

Minutes  
September 16, 2020

CHEMEKETA COMMUNITY COLLEGE

**BOARD WORK SESSION  
MEETING MINUTES**

September 2–3, 2020

The Board Work Session was held via Zoom on September 2–3, 2020. Ed Dodson, Chair, called the meeting to order on Tuesday, September 2, at 1 pm.

**Members in Attendance:** Ed Dodson, Chair; Betsy Earls; Jackie Franke, Vice Chair; Ken Hector (left at 1:45 pm); Neva Hutchinson; Ron Pittman; and Diane Watson.

**College Administrators in Attendance:** Jessica Howard, President/CEO; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus; David Hallett, Vice President, Governance and Administration; Miriam Scharer, Vice President, College Support Services; and Julie Deuchars, Board Secretary.

**Guests:** Julie Peters, Interim Dean, Academic and Organizational Effectiveness; Diane McLaran, Director of Community Relations; and Patrick O'Connor, Oregon Department of Employment.

**Review Agenda and Board Notebook**

Ed Dodson reviewed the agenda and the contents of the general information section of the resource binder. Ed thanked staff for the great job on the notebook, and he stated this is an excellent resource book and encouraged the board members to refer to it when needed.

**Board Committee Assignments**

The 2020–2021 Board Committee Assignments were reviewed with one change—Jackie Franke was added as an alternate on the Northwest Innovations Board. The committee assignments were affirmed.

**2019–2020 Board Evaluation and Self-Assessment**

David Hallett reviewed the compiled ratings and comments with the board and discussed a few areas that stood out. The board graded themselves harder than in the past years, and the scores and comments reflected the challenges COVID-19 has brought to their roles and abilities to interact with the community. Also, the board is invested in continuing to learn and find ways to adjust and adapt around issues of diversity, racial, and social justice.

The following areas discussed were Questions 5 and 8:

- Question 5 – There was discussion around the board's role in strategic planning due to it being done differently over the years, and the impact on feeling disconnected to what's going on at Chemeketa due to fewer meetings in the summer and COVID-19.
- Question 8 – The board requested earlier notice on the deletion of programs before it reaches the board approval stage. In the future, this will be discussed at agenda review.

**Board Goals for 2019–2020**

The board reviewed the four goals and made several changes. The goals will reflect how the board can support diversity, equity, and inclusion strategies; strategic direction of the college;

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continuing involvement with legislators, partners, community, and stakeholders; and work closely with the president. David Hallett will update the draft of board goals for next year and will share during administrative updates in September.

Board members were asked to send their individual goals for 2020–2021 to David or Julie by October 1, 2020.

### **Board Guiding Principles and Monitoring System Review**

The board re-affirmed that the current guiding principles were still relevant and made no changes.

### **Local Industry Profile**

Patrick O'Connor, regional economist with the Oregon Employment Department, used a PowerPoint presentation to share information on "A Look at the Mid-Valley and Future Workforce Needs." Patrick shared a multitude of interesting graphs, pie and bar charts showing comparisons, historical trends, etc., covering local unemployment statistics for the college's tri-county district (Marion, Polk, Yamhill) and statewide; labor force participation; job growth by industry; workforce needs; and demographics in the college's district.

### **Recess**

The meeting recessed at 3:47 pm.

### **Reconvene**

The Board Work Session reconvened at 8:35 am on September 3 via Zoom, and the board did a quick reflection on the topics reviewed the day prior. Ken Hector left at 9:30 am and Jackie Franke stepped out from 10–11 am.

### **Additional Data and Priorities**

Jessica Howard presented four topics to the board. The Campus Climate Survey; Real College Survey Report with Chemeketa data; Community College Survey of Student Engagement (CCSSE) Covid-19 Impact Survey; and national slides from the Aspen Institute. The board asked several clarifying questions on the slide presentations.

### **PLACEMAT**

#### **2019–2020 Review Results**

Julie Peters reviewed the 2019–2020 results of the Placemat emailed to the board. Julie discussed each of the six strategic initiatives from the Placemat and detailed the activity timeline, exact language of the initiative, executive sponsors, current update, annual milestone status, and if the initiative is on-track, almost on-track, or delayed.

#### **2020–2021 Approach**

Jessica Howard shared a draft of a new version of the Placemat focusing on student success with three basic components consisting of guided pathways, access and equity, and academic excellence. The board members liked the draft version.

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**BUDGET UPDATES**  
**CARES Act Funding**

Miriam Scharer discussed the CARES Act Funding. Chemeketa received three allocation grants for emergency financial aid student grants, institutional share, and minority serving institution.

**Current Fiscal Year (2020–2021)**

Miriam stated the budget report that will be presented to the board in September will show a preliminary ending fund balance, but it is still fluid, and adjustments are still being processed. A significant amount of money has been saved due to strategies that have been implemented including temporary workforce, furlough days, holding vacant positions, and eliminating travel since March. The budget carryover will be more than budgeted and will help offset the loss in tuition and fee revenue from this year, due to enrollment declines, and will prepare Chemeketa for potential cuts in the next biennium state allocation.

**Next Biennium (2021–2023)**

Miriam stated due to the state facing significant financial shortfalls, cuts will be implemented in community college budgets for the next biennium. Executive Team is looking at cost savings measures and options; and are mindful of impending cuts and the importance of communicating the budget forecast to employees so they are aware. The Oregon Community College Association (OCCA), along with community college presidents, continue to work hard to message the importance of community colleges in rebuilding the economy and hope for less of a reduction.

**Chemeketa Longer-Term Planning; Bond Measure**

Jessica Howard brought to the board's attention the opportunity to think about a bond measure in the next couple of years due to significant needs of Chemeketa in the future. Miriam Scharer gave an update on the financial aspects, and Diane McLaran discussed the planning timeline.

**Visioning Activity**

Board members provided input in small groups on the vision of Chemeketa in 2030. This activity will conclude during Administration Updates at the September 16, 2020, board meeting.

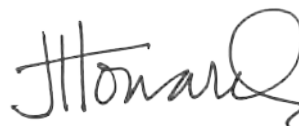
**Adjournment**

The meeting adjourned at 12:01 pm.

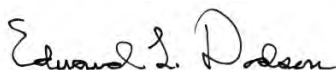
Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

September 16, 2020

Date