

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

April 19, 2023

I. ADMINISTRATION UPDATES

Ron Pittman, Chair, called the meeting to order at 3:31 pm in Building 2, Room 172 at the Salem Campus.

Members in Attendance: Ed Dodson; 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; Alice Sprague, Interim 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 the July “special” board meeting, a possible future bond measure, the Oregon Community College Association (OCCA), the President’s monthly report to the board, a follow up to the HECC report, and the board agenda.

The meeting adjourned at 3:57 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Ron Pittman, Chair, called the meeting to order at 6:00 pm in the Boardroom, Building 2, Room 170 at the Salem Campus.

B. PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

C. CHEMEKETA LAND ACKNOWLEDGEMENT

Ron Pittman read the land acknowledgement.

D. ROLL CALL

Members in Attendance: Ed Dodson; 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; Alice Sprague, Interim 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); Steve Wolfe, Chemeketa Faculty Association (CFA) (Zoom); Aaron King, Chemeketa Classified Association (CCA); and Gaelen McCallister, Chemeketa Exempt Association (CEA).

E. COMMENTS FROM THE PUBLIC

None.

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F. APPROVAL OF MINUTES

Ken Hector moved and Betsy Earls seconded a motion to approve the College Board of Education minutes from March 15, 2023.

The motion CARRIED.

G. REPORTS

Reports from the Associations

Peter Wirfs, ASC, said the report stands as written. Peter highlighted the Stop Violence Against Women event that had over 40 attendees, and the Ping Pong tournament, with approximately 65 attendees. Both were very successful events.

Steve Wolfe, CFA, said the report stands as written.

Aaron King, CCA, said the report stands as written, thanked Meredith Schreiber for her service on the Holiday Social, and wished her well in retirement.

Gaelen McCallister, CEA, said the report stands as written and congratulated Meredith Schreiber and Denise Galey Oldham on their retirements.

Reports from the College Board of Education

Ed Dodson attended five Oregon Community College Association (OCCA) legislative calls, two OCCA special executive sessions, four OCCA special board meetings, the Salem First Citizen Awards, two Chemeketa budget meetings, the Association of Community College Trustees (ACCT) Pacific Region meeting, and the Chemeketa all-staff meeting.

Ken Hector attended the tour of Roberts at Chemeketa, two OCCA legislative calls, a hearing on SB523, a quarterly meeting with Jessica, the ACCT Public Policy and Advisory Committee meeting, a Capital Projects Action Team (CPAT) meeting, and the ACCT Pacific Region meeting.

Jackie Franke attended the tour of Roberts at Chemeketa, three East Salem Rotary meetings, two budget committee meetings and a quarterly meeting with Jessica, and was a reviewer on a committee regarding continuum of care in Marion and Polk Counties.

Betsy Earls attended two budget committee hearings and a Mid-Willamette Valley Council of Governments (MWCOC) legislative committee meeting.

Diane Watson attended the tour of Roberts at Chemeketa, two "Coffee with Mayor Cathy Clark" programs, breakfast with Mayor Clark, the Salem State of the City lunch, a quarterly meeting with Jessica, Keizer Greeters, a meeting of the OCCA Diversity, Equity, and Inclusion committee, and two budget meetings.

Neva Hutchinson attended the Salem State of the City lunch, the candidate forum in Keizer for the Salem-Keizer school board, the Salem First Citizen Awards, agenda preview, and two budget committee meetings.

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Ron Pittman attended two budget committee meetings and McMinnville Chamber Greeters meetings, and met with Danielle Hoffman and Paul Davis at Yamhill Valley Campus (YVC).

H. INFORMATION

Presidential Evaluation Process

Ron Pittman reviewed the process with the board members.

Proposed Schedule of College Board of Education Meetings for 2023–2024

Jessica Howard stated this is the proposed meeting schedule for next year and that it runs from July 1, 2023 to June 30, 2024. The August 30 board work session will be held at the Agriculture Complex.

Budget Committee Member Selection for Vacancies in Zone 2, Zone 3, and Zone 7 for 2023–2026

Alice Sprague stated that the report stands as written; indicated that Zone 2, 3, and 7 positions expire on June 30, 2023; reviewed Policy 1170; and noted that the board will have the opportunity to approve the proposed process and timeline for the selection of these Budget Committee members at the May board meeting.

Suspension of Fire Suppression Degree/Fire Suppression Degree

Jordan Bermingham, Dean of Emergency Services and Diesel Technology, thanked Fire Program Chair Josh Darland and Emergency Medical Services (EMS) Program Chair Chris Arbuckle for their dedicated and hard work in reconfiguring these degree paths. The request is to suspend the current iteration of the program and replace it with a fire suppression degree that will meet the needs of the industry and the students. The Board of Education will be asked to approve the suspension and the new degree at the May board meeting.

Firefighter/Emergency Medical Technician (EMT) Certificate of Completion

This is a one-year, three-term certificate and provides students flexibility and another option to enter the field of emergency services. The request for approval will occur at the May board meeting.

Paramedic Certificate of Completion

There is a critical shortage of emergency personnel, particularly paramedics, in Oregon and nationally. This four-term certificate will help alleviate some of the personnel changes experienced statewide and nationally. The request for approval will occur at the May board meeting.

Diane Watson asked what type of salary increase students would receive after completing the one-year certificate. Chris Arbuckle said that starting EMT firefighters receive between \$70,000-\$85,000, new paramedics start in the high-\$70,000-to-low-\$90,000 range with zero to one year of experience. This certificate would allow students to enter the job markets at these starting wages.

