

Minutes  
December 19, 2018

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

November 21, 2018

**I. A. EXECUTIVE SESSION**

There was no Executive Session. Neva Hutchinson, Chair, called the Administrative Update session to order at 5:30 pm at the Salem Campus, Building 2, Room 172.

**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 Campus.

**B. ADMINISTRATION UPDATES**

The following updates were shared or discussed with the board: Association of Community College Trustees (ACCT) Conference debrief; ACCT National Legislative Summit attendance (Diane, Ken, Ron); shortened December 19 Board meeting; rescheduled February 20 Board meeting to February 27; board calendar; affirmed President's Goals for 2018–2019; legislative calendar; Bellwether finalist/awards on February 4–5 in San Antonio (Jackie, Neva); Strategic Plan; tuition, differential fees, partnerships, pay equity rulemaking, nursing differential; and board agenda preview.

A recess was taken at 5:55 pm.

**II. REGULAR SESSION**

**A. CALL TO ORDER**

Neva Hutchinson, Chair, reconvened the board meeting at 6 pm. The meeting was held in the Board Room, Building 2, Room 170, at the Salem Campus.

**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); Terry Rohse, Chemeketa Classified Association; and Rory Alvarez, Chemeketa Exempt Association.

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**D. COMMENTS FROM THE AUDIENCE**

None

**E. APPROVAL OF MINUTES**

Ken Hector moved and Diane Watson seconded a motion to approve the minutes of October 17, 2018.

The motion CARRIED.

**F. REPORTS**

**Reports from the Associations**

Riley Dunagan, ASC executive coordinator, said his report stands as written, with one correction. The blood drive was moved from November 29–30 to November 15–16.

Terry Rohse, classified association president, and Rory Alvarez, exempt association president, said their reports stand as written; and the faculty association report stands as written.

**Reports from the College Board of Education**

Diane Watson attended the ACCT Conference in New York, Linda Herrera's retirement celebration, the Oregon Community College Association (OCCA) fall conference at Sun River, and the 5–10 year employee recognition breakfast.

Jackie Franke attended the ACCT Conference, the Hispanic Serving Institution (HSI) and CCAMPIS grant celebration, Linda Herrera's retirement celebration, a Council of Governments (COG) executive meeting, the 5–10 year employee breakfast, and volunteered at Hammond Elementary School.

Ken Hector attended the ACCT and OCCA fall conferences, the HSI and CCAMPIS grant celebration, a quarterly City-County schools meeting, two Silverton Chamber Business Group meetings, a monthly Emergency Management Advisory Committee meeting, the Chemeketa Ag Community forum, a SEDCOR quarterly forum, and the 5–10 year employee recognition breakfast.

Ron Pittman attended the ACCT and OCCA conferences and Linda Herrera's retirement celebration.

Ed Dodson attended the ACCT and OCCA conferences, the HSI and CCAMPIS grants celebration, 2<sup>nd</sup> annual Fall Art show, Design Thinking and Creating Cultures and Innovations event, First Thursdays, Linda Herrera's retirement, and the 5–10 year employee recognition breakfast.

Neva Hutchinson attended the ACCT and OCCA conferences, Linda Herrera's retirement celebration, and the 5–10 year employee recognition breakfast.

**Reports from the Administration**

Jim Eustrom had no report.

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## **G. INFORMATION**

### **Advisory Committees for 2018–2019**

Johnny Mack, executive dean for Career and Technical Education, said the report stands as written. Last year all advisory committees were asked to do a walk-about in program areas and labs to ensure that equipment, technology, and facilities meet industry standards. Johnny shared the results of the survey. He noted 151 out of 281 members responded for a 53 percent return. A copy of the survey will be sent to board members and will be included with the minutes in the board file. Board action to approve the advisory committees will be requested next month.

### **College Policies #2275, College Trademark (Logo); #2470, Mandatory Child Abuse Reporting Policy; and #6040, Chemeketa Community College Investment Policy**

Rebecca Hillyer presented three policies that were reviewed by the President's Advisory Council. She briefly reviewed the changes and additions in policies #2275 and #2470; Rich McDonald reviewed changes to policy #6040. Board action will be requested in December.

### **Appointment of Budget Committee Members for Zone 1 and Zone 5**

David Hallett reported there are two budget committee vacancies for Zone 1 (Ruth Hewett) and Zone 5 (Ray Beaty). Ray Beaty, the incumbent for Zone 5, has agreed to serve another three-year term; and the college recommends Christopher D. Brantley for the Zone 1 vacancy. Board action will be requested at the December board meeting.

