CHEMEKETA COMMUNITY COLLEGE

BOARD OF EDUCATION
MEETING MINUTES

June 10, 2026

I. WORKSHOP
Diane Watson, Chair, called the Workshop to order at 4:45 pm in the Board Room, Building 2, Room 170 at the Salem Campus.

Members in Attendance: Betsy Earls, Vice Chair (4:50 pm); Neva Hutchinson; Jackie Franke; Birgitte Ryslinge; Diane Watson, Chair. Excused Absences: Ken Hector, Iton Udosenata.

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Academic and Student Affairs; and Aaron Hunter, Vice President/Chief Financial Officer, College Support Services/Finance. Excused Absence: Alice Sprague, Vice President, Governance and Administration.

Bachelor of Applied Science (BAS) Programs and Efforts
Staff provided updates on the following Bachelor programs: Bachelor of Applied Science in Education (BASE), Bachelor of Science in Nursing (BSN), and Bachelor of Applied Science (BAS) in Leadership and Management. Several students shared their success stories.

Board members asked clarifying questions.

The meeting adjourned at 5:18 pm.

II. REGULAR SESSION
A. CALL TO ORDER
Diane Watson, Chair, called the board meeting to order at 6:00 pm. The meeting was held in the Board Room, Building 2, Room 170 at the Salem Campus.

B. PLEDGE OF ALLEGIANCE
The pledge of allegiance was recited.

C. CHEMEKETA LAND ACKNOWLEDGMENT
Diane Watson read the land acknowledgment.

D. ROLL CALL
Members in Attendance: Betsy Earls, Vice Chair; Neva Hutchinson; Jackie Franke; Birgitte Ryslinge; Iton Udosenata; Diane Watson, Chair. Excused Absence: Ken Hector.

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Academic and Student Affairs; and Aaron Hunter, Vice President/Chief Financial Officer, College Support Services/Finance. Excused Absence: Alice Sprague, Vice President, Governance and Administration.

Board Representatives in Attendance: Lillian Anderson, Associated Students of Chemeketa (ASC); Steve Wolfe, Chemeketa Faculty Association (CFA) (Zoom); Tim King, Chemeketa Classified Association (CCA) and Angela Archer, Chemeketa Exempt Association (CEA).

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E. COMMENTS FROM THE PUBLIC

Name	Topic
BJ Toewe	CCRLS Report
Cindy Hunt	Admission of Keizer Community Library into CCRLS
Barbara Miner	CCRLS Report
Jayne Downing	CCRLS Report
Maribel Monroy	CCRLS Report
John Goodyear	CCRLS Report

F. APPROVAL OF MINUTES
Jackie Franke moved and Neva Hutchinson seconded a motion to approve the College Board of Education minutes of May 20, 2026.

Betsy Earls, Vice Chair: yes; Jackie Frankie: yes; Neva Hutchinson: yes; Birgitte Ryslinge: yes; Iton Udosenata: yes; Diane Watson, Chair: yes.

The motion CARRIED.

G. REPORTS
Reports from the Associations
Lillian Anderson, Associated Students of Chemeketa (ASC) said the report stands as written and that ASC is working on hiring the team for next year. Jackie asked about student attendance this year. Lillian said that students are attending more functions.

Steve Wolfe, Chemeketa Faculty Association (CFA) said the report stands as written and noted that he has served six years as CFA president and will be stepping down on June 30th. Michelle Kennedy will be the President next year, starting July 1st. David Hallett thanked Steve for the years of service he has given the college.

Tim King, Chemeketa Classified Association (CCA) said the report stands as written. Tim said on behalf of the CCA that they have appreciated Steve's role as president and the support that CFA has given CCA.

Angela Archer, Chemeketa Exempt Association (CEA) said the report stands as written. Angela thanked the Exempt Association Board this year and the professional development opportunities they have put together for the association this year. Diane thanked Angela for everything she has done for the college.

Reports from the College Board of Education
Jackie Franke attended the President's Evaluation, attended the year-end Salem Rotary Celebration, and the Salem Chamber Business of the Year Luncheon.

Betsy Earls attended the President's Evaluation, a Mid-Willamette Valley Council of Government (MWVCOG) meeting, and a meeting with Polk County elected officials. She also met with the Executive Director of MWVCOG.

Neva Hutchinson attended the Presidential Evaluation meeting, SOAR graduation, STARS Reception, President's Evaluation, Chemeketa BBQ, and Salem Chamber Business of the Year Luncheon.

Birgitte Ryslinge attended the President's Evaluation and a quarterly meeting with the President.

Iton Udosenata attended the President's Evaluation and a quarterly meeting with the President.

Diane Watson attended agenda review, President's Evaluation, the Building 7 wall breaking ceremony, the Chemeketa BBQ, the STEM student showcase, and the Visual Communications art show. She also met with the St. Paul School District Board.

H. INFORMATION

Annual Evaluation of the President

Diane Watson reported that the board conducted the annual evaluation of the president, and then read the public statement. Jessica Howard was reviewed on the following categories: Board of Education; Management Competencies; Effective Communication; Facilitates Team Success; Engagement with the Community; Educational Planning and Leadership; Business Operations; Finance; and Facilities and Personnel Management. The board rated Jessica's performance as exceptional in the categories listed above. Diane thanked Jessica for another great year.

Jessica thanked the board for its generous review, and stated her success is assisted by a great many colleagues across the college, and the board. Jessica thanked staff and the board for their tremendous support.

Chemeketa Community College Proposed Adoption of Oregon Community College Association's (OCCA) Board Policy and Procedure Program Numbering Convention

Kara Parker, General Counsel, noted the proposal of the adoption of OCCA's policy numbering convention, and discussed the crosswalk of policies. This will be brought forward to the board in July for approval.

