

Minutes  
November 21, 2018

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

October 17, 2018

**I. WORKSHOP**

Neva Hutchinson, 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; Ken Hector; Neva Hutchinson, Chair; Ron Pittman; and Diane Watson, Vice Chair (arrived at 4:39 pm). Absent: Betsy Earls (excused).

**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. Affordable Learning Initiative**

Grecia Garcia, bilingual student services specialist in Student Retention and College Life, shared information on a student partnership project with Ashley Duran, a Chemeketa student who is dual enrolled at Chemeketa and Western Oregon University (WOU). They customized an open education resource (OER) textbook, *A Different Road to College*, and made it specific to Chemeketa and how to navigate the college resources, as well as university resources using WOU as an example. There are also interactive links, videos, and Ted Talks in the book. A video created by Sage Freeman was shown with Grecia and Ashley describing the project. The project was made possible through Innovations funding through the Tech Hub. The book will be available winter term 2019 and will be free.

Brian Mosher, managing editor with the Chemeketa Press, noted he brought the 29 Chemeketa Press textbooks that have been produced in the last three years that have been used by 27,000 students. Two new projects this year are WR227, Technical Writing, which will be ready winter term 2019; and ART115 and ART116, Basic Design which will be ready by fall term 2019. Kay Bunnenberg Boehmer is on sabbatical this year to develop design examples and design methodology for the textbooks.

Brian shared a few examples of other Chemeketa Press projects. He noted the Chemeketa Press has created bonds with faculty groups to develop more effective teaching tools for students. A \$200 digital literacy book for CIS120 was replaced with material developed by two CIS instructors that included only the information they cover. The course content is tighter and they reinvigorated the course around the new book. Students benefit from the low cost, but the book is more readable and matches with the subject matter.

Two faculty are on a royalty-based model and receive a portion of book sales—*Listening to Poetry*, by Jeremy Trabue; and *Economics of Poverty*, by Kevin Furey. The Press is working with Kris Powers to develop an online classroom resource for PSY104 Workplace and Organizational Psychology. Kris is currently using a plain PDF OER resource, but she

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is working with the Press to develop a well-designed, professional-looking Press book. David Canoy is working with the Press to develop a CHEM110 Chemistry book that leads to the Anatomy and Physiology class which currently costs \$265; the book will be free.

Meredith Schreiber, director of the Bookstore, shared a number of initiatives including implementation of low-cost/no-cost as a result of HB2871, digital course materials fee model, and E-books. Meredith gave a summary of the changes in industry including a change in publisher business strategies to lower pricing for textbooks and an increase of digital content.

Grecia Garcia used a PowerPoint to guide the presentation on the Chemeketa Textbook Lending Library. The lending library provides students free textbooks for a term. Background was shared on the lending library which was housed in Student Life and started fall term 2012 with one student and grew to 683 in fall term 2016. In June 2016 discussions began to move the lending library from Student Life to the library and to expand it to the Yamhill Valley Campus, as well as to Brooks, Polk, and Woodburn Centers. For fall term 2018, 624 students checked out 864 books which saved students approximately \$104,117. The process for students to request books was briefly reviewed. Angie Miller, supervisor at Library Circulation; and Heather Simpson-Howell, lead for Reserves and Evening/ Weekend, described the move of the lending library to library, trends, and ways to improve service to students.

The board thanked everyone for their informative presentations.

## **II. A. EXECUTIVE SESSION**

There was no Executive Session.

## **II. B. ADMINISTRATION UPDATES**

The following updates were shared or discussed with the board: Draft of Presidential Profile for the Presidential Job Description; 2018–2019 Board goals and individual board goals; ACCT Conference travel folder; OCCA Conference schedule and descriptions of two breakout sessions the college will be presenting; board calendar preview; President's goals for 2018–2019; HECC, CCWD, OCCA, OPC quarterly report; Governor letters; HSI and ECE grants; transitions; Marion County Sheriff substation located in Building 14; draft of tuition, universal fee, and differential fee rate setting guidelines; Perkins loan; auditor staffing change; RFP issue; Brooks water update; program preview/alert on Ag Complex; diesel tech; electronics; anesthesia tech program ready to be offered winter term, Surgical Tech, possible Linfield partnership on BSN program at Chemeketa; WOU to offer Interdisciplinary studies courses at CCBI starting in January; Foundation staffing; College Advancement office co-location; budget committee vacancies; classified bargaining; and agenda preview.

