

Minutes
July 21, 2021

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

June 23, 2021

I. EXECUTIVE SESSION

Ed Dodson, Chair, called Executive Session to order at 4:05 pm in the Board Room, Building 2, Room 170, at the Salem Campus. Executive Session was held in accordance with ORS 192.660(2)(i) evaluating the chief executive officer, ORS 192.660(h) legal matters, and ORS 192.660(2)(d) negotiations.

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.

Executive Session ended at 4:35 pm.

II. ADMINISTRATION UPDATES

Ed Dodson, Chair, called the meeting to order at 4:47 pm.

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 regarding the Association of Community College Trustees (ACCT) fall conference, Chemeketa Board of Education chair and vice chair roles for 2021–2022; state legislative matters; Academic Affairs staffing update, applied baccalaureate; academic calendar; redistricting board zones; mask update; technology update; adjustments to FY 20-21 budget; federal HERF grant reporting; and agenda preview.

A recess was taken at 5:09 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Ed Dodson, Chair, reconvened the board meeting at 5:30 pm. The meeting was held in the Board Room, Building 2, Room 170, at the Salem Campus.

B. PLEDGE OF ALLEGIANCE

Minutes
July 21, 2021

Meeting Minutes
Chemeketa Board of Education
June 23, 2021
Page 2

C. 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; 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.

Board Representatives in Attendance: Steve Wolfe, Chemeketa Faculty Association (CFA); Terry Rohse, Chemeketa Classified Association (CCA); and Marshall Roache, Chemeketa Exempt Association (CEA).

D. COMMENTS FROM THE PUBLIC

None.

E. APPROVAL OF MINUTES

Ken Hector moved and Diane Watson seconded a motion to approve the Workshop and College Board of Education minutes from May 19, 2021.

The motion CARRIED.

F. REPORTS

Reports from the Associations

Antonio Martinez, Associated Students of Chemeketa (ASC), was unable to attend.

Steve Wolfe, Chemeketa Faculty Association, said his report stands as written.

Terry Rohse, Chemeketa Classified Association, introduced Aaron King, the new Classified Association President. Ed Dodson thanked Terry for his service.

Marshall Roache, Chemeketa Exempt Association, said his report stands as written, and he informed the board that Megan Cogswell will be next year's Exempt Association President.

Reports from the College Board of Education

Ken Hector attended the Stayton Sublimity Chamber of Commerce Annual Awards Luncheon, participated in the presentation to the Silver Falls school district board meeting with Jessica Howard, joined two Oregon Community College Association (OCCA) legislative calls, participated in a teleconference with Diane McLaran regarding the possibility of a bond in future years at the college, attended a special executive session for President Howard's evaluation, and served at the 70th Annual Silverton Strawberry Festival with Silverton Rotary.

Diane Watson attended a meeting with Vivi to discuss an ACCT presentation, Keizer Greeters, special executive session for President Howard's evaluation, Chemeketa virtual graduation, DEI Trauma training, and a meeting with Neva Hutchinson to talk about Keizer.

Minutes
July 21, 2021

Meeting Minutes
Chemeketa Board of Education
June 23, 2021
Page 3

Ron Pittman attended the DEI Trauma training, met with Danielle Hoffman for an update on the Yamhill Valley Campus (YVC), participated in a presentation to the Silver Falls school district board meeting with Jessica Howard, and attended the Board Policies subcommittee.

Betsy Earls attended the DEI Trauma training.

Neva Hutchinson attended the special executive session for President Howard's evaluation, Chemeketa virtual graduation, DEI Trauma training, a meeting with Diane Watson regarding Keizer, and the Board Policy subcommittee.

Jackie Franke attended the special executive session for President Howard's evaluation, agenda review, a meeting with Neva Hutchinson, and multiple meetings with the Mid-Willamette Valley Council of Governments (MWVCOG).

Ed Dodson attended fifteen Zoom meetings. Ed noted that the virtual commencement was very well done, the DEI Trauma training was amazing, and the Juneteenth presentation was excellent and very meaningful.

Academic and Student Affairs Reports

Jim Eustrom thanked staff for their continuing good work around Guided Pathways, assessment, academic plan, and accreditation. Jim thanked his extraordinary support staff over the years -- Pat White, Linda Ringo Reyna, Linda Hodges, Stacey Wells, Maria Dooley, and Mary Scamahorn -- for their assistance.

