

Minutes  
September 18, 2019

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

July 24, 2019

**I. WORKSHOP**

Diane Watson, Chair, called the workshop to order at 4:30 pm. The workshop was held at the Polk Center, 1340 SE Holman Avenue, Dallas, in Room 104.

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

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus; David Hallett, Vice President, Governance and Administration; and Miriam Scharer, Vice President/Chief Financial Officer, College Support Services.

**A. Polk Center Update**

Jim Eustrom introduced Glen Miller, director of the Polk Center. Glen used PowerPoint to guide the presentation which covered programs offered at the Polk Center, enrollment and FTE, staff introductions and demographics, marketing and promotion, the Building Inspection Technology program, ABE/GED statistics, high school partnership with Dallas High School to expand CTE offerings, and facilities improvements. Two Building Inspection students, Al Rossi and Daman Lambert, and ABE/GED student, Rochelle Morris Wood, shared their background and positive experiences at the Polk Center.

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

**II. A. THERE WAS NO EXECUTIVE SESSION**

**II. B. ADMINISTRATION UPDATES**

Diane Watson, Chair, reconvened the open meeting at 5:30 pm at the Polk Center, 1340 SE Holman Avenue, Dallas, in Room 103.

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

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus; David Hallett, Vice President, Governance and Administration; and Miriam Scharer, Vice President/Chief Financial Officer, College Support Services.

Updates were shared or discussed on the September 5 Board Work Session; Association of Community College Trustees (ACCT) 2020 Associate Committee Interest Forms; board calendar; president's updates; diesel program; Ag Complex; staffing; agenda preview and quarterly monitoring of board guiding principles.

A recess was taken at 6:45 pm.

Minutes  
September 18, 2019

Meeting Minutes  
College Board of Education  
July 24, 2019  
Page 2

### III. REGULAR SESSION

#### A. CALL TO ORDER

Diane Watson, Chair, reconvened the board meeting at 7 pm. The meeting was held at the Polk Center, 1340 SE Holman Avenue, Dallas, in Room 103.

#### B. PLEDGE OF ALLEGIANCE

Diane Watson led the group in the Pledge of Allegiance.

#### C. ROLL CALL

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

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus; David Hallett, Vice President, Governance and Administration; and Miriam Scharer, Vice President/Chief Financial Officer, College Support Services.

**Board Representatives in Attendance:** Mary Schroeder, Chemeketa Classified Association; and Adam Mennig, Chemeketa Exempt Association. **Absent:** Riley Dunagan, Associated Students of Chemeketa (ASC), and Justus Ballard, Chemeketa Faculty Association.

#### D. COMMENTS FROM THE AUDIENCE

None were heard.

#### E. APPROVAL OF MINUTES

Ken Hector moved and Ron Pittman seconded a motion to approve the board minutes of June 26, 2019, and the special board meeting of July 11, 2019.

The motion CARRIED.

#### F. REPORTS

##### Reports from the Associations

There was no report from the Associated Students of Chemeketa (ASC); and the written report from the Chemeketa Faculty Association was accepted as written. Mary Schroeder and Adam Mennig said the classified and exempt reports stand as written.

##### Reports from the College Board of Education

Betsy Earls attended Jessica's welcome coffee on July 8—her first day at Chemeketa—two West Salem Rotary meetings, and Julie's retirement dinner at Diane Watson's house.

Ed Dodson attended Jessica's welcome coffee, Julie's retirement dinner at Diane's house, Jessica's community reception, and Representative Kurt Schrader's town hall at the 50+ Center.

Ken Hector attended the retirement celebration for Marion County Sheriff Jason Myers; Jessica's meet-and-greet welcome coffee, the monthly Silverton Fire District Emergency

Minutes  
September 18, 2019

Meeting Minutes  
College Board of Education  
July 24, 2019  
Page 3

meeting, Julie Huckestein's retirement celebration at Diane's house; a Foundation board meeting; and Jessica's community reception at the Center for Business & Industry (CCBI).

Diane Watson hosted Julie's retirement dinner, attended Jessica's welcome coffee and her community reception at CCBI, and attended a Keizer Library Task Force meeting.

### **Reports from the Administration**

Jim Eustrom reported the college is in the third week of the six-week iSTART summer bridge program. This is the second year of the program; 48–50 recent high school graduates come to Chemeketa for a week to get a jumpstart on fall term. Students get assistance with enrolling at the college, are introduced to campus services and resources, and earn one free college credit. Jim acknowledged Mike Evans, dean of Student Retention and College Life and his staff and others for organizing, presenting, and creating a positive experience for the students.

### **G. INFORMATION** **2019 Fall Kickoff**

David Hallett reported Fall Kickoff day is Tuesday, September 10, starting at 8:45 am in the Building 7 gym. The schedule and more information will be shared with the board. Family night has been added which will include a trivia team contest and the board was encouraged to sign up as a team and join the fun.

### **College Policies #2230, Animals/Pets on College Facilities and #2240, Solicitation of Funds**

Rebecca Hillyer shared the two policies that were reviewed by the President's Advisory Council. Board action will be requested in September.

### **College Policies #1150, Duties and Responsibilities of the Chemeketa Community College Board of Education; #1160, Chemeketa Community College Board of Education Delegation of Administrative Authority; #1510, Auditor for the Chemeketa Community College Board of Education; and #1520, Legal Counsel**

Rebecca Hillyer summarized the minor changes in the four board policies that were reviewed by a subcommittee made up of Ed Dodson, Jackie Franke, and Diane Watson. Board action will be requested in September.

