

Minutes  
October 19, 2022

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

September 21, 2022

**I. WORKSHOP**

Ron Pittman, Chair, called the workshop to order at 4:37 pm in the Board Room, Building 2, Room 170, at the Salem Campus.

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

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; Mike Vargo, Vice President, Academic Affairs; David Hallett, Vice President, Governance and Administration; and Bruce Clemetsen, Vice President, Student Affairs.

**Completion: Graduation and Transfer**

Julie Peters, Dean of Academic and Organizational Effectiveness, presented on institutional metrics for the three-year and six-year graduation rates, six-year transfer rates and race/ethnicity breakdown for graduation and transfer rates. Julie also reviewed the early momentum metrics for first term first year credits. Bruce Clemetsen discussed the new Degree Partnership Program and Direct Connect Guarantee agreements with Western Oregon University.

Board members asked clarifying questions during the workshop.

The workshop ended at 5:08 pm.

**II. ADMINISTRATION UPDATES**

Ron Pittman, Chair, called the meeting to order at 5:19 pm.

**Members in Attendance:** Ed Dodson; Betsy Earls (Zoom 5:31pm); Jackie Franke; Ken Hector (Zoom); Neva Hutchinson, Vice Chair; Ron Pittman, Chair; and Diane Watson.

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; Mike Vargo, Vice President, Academic Affairs; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; and Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance.

Updates were discussed with the board regarding its draft goals, the Association of Community College Trustees (ACCT) Conference, the Oregon Community College Association (OCCA) Conference, bond updates, the President's monthly report to the board, and agenda preview.

A recess was taken at 5:49 pm.

Minutes  
October 19, 2022

Meeting Minutes  
Chemeketa Board of Education  
September 21, 2022  
Page 2

**III. REGULAR SESSION**

**A. CALL TO ORDER**

Ron Pittman, Chair, reconvened the board meeting at 6:00 pm. The meeting was held in the Board Room, Building 2, Room 170, at the Salem Campus.

**B. PLEDGE OF ALLEGIANCE**

**C. CHEMEKETA LAND ACKNOWLEDGMENT**

Ron Pittman read the land acknowledgment.

**D. ROLL CALL**

**Members in Attendance:** Ed Dodson; Betsy Earls (Zoom 6:06 pm) Jackie Franke; Ken Hector (Zoom); Neva Hutchinson, Vice Chair; Ron Pittman, Chair; and Diane Watson.

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; Mike Vargo, Vice President, Academic Affairs; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; and Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance.

**Board Representatives in Attendance:** Steve Wolfe, Chemeketa Faculty Association (CFA); Aaron King, Chemeketa Classified Association (CCA); and Gaelen McCallister, Chemeketa Exempt Association (CEA).

Ron presented a certificate to Jackie Franke for her service as chair of the Chemeketa Board of Education for 2021-2022. Jackie thanked Ron and said it was a pleasure to serve.

**E. COMMENTS FROM THE PUBLIC**

None.

**F. APPROVAL OF MINUTES**

Ed Dodson moved and Diane Watson seconded a motion to approve the College Board of Education minutes from July 20, 2022, and board work session minutes from September 1, 2022.

The motion CARRIED.

**G. REPORTS**

**Reports from the Associations**

Steve Wolfe, Chemeketa Faculty Association (CFA), noted that Bargaining resulting in a Memorandum of Agreement on sponsored dual credit was completed and signed last week. Also, the CFA fall general membership meeting had over 90 faculty in attendance.

Aaron King, Chemeketa Classified Association (CCA), said his report stands as written and highlighted a few additions and changes. The two Executive Board vacancies have been filled and he thanked the classified inservice committee for its work.

Meeting Minutes

Minutes  
October 19, 2022

Chemeketa Board of Education  
September 21, 2022  
Page 3

Gaelen McCallister, Chemeketa Exempt Association, said the report stands as written and thanked Megan Cogswell for her service.

**Reports from the College Board of Education**

Ed Dodson attended the Mid-Willamette Valley Broadband Consortium meeting, Fire Suppression graduation, quarterly meeting with President Howard, annual board retreat, Chemeketa Kick-Off, fire engine unveiling, and cultural competency training.

Ken Hector attended the Mid-Willamette Valley Broadband Consortium meeting, quarterly meeting with President Howard, two Association of Community College (ACCT) Public Policy and Advocacy Committee meetings, Jeannie Odle's retirement celebration, annual board retreat, Chemeketa Kick-Off, Fire Suppression graduation, and three Silverton Rotary meetings.

Jackie Franke attended weekly and monthly East Salem Rotary meetings, Boys and Girls Club event, planning meeting and monthly meeting for the community and partners of East Salem, tour of the YMCA, Oregon School for the Deaf Foundation board meeting, quarterly meeting with President Howard, monthly meetings for McKay Commons, committee working on the best use for the old Statesman Journal building, ribbon-cutting for the YMCA, and the Catholic Community Services lunch.

Diane Watson attended the Paramedic graduation, Willamette Valley Greeters, Fire Suppression graduation, Woodburn Mexican Fiesta, annual board retreat, Keizer Network of Women, Chemeketa Center for Business and Industry (CCBI) guest speaker event, Chemeketa Kick-Off, fire engine unveiling, and cultural competency training. She also hosted Jeannie Odle's retirement celebration.

Neva Hutchinson attended the Paramedic graduation, the design team meeting, annual board retreat, agenda preview, Chemeketa Kick-Off, and the Strategic Economic Development Corporation (SEDCOR) annual luncheon. She also cooked for Jeannie Odle's retirement celebration.