### **College Policies #1210, Officers of the Chemeketa Community College Board of Education; #1220, Duties of Officers of the Chemeketa Community College Board of Education; #1230, Responsibilities of the Individual Chemeketa Community College Board of Education Member; #1310, Chemeketa Community College Board of Education Meetings; #1410, Duties of the Chemeketa Community College President/Chief Executive Officer as Clerk of the Board; and #1420, Chemeketa Community College Board of Education and President/Chief Executive Officer Relationship**

Rebecca Hillyer reviewed the changes recommended by the board subcommittee for the six board policies. Board action will be requested at the December board meeting.

## **H. STANDARD REPORTS**

### **Personnel Report**

David Hallett said the report stands as written.

### **Budget Status Report**

Miriam Scharer referred to the Statement of Resources and Expenditures and noted the second of the three state appropriations has been received. Tuition and fees are down slightly from last year. The Budget Status Report reflects the college is in line with last year. The Status of Investments report shows an increase in interest rates from 2.25 last year to 2.50 this year.

### **Capital Projects Report**

Rory Alvarez said the report stands as written. He noted the Ag Complex is a bit behind schedule.

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**College Safety Activities and Planning**

Tim Rogers, associate vice president of College Support Services, said the report stands as written with one correction. No. 3, the date should be changed from October 18 to October 3. Tim also drew attention to No. 5; he noted that additional Active Threat Training sessions will be scheduled for winter and spring term for faculty and staff. Emphasis on part-time and faculty training.

Tim introduced Kathleen Silva, Emergency and Risk Manager, who shared a number of college safety and emergency planning activities that the college has been involved in with the community. In July, the college partnered with Marion County Emergency Management on an integrated emergency management training course that was held in Keizer on how to respond to a train derailment carrying hazardous material. Tim Rogers, Bill Riffle, Kathleen, and facilities staff worked with Marion County on this exercise. Over 200 people participated in the simulation which was held right next to the Woodburn Center.

In October, an Emergency Preparedness Drive was held on the Salem Campus where volunteers from the college and community put together emergency preparedness starter kits. Local businesses including the Red Cross, insurance carriers SAIF and UFI, United Way, Marion County, City of Salem, and Lowe's contributed items for the kits; Lowe's donated 500 buckets for the kits. The kits will be available to students and the community at all college campuses and centers. Also, an OPB "Unprepared" video followed by a panel discussion was held in the Building 6 Auditorium. The video was a documentary on the Cascadia subduction zone and the impact a major earthquake would have around the state. The panel was made up of a local engineer, emergency managers from Marion County and the City of Salem, and Kathleen. The video and panel discussion was recorded, and Kathleen will send Jeannie a link to share with the board.

In November, Marion County held a session at the Brooks Regional Training Center on how the college can help during a disaster. Marion County brought in communications infrastructure, satellite generators, and demonstrated the operation of a mobile emergency command post.

**Recognition Report**

Julie Huckestein acknowledged all the employees in the written report. Ed Dodson was presented a plaque at the OCCA Fall Conference for his 20 years of dedicated service award. Neva Hutchinson added that Julie received the Excellence of Service Award nominated by her fellow Oregon community college presidents for the work and dedication she has spent assisting OCCA, individual colleges and her work at the legislature. Jackie Franke was appointed the incoming president of the Council of Government starting in January. Julie introduced Sheila Lorange, interim public safety director, who was in the audience.

**I. SEPARATE ACTION**

**Approval of Retirement Resolutions No. 18-19-03, Russell A. Read; No. 18-19-04, Roger C. White**

Ken Hector read the retirement resolution for Russell A. Read, changing the first sentence in the first paragraph to read, WHEREAS, Russell A. Read has been associated with the college as an

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adjunct faculty member since May, 1990. Also, the first sentence of the second paragraph was changed to read WHEREAS, Russell A. Read gave has given dedicated service . . .

Ken Hector moved and Ron Pittman seconded a motion to approve Retirement Resolution No. 18-19-03 for Russell A. Read, as amended.

The motion CARRIED.

Diane Watson read the retirement resolution for Roger White.

Ken Hector moved and Jackie Franke seconded a motion to approve Retirement Resolution No.18-19-04 for Roger C. White for his 45 years and 4 months service to the college.

**J. ACTION**

Ron Pittman moved and Diane Watson seconded a motion to approve action item Nos. 1–2:

1. Approval of Easement to Marion County for Improvements to 45<sup>th</sup> Avenue
2. 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

The motion CARRIED.

**K. APPENDICES**

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

**L. FUTURE AGENDA ITEMS**

None were heard.

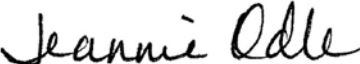
**M. BOARD OPERATIONS**

None were heard.


**N. ADJOURNMENT**

The meeting adjourned at 6:23 pm.

Respectfully submitted,

  
Board Secretary

  
Board Chair

  
President/Chief Executive Officer

12/19/2018

Date