

Minutes  
April 17, 2019

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

March 20, 2019

**I. WORKSHOP**

Neva Hutchinson, Chair, called the meeting to order at 4:31 pm. The meeting 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. Absent: Betsy Earls (excused).

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

**A. Introduction of Student Athletes**

Jim Eustrom reported all student athletes and student leaders are listed in the printed report along with their year, high school they attended, and the degree they are seeking. There was one representative from each sport and student leadership team who introduced themselves and the program or degree they are seeking, or career goal.

Jim introduced David Abderhalden, student services coordinator and men's basketball coach.

David shared academic highlights of the student athletes:

- 135 athletes in the seven programs
- 2.96 average GPA for fall term
- 55 percent were over 3.0 GPA fall term
- 76 percent of fall student athletes were retained from fall 2017
- 94 percent of fall student athletes persisted to winter term
- 94 percent of the 1,876 credits attempted passed
- By end of fall term, 81 percent actively progressing to completion

Athletic highlights included:

- 3 of the 5 fall/winter teams made it into the playoffs
- Spring sports have started—men's baseball and women's softball are doing well
- The women's softball team played their first home game on the new softball field and swept a doubleheader with Blue Mountain Community College
- Hired a new women's cross country/track and field coach, LissAnn Saks, a retired coach (30 years) from South Salem High School, who is well connected in the Salem running community (has a run named after her)
- Hired new volleyball coach, Paul Carter from Warner Pacific, to replace Traci Stephenson who took a position at Western Oregon. Paul has been a high level volleyball official in the PAC 12 and is a former Chemeketa Community College athlete

Student athletes exemplify the athletic program's focus on the academic promise of progression, retention, completion, competition, and community as their everyday goals. The seven student athletes who were introduced were Allyson Gambill, women's basketball

Minutes  
April 17, 2019

Meeting Minutes  
Chemeketa Board of Education  
March 20, 2019  
Page 2

(unable to attend); Alyssa Brund, women's soccer; Aunika Farley, women's softball; Katie Salka, women's volleyball; Jose Herrera, men's soccer; Jason Richey, men's basketball; and Cameron Hagan, men's baseball.

### **B. Introduction of Student Leaders**

Angela Archer, TRiO director, and Joel Gisbert, civics engagement coordinator, were introduced. Joel shared his background from getting his GED at Chemeketa, as a TRiO student and tutor, a peer assistant in Advising and Counseling, and how the student leadership program gave him an opportunity to build his professional identity and persist in his studies to earn a bachelors and master's degree in social work at Portland State, and is now an employee at the college. He thanked the board and the college for supporting this student leadership program.

A PowerPoint presentation was used to share the history, program overview, purpose, Student Leadership Committee members (supervisors), and the Student Leadership Board. The program started nine years ago with 45 students and has grown to over 229 students in the program now and includes students from YVC, Woodburn and Polk Centers. All students must go through an application process and a two-day orientation/training at the beginning of the academic year modeled after the college's New Employee Orientation. Emphasis is placed on student retention and completion and students are required to maintain a specific GPA to remain in the program with a regular academic progress report made to their supervisor. Wraparound services and support are provided throughout the term and this group is part of the early alert process to proactively monitor their academic progress in classes. Angela shared a few statistics:

- 98.3 percent graduated, transferred or persisted
- 61 students earned a degree
- 3.18 average GPA for fall term

The eight student leaders introduced themselves and spoke briefly about their team and their experience serving on the team: Lonni Ivey, College Access Programs and Tutoring and Study Skills; Omobusola Olofin, Multicultural Student Services; Riley Dunagan, Associated Students of Chemeketa (ASC); Amber Gray, Student Accessibility Services; Christian Herron, YVC– Student Recruitment and Retention; Kacey Garcia, Advising Peer Assistant; Kunnerath Sok, International Ambassadors; and Jaime Pozos Reyes, Library and Student Computer Center.

A few questions were asked by the board. On behalf of the board, Neva Hutchinson thanked the student leaders and student athletes for their presentation and also thanked the coaches and supervisors for the wonderful job they are doing with the students.

The workshop ended at 5:16 pm; a recess was taken for Executive Session.

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

The board reconvened at 5:30 pm for Executive Session. The meeting was held at the Salem Campus in the board dining room, Building 2, Room 172.

Minutes  
April 17, 2019

Meeting Minutes  
Chemeketa Board of Education  
March 20, 2019  
Page 3

**Members in Attendance:** Ed Dodson; Betsy Earls (arrived at 5:45 pm); Jackie Franke; Ken Hector; Neva Hutchinson, Chair; Ron Pittman; and Diane Watson, Vice Chair.

**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; and Miriam Scharer, Associate Vice President, College Support Services/Chief Financial Officer.

Executive Session was held in accordance with ORS 192.660(2)(a) employment issues and (d) negotiations.

Executive Session ended at 5:47 pm; and open session reconvened.

## II. B. ADMINISTRATION UPDATES

Updates were shared or discussed with the board on the chair and vice chair of the budget committee; AACC Exemplary Board/CEO award; board calendar preview; legislative updates diesel program, Woodburn/Harrison Street facilities; CCBI; staffing; and board agenda preview.