Betsy Earls attended the annual board retreat, cultural competency training, Mid-Willamette Valley Council of Government's (MWVCOG) legislative luncheon, two meetings of the MWVCOG legislative committee, and Jeannie Odle's retirement celebration.

Ron Pittman attended a quarterly meeting with President Howard, Jeannie Odle's retirement party, annual board retreat, agenda review, Chemeketa Kick-Off, SEDCOR annual luncheon, cultural competency workshop, McMinnville Chamber of Commerce Greeters, and the Oregon Community College Association (OCCA) board training.

**H. INFORMATION**

**Student and Part-Time, Hourly/Temporary Salary Schedule for 2022-2023**

David Hallett noted that the salary schedules reflect the 2.5 percent salary schedule adjustment that was negotiated during classified bargaining last year.

Minutes  
October 19, 2022

Meeting Minutes  
Chemeketa Board of Education  
September 21, 2022  
Page 4

### **Strategic Framework**

Jessica Howard noted the college embarked on a long process soliciting input from internal and external stakeholders to create a new strategic framework that would reflect and shape what the college does. A new vision statement, mission statement and values with definitions came out of the time and effort everyone contributed, which included: over 1,000 different individual points of input, workshops, surveys, one-on-one interviews, and numerous people, including students, providing their voice into a strategic framework. Jessica thanked everyone for their input and thanked the strategic design team for shepherding the work forward. Jessica shared a few words penned by Jeremy Trabue, faculty, and design team member, and then read the vision, mission and values that will be brought forward to next month's board meeting for approval. Neva Hutchinson thanked Jessica and everyone who participated in this process.

## **I. STANDARD REPORTS**

### **Personnel Report**

David Hallett said the report stands as written.

### **Budget Status Reports**

Aaron Hunter discussed the Preliminary Progress Report, highlighted the unreserved ending fund balance, and noted the college is above what was originally budgeted for due to the one-time federal funds the college received. On the Statement of Resources and Expenditures, the tuition and fees include summer and nearly all of fall term's anticipated tuition and fees. The college received the first state appropriations payment for the current year and received the carryover as well. The fund balance year-to-date column is blank and will be finalized when the audit is complete. Also, the transfer and contingency lines will now be separate line items on this report. Diane Watson asked where we are at on tuition and fees compared to last year. Aaron stated the college is consistent with last year, but will have a better answer next month after the final numbers for September are in. On the Budget Status Report, Aaron reviewed the personal services costs, and noted the insurance rates came in higher due to the costs continually rising for property, casual and cybersecurity insurance. Jackie Franke asked what space costs cover. Rich Kline, Director of Business Services, noted that the costs are primarily utilities. On the Status of Investments there are two new maturities; renewed investments will begin in late October or early November; and the Oregon Short-Term Fund accounts are up from the end of July.

### **Capital Projects Report**

Rory Alvarez said the report stands as written and noted the Building 2 project should be wrapped up this weekend. The retention pond construction at the AG Complex has been completed. Jessica asked Rory to explain the Building 2 project, and Rory explained that the center of Building 2 is being altered to create a type of coffee shop experience for students and employees. Ken Hector asked, from a space standpoint, where the new food service would go, and Rory said most of the work has been cosmetic and can be changed if needed.

### **Chemeketa Cooperative Regional Library Service Report**

Doug Yancey, Interim Director of Chemeketa Cooperative Regional Library Service, said the report stands as written. However, he stated the Network Systems Administrator vacancy will

Meeting Minutes  
Chemeketa Board of Education  
September 21, 2022  
Page 5

need to be filled due to the college most likely being unable to provide enough support for that position.

**Recognition Report**

Jessica Howard acknowledged all the employees in the written report.

**J. SEPARATE ACTION**

**Approval of Adjustments to Academic Calendar for 2022–2025**

Michael Vargo noted adjustments were made based on terms negotiated in the new classified contract and requested the board approve.

Diane Watson moved and Jackie Franke seconded a motion to approve the adjustments to the academic calendar for 2022–2025.

The motion CARRIED

**Approval of College Board of Education Recommendation of Ken Hector as the ACCT Public Policy and Advocacy Committee Associate**

Ed Dodson moved and Jackie Franke seconded a motion to approve Ken Hector for the ACCT Public Policy and Advocacy Committee Associate.

**Approval of Retirement Resolution No. 22-23-01, Steven P. “Steve” Kohlmeyer**

Diane Watson read Steven “Steve” P. Kohlmeyer’s retirement resolution. Steve worked at Chemeketa for 13 years and six months.

Diane Watson moved and Ed Dodson seconded to approve the retirement resolutions as noted above.

The motion CARRIED.

**K. Action**

Ken Hector moved and Ed Dodson seconded a motion to approve consent calendar items No. 1–2.

1. Approval of Contract Award for Campus Food Services
2. Approval of Student and Part-Time, Hourly/Temporary Salary Schedule for 2022–2023

The motion CARRIED.

**L. APPENDICES**

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

**M. FUTURE AGENDA ITEMS**

None were heard.

Minutes  
October 19, 2022

Meeting Minutes  
Chemeketa Board of Education  
September 21, 2022  
Page 6

**N. BOARD OPERATIONS**

None.

**O. ADJOURNMENT**

The meeting adjourned at 7:01 pm.

Respectfully submitted,

***Julie Deuchars***  
Executive Coordinator

***Jessica Howard***  
President/Chief Executive Officer

***Ron Pittman***  
Board Chair

***October 19, 2022***  
Date