

Minutes
July 25, 2018

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

June 20, 2018

I. WORKSHOP

Ken Hector, Chair, called the workshop to order at 4:31 pm. The workshop was held at the Salem Campus in the Board Room, Building 2, Room 170.

Members in Attendance: Ed Dodson; Jackie Franke (arrived at 4:33 pm); Ken Hector, Chair; Neva Hutchinson, Vice Chair; Ron Pittman, and Diane Watson. Absent: Betsy Earls.

College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; and Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus.

A. Chemeketa Information Technology (IT) Department 2018 Report

Tim Rogers, associate vice president of College Support Services, introduced J.D. Wolfe, director of the Information Technology department. J.D. used PowerPoint slides to share an update on the variety of services IT provides to the college, staff, and students and the challenges in keeping up with technology changes. J.D. reviewed the key areas of focus and the scope of tasks and responsibilities under each category which included technical support, core infrastructure, information security, project management, embedded resources, and Enterprise Resource Planning to support Banner, the college's administrative system.

Tim Rogers spoke about disaster recovery and continuity of operations, academic support to the computer labs, electronic classrooms, and student areas, and support provided for the college's website.

J.D. briefly reviewed the current projects—the major one being implementation of the Banner 9 upgrade. He also shared reorganization of IT to shift the focus on being more customer oriented; to provide specialized support to departments such as financial aid, facilities, human resources; to allow technicians to problem solve issues on the spot; and enhance information security and system integration,

The workshop ended at 5:25 pm, and a recess was taken.

II. A. EXECUTIVE SESSION

Executive Session was called to order at 5:38 pm in the board dining room on the Salem Campus, Building 2, Room 172. Executive Session was held in accordance with ORS 192.660(2)(i) president/chief executive officer evaluation.

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

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College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus.
Guest: Miriam Scharer, Associate Vice President, CSSD-Financial Management.

Executive Session ended at 5:41 pm.

II. B. ADMINISTRATION UPDATES

Open session reconvened at 5:42 pm. Updates were shared or discussed with the board on the September 5 board work session; the November 21 board meeting time change due to the Thanksgiving holiday the next day; ACCT meals; transitions; board calendar preview, pre-work for summer OCCA board training on June 25; diesel program; diversity and equity officer position; Hill Street; Public Relations/Marketing; building inspection program follow-up; women's cross country/long distance track proposal; and board agenda preview.

A recess was taken at 6:35 pm

III. REGULAR SESSION

A. CALL TO ORDER

Ken Hector, Chair, reconvened the board meeting at 7 pm. The meeting was held at the Salem Campus in the Board Room, Building 2, Room 170.

B. PLEDGE OF ALLEGIANCE

Ken Hector led the group in the Pledge of Allegiance.

C. ROLL CALL

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

College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; and Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley.

Board Representatives in Attendance: Terry Rohse, Chemeketa Classified Association; and Allison Stewart Hull, Chemeketa Exempt Association.

D. REORGANIZATION OF THE COLLEGE BOARD OF EDUCATION

Ken Hector reported election of officers has normally been done at the July board meeting; however, the board agreed to move it up a month since the effective date is July 1–June 30, and the July board meeting is July 25.

Ron Pittman nominated Neva Hutchinson for board chair for 2018–2019; the motion was seconded by Diane Watson.

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The motion CARRIED unanimously, and Neva Hutchinson was declared board chair for 2018–2019, effective July 1, 2018.

Jackie Franke nominated Diane Watson as board vice chair for 2018–2019; the motion was seconded by Ron Pittman.

The motion CARRIED unanimously, and Diane Watson was declared board vice chair for 2018–2019, effective July 1, 2018.

E. COMMENTS FROM THE AUDIENCE

None were heard.

F. APPROVAL OF MINUTES

Ed Dodson moved and Neva Hutchinson seconded a motion to approve the minutes of May 16, 2018.

The motion CARRIED.

G. REPORTS

Reports from the Associations

No reports from the Associated Students of Chemeketa (ASC) or the Chemeketa Faculty Association.

Terry Rohse reported elections for classified officers were held with the following results: Mary Schroeder, External Vice President; Nancy Espinosa, Treasurer; Irma Guzman, Committee Recruitment and Member representative; Trina Butler, Membership Activities; Kyle Anderson, Union Steward; and Terry Rohse, President. At-Large members are: Aaron Padilla, Octavian Dum; Gail Williams Pickett, Chris Cooper, and Aaron King. Terry acknowledged Mary Schroeder and Aaron King who were in the audience. Terry thanked departing board members Bonnie Perry, Denise Thompson, and Larry Indra.