A recess was taken at 6:52 pm.

## **III. REGULAR SESSION**

### **A. CALL TO ORDER**

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

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**B. PLEDGE OF ALLEGIANCE**

Neva Hutchinson led the group in the Pledge of Allegiance.

**C. ROLL CALL**

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

**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:** Riley Dunagan, Associated Students of Chemeketa (ASC); Justus Ballard, Chemeketa Faculty Association; Terry Rohse, Chemeketa Classified Association; and Rory Alvarez (arrived at 7:40 pm), Chemeketa Exempt Association.

**D. COMMENTS FROM THE AUDIENCE**

None.

**E. APPROVAL OF MINUTES**

Ken Hector moved and Jackie Franke seconded a motion to approve the board meeting minutes of September 19, 2018; and the special board meeting of October 5, 2018.

The motion CARRIED.

**F. REPORTS**

**Reports from the Associations**

Riley Dunagan, ASC executive coordinator, added to the written report. A sustainability event was held in early fall term. A student forum to hear candidates Shelaswau Crier and Kevin Cameron who are running for Marion County Commissioner was held this week. Shelaswau Crier's forum was on Tuesday and had about 25 attendees; Kevin Cameron's forum is tomorrow, Thursday, October 18, at 5 pm in the Student Center.

Justus Ballard, Chemeketa Faculty Association, and Terry Rohse, Chemeketa Classified Association said their reports stand as written. Terry Rohse added that the comment results for the fall kickoff were overall complimentary. He reported classified membership is at 92 percent who are paid members, but hopes that will increase to 96–97 percent.

The Chemeketa Exempt Association report stands as written.

**Reports from the College Board of Education**

Ed Dodson attended college-related meetings and events including the presidential forums at the Polk Center, Yamhill Valley Campus (YVC), three at Salem, and one for the board; First Thursdays at Three; and the Presidential Search Advisory Committee meeting that met today. Community events Ed attended were the Mid-Willamette Education Consortium (MWEC) Executive Council meeting; OCCA board meeting at Newport; Marion County Commissioners Town Hall; and the SEDCOR forum lunch at CCBI.

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Ron Pittman shared a personal story about a student from Zimbabwe that stayed with Ron and his wife. She attended Linfield and received a bachelors and a masters degree, majoring in international relations and went on to get a doctorate. She is now a professor at Amherst College. Linfield held a special recognition event where she was honored and Ron and his wife were invited. Her aspiration is to be president of Zimbabwe someday.

Ken Hector attended community events including a retirement dinner for Marion County Commissioner Janet Carlson; chaired the Oregon Garden Foundation golf tournament for the Children's Education Program; Silverton Chamber Forum lunch; a Silverton Chamber fundraiser "Judy's Party"; and the SEDCOR Forum lunch at CCBI. College events included a Chemeketa Foundation board meeting and the Presidential Search Advisory Committee meeting.

Jackie Franke attended community events including the retirement of Marion County Commissioner Janet Carlson; Catholic Community Services annual luncheon; the Council of Government (COG) executive and board meeting; SEDCOR Forum luncheon at CCBI, and a DHS stakeholders meeting. College events included the Presidential Search forum with the board.

Diane Watson attended the Catholic Community Services luncheon and the Presidential Search forum for the board.

Neva Hutchinson also attended the Catholic Community Services luncheon; the seven Presidential Search forums; a meeting with David Armstrong, one of the ACCT search consultants; and the Presidential Search Advisory Committee that met this morning for four and a half hours to do the inclusive hiring training and to help develop the Presidential Profile.

