

Minutes  
May 19, 2021

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

April 21, 2021

**II. ADMINISTRATION UPDATES**

Ed Dodson, Chair, called the meeting to order at 5:32 pm via Zoom.

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

**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; Bruce Clemetsen, Vice President, Student Affairs; and Michael Kinkade, Interim Vice President, College Support Services.

Updates were discussed with the board on the presidential evaluation process; state legislative session, Yamhill Valley Campus president position; faculty sabbaticals; suspension and addition of program certificates; Budget Committee positions for Zones 1 and 5; commencement; and board agenda preview.

A recess was taken at 5:57 pm.

**III. REGULAR SESSION**

**A. CALL TO ORDER**

Ed Dodson, Chair, reconvened the board meeting at 6:05 pm via Zoom.

**B. ROLL CALL**

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

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; Vice President, Academic Affairs/Campus President, Yamhill Valley Campus; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; and Michael Kinkade, Interim Vice President, College Support Services.

**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. SEPARATE ACTION**

**Approval of Retirement Resolutions No. 20-21-12, Johnny L. Mack; and No. 20-21-13, Daniel "Dan" A. Loop [20-21-138]**

Minutes  
May 19, 2021

Meeting Minutes  
Chemeketa Board of Education  
April 21, 2021  
Page 2

Ken Hector read Johnny Mack's retirement resolution and Neva Hutchinson read Dan Loop's retirement resolution. These two employees represent a total of 52 years and four months of service. Johnny Mack joined the Zoom meeting and said a few words. Jessica spoke on behalf of the Executive Team. She noted Johnny has been an institution at Chemeketa, beloved inside and outside of the college, and thanked him for his expertise, knowledge, and years of service at Chemeketa. Board members and staff thanked Johnny as well for everything he had done for Chemeketa and the community. It was stated that Johnny will be greatly missed.

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

A roll call vote was taken and the motion CARRIED unanimously.

**E. APPROVAL OF MINUTES**

Jackie Franke moved and Diane Watson seconded a motion to approve the board minutes of March 17, 2021.

The motion CARRIED.

**F. REPORTS**

**Reports from the Associations**

Antonio Martinez, Associated Students of Chemeketa (ASC), Steve Wolfe, Chemeketa Faculty Association, Terry Rohse, Chemeketa Classified Association, and Marshall Roache, Chemeketa Exempt Association, said their reports stand as written.

Ken Hector stated the board participated in a number of legislative meetings on Monday and Tuesday, and he thanked Antonio for the impeccable way he presented to the legislators and for being a great representative for Chemeketa. Ed Dodson thanked Antonio for his hard work.

**Reports from the College Board of Education**

Ron Pittman participated in a telephone call with Jessica, and met with Paul Davis and Danielle Hoffman for an update on the Yamhill Valley Campus (YVC).

Diane Watson attended the Safe Zone training, the Keizer Chamber First Citizen virtual banquet, the Agriculture building tour, Gervais and Mt. Angel school board meetings, Budget Committee meetings, Oregon Community College Association (OCCA) Legislative Summit and preparation meetings, legislative meetings with Senators Peter Courtney and Kim Fletcher, and the VPAA forum.

Betsy Earls attended the Budget Committee meetings, VPAA forum, and a legislative meeting with Senator Deb Patterson.

Neva toured the Agriculture building and attended the Budget Committee meetings, four legislative meetings, OCCA Legislative Summit, and VPAA forum.

Minutes  
May 19, 2021

Meeting Minutes  
Chemeketa Board of Education  
April 21, 2021  
Page 3

Jackie Franke attended today's Budget Committee Meeting, the VPAA forum and agenda review; she participated in the Homeless Alliance monthly report and filmed a segment for the Marion County Fire District No. 1 on the levy. Jackie also attended a Zoom meeting with Chad Love and participated in meetings with Jacqueline Benavides, Salem Keizer School District, and Jessica Howard and the new Executive Director of the Mid-Willamette Valley Council of Governments (MWVCOG), Scott Dadson.

Ken Hector participated in three Oregon Community College Association (OCCA) weekly legislative calls, the OCCA Legislative Summit and preparation meetings, the SEDCOR State of the County presentation, Budget Committee meetings, the Agriculture building tour, and the Chemeketa Foundation Board training, and was a panelist for six Oregon legislative meetings.

Ken noted Jessica sent an incredibly well-written email, very heartfelt, that captured the feelings of the Chemeketa community and people across the country regarding coming together after Tuesday's verdict in the George Floyd trial. This email was signed by the Executive Team. Ken said on behalf of the board that board members join wholeheartedly with the Executive Team by adding their names and endorsement to Jessica's email. Board members responded with their support. Jessica acknowledged a number of contributors worked on the email, and wanted to share the thanks with them.

Ed Dodson's report stands as written.

### **Academic and Student Affairs Reports**

Jim gave kudos to Mary Scamahorn, Administrative Coordinator, and the team working on revitalizing the college's academic plan, for all of their work. Bruce Clemetsen mentioned that the Oregon Student Success Commission reported out to financial aid directors that extra scholarship grant funds were available for community colleges and universities to be disbursed this spring. Ryan West, Director of Financial Aid, was the only director in the state to make a request for the additional funds. Due to Ryan's diligence, Chemeketa received the entire amount, \$15,000, to distribute to students. Bruce also noted that last month the board approved the Slate software and, in the last 30 days, it has been purchased and installed. Two weeks of training begins Monday.

