

Minutes  
September 21, 2022

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

July 20, 2022

**I. EXECUTIVE SESSION**

Ron Pittman, Chair, called Executive Session to order at 5:19 pm in the Board Room, Building 2, Room 170, at the Salem Campus. Executive Session was held in accordance with ORS 192.660(2)(d) negotiations.

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

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs (arrived 5:24pm); Michael Kinkade, Associate Vice President, College Support Services/Operations; and Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance.

Executive Session ended at 5:32 pm.

**II. ADMINISTRATION UPDATES**

Ron Pittman, Chair, called the meeting to order at 5:32 pm.

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

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

Updates were discussed with the board regarding a bond, the President's monthly report to the board, the Chemeketa Foundation and Northwest Innovations, and agenda preview.

A recess was taken at 5:55 pm.

**III. REGULAR SESSION**

**A. CALL TO ORDER**

Ron Pittman, Chair, reconvened the board meeting at 6:02 pm. The meeting was held in the Board Room, Building 2, Room 170, at the Salem Campus.

**B. PLEDGE OF ALLEGIANCE**

**C. CHEMEKETA LAND ACKNOWLEDGMENT**

Ron Pittman read the land acknowledgment.

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**D. ROLL CALL**

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

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

**Board Representatives in Attendance:** Steve Wolfe, Chemeketa Faculty Association (CFA); Aaron King, Chemeketa Classified Association (CCA); and Adam Mennig, Chemeketa Exempt Association (CEA).

**E. COMMENTS FROM THE PUBLIC**

None.

**F. SEPARATE ACTION**

**Approval of Ratification of Chemeketa Classified Employees Association Collective Bargaining Agreement**

David Hallett stated the details of the recently negotiated Chemeketa Classified Association (CCA) Collective Bargaining Agreement have been shared with the board and it is recommended that the board approve. This will be a two-year agreement that runs through June 30, 2024. David thanked the team members from the CCA and administration for the collaborative process and their hard work.

Neva Hutchinson moved and Ken Hector seconded a motion to approve the ratification of Chemeketa Classified Employees Association collective bargaining agreement.

The motion CARRIED.

**G. SIGNATURE OF CHEMEKETA CLASSIFIED ASSOCIATION CONTRACT AGREEMENT**

President Jessica Howard, Board Chair Ron Pittman, CCA President Aaron King, and CCA Internal Vice President Allison Stewart Hull signed the CCA contract agreement.

**H. APPROVAL OF MINUTES**

Ken Hector moved and Diane Watson seconded a motion to approve the College Board of Education minutes from June 15, 2022, and the special meeting minutes of July 7, 2022.

The motion CARRIED.

**I. REPORTS**

**Reports from the Associations**

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

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Aaron King, Chemeketa Classified Association (CCA), said his report stands as written and highlighted the collaborative work between the college and CCA on the new contract. He thanked the outgoing CCA board members for their hard work.

Ken Hector thanked Aaron and remarked on the outstanding job CCA did in working with the administration; it was meaningful, substantive, and collaborative.

Adam Mennig, Chemeketa Exempt Association, said the report stands as written. Adam thanked Lynn Irvin for her many years of support and dedication to the CEA board and college, and wished her well in her retirement.

### **Reports from the College Board of Education**

Ed Dodson attended the Oregon Community College Association (OCCA) Legislative Committee, received a computer security update, and attended the Mid-Willamette Valley broadband meeting, special board meeting, a quarterly meeting with Jessica, and the board cultural competency training.

Ken Hector attended two Silverton Rotary meetings, served at the annual Silverton Strawberry Festival, attended the Mid-Willamette Valley broadband meeting, an after-school activities fundraiser program in Silverton, the Chemeketa Foundation board meeting, the special board meeting, and the board cultural competency training.

Diane Watson attended the Woodburn First Citizen banquet, the college's retirement celebration, Keizer Greeters, the special board meeting, and the board cultural competency training.

Neva Hutchinson attended agenda preview, the board cultural competency training, multiple Help Desk meetings, and a lunch meeting with Jessica Howard.

Ron Pittman attended McMinnville Chamber Greeters, the board cultural competency training, agenda preview and several Help Desk meetings, and received a computer security upgrade.