### **Reports from the Administration**

Jim Eustrom highlighted the arts including Soapbox Poetry readings each month in the Gretchen Schuette Art Gallery; two upcoming Chemeketa Writes events with Leni Zumas, an acclaimed novelist who will be doing a reading on October 30 and workshop on November 3; the quarterly music concerts, plus a new inaugural acclaimed artist series featuring vocal ensembles, string quartets, and brass from Germany, England, Boston, and San Francisco; and the quarterly artist shows in the art gallery. Currently, artwork is displayed in the art gallery from the two summer 2018 Artists-in-Residence, Clara Herbage and Rosalie Lingo,

### **G. INFORMATION**

#### **2018–2019 Planning, Budget, and Assessment Calendar**

Miriam Scharer reported the annual calendar, which includes 2018–2019 planning, is a detailed listing of internal activities related to the planning, budget and assessment cycle. She drew attention to the gray shaded items which relate to board review or action. A separate budget calendar will be presented in April.

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**Results of the 2017 Certification and Licensure Examinations**

Johnny Mack thanked faculty for working with students in achieving the high pass rates. Faculty do not teach students to pass the tests, but to make them successful in their career fields. Ken Hector asked if instructors follow up with students who do not pass the certifications. Johnny said they do and they offer additional help and encouragement to re-take the test. Jim Eustrom noted the pass rate for Pharmacy Tech was low (69 percent) even though it's higher than the national average (55-58 percent). Johnny said it is a difficult exam with the various medications and mixing of medication. Johnny added, however, that an independent agency ranked Chemeketa's Pharmacy Tech program 26 out of 496 schools in the nation.

**Easement to Marion County for Improvements to 45<sup>th</sup> Avenue**

Tim Rogers shared the plans from Marion County Public Works to widen 45<sup>th</sup> Avenue along the length of Chemeketa's property, add sidewalks to both sides of the street, and add a middle turn lane to the campus. Approval will be requested at the November board meeting.

**College Policies #1010, Role of the Chemeketa Community College Board of Education; #1110, Chemeketa Community College Board of Education; #1120, Advisory Representatives to the Chemeketa Community College Board of Education; #1130, Authority of the Chemeketa Community College Board of Education Members; #1140, Primary Responsibility of the Chemeketa Community College Board of Education; and #1170, Chemeketa Community College Budget Committee**

David Hallett and a subcommittee of Ed Dodson, Diane Watson, and Jackie Franke reviewed and edited six board policies. A question arose on Policy #1110, under Disqualification of Candidate. After further research, this is not a board decision, but rather the Secretary of State's office and the Elections Division, so this section will be deleted from the policy. There were no other discussion or questions on the other five policies. Approval will be requested at the November board meeting.

**H. STANDARD REPORTS**

**Personnel Report**

David Hallett said the report stands as written. David noted a New Employee Orientation (NEO) was held this week where seven new employees attended the two-day session. David acknowledged Sheila Brown who coordinates the New Employee Orientation and all the employees who present various sections to introduce them to the college culture and environment.

**Budget Status Report**

Miriam Scharer referred to the Statement of Resources and Expenditures which includes summer and part of fall term tuition and fee revenue. She drew attention to the Indirect Recovery, Interest, and Miscellaneous Revenue line items which use to be lumped together. Indirect Recovery is administrative costs assessed to self-support programs, and the administrative costs range from 15–18 percent which goes to infrastructure and services that are utilized. In the Budget Status Report, the college is in line with the expected expenditures; fall term part-time contracts have not been encumbered, but will be reflected in next month's report.

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The Status of Investments report has some significant changes. Over the past few months the college has consulted with peer institutions on investment opportunities. The college has contracted with Piper Jaffray on some additional investments that offer higher yield rates. Funds were invested in September, the longest one being 18 months.

The Quarterly Update of Other Funds (non-general fund) was included in this month's report. This report itemizes other resources and obligations in both revenue-based and budget-based accounts. Miriam pointed out the Self-Supporting Services fund is down about \$2 million from last year due to the decline in revenue from the enrollment decline. Also, Student Financial Aid is down about \$5 million.

