

Minutes  
March 15, 2023

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

February 15, 2023

**I. WORKSHOP**

Ron Pittman, Chair, called the workshop to order at 4:32 pm in the Boardroom, Building 2, Room 170, at the Salem Campus.

**Members in Attendance:** Ed Dodson (Zoom); Betsy Earls; Jackie Franke; Ken Hector; Neva Hutchinson, Vice Chair; Ron Pittman, 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; and Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance.

**Career Coach Overview and Analytics**

Chris Potts, Ph.D., Associate Dean, Counseling & Career Services, presented on Career Coach. Chris discussed the ways Career Coach improves and enhances career exploration for students; Career Coach and Chemeketa career development model; guiding to employment options and programs; and the analytics and how they are utilized.

Board members asked clarifying questions during the workshop.

The workshop ended at 5:01 pm.

**II. EXECUTIVE SESSION**

Ron Pittman, Chair, called Executive Session to order at 5:09 pm in Building 2, Room 170, at the Salem Campus. Executive Session was held in accordance with ORS 192.660(2)(a) employment issues.

**Members in Attendance:** Ed Dodson (Zoom); Betsy Earls; Jackie Franke; Ken Hector; Neva Hutchinson, Vice Chair; Ron Pittman, 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; and Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance.

Executive Session ended at 5:24 pm.

**III. ADMINISTRATION UPDATES**

Ron Pittman, Chair, called the meeting to order at 5:24 pm.

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

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**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; Mike Vargo, Vice President, Academic and Student Affairs; David Hallett, Vice President, Governance and Administration; and Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance.

Updates were discussed with the board regarding public comment, updates regarding preparation for proposed bond measure, Oregon Community College Association (OCCA) updates, the President's monthly report to the board, and board agenda preview.

A recess was taken at 5:54 pm.

#### IV. REGULAR SESSION

##### A. CALL TO ORDER

Ron Pittman, Chair, reconvened the board meeting at 6:00 pm. The meeting was held in the Board Room, Building 2, Room 170, at the Salem Campus.

##### B. PLEDGE OF ALLEGIANCE

##### C. CHEMEKETA LAND ACKNOWLEDGMENT

Ron Pittman read the land acknowledgment.

##### D. ROLL CALL

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

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; Mike Vargo, Vice President, Academic and Student Affairs; David Hallett, Vice President, Governance and Administration; and Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance.

**Board Representatives in Attendance:** Peter Wirfs, Associated Students of Chemeketa (ASC); Chris Nord, Chemeketa Faculty Association (CFA); Aaron King, Chemeketa Classified Association (CCA); and Gaelen McCallister, Chemeketa Exempt Association (CEA).

##### E. COMMENTS FROM THE PUBLIC

Ron Pittman reviewed the public comment process, extended public comments for 15 additional minutes at the 30-minute mark, and thanked those who testified.

##### Commenter Name

Chris Nord  
Traci Hodgson  
Herbert Grotewohl  
Lori Murphy Cole  
Laura Scott

##### Topic

CFA November Petition  
The Future of Social Sciences at Chemeketa  
Retrenchment and effects on students and the college.  
Faculty retrenchments  
Writing co-requisites with regard to retrenchment

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<u>Commenter Name</u>	<u>Topic</u>
Jill Rupert	Retrenchment of a Developmental Writing faculty member
Sascha McKeon	Eleven retrenchments

#### **F. APPROVAL OF MINUTES**

Ken Hector moved, and Jackie Franke seconded a motion to approve the College Board of Education minutes from January 18, 2023 and Budget Committee Orientation minutes from February 1, 2023.

The motion CARRIED.

#### **G. REPORTS**

##### **Reports from the Associations**

Peter Wirfs, Associated Students of Chemeketa (ASC); Chris Nord, Chemeketa Faculty Association (CFA); and Gaelen McCallister, Chemeketa Exempt Association (CEA) said their reports stand as written.