A recess was taken at 6:55 pm.

## III. REGULAR SESSION

### A. CALL TO ORDER

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

### B. PLEDGE OF ALLEGIANCE

Neva Hutchinson led the group in the Pledge of Allegiance.

### C. ROLL CALL

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

**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; Justus Ballard, Chemeketa Faculty Association; and Rory Alvarez, Chemeketa Exempt Association.

Neva Hutchinson welcomed and introduced Dr. Jessica Howard who was in the audience.

### D. COMMENTS FROM THE AUDIENCE

None were heard.

Minutes  
April 17, 2019

Meeting Minutes  
Chemeketa Board of Education  
March 20, 2019  
Page 4

**E. APPROVAL OF MINUTES**

Ken Hector moved and Jackie Franke seconded a motion to approve the minutes of the regular board meeting of February 27, 2019, and the special board meeting of March 11, 2019.

The motion CARRIED.

**F. REPORTS**

**Reports from the Associations**

Riley Dunagan said the report stands as written. Riley added last week was another legislative call-in day with the goal of making 80 calls; over 90 calls were made. Neva thanked Riley and other student leaders for their presentations during the workshop.

Justus Ballard, faculty association president, said the report stands as written. He thanked the board for approving the resolution for the Oregon Legislature to fund community colleges.

Terry Rohse, classified association president, and Rory Alvarez, exempt association president, said their reports stand as written.

**Reports from the College Board of Education**

Diane Watson attended Chamber events including Stayton-Sublimity Community Awards, Woodburn Distinguished Service Awards, and Mt Angel First Citizens Awards; presidential interviews, forums, and dinners; the Oregon Community College Association (OCCA) Legislative Summit; Keizer Chamber State of the City address by Mayor Cathy Clark; and a gathering for International Women's Day at Eola.

Jackie Franke attended a Mid-Willamette Valley Council of Governments (COG) executive meeting; presidential interviews, forums and dinners; 15–20 year employee lunch; met with Chuck Ransom, Woodburn school district superintendent, and Woodburn mayor, Eric Swenson.

Ken Hector attended presidential interviews, forums, and dinners; OCCA Legislative Summit; Salem and Mt. Angel Chamber First Citizens Awards; 15–20 year employee recognition lunch; Ag Complex forum; SEDCOR's Marion County State of the County; and the Stayton-Sublimity Greeters at Sublimity Fire Station, hosted by Marshall Roache (in place of Johnny Mack who was ill) and Julie Huckestein who gave an excellent presentation and answered many questions from the audience.

Ron Pittman attended presidential interviews; OCCA Legislative Summit; accompanied Julie and a student for a legislator visit with Rep. Ron Noble's staff and a very brief meeting with Sen. Brian Boquist; met with Danielle Hoffman for a YVC update; and attended a meeting with the annual downtown McMinnville association.

Ed Dodson attended presidential interviews, forums, dinners, and the site visit to Portland Community College Southeast Campus; Chamber events including Stayton-Sublimity, Salem, and Mt. Angel awards banquets; 15–20 year employee luncheon; legislator visits with Sen.

Minutes  
April 17, 2019

Meeting Minutes  
Chemeketa Board of Education  
March 20, 2019  
Page 5

Jackie Winters and Sen. Frank Girod with Julie and students; and facilitated the 2019–2020 nominations for the OCCA Executive Council.

Neva Hutchinson attended presidential interviews, forums, dinners, and the site visit to Portland Community College Southeast Campus; Chamber events including Salem and Mt. Angel awards banquets; the 15–20 year employee luncheon; and the gathering for International Women’s Day at Eola.

**Reports from the Administration**

Jim Eustrom acknowledged the Mock Trial team who competed in competitions at UCLA, University of Washington, University of Oregon, and Gonzaga. One of our students was tied for first place as the top ten litigators. A former student is a top performer with the University of Oregon mock trial team that has advanced to the finals this year. The students in the music program have had a wonderful opportunity to perform with musicians in the Acclaimed Music Series. The fourth and final concert is April 16, Chanticleer. Thanks to R. Taylor who was the guest speaker at the Family Building Blocks fundraising event who shared the good work of Family Building Blocks and the connection with Chemeketa. Lastly, about 10–12 staff participated in the annual Shamrock Run last Sunday.

**G. INFORMATION**

**College Policies #3020, Employee Evaluation; #3030, Job Description; #3410, Part-time Hourly Temporary Personnel: Definition; and #6110, Signatures on Payments**

Rebecca Hillyer reviewed four policies that were recommended by the President’s Advisory Council. Board action will be requested in April.

**2019–2020 Sabbatical Leave Requests**

R. Taylor, reported in place of co-chairs Kevin Dye and Theresa Yancey of the Sabbatical Review Committee. R. Taylor reported six faculty requested 10 terms out of 26 terms available, and she briefly shared the descriptions of each sabbatical from the following faculty: Jan Cammack, Physical Science/Chemistry (one term, fall); Kim Colantino, English (one term, fall); Daniel Couch, English (three terms); Traci Hodgson, History (one term, fall); Brett Malley, Visual Communications (one term, spring); and Mandy Reininger, Computer Information Systems (three terms). Board approval will be requested next month. It was noted that these faculty have expressed interest in presenting a session at the faculty retreat on the sabbatical and application process and the value of sabbaticals.