#### **Purchasing Report**

Miriam Scharer reviewed the two purchasing items; both are notification to the board to enter into a sole source contract for two providers—Real Estate Broker and Property Manager Certification Preparation Classes for Chemeketa Community Education Department with Superior Training Systems, Inc., of Salem, Oregon, for an initial contract period of 22 months with the option to renew the contract annually for three years for a total not-to-exceed \$250,000; and the Food Services Management, Employee Leasing, and Miscellaneous Personal and Management Services with Northwest Innovations to renegotiate and extend the current contract and to annually renegotiate one-year contract extensions thereafter subject to contract review. No board action is needed.

#### **Capital Projects Report**

Rory Alvarez said the report stands as written.

#### **College Advancement Report July 2018–September 2018**

David Hallett said the report stands as written and includes the grants submitted followed by the grants awarded, which is on the consent calendar. Peggy Greene and Dorothy Moore in the grants office were acknowledged for their work on two significant grants that were received—the Title V Developing Hispanic Serving Institution (HSI) grant for \$2,409,453 and the Child Care Access Means Parents in School (CCAMPIS) grant for \$645,788.

#### **Chemeketa Community College Foundation Quarterly Report**

David Hallett highlighted the Music in the Vineyard event raised more than \$22,000 for the music program.

#### **Summer Term Enrollment Report**

Fauzi Naas reported unduplicated headcount was down 5.8 percent; however, reimbursable FTE was down .9 percent (only 7 FTE) from last summer. The college budget is based on a 3 percent decline, and the college is hoping for increased enrollment winter and spring terms.

#### **Recognition Report**

Julie Huckestein acknowledged all the employees in the written report.

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**President's Report**

Julie Huckestein reported a new standard report has been added to the board agenda. This report will give a briefing on information from the statewide governance groups including Oregon Community College Association (OCCA), Higher Education Coordinating Council (HECC), Community Colleges and Workforce Development (CCWD), and the Oregon President's Council (OPC) where Julie is the current president of OPC.

**I. SEPARATE ACTION**

**Approval of Presidential Search Job Description**

Alice Sprague shared an update on the presidential search process. Seven forums were held—three at Salem, one at YVC, Polk, Woodburn, and with the board—plus an online link that had 137 responses, to gather input from staff, faculty, students, and community members to develop a president's profile which was used to develop a job description (attached to green sheet in the board folder). Thanks to the Marketing and Public Relations office who sent out 16 press releases to local newspapers and other large community organizations about the open forums. The first Presidential Search Advisory Committee met today to review the comments and provide feedback for the job description. Thanks to Justus Ballard, Heather McDaniel, and Miriam Scharer for their assistance in fine-tuning the final job description.

David Armstrong, Presidential Search consultant from the Association of Community College Trustees (ACCT), is optimistic and thinks there will be a lot of interest in the position. Thanks to all who attended forums and the members of the Presidential Search Advisory Committee David briefly reviewed the Essential Functions, Desirable Skills and Attributes, and Qualifications of the position as listed on the job description. Neva Hutchinson reported the proposed job description needs board approval before the position can be open and posted.

Ron Pittman said the job description looks complete and was well done. Ken Hector said the interaction with the President's Search Advisory Committee was dynamic and respectful. Diane Watson was impressed that the committee captured who Chemeketa is and put it into words that describe the next president. Ed Dodson said there were 17 equal voices.

Ken Hector moved and Jackie Franke seconded a motion to approve the Presidential Search Job Description as presented subject to grammatical adjustments.

Thanks to David Armstrong, Alice Sprague, and the Presidential Advisory Committee.

The motion CARRIED.

**J. ACTION**

Neva Hutchinson moved and Betsy Earls seconded a motion to approve action items No. 1–3:

1. Approval of College Policy #5135, Mandatory Student-Initiated Fee
2. Approval of Grants Awarded July 2018–September 2018
3. Acceptance of Program Donations July 1, 2018, through September 30, 2108

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Ron Pittman moved and Diane Watson seconded a motion to approve the consent calendar items 1-3.

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.

**N. ADJOURNMENT**

The meeting adjourned at 8:09 pm.

Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

11-21-2018

Date