Aaron King, Chemeketa Classified Association (CCA), thanked those providing public comment and expressed hope that the Board of Education heard their concerns. Aaron noted Wesley Parker, Systems Analyst with Information Technology, has been selected to fill the vacancy of Director of Union Stewards. Aaron thanked David Hallett for inviting him to attend the department-wide listen-and-learn sessions with the Information Technology Department so he could gain a better understanding of the recent changes and the effects of those changes on staff. Aaron found it very encouraging that both David and Jessica are aware of the decline in CCA employee morale and are committed to creating a welcoming culture and an environment where individuals feel valued, supported, and safe in their work and learning journeys.

##### **Reports from the College Board of Education**

Ed Dodson, Ken Hector, Jackie Franke, Diane Watson, and Neva Hutchison's reports stand as written.

Ron Pittman discussed the American Association of Community College's (ACCT) National Legislative Summit in Washington DC that he attended with Ken Hector.

#### **H. INFORMATION**

##### **Presentation of 2021–2022 Audit Report**

Aaron Hunter introduced Ken Kuhns, auditor, for Kenneth Kuhns & Company, and thanked Rich Kline, Director of Business Services, and the entire Business Services team for their work on the report.

Ken Kuhns thanked the Business Office and college personnel, and stated the report was completed later this year due to new personnel at the college and wanting to make sure everything was correct in the report. Ken reported to the board that the records were very well-kept and maintained, and there were not any proposed audit adjustments to these records. There are two reports: one covering the regular audit – and Ken noted the financial statements

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also include the Foundation, which was audited by other auditors and incorporated into the report – and a second report covering the federal audit requirements.

There are three opinions in the first report. First, Ken referred to pages 11–14 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 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 and clean opinion; there were no exceptions. This is the best opinion that any entity can earn, and it was earned by Chemeketa Community College on the financial statements that were presented for the audit.

The second opinion, on pages 116–117, 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, and there are no recommendations of areas that need improvement.

The third part of the audit, on pages 120–121, 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 and that there are no violations of these laws.

The second report, Federal Single Audit Act audit, is required because the college received federal money, and this is part of the regular audit report. Referring to pages 4-5, Schedules of Expenditures of Federal Awards, the college received approximately \$50 million in federal assistance. This included \$22 million for student financial aid assistance, \$22 million from the Higher Education Emergency Relief Fund (HEERF), and the remainder was utilized by various programs. This year the major federal programs identified and audited under risk assessment programs were the COVID programs. Ken referred to the opinion statement on pages 1–3. Based on the audit, this is an unmodified, clean opinion and the college is compliant in all requirements. The schedule of expenditures of federal awards is fairly stated in regard to the financial statements.

Aaron Hunter and Ron Pittman thanked Ken for his work.

**Proposed Bachelor of Applied Science (BAS) Student Tuition and Fees**

Aaron Hunter noted that, after a multi-year effort, the college is prepared to offer its first Bachelor of Applied Science (BAS) degree – a BAS in Leadership and Management – in the upcoming academic year. The federal financial aid approval was received today and constituted the final step in approvals needed to offer the degree. The college is recommending new tuition and fees for the 300-499 level courses since the coursework is at an upper-division level, more advanced than the college currently offers. Aaron discussed the tuition-and-fee

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setting guidelines that were used to set the rates and noted that this would be brought forward for the board's approval at the next meeting.

Diane Watson asked if financial aid would cover the 300-499 level costs of tuition. Ryan West, Executive Dean, Student Services and Financial Aid & Veterans Services, stated that the majority of students will be covered.

## **I. STANDARD REPORTS**

### **Personnel Report**

Alice Sprague said the report stands as written and noted that four of the six new positions are self-support.

### **Budget Status Reports**

Aaron Hunter reviewed the Statement of Resources and Expenditures. The beginning fund balance has now been added and is approximately 2 million dollars more than what was originally budgeted. This is due to savings from vacant positions held due to the fiscal year 2024 budget deficit, and the one-time Higher Education Emergency Relief Funds (HEERF) that helped recover lost revenue. Tuition and fees are trending with the budget, and the college received the third and final payment for the state appropriations. On the Budget Status Report, the spend percentage is consistent with the previous year. Personnel costs are at approximately 52 percent due to the vacant positions being held open. Under the non-personnel section, the transfers-out line item is down 700,000 dollars in spending due to the timing of financial aid disbursement. The Status of Investments report shows one maturity of approximately two million dollars and a new investment of 2.5 million dollars. A new column was added showing the weighted average yield, and the reinvestment rate has gone up.

