

Minutes
September 21, 2022

CHEMEKETA COMMUNITY COLLEGE

**BOARD WORK SESSION
MEETING MINUTES**

September 1, 2022

The Board Work Session was held at Chemeketa EOLA on September 1, 2022. Ron Pittman, Chair, called the meeting to order on Thursday, September 1, at 8:57 am.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; and Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance.

Guests: Larry Cheyne, Dean, Applied Technologies, Marie Hulett, Executive Director, Institutional Advancement; Diane McLaran, Director of Community Relations, Julie Peters, Dean, Academic and Organizational Effectiveness; and Marshall Roache, Executive Dean, Career and Technical Education.

Review Agenda/Board Committee Assignments

Ron Pittman reviewed the agenda and the 2022–2023 Board Committee Assignments. The committee assignments were affirmed, and an additional committee will be added to discuss the board chair and vice chair yearly nominations. There will be additional discussion at Administration Updates and the board meeting in September regarding Association of Community College Trustees (ACCT) subcommittee requests.

2021–2022 Board Evaluation and Self-Assessment

David Hallett, Vice President, Governance and Administration, reviewed the compiled ratings and comments with the board and discussed a few areas that stood out. The board is highly effective individually and as a team, provides each other with a great deal of support, is student-centered, focused on student success, and strongly believes in and supports the leadership of Jessica and her team. In addition, the board will continue to focus on diversity, equity, and inclusion work, and community involvement. David thanked the board for the commitment they give to their roles.

Board Guiding Principles and Monitoring System Review

The board re-affirmed that the current guiding principles were still relevant and the re-affirmation date was added to the document.

Board Goals for 2021–2022

The board reviewed their five goals and made changes. The goals will reflect how the board can support diversity, equity, and inclusion strategies; the strategic direction of the college; continuing involvement with legislators, partners, community, and stakeholders; work closely with the president and senior executive administration; and engage in activities to support passage of a future bond measure. David Hallett will update the draft of board goals for next year and will share it during administrative updates in September.

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Board members were asked to send their individual goals for 2022–2023 to Julie Deuchars, Executive Coordinator, by October 1, 2022.

Financial Updates

Aaron Hunter, Associate Vice President/Chief Financial Officer provided an update on the Federal Higher Education Emergency Relief Funds (HEERF) Chemeketa received, the budget environment outlook, financial trends, 2022–2023 budget assumptions and decisions, resources and expenditures, and budget considerations for 2023–2024.

Program Health Process Overview

Larry Cheyne, Dean, Applied Technologies, and Marshall Roache, Executive Dean, Career and Technical Education presented on the program health process overview. They reviewed the background and assumptions, and discussed the new matrix/level system.

Enrollment

Bruce Clemetsen, Vice President, Student Affairs, provided updates on a wide range of efforts to increase enrollment at Chemeketa.

National Center for Higher Education Management Systems (NCHEMS) Draft Report Excerpts

Jessica Howard, President/CEO, discussed highlights, key takeaways, and next steps for consideration related to the report.

2022–2023 Strategic Plan

Julie Peters, Dean, Academic and Organizational Effectiveness, gave a strategic plan update, discussed the strategic planning overview and the new seven-year accreditation cycle, provided an update on the proposed ASCETA strategic planning framework, discussed the interim strategic plan, reviewed the five commendations and two recommendations from the accreditation findings, and discussed the accomplishments detailed in that report.

Pre-Bond

Diane McLaran, Director of Community Relations, provided a summary of work done in the last year preparing for a bond, the timeline moving forward and concepts with Opsis, and discussed creating a Political Advocacy Committee (PAC) to lead the outside campaign effort.

Marketing Report

Marie Hulett, Executive Director, Institutional Advancement, gave an overview of the Marketing department and shared the amazing work the staff has done. The highlights include: Chemeketa's website and webpages, analytics information, postcard campaigns, advertising using streaming services, local radio station promotion, press releases, flyers, the open house, the use of social media, and video production. Marie also discussed current and upcoming marketing campaigns.

The board members were very engaged during the work session and asked a multitude of questions during the presentations.

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Adjournment

The meeting adjourned at 2:47 pm.

Respectfully submitted,

Julie Deuchars
Board Secretary

Jessica Howard
President/Chief Executive Officer

Ron Pittman
Board Chair

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Date