Bruce Clemetsen noted that new talent in the Institutional Research Office is feeding into student retention practices. The new efforts are data-informed and this allows the college to become more focused on students' needs that may be different than what the college currently offers.

H. INFORMATION

Annual Evaluation of the President

Ed Dodson reported that the board conducted the annual evaluation of the president and reviewed the year-long process. Neva Hutchinson read the evaluation statement. Jessica Howard was reviewed on the following categories: Board of Education; Management Competencies; Communicates Effectively; Facilitates Team Success; Community; Educational Planning and Leadership; Business, Finance and Facilities; and College Personnel. In addition, Jessica asked for feedback on her performance related to the annual key college initiatives. The board rated Jessica's performance as exceptional in these categories and outstanding in dealing with this year's issues, both large and small.

Oregon Community College Association (OCCA) Update

Cam Preus, Executive Director, OCCA, provided a presentation to the board on the state of the state of community colleges. Cam discussed, via PowerPoint, the OCCA 2021 legislative session preparation and commitment to racial equality, the virtual annual conference, the December 2020 board meeting, CTE month and Workforce Wednesdays, the community college caucus, the use of "voter voice," the national legislative summit, the call-in week

Minutes
July 21, 2021

Meeting Minutes
Chemeketa Board of Education
June 23, 2021
Page 4

regarding budget advocacy, community college month including the OCCA virtual legislative summit, the All-Oregon Academic Team 2021, the Ways & Means Budget committee hearing discussing community college funding needs, and the DOC education contracts. Cam thanked the college for its support and advocacy for community colleges, students, and the institutions.

Ed Dodson thanked Cam for her excellent service, and wished her well in retirement.

Regional High School Mathematics Contest

Jim Eustrom provided a recap of the regional high school mathematics contest. Due to COVID, the Math program created a virtual math contest titled "Escape from Arkham." The contest was available to high school students in the Chemeketa region. Jim thanked Wayne Barber, on behalf of the college, for his ongoing work reaching out to high schools.

College Policy #5010-Student Rights and Responsibilities

The policy was reviewed by the Student Success and Completion Advisory Council in May, and combined language from the OCCA policy, specific to Chemeketa, with the existing policy. This policy will be brought forward to the July board meeting for approval. Neva Hutchinson would like a copy of the discipline procedures when they are ready.

Affirmative Action Annual Report

David thanked Vivi Caleffi Prichard, Heather McDaniel, Alice Sprague, and the entire Human Resources team for all of their hard work on the Affirmative Action annual report. Heather McDaniel, Director of Human Resources, gave an overview of the tables in the report, provided information about the work the college has done remotely in the last year, and discussed the important continuing work towards creating a composition of faculty and staff that is representative of the college's student population and community. Board members asked several questions regarding women leaving the workforce and what strategies are being utilized to bring in minority applicants. Heather replied that it is important to follow the available workforce closely, know what the trends are, be aware of the data and statistics so the right areas are being targeted, and discuss ideas regarding how to bring diverse applicants to the college.

Ed Dodson thanked Heather for her work.

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. On the Statement of Resources and Expenditures, Katie reviewed the property tax resources, tuition and fees, and interest revenue. There were no significant changes on the Budget Status report. On the Status of Investments, Rich stated, the biggest change last month was six maturities and that money was moved into the Local Government Investment Pool (LGIP).

Minutes
July 21, 2021

Meeting Minutes
Chemeketa Board of Education
June 23, 2021
Page 5

Capital Projects Report

Rory Alvarez, Facilities Director, said the report stands as written. Rory noted that it will be hot this weekend so there may be warm buildings. A transformer blew up on the back of campus from a squirrel, and PGE quickly repaired it.

Chemeketa Cooperative Regional Library Service (CCRLS) Report

Bruce Clemetsen introduced John Hunter, the new Executive Director of CCRLS. John said the report stands as written.

