

Minutes
November 17, 2021

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

October 20, 2021

I. WORKSHOP

Ron Pittman, Vice Chair, called the workshop to order at 4:01 pm via Zoom.

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

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, Interim Vice President, College Support Services; Rich McDonald, Interim Chief Financial Officer; and Katie Bunch, Director of Business Services.

A. Risk Management and Insurance Report

Kathy Bowen, Assistant Vice President, Property and Casualty Insurance, USI Insurance Services utilized a PowerPoint presentation to give an overview of Chemeketa's insurance and risk management plan and discuss the current programs. Kathy reviewed the highlights of 2021—2022, current insurance program design, 2021—2022 premium cost, premium history and year-over-year comparison, loss history / claims overview, services provided by USI insurance, and 2021—2022 objectives.

B. Associated Students of Chemeketa (ASC) Leadership

Sam Brennan, Executive Coordinator, Associated Students of Chemeketa (ASC) presented on what ASC has done in the past and is currently doing. Sam covered the ASC role in student retention and completion, providing the student perspective, student clubs, community service and volunteer opportunities, student events and activities, legislative visits and student political engagement, and in assisting the college life office.

The board asked numerous questions during the workshops and thanked staff for information.

A recess was taken at 4:58 pm.

II. ADMINISTRATION UPDATES

Ron Pittman, Vice Chair, called the meeting to order at 5:01 pm via Zoom.

Members in Attendance: Ed Dodson; Betsy Earls; Jackie Franke, Chair; Ken Hector; Neva Hutchinson; and Ron Pittman, Vice Chair. Excused Absence: 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, Interim Vice President, College Support Services; Rich McDonald, Interim Chief Financial Officer; and Katie Bunch, Director of Business Services.

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Updates were discussed with the board regarding the board's foundation scholarship, the college's strategic planning process, the president's report, the AVP/CFO recruitment, the proposed annual goals of the President, the status of the college's applied baccalaureate application, building 9 chillers, redistricting, board policies, enrollment, the benefits navigator position, and agenda preview.

A recess was taken at 5:35 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Ron Pittman, Vice Chair, reconvened the board meeting at 6:01 pm. The meeting was held via Zoom.

B. PLEDGE OF ALLEGIANCE

C. CHEMEKETA LAND ACKNOWLEDGEMENT

Ron Pittman read the land acknowledgement. This will be read at every board meeting.

D. ROLL CALL

Members in Attendance: Ed Dodson; Betsy Earls; Jackie Franke, Chair; Ken Hector; Neva Hutchinson; and Ron Pittman, Vice Chair. Excused Absence: 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, Interim Vice President, College Support Services; Rich McDonald, Interim Chief Financial Officer; and Katie Bunch, Director of Business Services.

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

E. COMMENTS FROM THE PUBLIC

None.

F. APPROVAL OF MINUTES

Jackie Franke moved and Ken Hector seconded a motion to approve the College Board of Education minutes from September 15, 2021.

The motion CARRIED.

G. SEPARATE ACTION

Approval of Retirement Resolution No. 21-22-07, Eva M. Payne

Betsy Earls read Eva Payne's retirement resolution and noted her 19 years and 11 month association with Chemeketa. Eva shared a few words and board members and staff thanked Eva for her service.

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

The motion CARRIED.

H. REPORTS

Reports from the Associations

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

Steve Wolfe, Chemeketa Faculty Association, Aaron King, Chemeketa Classified Association, and Megan Cogswell, Chemeketa Exempt Association, said their reports stand as written.

Reports from the College Board of Education

Ed Dodson attended the Oregon Community College Association (OCCA) board meeting to evaluate and rank the OCCA director finalist, the annual Catholic Community Services luncheon, the Chemeketa CFO forum, the OCCA board forum and meeting, the Chemeketa board's budget subcommittee, and the annual Salem Chamber/SAIF Agricultural lunch meeting

Betsy Earls attended three West Salem Rotary meetings and the Dallas Rotary meeting.

Jackie Franke attended the Keizer Library meeting, the Mid-Willamette Valley Council of Governments (MWVCOG) meeting on homelessness in the mid-Willamette valley, the MWVCOG board meeting, the MWVCOG annual planning meeting, the OCCA board training, the annual Catholic Community Services luncheon, a forum on the topic of Oregon and It's Racist Roots, the Community Business and Education Leaders forum, and agenda review.