Terry was pleased to announce that the Classified Association overwhelming voted in favor of ratifying the salary schedule (97.5 percent). It was, again, a pleasure to work with the administrative negotiation team.

New classified members are Susana Garcia, Academic Development; Tanya Melodyn, Business Services; Jake Baker, Human Resources; and Amelia Yzaguirre, Advising/First Year Programs.

Allison Stewart Hull said the exempt report stands as written. She drew attention to the new officers for next year noting that Rory Alvarez will be president and will be the exempt representative at future board meetings; Adam Mennig, president-elect; Gloria Phipps, treasurer; and Lynn Irvin, secretary. Allison thanked Mike Evans who was in the audience. Mike will be going off as an at-large member.

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Reports from the College Board of Education

Ed Dodson reported he participated in numerous Chemeketa events and activities. Instead of reading his long list, Ed wanted to thank faculty and staff who were involved with the textbook affordability initiative, the Mock Trial team, Wine Studies barrel tasting, and Aspen nomination. He is especially proud to see examples of student success such as the nursing pass rate, which continues to be above the national average, the engineering bridge competition, robotics, the growing music program, visual communications portfolio show, and the variety of art shows in the Gretchen Schuette Art Gallery. He was also happy to see all the smiles of each graduate at commencement. He thanked the faculty and staff for the hard work and constant support given to students on their educational journey. Ed is honored and proud to be a part of Chemeketa Community College.

Ron Pittman met with Julie for their quarterly lunch and attended graduation.

Jackie Franke attended the Raising the Bar luncheon, a policy review subcommittee meeting, and volunteered at Hammond Elementary School.

Diane Watson attended the Raising the Bar luncheon; barrel tasting event; 25–40 year employee recognition dinner; Keizer Chamber Greeters that met at Chemeketa; a policy review subcommittee meeting; LPN pinning; the law enforcement and college graduations; and served at the student and staff BBQ. Diane is also on the interview committee to select the queen and princess for the Mexican Fiesta. There were nine applicants and Diane shared the process that candidates go through.

Neva Hutchinson attended the same events as Diane, as well as the engineering bridge competition and the Keizer Chamber Governmental Affairs luncheon.

Ken Hector attended a foundation Board meeting; a Woodburn Coordinating Committee luncheon meeting; Keizer Chamber Greeters; Silverton Chamber Forum lunch; and the law enforcement and college graduations. Ken participated in an ACCT Public Policy Committee conference call.

Reports from the Administration

Jim Eustrom addressed the core theme of Access—A broad range of educational and workforce trainings is provided to students in pursuit of their goals. Jim reported last month that a number of summer camps are being offered for high school students. There are 83 high school students signed up for the Salem-Keizer migrant program, 63 in the Adventures in Technology funded by a STEM grant, and all the Summer Bridge sessions funded by the Higher Education Coordinating Commission (HECC) are full.

H. INFORMATION

Annual Evaluation of the President

Board members evaluated Julie Huckestein in eight categories: 1) The Board of Education; Management Competencies of 2) Achieves Results; 3) Communicates Effectively; 4) Facilitates Team Success; 5) Community; 6) Educational Planning and Leadership; 7) Business, Finance and Facilities; and 8) College Personnel. Ken Hector read the public statement on behalf of the

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board; a copy will be in the official board file. In summary, the board rated Julie's performance as exemplary in her third full year (four including interim) as president of Chemeketa Community College.

Julie thanked the board and everyone in the room, as well as all employees at the college. Julie said the evaluation reflects the work of all members of executive team, faculty and staff.

College Policy #1740, Annual Campus Security Report—Clery Act

Rebecca Hillyer reviewed the minor changes. The policy was reviewed by the President's Advisory Council, and it will be brought back in July for board action.

Cybersecurity Associate of Applied Sciences Degree Option

Jim Eustrom introduced R. Taylor, dean of Business and Technology, Early Childhood Education, and Visual Communications, Mandy Reininger, program chair of Computer Information Systems (CIS), and Don Kraus, CIS instructor. R. Taylor noted the U.S. and the nation are threatened by cyberattacks every day and has become a top priority. Based on the need in the labor market, extensive work by the CIS faculty in developing the program and getting the necessary training and certifications needed to offer the coursework, and a recommendation by the advisory committee and industry leaders, a new two-year Cybersecurity Associate of Science degree was proposed. The program closely follows the existing CIS associate degree program but allows students time to decide whether they want to specialize in cybersecurity and to meet the background check requirements.