### **J. INFORMATION 2022 Fall Kickoff**

David Hallett noted that on Tuesday, September 13th, the college will be closed for a day of dedicated employee inservice activities. The theme is "Building Futures One Student at a Time." David thanked the kickoff committee for their work.

### **K. STANDARD REPORTS Personnel Report**

Alice Sprague said the report stands as written. Alice highlighted the two new hires; one is on general fund and one is non-general fund. She also noted Riley Dunagan, prior ASC representative and graduate of Chemeketa, is a new employee at the college.

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**Budget Status Reports**

Aaron Hunter reminded the board the packet is lighter this month since the college does not have the budget-to-actuals report yet. Finance is in the process of wrapping up June and those numbers will be presented to the board in September, as well as the first few months of FY 2023. There are no new investments on the Status of Investments, there are several maturities that fell off, and there will not be any further investments until late summer or early fall. The Oregon short-term rate has gone up another 25 basis points, and with the interstate rates going up a bit there is starting to be a higher rate of return for the college's cash flow with the Oregon State Treasury.

**Capital Projects Report**

Michael Kinkade said the report stands as written and noted the July 15 installation of the crane work on Building 6 was successfully completed and there are still a few electrical connections to complete.

**Institutional Advancement Foundation Quarterly Report**

David Hallett noted that Marie Hulett, Executive Director, Institutional Advancement would normally give this report; however, Marie and her team have been instrumental in putting on today's Open House and they are still on campus cleaning up. David thanked Marie, her team, and all of the staff who participated in making this a success.

There were three new scholarships established this quarter, and the Chemeketa Foundation approved funds to help cover the cost to hire an evening childcare provider.

**Grant Activities for April 2022–June 2022**

David Hallett said the report stands as written and highlighted the \$10.8 million in grant applications and \$7.4 million in grants awarded to Chemeketa. David thanked the Grants Office and all of the faculty, staff, and administrators at the college who helped make this possible.

**Spring Term Enrollment Report**

Julie Peters, Dean of Academic and Organizational Effectiveness and Acting Director, Institutional Research and Reporting presented key takeaways from the spring term enrollment report. It showed that the full-time student headcount is 27% of the total students; however, they account for 48% of the college's full-time equivalency (FTE), which shows how important full-time students are to the college. The spring FTE gap was smaller than for fall or winter, the reimbursable FTE curve is starting to flatten, the spring FTE decline is smaller than the year-to-date decline, more students were served this year than last by .6% in year-to-date headcount and more students chose to come to Chemeketa (but they enrolled in fewer FTE-eligible courses). Ron Pittman thanked Julie for her presentation.

**Recognition Report**

Jessica Howard acknowledged all the employees in the written report.

**L. SEPARATE ACTION**

**Approval of Classified and Exempt Salary Schedules for 2022–2023 [22-23-101]**

David Hallett said it is recommended that the board ratify the changes to the Classified

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Employees Association Collective bargaining salary schedule and the Exempt Employees Salary Schedule for 2022–2023 to become effective on July 1, 2022.

Ken Hector moved and Neva Hutchinson seconded a motion to approve the classified and exempt salary schedules for 2022–2023.

The motion CARRIED.

**Approval of Budget Transfer Requests [22-23-104]**

Aaron Hunter stated this is a standard transfer that is done after the salary schedules are ratified in order to align those costs with the programs.

Ed Dodson moved and Ken Hector seconded a motion to approve the budget transfer requests.

The motion CARRIED.

**M. Action**

Ken Hector moved and Diane Watson seconded a motion to approve consent calendar items No. 1–2.

1. Acceptance of Program Donations April 1, 2022–June 30, 2022 [22-23-102]
2. Approval of Grants Awarded April 2022–June 2022 [22-23-103]

The motion CARRIED.

**N. APPENDICES**

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

**O. FUTURE AGENDA ITEMS**

None were heard.

**P. BOARD OPERATIONS**

None.

**Q. ADJOURNMENT**

The meeting adjourned at 6:47 pm.

Respectfully submitted,

**Julie Deuchars**  
Executive Coordinator

**Jessica Howard**  
President/Chief Executive Officer

**Ron Pittman**  
Board Chair

**September 21, 2022**  
Date