

Minutes
May 20, 2026

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

April 15, 2026

II. REGULAR SESSION

A. CALL TO ORDER

Diane Watson, Chair, called the board meeting to order at 6:00 pm. The meeting was held in the Boardroom, Building 2, Room 170, at the Salem Campus.

B. PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

C. CHEMEKETA LAND ACKNOWLEDGMENT

Diane Watson read the land acknowledgment.

D. ROLL CALL

Members in Attendance: Betsy Earls, Vice Chair; Jackie Franke; Ken Hector; Neva Hutchinson; Birgitte Ryslinge; Iton Udosenata (Zoom); Diane Watson, Chair.

College Administrators in Attendance: David Hallett, Vice President, Academic and Student Affairs; Alice Sprague, Vice President, Governance and Administration; and Aaron Hunter, Vice President/Chief Financial Officer, College Support Services/Finance. Excused Absence: Jessica Howard, President/Chief Executive Officer.

Board Representatives in Attendance: Lillian Anderson, Associated Students of Chemeketa (ASC); Steve Wolfe, Chemeketa Faculty Association (CFA) (Zoom); Tim King, Chemeketa Classified Association (CCA); and Angela Archer, Chemeketa Exempt Association (CEA).

E. COMMENTS FROM THE PUBLIC

There were no comments from the public.

F. APPROVAL OF MINUTES

Betsy Earls moved and Iton Udosenata seconded a motion to approve the Board of Education minutes of March 18, 2026.

Betsy Earls, Vice Chair: yes; Jackie Franke: yes; Ken Hector: yes; Neva Hutchinson: yes; Birgitte Ryslinge: yes; Iton Udosenata: yes; Diane Watson, Chair: yes.

The motion CARRIED.

G. REPORTS

Reports from the Associations

Lillian Anderson, Associated Students of Chemeketa (ASC) said the report stands as written; discussed upcoming events; and noted that the ASC was hiring for next year's team.

Steve Wolfe, Chemeketa Faculty Association (CFA) said the report stands as written.

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Tim King, Chemeketa Classified Association (CCA) said the report stands as written.

Angela Archer, Chemeketa Exempt Association (CEA) said the report stands as written.

Reports from the College Board of Education

Jackie Franke attended three East Salem Rotary meetings, Salem Chamber Greeters, the Budget Committee meeting, the Marion County State of the County, the Keizer Rotary fundraiser, and Representative Kevin Mannix's kick-off campaign.

Betsy Earls attended a Mid-Willamette Valley Council of Governments meeting, the Chemeketa Advisory Committee reception, the Budget Committee meeting, a coffee with Abby Lee, agenda review, the Pins for Purpose bowling event, and the President's compensation meeting.

Birgitte Ryslinge attended the Budget Committee meeting and McMinnville Chamber Greeters.

Neva Hutchinson attended the Budget Committee meeting.

Ken Hector attended Bryan Starr's campaign kick-off event for House District 18, the Marion County State of the County, the Budget Committee meeting, an Association of Community College Trustees (ACCT) webinar and Pacific Regional meeting, the President's Circle breakfast, a Higher Education Coordinating Commission (HECC) meeting, Amanda Staehely's campaign kick-off for House District 18, the Salem Chamber Forum, and chaired the OCCA monthly legislative committee.

Iton Udosenata - no report.

Diane Watson attended the Marion County State of the County, the Budget Committee meeting, the President's compensation meeting, agenda review, Keizer Greeters, the President's Circle breakfast, the Pins for Purpose bowling event, and met with BJ Trowe.

H. INFORMATION

Presidential Evaluation Process

Diane Watson discussed the robust evaluation process starting in October and concluding in June and the criteria in the evaluation tool. Jackie noted the form used to evaluate the president is in the board packet online.

Proposed Schedule of College Board of Education Meetings for 2026–2027

David Hallett said this is the proposed schedule of board meetings for 2026–2027 and noted the schedule does not show which meetings will be at outreach locations, but there will be several. The schedule will be brought to the May board meeting for approval.

Proposed Budget Committee Member Selection Process for Vacancies in Zones 2, 3, 4, 5, and 6 for 2026–2029

Alice Sprague noted there are several vacancies, and the report outlines the process, timelines, and dates regarding the Budget Committee selection and appointment process. This will be brought forward to the board in May for approval.

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Psychology Associate of Science Transfer (AST) Degree

Christopher McLean, Psychology Faculty and Program Chair, discussed the new Psychology Associate of Science Transfer (AST) degree, and said it is a good fit and a big win for Meeting community college students. It is helpful for advising, and he is looking forward to launching and implementing this program at the college.

Affirmative Action Annual Report

Courtney Saldivar, Associate Vice President, Human Resources, thanked staff for their work on the report, and said the report stands as written. Courtney discussed highlights from the 2024 Affirmative Action report including various workforce statistics. The recruitment and applicant statistics data shows an increase in racially/ethnically minoritized applicants.

Neva Hutchinson asked if we are seeing an improvement with minority candidates applying. Courtney said there are improvements.

I. STANDARD REPORTS

Personnel Report

Courtney Saldivar said the report stands as written. There are five new hires and multiple position changes throughout the college.