College Policies: College Board of Education Series (1000)–Policy #1710, Conflict of Interest and Ethics; Administrative Series (2000)–Policy #2550, Integrated Pest Management and Plan; and <u>General Institution Series (3000)–Policy #BP 3522, Immigration Enforcement Notification</u>

Kara reviewed the changes in the current policies and discussed the new policy. Betsy Earls asked Kara to find out more about the pest management plan. The board will be asked to approve these policies at the July board meeting.

I. STANDARD REPORTS

Personnel Report

Courtney Saldivar said there were three new hires and two separations. Courtney thanked the staff members retiring from Human Resources for their work.

Budget Status Report
Aaron Hunter noted on the Statement of Resources and Expenditures that property taxes are at about 95 percent, and will be close to the projected amount. The state appropriation numbers are about $2 million less than anticipated due to enrollment challenges that all community colleges have and formula changes. On the Budget Status Report, under personnel services, the available balance under a number of them are negative, and this is due to collective bargaining agreements put in place that were not settled before the budget year. On the consent agenda there are a number of budget transfers that will rectify this situation.
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Capital Projects Report
Aaron said the report stands as written. Aaron said the renovation work on building 7 starts next week, and the orange parking lot will be closed. The blue lot will be closed as well for renovations.

Chemeketa Cooperative Regional Library Service Report (CCRLS)
Doug Yancey, Director of CCRLS, noted the standard report and the handout in the board's packets that discusses how the college will be approaching the membership conversation with Keizer Community Library. Doug asked the board to reference that in regards to some of the public comments heard tonight.

The board members asked Doug clarifying questions and requested an update at the July board meeting regarding the status and next steps with Keizer Community Library's application and CCRLS policy revisions.

Recognition Report
Jessica Howard recognized employees in the report.

J. SEPARATE ACTION
Approval of Presidential Contract
Diane stated the board members have reviewed the contract.

Betsy Earls moved and Iton Udosenata seconded a motion to approve the presidential contract.

Betsy Earls, Vice Chair: yes; Jackie Frankie: yes; Neva Hutchinson: yes; Birgitte Ryslinge: yes; Iton Udosenata: yes; Diane Watson, Chair: yes.

The motion CARRIED.

Approval of Resolution No. 25-26-30, Adopting the Budget, Making Appropriations, and Levying Taxes
Aaron Hunter read the resolution on adopting the budget, making appropriation and levying taxes.

Jackie Franke moved and Birgitte Ryslinge seconded a motion to approve Resolution No. 25-26-30, Adopting the Budget, Making Appropriations, and Levying Taxes.

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Betsy Earls, Vice Chair: yes; Jackie Frankie: yes; Neva Hutchinson: yes; Birgitte Ryslinge: yes; Iton Udosenata: yes; Diane Watson, Chair: yes.

The motion CARRIED.

Approval of Retirement Resolution, No. 25-26-26, Patricia "Trish" A. Bowlsby; No. 25-26-27, Sheldon J. Schnider; No. 25.26-28, Beth M. Bonnet, and No. 25-26-29, Collene R. Keena

Board members read the retirement resolutions. The retirees provided 95 years and one month of service to the college.

Iton Udosenata moved and Betsy Earls seconded a motion to approve the retirement resolutions listed above.

Betsy Earls, Vice Chair: yes; Jackie Frankie: yes; Neva Hutchinson: yes; Birgitte Ryslinge: yes; Iton Udosenata: yes; Diane Watson, Chair: yes.

The motion CARRIED.

K. ACTION

Jackie Franke moved and Birgitte Ryslinge seconded a motion to approve consent calendar items
No. 1-7.

1. Approval of Budget Transfer Requests [25-26-161]
2. Approval of Lay Representative for Chemeketa Cooperative Regional Library Service (CCRLS) Advisory Council [25-26-162]
3. Approval of College Policy: Administrative Series (2000)— Policy # 2251, Alcoholic Beverages [25-26-163]
4. Approval of Suspension of MIG Welding Technology Certificate of Completion [25-26-164]
5. Approval of College Policies: Educational Series (4000)— Policy #4015, Class List and Registration; Policy #4065, Articulation and Transfer Agreements; Policy #4075, Credit Hour; Policy #4080, Transfer of Previous Credit and ~~Alternative Approaches to College Credit~~ Credit for Prior Learning; Policy #4210, Use of Copyright Materials; Policy #4320, Standards for Instructional Qualifications; and Policy #4330, Generative Artificial Intelligence Instructional Policy [25-26-165]
6. Approval of Classified; Exempt; Full-Time Faculty; Part-Time (Adjunct) Bargaining Faculty; Part-Time (Adjunct) Non-Bargaining Non-Credit Faculty; Part-Time Hourly; and Student Salary Schedules for 2026–2027 [25-26-166]
7. Approval of Contract Award for Architectural and Engineering (A/E) Services for Woodburn Center [25-26-67]

Betsy Earls, Vice Chair: yes; Jackie Frankie: yes; Neva Hutchinson: yes; Birgitte Ryslinge: yes; Iton Udosenata: yes; Diane Watson, Chair: yes.

The motion CARRIED.

L. APPENDICES
College mission, vision, and values; campus and district maps.

M. FUTURE AGENDA ITEMS
None were heard.

N. BOARD OPERATIONS
None.

O. ADJOURNMENT
The meeting adjourned at 7:22 pm.

Respectfully submitted,

Julie Deuchars
Executive Coordinator

Jessica Howard
President/Chief Executive Officer

Elizabeth Earls
Board Chair

July 15, 2026
Date