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. The state inches closer to the Governor's goal of a 70% vaccination rate and certain restrictions will be lifted when that goal is met. Everyone is looking at the Center for Disease Control's guidance for institutions of higher education. John also mentioned the partnership with Salem Health and their vaccination efforts that allowed two drive-through clinics at Chemeketa. In partnership with the White House, Department of Education, and CVS, another vaccination clinic will be held in the lobby of the gym from 9 am to 1 pm.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

I. Separate Action

Approval of Retirement Resolution No. 20-21-23, Clifford W. "Cliff" Munson and No. 20-21-24, Zelda J. Emmert [20-21-149]

Board members read each retirement resolution. These two employees represent a total of 36 years and 6 months of service.

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

The motion CARRIED.

Approval of Presidential Contract [20-21-150]

Jackie Franke moved and Neva Hutchinson seconded a motion to approve the presidential contract as noted above.

The motion CARRIED.

Approval of Resolution No. 20-21-27, Declaration of Election Results [20-21-151]

Betsy Earls moved and Diane Watson seconded a motion to approve the declaration of election results.

The motion CARRIED.

Minutes
July 21, 2021

Meeting Minutes
Chemeketa Board of Education
June 23, 2021
Page 6

Administration of Oath of Office for Ron Pittman-Zone 2, Ken Hector-Zone 4, and Jackie Franke-Zone 5 [20-21-152]

David Hallett administered the Oath of Office to Ron Pittman, Ken Hector, and Jackie Franke.

Approval of Resolution No 20-21-25, Adopting the Budget, Making Appropriations, and Levying Taxes [20-21-153]

Ron Pittman moved and Jackie Franke seconded a motion to approve adopting the budget, making appropriations and levying taxes.

The motion CARRIED.

Approval of Resolution No. 20-21-28, Increasing the Special Projects Fund Budget [20-21-154]

Ken Hector moved and Neva Hutchinson seconded a motion to approve increasing the special projects fund budget.

The motion CARRIED.

Approval of Revised Academic Calendar for 2021-2022 [20-21-155]

The academic calendar for 2021-2022 has been revised to reflect the official Juneteenth holiday.

Jackie Franke moved and Ken Hector seconded a motion to approve the revised academic calendar for 2021-2022.

The motion CARRIED.

Approval of Resolution No, 20-21-29, Pursuit, Development, and Offering of Applied Baccalaureate Degrees at Chemeketa Community College [20-21-168]

Jim Eustrom requested board approval of five baccalaureate degrees allowed by the Oregon state legislature this year.

Ken Hector moved and seconded by Diane Watson a motion to approve the pursuit, development and offering of applied baccalaureate degrees at Chemeketa Community College.

The motion CARRIED.

J. Action

Ken Hector moved and Betsy Earls seconded a motion to approve consent calendar items No. 1–12.

1. Approval of Budget Transfer Requests [20-21-156]
2. Approval of Resolution No. 20-21-26, Authorizing Interfund Borrowing [20-21-157]
3. Approval of Lay Representative for the Chemeketa Cooperative Regional Library Service (CCRLS) Council [20-21-158]
4. Approval of Suspension of Automotive Body Repair Certificate of Completion [20-21-159]

Minutes
July 21, 2021

Meeting Minutes
Chemeketa Board of Education
June 23, 2021
Page 7

5. Approval of Automotive Body Repair Certificate of Completion [20-21-160]
6. Approval of Suspension of Automotive Machining Certificate of Completion [20-21-161]
7. Approval of Automotive Machining Certificate of Completion [20-21-162]
8. Approval of Construction Trades and Apprenticeship Readiness Certificate of Completion [20-21-163]
9. Approval of Suspension of Diesel Technology Degree [20-21-164]
10. Approval of Diesel Technology Degree [20-21-165]
11. Approval of Suspension of Basic Healthcare Certificate [20-21-166]
12. Approval of Classified; Exempt; and Hourly, Part-Time/Temporary Salary Schedules for 2021–2022 [20-21-167]

The motion CARRIED.

Jessica Howard and the board members thanked Ed Dodson for his year of service as Chair of the Board of Education and he was presented with several gifts.

K. APPENDICES

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

L. FUTURE AGENDA ITEMS

None were heard.

M. BOARD OPERATIONS

None.

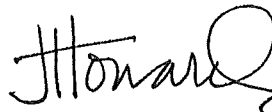
N. ADJOURNMENT

The meeting adjourned at 7:01 pm

Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

July 21, 2021

Date