Ken Hector attended two Silverton Chamber business meetings, several Rotary meetings, the CFO forums, and the annual Salem Chamber/SAIF Agricultural lunch meeting.

Ron Pittman attended the OCCA board training and agenda review, and met with Paul and Danielle at YVC for an update.

I. INFORMATION

2021 iSTART Higher Education Coordinating Commission (HECC) Summer Bridge

Liliana Landa-Villalba, Coordinator, CAMP and Latino Outreach, provided a brief update on the 2021 iStart program. Liliana discussed the hybrid model used in 2021, reviewed the student feedback given at the end of the program, and talked about plans for winter term iStart sessions.

J. STANDARD REPORTS

Personnel Report

Alice Sprague, Associate Vice President of Human Resources, said the report stands as written and provided a few highlights. Alice noted the new grant-funded position and discussed the faculty positions in the position change section. Alice took a moment to remember Friday Valentine, library faculty member, who recently passed away and noted her many accomplishments.

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Budget Status Reports

Katie Bunch, Director of Business Services, noted on the Quarterly Update of Other Funds that most of the fund balances reflect an increase compared to this time last year. In the budgeted fund section, a new fund, the pension adjustment fund, is listed to record the pension bonds.

Rich McDonald, Interim Chief Financial Officer, said on the Status of Investments that there was one maturity since the last report. When taxes start coming in, the college will be looking for additional investments.

Capital Projects Report

Michael Kinkade said the report stands as written.

Institutional Advancement Foundation Quarterly Report July 2021–September 2021

Marie Hulett, Executive Director, Institutional Advancement stated that the report stands as written. Marie mentioned the Holiday Market on December 10–12 and encouraged board members to attend.

Grant Activities July 2021–September 2021

Gaelen McAllister, Director, Institutional Grants said the report stands as written. Gaelen mentioned the two large federal grants received and discussed the services they provide.

Summer Term 2021 Enrollment Report

Heidi Gilliard, Director, Institutional Research and Reporting said that the report stands as written. Heidi stated that there was a 10 percent decrease in summer enrollment as compared to last year, and that the college is continuing to see declines in most credit students and especially those who attend part-time. However, the average attempted credits per term per student is higher than it was for the 2019 summer term.

Chemeketa Community College COVID-19 Health and Safety Operational Plan

John McIlvain, Emergency and Risk Manager, provided an update. There has been an uptick in the numbers of COVID cases since the start of fall term; however, the college is being proactive in efforts to identify, notify, and take appropriate courses of action to protect the students, staff, and community. Chemeketa's partnership with Salem Health's vaccine clinics have administered close to 260 immunizations.

Ron Pittman thanked John and said to keep up the good work.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

President's Report

Jessica Howard said the report stands as written.

K. SEPARATE ACTION (Continued)

Approval of Appointment of Budget Committee Members for Zone 1, Resolution No. 21-22-08, and Zone 5, Resolution No. 21-22-09 for 2021–2024 [21-22-112]

David Hallett stated that the board subcommittee recently met, and that it was a unanimous

decision to recommend Chris Brantley for Zone 1 and Ray Beatty for Zone 5. He recommended that the board approved these appointments.

Ken Hector moved and Jackie Franke seconded a motion to approve the appointment of budget committee members for Zone 1 and Zone 5.

The motion CARRIED.

L. ACTION

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

1. Acceptance of Program Donations July 1, 2021 through September 30, 2021 [21-22-113]
2. Approval of Grants Awarded July 2021–September 2021 [21-22-114]

The motion CARRIED.

M. APPENDICES

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

N. FUTURE AGENDA ITEMS

None were heard.

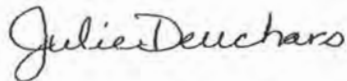
O. BOARD OPERATIONS

None.

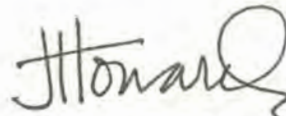
P. ADJOURNMENT

The meeting adjourned at 6:48 pm.

Respectfully submitted,



Board Secretary



President/Chief Executive Officer


Board Chair

11/17/21
Date