Wages for graduates of the program are higher than average and the job market is strong and growing. The program transfers to the applied baccalaureate degree at Western Oregon. Approval of the degree would open the door for a possible transfer option to the Oregon Institute of Technology (OIT) and for Chemeketa to become an NSA Center of Academic Excellence in Cyber Defense. Institutions with this designation receive formal recognition from the U.S. government, as well as opportunities for publicity for their role in securing our nation's information systems. Board approval will be requested in July.

I. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written. David acknowledged Greg Harris, director of Public Relations, Marketing, and Student Recruitment, who will be leaving for a position at Portland Community College. Greg was thanked for his dedicated service at the college.

Budget Status Report

Miriam Scharer reported this is the last budget status report for this academic year until the final audit report is presented to the board in December. However, a preliminary year-end budget status report will be shared in September. Referring to the Statement of Resources and Expenditures report, the college anticipates that revenue from tuition and fees will be 5–6 percent less than budgeted. However, this will be offset by receiving more state funding and unanticipated revenue from timber tax. On the Budget Status report, the Part-time Faculty line item shows a deficit of \$65,116 due to encumbered spring term contracts and retroactive pay adjustments as a result of the faculty contract; however, the deficit will be covered by the

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balance of the Personnel category. There were no interest changes in the Status of Investments report.

Miriam noted there is no purchasing report; however, Rory Alvarez will be sharing an Invitation to Bid in the Capital Projects report. Lastly, Miriam drew attention to a contract award in the consent calendar. The college recommends Public Safety patrol services (unarmed) be awarded to Advanced Security, Incorporated, in Salem, for a period not to exceed five years for an estimated amount of \$260,000 contingent upon protests, if any.

Capital Projects Report

Rory Alvarez, director of Facilities and Operations said the report stands as written with one addition. Rory reported an Invitation to Bid will go out for HVAC upgrade at the Santiam Center; this project will be funded by lease revenue.

Chemeketa Cooperative Regional Library Service (CCRLS)

John Goodyear, executive director for CCRLS, shared some additional updates to his written report. All the libraries are involved with starting a summer reading club, and CCRLS staff are working on developing cataloging procedures for a “library of things”, which is a new concept of checking out objects such as ukuleles, popcorn poppers, games, toys, etc. John did a quick demonstration of a new mobile app, CCRLS Mobile. It provides access to the CCRLS catalog and services from a cell phone or tablet including items checked out, fines, e-books (will eventually be able to read e-books on the app), library information, store your barcode, as well as family member barcodes, instead of using library card(s) at check-out, and the ability to link accounts. The app is available for download on iTunes and Google Play.

John also noted that Katherine Schulte of Monmouth was recommended as the Polk County lay representative on the CCRLS Advisory Council. This is an action item on the board’s consent calendar.

Recognition Report

Julie Huckestein acknowledged all the employees (100+) in the written report. Ron Pittman asked if board members could read some of the student essays from the Chemeketa Reads activity. Julie said as soon as permission is received from students, essays will be shared with the board.

J. SEPARATE ACTION

Approval of Presidential Contract

Ken Hector referred to the copy of the draft of the President’s Employment Contract for July 1, 2018–June 30, 2020, in the board folder.

Jackie Franke moved and Ron Pittman seconded a motion to approve the Presidential Contract as presented.

The motion CARRIED.

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Ken Hector shared that Julie declined to take the full amount that the board recommended, but instead chose a lesser amount in line with the increases of the other bargaining groups. This is a testament to Julie's commitment to the college.

Approval of Resolution No. 17-18-28, Adopting the Budget, Making Appropriations, and Levying Taxes

Rich McDonald referred to the white handout in the board folder entitled Separate Action-2, page 35, Resolution No.17-18-28, Adopting the Budget, Making Appropriations, and Levying Taxes. Rich noted a couple changes in the general fund since April including salary schedule adjustments and moving \$500,000 in the Self-Support fund from Materials and Services to Capital for the new academic programs (Diesel Technology and Anesthesia Technology).

The total general fund budget for 2018–2019 did not change, it remains at \$84,840,000. In order to have spending authority for next year, this resolution needs approval from the board by June 30, 2018. Tax rates will be imposed at the rate of \$0.6259 per \$1,000 of assessed value for operations, \$0.0818 per \$1,000 of assessed value for the Regional Library, and the amount of \$10,130,000 for payment of bonded debt.