### **G. INFORMATION**

#### **PERS Bonds Issuance**

Rich stated that due to the interest rates going down, the college is evaluating the benefits and risks associated with issuing additional PERS bonds. A workshop led by Carol Samuels from Piper Sandler on May 5, 2021 will provide detailed information and will provide answers to any questions board members might have. If the feedback is favorable, a resolution will be brought forward asking for authorization to issue bonds no later than December 31, 2021 at a maximum true interest cost of 4.5 percent. Jackie asked Rich how many colleges are joining and if more will join. Rich said there were five colleges that started at the beginning, and that is the group moving forward. Ken stated this is being proactive and, due to the interest rate being so low, moving forward with these bonds will allow the college to have a greater return and reduce the ultimate cost. Rich said that this is correct, and that this presents a good opportunity to bring down the long-term pension costs. Ken thanked the staff for putting this together.

Minutes  
May 19, 2021

Meeting Minutes  
Chemeketa Board of Education  
April 21, 2021  
Page 4

**Budget Committee Member Selection Process for Vacancies in Zone 1 and Zone 5 for 2021–2024**

David Hallett stated the board will have the opportunity to approve the proposed process and timeline at the May board meeting.

**Proposed Schedule of College Board of Education Meetings for 2021–2022**

David Hallett pointed out that the July 21 date on top of the schedule reflects the fact that the date was moved from July 28 to July 21, 2021.

**Presidential Evaluation Process**

Ed Dodson reviewed the process with the board members.

**Suspension of Adult High School Diploma Program**

Sara Hastings, Dean, High School Partnerships, requested the suspension of the Adult High School Diploma program. Enrollment has significantly decreased over the last few years due to limited student interest and the financial burden to students who do not qualify for financial aid. The board will be asked to approve the suspension at the May board meeting. Jackie Franke asked about the impact on students. Sara said there are three active students and they will be able to complete the program.

**H. STANDARD REPORTS**

**Personnel Report**

David Hallett said the report stands as written.

**Budget Status Report**

Rich McDonald, Interim Chief Financial Officer, and Katie Bunch, Director of Business Services, reviewed the budget status reports. Katie noted the budgeted amount of \$16,325,000 under Special Projects on the Quarterly Update of Other Funds. This is the fund where CRRSAA, CARES, and the federal stimulus dollars are spent from, and the college may need board approval in the next month or two to request an increase in the budget authority. Ed Dodson asked how long those funds are available for expenditure. Katie stated CRRSAA goes through January 22, and additional money will be coming in. Once those awards are received, the college has a year to spend them.

**Purchasing Report**

A Request for Proposal (RFP) for a Student Success and Retention Management System will be advertised in May 2021. A recommendation for contract award will be brought forward at the July board meeting.

**Capital Projects Report**

Michael Kinkade said the report stands as written. Michael mentioned that the winter storm cleanup continues, and the contractor will arrive in the next two weeks to begin grinding up the large debris piles and removing the taller hazard limbs.

Meeting Minutes  
Chemeketa Board of Education  
April 21, 2021  
Page 5

### **Institutional Advancement Foundation Quarterly Report**

Marie Hulett, Executive Director, Institutional Advancement, said the report stands as written, and noted that, since the report has been submitted, an additional 500 scholarship applications have been received for 2021–2022. Jackie Franke mentioned that board members expressed interest in donating to the Selma Pierce Memorial Bench. Marie said she would reach out to the board.

### **Grant Activities for January 2021–March 2021**

Gaelen McCallister, Grants Coordinator, said the report stands as written and shared a few highlights. Chemeketa was involved in three different projects with PGE, an important community partner, in the last quarter. In addition, PGE made a substantial donation to the Foundation to thank the college for the use of the Salem campus as a staging venue during the ice storm. Gaelen thanked everyone involved with the three projects.

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

John McIlvain, Emergency and Risk Manager, announced that there were no changes to the Chemeketa Community College COVID-19 Health and Safety Plan and that it is available on the public website. John and Regalada Lombardi, Environmental Health and Safety Coordinator, continue to monitor Oregon OSHA and await the May 4 release of its permanent rule.

### **Recognition Report**

Jessica Howard acknowledged all the employees in the written report.

### **I. Action**

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

1. Approval of 2021–2022 Faculty Sabbatical Leave Requests [20-21-139]
2. Approval of Irrigation Technician Certificate of Completion [20-21-140]
3. Approval of Grants Awarded January 2021–March 2021 [20-21-141]
4. Acceptance of Program Donations January 1, 2021–March 31, 2021 [20-21-142]

The motion CARRIED.

### **J. APPENDICES**

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

### **K. FUTURE AGENDA ITEMS**

None were heard.

### **L. BOARD OPERATIONS**

### **M. ADJOURNMENT**

The meeting adjourned at 7:05 pm.

Minutes  
May 19, 2021

Meeting Minutes  
Chemeketa Board of Education  
April 21, 2021  
Page 6

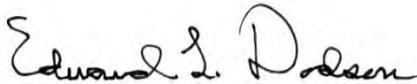
Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

*May 19, 2021*

Date