

Minutes
February 21, 2018

**MINUTES OF BOARD WORK SESSION/
BUDGET COMMITTEE ORIENTATION**

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

January 24, 2018

The Board Work Session was held at the Salem Campus in Building 48, Room 201, at the Winema Meeting Center, 4001 Winema Place.

Members in Attendance: Ed Dodson; Jackie Franke; and Ken Hector, Chair.

Absent: Betsy Earls; Neva Hutchinson, Vice-Chair; Ron Pittman; and Diane Watson.

College Administrators in Attendance: Julie Huckestein, President/CEO; David Hallett, Vice President, Governance and Administration; and Jeannie Odle, Board Secretary.

Guests: Fauzi Naas, Director, Institutional Research; Gary West, project coordinator, Planning and Lean Development.

Board members met together for the first 45 minutes to do their quarterly guiding principles assessment. Board members who were not able to attend today will be asked to complete the quarterly assessment form and return to Jeannie or bring to the February meeting. College staff joined the board at 9:30 am.

Strategic Plan/Placemat

Gary West displayed the Strategic Plan on the big screen. Julie Peters did a detailed review of the Strategic Plan at the board meeting last week. Gary briefly reviewed the new format of the plan which identifies and applies focus on the four key strategic initiatives under each core theme (16 total). It is also more readable and easier to communicate and track progress on the most important work for the year.

Referring to the placemat in the notebook, Gary briefly reviewed the format and explained the categories. Fauzi Naas noted this format is taking an institutional level look at the top strategic initiatives and identifying objectives and tying those objectives to measures, all aligned with the core themes. Fauzi noted there are over 189 pages of indicators and hopes to thin it down with this new approach. Gary added that the placemat does a great job of highlighting the big work of the college and since the placemat has been published and shared at meetings, faculty and staff are paying attention and having good conversation about the initiatives.

There was discussion on a number of strategic initiatives and measures. Some suggestions and/or follow-up were noted.

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Community Collaborations, Objective C

- Tracking graduates is difficult, but is very important. Intentionally communicate with students who graduate by creating a survey to collect their contact information and track their employment; offer an incentive to those who reply (e.g., a laptop)
- Fauzi said the state or an external agency could do this at a cost. It was suggested that Fauzi send a test group of names to the state to see what data they can provide

Academic Quality, Objective A

- Once a target is set and met, continue to track informally to ensure students maintain the level

There was discussion on the Associate of Arts Oregon Transfer (AAOT) and Associate of General Science (AGS) degrees, which were set up initially to be transferable to universities. However, credit transfer was dependent on the university and community college and the majority only accepted the courses as electives. The transfer bill will hopefully address this issue. In the meantime, the college has a number of articulation agreements in place with universities (e.g. WOU, PSU).

Voluntary Framework of Accountability (VFA) Outcomes Report

Fauzi distributed and reviewed a copy of the Voluntary Framework of Accountability (VFA) Student Progress and Outcomes (SPO). This is a national accountability system created for community colleges. The VFA is comparable to Integrated Postsecondary Education Data Survey (IPEDS) which is tailored for higher education. The main difference is the VFA is based on a six-year tracking window and IPEDS is a three-year window. The three cohorts were for main (fall term entering, first-time at Chemeketa, credit students, 3,891), credential (earned 18 credits by the end of two years, 2,724) and first-time college students (fall term entering, first time in any college, 1,944). The data shared was for a six-year cohort (fall term 2010), a two-year cohort (fall term 2014) and for Developmental Education students. Fauzi to check on the bar graph on Development Outcomes across Subjects by Cohort Type. The English bar graph is the same percentage in each category.

Guided Pathways

David Hallett referred and briefly reviewed the Guided Pathways handouts in the notebook. He noted college students are more likely to complete a degree in a timely fashion if they identify a path that meets their goals, have a clear map of the courses they need to take, and receive guidance and support to help them stay on path. The four essential pillars for the college is to clarify paths to student goals, help students choose and enter the pathway, help students stay on path, and ensure students are learning.

Colleges must complete a two-part application to be considered for the first cohort (4–5 colleges to be selected). The application is due on February 1. David referred to the self-assessment document, which evaluates where the college is and if it is ready to take on the task of implementing guided pathways. The third slide in the PowerPoint handout from the

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November 30, 2017, OCCA Board meeting had a project timeline. A decision on which colleges will be in the next cohort should be made by mid-April. The new cohort will then send a team to a two-day Guided Pathways Institute on May 10–11. Work in Year 1 will be to identify meta majors and programs within those majors; Year 2 will be to develop the role of advisors as coaches. Ken asked if the board could see a copy of the Guided Pathways application in February. Julie said that should be doable.

Budget Update

Julie Huckestein reported, as mentioned in her all-staff winter term update email, since the college is losing enrollment at a greater rate than other Oregon community colleges, Chemeketa's share of the state allocation will be reduced by \$1 million this biennium (2017–2019). Tuition revenue for this year is down compared to the budgeted amount of a 2 percent decline; enrollment was down 6 percent in fall term. As a result, Exec Team will be scrutinizing every position opening, looking at cost reductions in materials and services, and making significant changes in 2019–2020. Julie will send an email to board members who were not in attendance today, and will include board members who were in attendance.