Budget Status Report

Aaron Hunter said on the Statement of Resources and Expenditures the beginning fund balance was budgeted at \$19 million but came in at \$26 million. That was because the collective bargaining with classified staff hadn't been closed out yet. When retroactive payments were paid, that pulled the beginning fund balance down. Tuition fees are at the high point for this year, including spring term, and refunds will be processed in the next few weeks. State appropriations include all four state payments for this year. The college will receive a fifth payment, but that will be held until next year because we only receive three payments. The adjusted budget compared to year-to-date actuals are about \$2 million less than anticipated. On the Budget Status Report items are trending as expected. There are several line items on the non-personnel side that are trending lower than budgeted – communications, due to transition to Microsoft Teams, and utilities based on timing issues. Transfers out will be made for tuition waivers from the general fund into the financial aid fund in the next few weeks. On the Quarterly Update of Other Funds, the funds are trending as expected, and overall, they are a little bit down due to the implementation of contract increases for faculty, classified, and exempt groups. The Status of Investments is a quarterly report; the funds are down approximately \$4.5 million from December 31st due to the property taxes coming in during that time, and the college is in the period now where cash is being drawn down to meet payroll and other expenses needed. The Oregon Short Term Fund is at 4 percent, and is down .25 percent from December. Once these mature, the college does not anticipate reinvestments and this will be used for the college's ongoing cash flow needs.

Purchasing Report

A request for proposal (RFP) for Architectural and Engineering (AE) services for the Woodburn Science Lab will be advertised in April 2026. A recommendation for approval will be brought to the board in June.

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Capital Projects Report

Aaron said the report stands as written.

Institutional Advancement Foundation Quarterly Report

Marie Hulett, Associate Vice President, Institutional Advancement, said the report stands as written, noted that May 29th is the STARS Reception, and thanked the board members who participated in the Pins for Purpose fundraiser. Over \$4,000 was made to support students with food insecurity. Ken Hector asked what kind of timelines are there for scholarship application reviewers. Marie said it is up to the reviewers as to how many they want to review. Diane Watson asked how many applications are usually received. Marie said right now there are 1,000 applicants and the application closes tonight. They are anticipating a total of about 1200.

Grant Activities January–March 2026

Gaelen McAllister, Director, Institutional Grant Development, said the report stands as written and discussed several returning awards where the funders came back and gave the college additional money based on the good work from staff.

Winter Term 2026 Enrollment Report

Colton Christian, Dean, Academic & Organizational Effectiveness, presented the winter term enrollment report. Key takeaways from the report indicate that, compared to last year, more students have come to Chemeketa and they have enrolled in more total courses and more FTE-reimbursable courses.

Recognition Report

David Hallett recognized employees in the report.

J. SEPARATE ACTION

Approval of Resolution No. 25-26-24, for an Exemption from Competitive Bidding for the Chemeketa Community College Trade Center Local Contract Review Board Adoption [25-26-146]

Aaron said the Board of Education is being asked to approve the construction manager general contractor (CM/GC) instead of going out for a direct bid for the general contractor. The public procurement rules allow for alternative bidding methods, and one of them is the CM/GC method that is being proposed for the Trade Center. The included findings and resolution demonstrate utilizing a Request for Proposal for selection of CM/GC. The college is recommending the board approve the resolution.

Diane Watson opened the public hearing for Resolution No. 25-26-24. There were no public comments. The hearing closed.

Jackie Franke moved and Betsy Earls seconded a motion to approve Resolution No. 25-26-24 for the Exemption from Competitive Bidding for the Chemeketa Community College Trade Center Local Contract Review Board Adoption.

Ken Hector said he is assuming the motion includes the inclusion of those exhibits along with the resolution itself. Aaron confirmed that was correct.

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Betsy Earls, Vice Chair: yes; Jackie Franke: yes; Ken Hector: yes; Neva Hutchinson: yes;
Birgitte Ryslinge: yes; Iton Udosenata: yes; Diane Watson, Chair: yes.

The motion CARRIED.

K. ACTION

Betsy Earls moved and Ken Hector seconded a motion to approve consent calendar items
No. 1-5.

1. Approval of 2026–2027 Faculty Sabbatical Leave Requests [25-26-147]
2. Approval of College Policies: Board of Education Series— [25-26-148]
Policy #1750, Prohibition of Harassment and Nondiscrimination,
and #1751, ~~Sexual Harassment, Discrimination, and Misconduct~~
Prohibition of Sexual Harassment under Title IX
3. Approval of Academic Calendar 2028–2029 [25-26-149]
4. Acceptance of Program Donations January 1, 2026, through [25-26-150]
March 31, 2026
5. Approval of Grants Awarded January–March 2026 [25-26-151]

Betsy Earls, Vice Chair: yes; Jackie Franke: yes; Ken Hector: yes; Neva Hutchinson: yes;
Birgitte Ryslinge: yes; Iton Udosenata: yes; Diane Watson, Chair: yes.

The motion CARRIED.

L. APPENDICES

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

M. FUTURE AGENDA ITEMS

None were heard.

N. BOARD OPERATIONS

None.

O. ADJOURNMENT

The meeting adjourned at 6:43 pm.

Respectfully submitted,

Julie Deuchars
Executive Coordinator

Jessica Howard
President/Chief Executive Officer

Diane Watson
Board Chair

May 20, 2026
Date