### **Equity Scorecard**

Vivi Caleffi Prichard reviewed the 2018–2019 Equity Scorecard which has a focus on Hispanic students or other minorities. The data for the scorecard is monitored and maintained by the Diversity Advisory Council based on the strategic plan and initiatives. Next year Tableau will be used to present the data. Vivi reviewed three of the 14 measures that had gaps which included district population comparison of credential-seeking students who are Hispanic or other minority; percentage of students with an annual GPA of 2.0 or higher; and transfer out rate of Hispanic or other minority students who do not graduate from Chemeketa but transfer.

Alice Sprague shared plans for next year include surveying applicants to identify barriers in the NEO-Gov application process; removing the applicant name when screening applications; add demonstrated cultural competency questions for interviews; develop internships; annual review

Minutes  
September 18, 2019

Meeting Minutes  
College Board of Education  
July 24, 2019  
Page 4

of hiring guidelines; continuous work with hiring committees related to posting position descriptions and language; and cultural competency training for all employees.

## **H. STANDARD REPORTS**

### **Personnel Report**

David Hallett said the report stands as written.

### **Budget Status Report**

Miriam Scharer reported there is no budget status report since preparation for the annual audit report is underway. However, an in-progress fiscal-end budget update will be shared in September, and the final audit report will be shared in December. There was nothing significant to report on the Status of Investments.

### **Purchasing Report**

Miriam Scharer reviewed two items. She reported an Invitation to Bid (ITB) will be released for On Call Painting Services. A contract award will be made at the September board meeting.

The second purchasing item is a subsequent notice to the board for On Call Heating and Cooling (Mechanical) System Commissioning and Consulting Services with R Anderson Control Inc. (RACI). Miriam reviewed the findings that are required for a sole source provider and the college's intent to renegotiate and extend the current non-competitive services with RACI of Philomath, Oregon, contingent on successful contract negotiations through August 15, 2020, and annual renegotiated one-year contract extensions thereafter for up to an additional four years with an estimated contract award of \$50,000. Board approval is not required.

### **Capital Projects Report**

Rory Alvarez said the report stands as written with one addition. Coating on the Building 9 roof will start next week, and work continues on the replacement of the Building 2 roof. Miriam reminded the board the two roofing projects were cooperative agreements with the state or other procurement agreements which did not need board approval. The terms and conditions were pre-negotiated so the competitive process has been done.

### **College Advancement Report April 2019–June 2019**

David Hallett introduced Julie Peters, director of Organizational Effectiveness, which now oversees grants. Julie Peters noted the Grant Activities report has been modified slightly with the addition of the date when the grant was submitted or when the college was notified of the grant being declined or awarded. A section was added for grants that were submitted prior to the current quarter and are still pending notification.

David introduced Phillip Hudspeth, director of development. Phillip said the Foundation Quarterly Report stands as written with one addition that relates to grants. Wells Fargo foundation funded a \$12,000 grant for the Student Relief Fund in May. Ken Hector asked about the wine sales at Julie Huckestein's Party with Purpose. Phillip said the donations have increased to around \$15,000, which will be split between the Student Relief Fund and the Huckestein Education scholarship. Phillip did not have the exact amount of the net wine sales.

Minutes  
September 18, 2019

Meeting Minutes  
College Board of Education  
July 24, 2019  
Page 5

Miriam was asked to check and report back. Holly noted costs to make the wine (bottles, label, corks) were covered first and the remainder went to the AI McDonald Wine Studies scholarship.

### **Spring Term Enrollment Report**

David Hallett introduced Fauzi Naas, director of Institutional Research. Fauzi reviewed the headcount and FTE tables, pie charts, bar and line graphs. Spring reimbursable FTE was down 6.2 percent from last spring and unduplicated headcount was down 9.6 percent; year-to-date reimbursable FTE was down 3.3 percent and year-to-date unduplicated headcount was down 8.9 percent from last year.

### **Recognition Report**

Jessica Howard acknowledged the employees and events/activities in the written report. Jessica especially thanked the classified negotiations team of Kyle Anderson, Terry Rohse, Mary Schroeder and Gail Williams Pickett and the administration negotiations team of Manuel Guerra, David Hallett, Brian Knowles, Heather McDaniel, Miriam Scharer, Alice Sprague, and J.D. Wolfe for negotiating a new three-year classified contract.

### **I. SEPARATE ACTION**

**Approval of Retirement Resolution No. 19-20-01, Victor D. Hamm; Resolution No. 19-20-02, Vonda L. Burk; Resolution No. 19-20-03, James A. Finholt; Resolution No. 19-20-04, Darrel E. Karbginsky; and Resolution No. 19-20-05, Rhonda L. Wood**  
Board members read each individual retirement resolution.

Ken Hector moved and Betsy Earls seconded a motion to approve the five retirement resolutions.

The motion CARRIED.

### **J. ACTION**

Ken Hector moved and Ron Pittman seconded a motion to approve action items No.1–5.

1. Approval of College Policies #2220, Political Activity of Employees; #2310, Closure/Delayed Openings; #3071, Inquiries for Employment References (including Student Employees) [19-20-101]
2. Approval of College Policy #4080, Alternate Approaches to College Credit Transfer of Previous Credit and Alternate Approaches to College Credit [19-20-102]
3. Approval of Adult High School Diploma Plan Update for 2019–2020 [19-20-103]
4. Approval of Grants Awarded April 2019–June 2019 [19-20-104]
5. Acceptance of Program Donations April 1, 2019 [19-20-105]

The motion CARRIED.

### **K. APPENDICES**

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

Minutes  
September 18, 2019

Meeting Minutes  
College Board of Education  
July 24, 2019  
Page 6

**L. FUTURE AGENDA ITEMS**

None were heard.

**M. BOARD OPERATIONS**

None were heard.

**N. ADJOURNMENT**

The meeting adjourned at 7:50 pm.

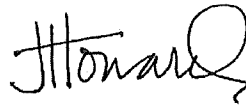
Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer



Date