EMSI Report

EMSI reports were done for all Oregon community colleges. Julie briefly reviewed the fact sheet and executive summary for Chemeketa Community College in the notebook; a 68-page report is available if board members would like to see the full report. Jackie Franke said if this is shared with others, it would be nice if it said the report was created by an independent company.

Aspen Application

A copy of the Aspen application was included in the notebook. It is a ten-year story of how the college addressed student success. Selection of the final ten colleges will be announced in April or May.

A break was taken at 12 noon for lunch with the Budget Committee members, followed by the afternoon Budget Overview session. The meeting reconvened at 12:35 pm.

Budget Committee Members in Attendance: Ray Beaty, Ed Dodson, Jackie Franke, Ken Hector, Ruth Hewett, Barbara Nelson, and Joe Van Meter.

Absent: Betsy Earls, Gustavo Gutierrez-Gomez, Neva Hutchinson, Don Patten, Ron Pittman, Mike Stewart, and Diane Watson.

Guests: Rich McDonald, Director, Business and Finance; and Miriam Scharer, Associate Vice President, CSSD/Financial Management.

Introductions were made.

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Budget Process Overview

Copies of the 2016–2017 Audit Report were distributed to budget committee members, and Miriam Scharer, associate vice president of Financial Management, highlighted a few sections of interest and noted that it was a clean audit with no findings.

Miriam referred to the Budget Process Overview handouts. She briefly reviewed the 2018–2019 Budget Calendar and noted the first budget meeting is on April 11, at 6 pm; the second budget meeting is on April 18, at 4:30 pm; and the optional budget meeting date is April 25.

The format of the Budget Principles and Financial Environment for the 2018–2019 Fiscal Year has changed slightly with the college mission, vision, values, and core themes listed in the beginning followed by the Financial Environment, which is broken down by Resources and Expenses. Miriam reviewed the factors under each. She noted the legislature has appropriated \$570 million to community colleges for the biennium, which was a 3.7 percent increase over the previous biennium.

The Proposed Student Tuition for 2017–2018 was shared publicly with the board last Wednesday, and a copy of the report was reviewed. In order to maintain current service levels and offset increases in costs, the college proposed the following tuition increase:

- Tuition increase of \$3 per credit for a total of \$87 per credit
- Universal fee increase (credit) of \$3 per credit for a total of \$18 per credit
- Universal fee increase (noncredit) of 10 cents per billing hour for a total of 40 cents per billing hour
- Out-of-state and international tuition increase of \$6 for a total of \$252

Chemeketa is the first college to make a tuition recommendation. It is anticipated that the other Oregon community colleges will raise tuition; however, even with this increase, the college most likely will still be in the lower third. A student forum on tuition will be held on February 15, at 1 pm in the Student Center.

Lastly, Miriam shared an update on negotiations. The faculty contract expired on June 30, 2017. The negotiation teams have been meeting and are close to reaching tentative agreements on all articles, economic and non-economic. The classified association is in the second year of the contract and has requested a reopener to look at equalizing the salary schedule.

Rich McDonald, director of Budget and Finance, referred to the Budget Process Overview packet of information that contained general financial planning and practices of the college. He briefly reviewed the general fund, ending fund balance, operating funds, other funds, revenue, expenditures, definition of funds, and a list of policies related to finance and budget.

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PERS Update

Rich McDonald distributed a packet of information which covered PERS Valuation. It covered funded status and unfunded actuarial liability (UAL); Chemeketa's contribution rates; unfunded liability by employee status; Governor's Task Force final report; Governor's PERS Plan; and the plan to manage the impact to Chemeketa.

Federal and State Update

Julie Huckestein reported the short session starts in February and community colleges will be meeting with legislators for a \$32 million ask to mitigate tuition increases and to clarify an error in double counting property taxes which shorted the amount to community colleges.

At the state level, work has begun on HB 2998, the transfer bill, which will provide no loss of credits when community college students transfer to a public university.

On the federal side, Julie referred to the National Legislative Summit (NLS) 2018 Community College Priorities handout in the notebook/folder which has a summary of federal legislative priorities. The college relies on the federal government for financial aid and federal grants for TRiO, CAMP, HEP, and Pell grants; however, there may be some changes to legislation that may affect these programs. Julie drew attention to the Perkins Career and Technical Education Reauthorization, opposition to risk sharing and loans, and the DREAM Act and DACA.

Adjournment

Meeting adjourned at 2:10 pm.

Respectfully submitted,

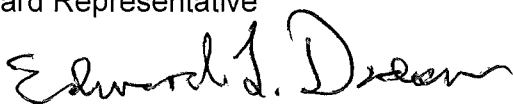


Board Secretary



President/Chief Executive Officer

Board Representative



Date