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I. STANDARD REPORTS

Personnel Report

Heather McDaniel, Interim Associate Vice President of Human Resources, said the report stands as written. She noted that, of the four new hires, one is grant-funded and the remaining three are part of the general fund. Heather congratulated the retirees and thanked them for their service.

Budget Status Report

Aaron Hunter noted that there was a green sheet for the Quarterly Update of Other Funds. On the Statement of Resources and Expenditures, tuition and fees are at their high-level mark for spring term and some refunds may come through next month. The miscellaneous revenue percentage tax is low, but that is due to a higher amount of timber tax revenue received last year. Aaron stated that the Budget Status report spend percentage is consistent with previous years, and the other services line item is showing a healthy available balance due to the spending not being as much as the previous years. On the Quarterly Update of Other Funds, the auxiliary services fund shows a continued decrease of the ending fund balance, which is planned. Self-supporting services is up about 6.5 percent. The Status of Investments has one new maturity, and that was reinvested in a treasury note. The Oregon Short Term Fund percent is 3.75 percent and that rate has been stable for several months.

Purchasing Reports

A request for proposal for communication access services was released in April. A recommendation for contract award will be made at the June board meeting. Aaron noted a licensing renewal for the college's S2 services occurred in April as well.

Capital Projects Report

Aaron Hunter said the Building 34 demolition is now underway; a number of charging stations have been refreshed and installed, and they are more user-friendly; and there are only two buildings left that need HVAC upgrades as part of the Higher Education Emergency Relief funds (HEERF). These funds need to be spent by the end of June.

Ron asked about work at the Brooks campus. Aaron said there is additional HVAC work occurring, but it is not related to the HEERF funds. Jessica thanked the amazing facilities staff for working at getting all of the HVAC unit work done before the conclusion of the window to spend HEERF funds.

Institutional Advancement Foundation Quarterly Report

Marie Hulett, Executive Director, Institutional Advancement said the report stands as written, and noted the scholarship deadline has been moved to April 22. Marie stated how grateful she is to Gaelen McCallister, Lily Sehon, and the Grants department for their tireless work in helping secure \$500,000 for students entering behavioral health, medical, and dental programs. Marie also gave a shout-out to Ryan West, Executive Dean, Student Services, Financial Aid and Veterans Services and his team for getting this money out to students. Marie also recognized Jamie Wenigmann, Foundation Director, Otilia Morales, Department Project Coordinator/Analyst, and Shawn Keebler, Department Specialist, for their amazing job in processing these awards quickly.

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Jessica Howard gave a shout-out for the Bachelor of Applied Sciences Degree Program scholarship fund that was started by Julie Huckestein, prior Chemeketa president, and her husband Jim. Jessica noted that the entire effort around the BSN started with Julie and was supported by the board, and this is very transformative for the state and the college.

Grant Activities for January 2023–March 2023

Gaelen McCallister, Director, Institutional Grants, said the report stands as written. Gaelen stated the contract was just signed for the Scholars for Health Oregon Initiative-Like (SHOI-Like) grant and that provides scholarships for students pursuing degrees and certifications in health-related fields. Also, the PGE Foundation gave the college \$15,000 for a project that funds early outreach and advising for students at McKay High School. PGE partners with the Chemeketa Foundation in awarding first-year scholarships to these students.

Winter Term Enrollment Report

Colton Christian, Director of Institutional Research and Reporting, noted that full-time students are 30 percent of the head count and 50 percent full time equivalent (FTE), and winter enrollment, compared to last year, is up six percent. The reimbursable FTE five-year trend line is flatter, there is a 4.3 reimbursable FTE percent increase compared to last year, and year-to-date (YTD) headcount is up 1.2 percent compared to last year.

Diane Watson asked what spring term numbers looked like. Colton said it is still early, but reimbursable FTE is up about eight percent, and the college will have a better picture at the end of the fourth week of term.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

J. SEPARATE ACTION

Approval of Retirement Resolutions No. 22-23-24, Denise Galey-Oldham, and No. 22-23-25, Meredith A. Schreiber

Diane Watson read Denise Galey Oldham's retirement resolution. She worked a total of 15 years and eight months. Diane Watson moved, and Neva Hutchinson seconded a motion to approve the retirement resolution of Denise Galey Oldham.

The motion CARRIED.

Ed Dodson read Meredith Schreiber's retirement resolution. She worked a total of 10 years and 11 months. Ed Dodson moved, and Jackie Franke seconded a motion to approve the retirement resolution of Meredith Schreiber.

The motion CARRIED.

Meredith made a few comments. The board and staff gave Meredith a standing ovation and thanked Meredith for her dedication and service to Chemeketa.

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K. ACTION

Ken Hector moved and Ed Dodson seconded a motion to approve consent calendar items No. 1–3.

1. Acceptance of Program Donations January 1, 2023, through March 31, 2023 [22-23-127]
2. Approval of Grants Awarded January 2023–March 2023 [22-23-128]
3. Approval of 2023–2024 Faculty Sabbatical Leave Requests [22-23-129]

The motion CARRIED.

Neva reminded everyone that the Chemeketa Farmer’s Market is starting on May 3rd.

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 7:03 pm.

Respectfully submitted,

Julie Deuchars
Board Secretary

Jessica Howard
President/Chief Executive Officer

Ron Pittman
Board Chair

May 17, 2023
Date