minutes  
January 19, 2022

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

December 15, 2021

**I. ADMINISTRATION UPDATES**

Jackie Franke, Chair, called Administration Updates to order at 5:07 pm in the Board Room, Building 2, Room 170, at the Salem Campus.

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

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; Mike Vargo, Vice President, Academic Affairs; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; Michael Kinkade, Associate Vice President, College Support Services/Operations (via Zoom); Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance; Rich McDonald, Director, Budget and Finance (via Zoom); and Katie Bunch, Director, Business Services (via Zoom).

Updates were discussed with the board regarding Oregon Community College Association (OCCA) legislative strategy for the upcoming Oregon short session, a board diversity statement, a women's softball field naming opportunity, the January board work session, Chemeketa's status with applied baccalaureate, introduction of the new CFO, an upcoming facilities master plan, the classified bargaining process which will begin in January, strategic enrollment management initiatives, and agenda preview.

A recess was taken at 5:49 pm.

**II. REGULAR SESSION**

**A. CALL TO ORDER**

Jackie Franke, Chair, reconvened the board meeting at 6 pm.

**B. PLEDGE OF ALLEGIANCE**

**C. CHEMEKETA LAND ACKNOWLEDGEMENT**

Jackie Franke read the land acknowledgement.

**D. ROLL CALL**

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

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; Mike Vargo, Vice President, Academic Affairs; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; Michael Kinkade, Associate Vice President, College Support Services/Operations (via Zoom); Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance; Rich McDonald, Director,

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Budget and Finance (via Zoom); and Katie Bunch, Director, Business Services (via Zoom).

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

**E. COMMENTS FROM THE PUBLIC**

None.

**F. APPROVAL OF MINUTES**

Ed Dodson moved and Betsy Earls seconded a motion to approve the College Board of Education minutes from November 17, 2021.

The motion CARRIED.

**G. SEPARATE ACTION**

**Approval of Retirement Resolution No. 21-22-18, Patricia “Patti” M. Sessions**

Ron Pittman read Patti Sessions’ retirement resolution and noted her 28 years and 3-month association with Chemeketa. R. Taylor, Dean of Business & Technology, ECE, and Visual Communications shared a letter on Patti’s behalf.

Ken Hector moved and Ed Dodson seconded a motion to approve the retirement resolution as noted above.

The motion CARRIED.

**H. REPORTS**

**Reports from the Associations**

Sam Brennan, Associated Students of Chemeketa (ASC), provided a verbal report and discussed fall term events and upcoming events occurring during winter term.

Steve Wolfe, Chemeketa Faculty Association, Aaron King, Chemeketa Classified Association, and Marshall Roache, Chemeketa Exempt Association, said their reports stand as written. Marshall welcomed new exempt employees and noted Celia Nunez, Executive Director, Center for Business and Industry (CCBI) was leaving to take a position with the Higher Education Coordinating Commission (HECC) and thanked Celia for her contributions.

**Reports from the College Board of Education**

Ed Dodson attended the Court Appointed Special Advocates (CASA) luncheon, the Oregon Community College Association (OCCA) forum, the OCCA board meeting, the college’s Fire Suppression graduation, the Oregon Student Success Center (OSSC) advisory committee, the Chemeketa choir concert, the Salem Chamber forum speaker series, the Diversity, Equity and Inclusion (DEI) committee review, and the SEDCOR annual awards presentation.

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Ken Hector attended two Silverton Chamber business group meetings and two Silverton Rotary meetings.

Neva Hutchinson attended the Chemeketa Cellars Nouveau presentation, the SEDCOR annual awards presentation, and the Salem Holiday Market, and she thanked staff and students for their great work at the event.

Ron Pittman attended agenda review, met with Paul Davis and Danielle Hoffman at YVC for an update, and attended the SEDCOR annual awards presentation.

Diane Watson attended a quarterly meeting with Woodburn Center staff via Zoom, the Chemeketa Holiday Social, the SEDCOR annual awards presentation, and the Salem Holiday Market, and she mentioned that the Chemeketa program brochures at the event were well-done.

Betsy Earls noted she took a basic accounting online course at Chemeketa this term and mentioned her appreciation for the professor. Also, she stated that the Chemeketa Instagram posts have been terrific.

Jackie Franke attended the CASA annual lunch, the East Salem Rotary meeting, agenda review, the Chemeketa Holiday Social, the Mid-Willamette Valley Council of Governments (MWVCOG) executive committee meeting and board meeting, the wildfire roundtable with Representative Schrader and Secretary of Agriculture Tom Vilsack, and the SEDCOR annual awards presentation.

## **I. INFORMATION**

### **Presentation of 2020-2021 Audit Report**

Katie Bunch, Director of Business Services, thanked Business Services accounting staff Kela Kruse, Nancy Espinoza, Andrea Schamp, Ann Marie Swearingen, Brad Tedrow, and all other business services and budget and finance staff members who worked throughout the year to ensure the audit report was clean. Katie introduced Ken Kuhns, auditor, for Kenneth Kuhns & Company and thanked Ken and his staff.