Aaron provided a brief update regarding the college's key revenue sources. The student enrollment reports show winter term to be up 6.6 percent from last winter term; fall term was up 1.8 percent from the prior year; and summer term was down 4.4 percent from the prior year. This means the cumulative enrollment year-to-date is up 2.7 percent from this time last year. This is positive, but it is too early to tell if it constitutes a trend. Aaron noted that enrollment is still down 50 percent from ten years ago, and at this point the college is still down 25 percent from pre-pandemic levels. In addition, regarding state funding the Higher Education Coordinating Commission (HECC) requested a 30 percent increase in the Community College Support Fund (CCSF) for the upcoming biennium. However, on January 31 the governor's budget was released and it only includes a 6.4 percent to the CCSF.

### **Purchasing Report**

An Invitation to Bid (ITB) was advertised for February to issue multiple contracts to qualifying companies to address deferred maintenance and assist with building renovations and remodeling related to HVAC. A recommendation for contract award will be brought forward at the March board meeting.

### **Capital Projects Report**

Aaron Hunter noted that Building 34 is set for demolition and Building 38 was recently renovated in order to move Public Safety there and be more centrally located. The scheduled HVAC projects should be completed prior to June 30.

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Jackie Franke asked if there was a plan for the space after Building 34 is demolished. Aaron stated it will be vacant for now but looked at for future facility improvements.

**Chemeketa Cooperative Regional Library Service (CCRLS) Report**

Doug Yancey, Interim Director, CCRLS said the report stands as written.

Diane Watson asked why the report shows the number of people that registered had decreased while the data show more books are being checked out. Doug said the declines are directly attributable to the fact that the library resumed purging inactive patrons in the system and the numbers dropped.

**Recognition Report**

Jessica Howard acknowledged employees in the written report.

Ken Hector noted, in regard to Jessica's remarks, that now Chemeketa Cellars has a wine club which has grown considerably. The tasting room hours have been extended and the winery is doing so well that members of the wine club have been notified that the college is almost out of wine. The public, particularly the wine club members, have embraced the quality of wines produced at the college's facility. Ken gave kudos to the faculty, staff, and students in the program.

**J. SEPARATE ACTION**

1. Approval of Proposed Student Tuition and Fees for 2023–2024 [22-23-118]

Ken Hector moved, and Neva Hutchinson seconded a motion to approve student tuition and fees for 2023–2024.

The motion CARRIED.

2. Approval of Retirement Resolution No. 22-23-22, Amber L. McMurray [22-23-119]

Ken Hector read Amber McMurray's retirement resolution. Amber worked at the college for 23 years and 6 months.

Ken Hector moved, and Jackie Franke seconded a motion to approve the retirement resolution.

The motion CARRIED.

3. Approval of Resolution No. 22-23-23, Proclamation of Chemeketa Community College Board of Education 2023 Community College Legislative Priorities [22-23-122]

Jackie Franke moved, and Diane Watson seconded a motion to approve the proclamation.

The motion CARRIED.

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**K. ACTION**

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

1. Acceptance of 2021–2022 Audit Report [22-23-120]
2. Approval of 2023–2024 Proposed Budget Calendar and Resolution No. 22-23-21, Setting Budget Committee Meeting Dates [22-23-121]

The motion CARRIED

**L. APPENDICES**

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

**M. FUTURE AGENDA ITEMS**

None were heard.

**N. BOARD OPERATIONS**

**O. ADJOURNMENT**

The meeting adjourned at 7:28

Respectfully submitted,

**Julie Deuchars**  
Executive Coordinator

**Jessica Howard**  
President/Chief Executive Officer

**Ron Pittman**  
Board Chair

**March 15, 2023**  
Date