Diane Watson moved and Ron Pittman seconded a motion to read the resolution into the record.

The motion CARRIED. Ken Hector read the resolution (Paragraphs 1–3).

Ron Pittman moved and Jackie Franke seconded a motion to approve Resolution No. 17-18-28.

The motion CARRIED.

Rich McDonald drew attention to Action Item No. 6, Approval of Budget Transfer Requests, and Action Item No.7, Approval of Resolution No.17-18-27, Authorizing Interfund Borrowing, on the consent agenda and was available to answer questions. There were no questions.

Approval of Classified and Exempt Salary Schedules for 2018–2019

Miriam Scharer referred to the green sheet in the board folder. Miriam read the two paragraphs under the Classified subheading. In summary, the classified salary schedule reflects a 3.75 percent salary table adjustment and partial equalization between steps; step increments for Steps 1–9 were adjusted to 4.17 percent or maintained at the current percentage, whichever is greater; step increments between Steps 9 and 11 remain at 2 percent; the salary schedule is effective July 1, 2018; and eligible employees will receive step increases as agreed in the contract.

Miriam shared that during the negotiation process, administration brought two proposals—a 4 percent adjustment to all employees and the other was the one shared above, which had the most financial impact on the lower ranges of the salary schedule. The college administration negotiations team was pleased that the classified team chose that option and that the classified

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association members voted overwhelming to ratify the change. Julie Huckestein also expressed her thanks and appreciation for the character of the classified team and how they look at their employees as a group.

For the exempt employees, the revised salary table reflects a 3.75 percent increase to Ranges B2–D5 to align with classified salary schedule; for Ranges E1, E2 and F1, a 2 percent increase is reflected in the salary schedule; the salary schedule is effective July 1, 2018; and eligible employees will receive step increases.

Board action is requested on the following:

1. Ratification of the changes to the Classified Employee Association Collective Bargaining Agreement, Article 24
2. Approval of the Classified Salary Schedule, effective July 1, 2018
3. Approval of the Exempt Salary Schedule, effective July 1, 2018

Neva Hutchinson moved and Jackie Franke seconded a motion to approve the three items described above.

The motion CARRIED.

Approval of Resolution No. 17-18-29, Sheila A. McCartney

Neva Hutchinson read the retirement resolution for Sheila A. McCartney.

Ed Dodson moved and Neva Hutchinson seconded a motion to approve Retirement Resolution No. 17-18-29.

The motion CARRIED

J. ACTION

Diane Watson moved and Ron Pittman seconded a motion to approve consent calendar items No. 1–9:

1. Approval of College Policies #1730, Grants—Special, State, and Federal Programs; #6610, College Bookstore; #7210, College-Support Organizations [17-18-160]
2. Approval of College Policies #4020, Academic Calendar; #4075, Credit Hour Policy; and #4090, ~~Charter School Sponsorship Language~~ (delete policy) [17-18-161]
3. Approval of the Suspension of Networking Technology Essentials Certificate of Completion [17-18-162]
4. Approval of Faculty; Hourly, Part-time/Temporary; Part-time (Adjunct) Faculty Bargaining; and Part-time (Adjunct) Non-Bargaining Non-Credit Faculty Salary Schedules for 2018–2019 [17-18-163]
5. Approval of Building Inspector Certificate [17-18-164]
6. Approval of Budget Transfer Requests [17-18-165]
7. Approval of Resolution No. 17-18-27 Authorizing Interfund Borrowing [17-18-166]
8. Approval of Lay Representative for the Chemeketa Cooperative Regional Library Services (CCRLS) Council [17-18-167]
9. Approval of Public Safety Patrol Services (Unarmed) Contract Award [17-18-168]

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The motion CARRIED.

K. APPENDICES

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

L. FUTURE AGENDA ITEMS

None were heard.

M. BOARD OPERATIONS

None were heard.

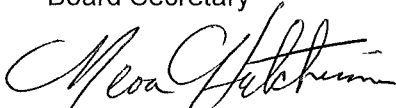
ADJOURNMENT

The meeting adjourned at 7:56 pm.

Respectfully submitted,



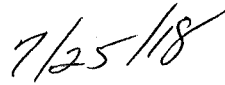
Board Secretary



Board Chair



President/Chief Executive Officer



Date