Ken Kuhns reported to the board that the records were very clean and well-kept, and 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 that the college is responsible for the financial statements and accounting records. Ken noted the auditors have the responsibility to audit the financial statements in accordance with generally accepted auditing standards, as well as government auditing standards. The audit was performed in accordance with those standards. 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 any entity can earn and the opinion that was earned on the financial statements that were presented for the audit.

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The second opinion, on page 110, deals with federal government auditing standards and the requirements regarding 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 concerning 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 contracts and purchasing requirements, exceeding legal debt limits, etc.). The report indicates that 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. Ken noted that, due to federal funds received, an additional audit report is required and will be issued shortly. Jackie Franke thanked Ken for his report and staff for their work.

#### **Academic Calendar for 2022–2025**

Michael Vargo presented the 2022–2025 academic calendar and thanked Mary Scamahorn, Administrative Coordinator, for her work on it.

#### **2020–2021 Financial Aid and Veterans Services Update**

Ryan West, Financial Aid and Veterans Services Director, said the report stands as written; however, he had several highlights to share. Ryan noted there was a big decline in Federal Student AID (FAFSA) filings for 2020–2021, that the same trend is occurring for 2021–2022, and that 2022–2023 data shows the decline is leveling off. More students are filling out the Oregon Student Aid Application (ORSA), which is for students who are Oregon residents but ineligible for federal financial aid, and the cohort default rate looks great. On February 1, repayment begins on student loans nationwide which raises concerns about how many students will fall into delinquency or default. The college is working with a non-profit guarantee agency to do targeted outreach with Chemeketa students going back into repayments. Emergency grants from the \$3.1 million in Higher Education Emergency Relief (HERF) assisted students during the 2020-2021 school year, and 76 percent of Chemeketa graduates received at least one type of financial aid.

Veterans' Services has been busy working on actively supporting veterans in remote operations and with the return back to campus. Ryan thanked Angela Archer, Trio Director, who stepped in with targeted outreach to veteran students. A second grant from the Oregon Department of Veteran Affairs helped provide funding for enhancements to the Veterans Resource Center and provided funding for some remote events. 238 veterans were served during the calendar year and \$1.75 million in revenue in tuition and fees was generated.

#### **2021–2022 Faculty Sabbatical Leave Recommendation One-Term Spring 2022**

Peter Hoelter, Sabbatical Review Committee Co-Chair, reported on behalf of the committee that Aaron (Toby) Wagner, Mathematics, and Tracie Hodgson be granted a one-term sabbatical leave during spring term 2022. Board approval will be requested at the January board meeting.

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**Statement of Budget Principles 2022–2023**

Rich McDonald discussed the Budget Principles and mentioned they remain unchanged from the previous years with the exception of discussing the focus on student success and mission fulfillment in order to align with the college's strategic planning language for next year. Referring to the Resources under Financial Environment, Rich discussed the state legislative appropriation of \$703 million dollars for all community colleges, state support and distribution of resources, economic growth, enrollment impact on revenue, tuition and fee revenue, and college expenses.

**J. STANDARD REPORTS**

**Personnel Report**

Alice Sprague, Associate Vice President of Human Resources, said the report stands as written and provided a few highlights. In the new hire section there was one grant-funded position. Also, Alice thanked everyone who made the holiday social such a wonderful event and gave a special thank you to classified staff and exempt leadership for their support.

**Budget Status Reports**

Katie Bunch referred to the Statement of Resources and Expenditures and noted that property tax revenue is coming in now through June. Also, this is the first month for this year that there is an amount listed for the beginning fund balance since the audit is completed. Katie noted on the Budget Status report that the expenditures are at a reasonable level for this time of the year and that cost savings will continue in some areas such as travel.

Rich McDonald said on the Status of Investments that there were many new investments, but yields were not as high as expected. The college continues to focus on the areas that can be invested in based on the guidelines.

**Capital Projects Report**

Michael Kinkade said the report stands as written.

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

John McIlvain, Emergency and Risk Manager, provided an update. The college continues to watch Oregon Occupational Health and Safety Administration (OSHA) as it waits for the resolution of legal challenges from the Federal Emergency Temporary Standard that would require private employers of 100 or more to mandate COVID-19 vaccinations or weekly employee testing. In addition, the guidance from the Centers for Disease Control (CDC) and Oregon Health Authority is monitored, the college encourages vaccinations and boosters, and all health and safety protocols are followed.

**Recognition Report**

Jessica Howard acknowledged all the employees in the written report.

**K. ACTION**

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

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1. Acceptance of 2020–2021 Audit Report [21-22-118]
2. Approval of Advisory Committees for 2021–2022 [21-22-119]
3. Approval of Resolution No. 21-22-10, Transfer of Special Projects Fund Appropriation [21-22-120]
4. Approval of College Policies—Board of Education BP 2000 Series (Chapter 2) [21-22-121]

The motion CARRIED.

**L. APPENDICES**

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

**M. FUTURE AGENDA ITEMS**

None were heard.

**N. BOARD OPERATIONS**

None.

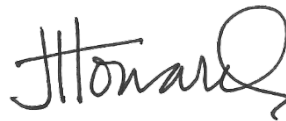
**O. ADJOURNMENT**

The meeting adjourned at 6:48 pm.

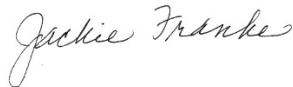
Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

January 9, 2022

Date