Ed Dodson asked about the budget to backfill for faculty on sabbatical. It was noted that there are no dedicated funds to backfill; departments or the VP’s office typically have funds to cover.

**Emergency Medical Technician (EMT) Certificate of Completion**

Marshall Roache, dean of Emergency Services, reported a new one-year Emergency Medical Technician certificate is proposed based on a recommendation from faculty and the advisory committee. This would help students work as EMTs and get licensed while pursuing the paramedicine (paramedic) degree. EMT is the basic entry-level position required for fire personnel and benefits fire students the most. It is a stackable credential and part of the

Minutes  
April 17, 2019

Meeting Minutes  
Chemeketa Board of Education  
March 20, 2019  
Page 6

paramedic program (first two terms) where students can continue to become a paramedic which is a higher paid profession.

### **Proposed Amendment to Community College Rules of Procurement (CCRP)**

Miriam Scharer reported the CCRPs are a collective set of procurement rules set up by 12 of the 17 community colleges. Miriam referred to the CCRP booklet in the board folder, and she noted the CCRPs are typically reviewed following legislative sessions and if any changes are made to the attorney general's rules. Karen Smith from OCCA guides the group through the review if changes are needed. The document is broken down into three sections—the 100 and 200 sections are collectively adopted by all participating colleges; and the 300 section is specific to Chemeketa. The last revision was March 2015, and all participating community colleges are in the process of reviewing and adopting the revised CCRPs.

Miriam noted only minor changes were made including terminology, lists of current organizations, reference corrections to ORS, addition of a list of services, and deletion of an old practice of prohibiting online purchases. Since the Chemeketa Board of Education acts as the local contracting board, action will be requested at the April board meeting.

## **H. STANDARD REPORTS**

### **Personnel Report**

David Hallett said the report stands as written. David acknowledged Alice Sprague, director of Human Resources, for the extraordinary time and work with the presidential search process.

### **Budget Status Report**

Referring to the Statement of Resources and Expenditures, Miriam Scharer reported the college has received all three state payments for this year. The Tuition and Fees line item does not reflect spring term revenue. Miriam called attention to the 216.67 percent in the Miscellaneous Revenue line item. This is due to the unanticipated revenue from timber taxes. The Budget Status Report does not reflect anything significant; the college is in line with last year at this time. No interest change was noted in the Status of Investments report; however, it reflects five new investments made in the last month.

### **Purchasing Report**

Miriam Scharer reported the Request for Proposals (RFP) was released for the Construction Manager/General Contractor (CM/GC) for the Ag Complex construction. The mandatory pre-bid meeting had 19 people who represented between 8–10 CM/GCs who were interested. A recommendation for contract award will be brought to the board next month.

### **Capital Projects Report**

Rory Alvarez said the report stands as written with one addition. A small family restroom was completed in Building 7.

### **Student Success Data Points**

Fauzi Naas, director of Institutional Research, shared data points on student progression and completion, specifically for time to completion and student persistence, using a new data visualization tool called Tableau. It has a powerful drill-down capability and uses filters to look at

Minutes  
April 17, 2019

Meeting Minutes  
Chemeketa Board of Education  
March 20, 2019  
Page 7

specific data. These reports are web-driven, easily accessible, and can be 15 reports in one. Filters can be set up by academic year, gender, ethnicity, age, enrollment status (full- or part-time), etc., and will be a great tool to monitor and measure for Guided Pathways and for the

Hispanic Serving Institution (HSI) grant reporting; or to see gaps and look for leading and lagging indicators. Fauzi referred to the handout in the board folder and walked through the Time to Completion and Student Persistence data applying various filters.

**Recognition Report**

Julie Huckestein acknowledged all the employees in the written report.

**I. SEPARATE ACTION**

**Approval of Presidential Contract**

Diane Watson moved and Betsy Earls seconded a motion to approve the presidential contract for Dr. Jessica Howard effective July 8, 2019–June 30, 2022.

The motion CARRIED unanimously.

**J. ACTION**

Ed Dodson moved and Ron Pittman seconded a motion to approve consent calendar items No. 1–3:

1. Approval of College Policies #1751, Sexual Harassment, Discrimination, and Misconduct; #1760, Use of College Network, Technology, Communications Resources; #1765, Security of Personal Information; and #3210, Faculty: Definition [18-19-138]
2. Approval of Resolution No. 18-19-08, Adopting Property and Casualty for Education (PACE) Joinder of Trust Agreement [18-19-139]
3. Approval of Computer-Aided Manufacturing (CAM) Fundamentals Certificate of Completion [18-19-140]

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.

Minutes  
April 17, 2019

Respectfully submitted,

*Jeanie Odle*

Board Secretary

*Steve J. Hitchman*  
Board Chair

*Julie Huckstein*

President/Chief Executive Officer

*4/17/19*  
Date