

Minutes
July 24, 2019

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

June 26, 2019

I. WORKSHOP

Neva Hutchinson, Chair, called the workshop to order at 4:35 pm. The workshop 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; David Hallett, Vice President, Governance and Administration; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus; and Miriam Scharer, Vice President/CFO.

A. Institutional Research Data

David Hallett, vice president of Governance and Administration, introduced Fauzi Naas, director of Institutional Research, who shared Tableau data and information focused on completion of credits. Fauzi referred to a handout in the board folder that gave some background about the report. It tracks first-time, credential-seeking students who enrolled during fall term of an academic year. The reverse side had bar graphs tracking the percentage of students who attempted 15 or more credits during their first year (fall term) and what percentage earned 15 credits or more in that term; and also percentage of students who attempted 45 credits or more in their first year, and of those, what percent earned 45 credits or more in the same year.

Fauzi applied a variety of filters for these groups of students, which led to discussion and questions.

B. Guided Pathways

Jim Eustrom introduced Don Brase, dean of General Education and Transfer Studies. Don reported the written report gives a general overview of Guided Pathways (GP) including the definition, key elements, goals, objectives for the next four years, and how GP is being incorporated at the institutional, statewide, national levels. The two-page handout gives the scope of the work at Chemeketa. GP is not something the college will do, but it will be something that Chemeketa will become as an institution.

Referring to the handout, the smaller circles designate key targeted areas of the college and the larger circles represent bringing the work to scale. Don noted last year was an exploration year with some preliminary work that was done. Linn-Benton Community was the first community college to implement GP. The college was accepted into Cohort 1, along with Clackamas, Lane, Rogue, and Southwestern so this is Year 1 (2018-2019). Don also noted the college received the Hispanic Serving Institution grant, which ties in nicely with GP. Next year Portland, Umpqua, Klamath, and Clatsop will be Cohort 2 making ten of the 17 Oregon community colleges using the GP model. Don reviewed the activities planned for Years 1-6 and beyond.

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The reverse side lists the six workgroups made up of faculty and staff that make up the Guided Pathways Steering Committee: 1) Academic Support, 2) Assessment and Institutional Research, 3) Design, 4) Mapping and Meta-Majors, 5) Pre-Pathways Initiatives, and 6) Student Experience. Don briefly explained the purpose of each workgroup.

Jim noted and acknowledged the over 200 faculty, program chairs, and staff who are involved with Guided Pathways. Mary Scamahorn was thanked for compiling and organizing the work of the GP workgroups and core team. Executive deans were thanked for taking on this big initiative, which will bring about a major change, and Julie was thanked for her support from the very beginning.

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

II. A. EXECUTIVE SESSION

Executive Session called to order at 5:37 pm in the board dining room on the Salem Campus, Building 2, Room 172. Executive Session was held in accordance with ORS 192.660(2)(i) president/chief executive officer evaluation and (d) negotiations.

Members in Attendance: Ed Dodson; Betsy Earls (arrived at 6:21 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 Campus; and Miriam Scharer, Vice President/CFO.

Executive Session ended at 5:57 pm.

II. B. ADMINISTRATION UPDATES

Open session reconvened at 5:58 pm. Updates were shared or discussed with the board about the September 5 board work session; Association of Community College Trustees (ACCT) Conference on October 16–19 in San Francisco; board calendar preview; legislative issues; staffing; Ag Complex, diesel program; non-credit truck driving; program updates; board agenda preview; and election of board chair and vice chair.

A recess was taken at 6:45 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Neva Hutchinson, Chair, reconvened the board meeting at 7:02 pm. The meeting was held at the Salem Campus in the Board Room, Building 2, Room 170.

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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; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley; and Miriam Scharer, Vice President/CFO.

Board Representatives in Attendance: Terry Rohse, Chemeketa Classified Association; Traci Hodgson, Chemeketa Faculty Association; and Rory Alvarez, Chemeketa Exempt Association. Absent: Riley Dunagan.

D. REORGANIZATION OF THE COLLEGE BOARD OF EDUCATION

Neva Hutchinson pulled this item. Because this was an election year for board members, there is an ORS statute that requires that the election of officers must occur in July.

E. COMMENTS FROM THE AUDIENCE

At the end of the board meeting Terry Rohse thanked the negotiating teams from the college and the classified association, along with Julie, the board, David and Miriam. Although the discussions were emotional and heated at times, overall the dialog was good and the classified association felt listened to.

F. APPROVAL OF MINUTES

Ron Pittman moved and Jackie Franke seconded a motion to approve the minutes of May 15, 2019.

The motion CARRIED.

G. SEPARATE ACTION

Approval of Retirement Resolutions No. 18-19-23, Lori A. Cegon; No. 18-19-24, Kelley J. Gembala; No. 18-19-25, Bryon D. Hall; No. 18-19-26, Nancy K. Howard; No. 18-19-27, Julie Huckestein; No. 18-19-28, Michael J. Milhausen; and No. 18-19-29, Timothy E. "Tim" Rogers

Each board member read a retirement resolution for the seven college employees. Ken Hector moved and Betsy Earls seconded a motion to approve all the retirement resolutions.

The motion CARRIED.

Bryon Hall, Julie Huckestein, and Tim Rogers were presented with their retirement resolutions and were thanked for their service.

H. REPORTS

Reports from the Associations

The Associated Students of Chemeketa (ASC) report was accepted as written.

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Traci Hodgson noted she is stepping down from her role as vice president on the faculty Association; and Traci wished Julie well on her retirement. Terry Rohse reported he was re-elected as president of the classified association. Rory Alvarez noted that Adam Mennig will be taking over as president of the exempt association and will start attending board meetings in July.

Reports from the College Board of Education

Betsy Earls attended the meeting with Congressman Kurt Schrader and graduation.

Diane Watson attended the Emergency Services open house in Brooks, the Affordable Learning Initiatives celebration, Salem-Keizer Raising the Bar, Congressman Kurt Schrader visit, end-of-year BBQ, 25–45 year employee recognition, board policies subcommittee meeting, Ag Complex groundbreaking; LPN pinning ceremony, Julie's retirement celebration, and the Law Enforcement and college graduations.

Jackie Frankie attended two Jan Ree/Hayesville Neighborhood Association meetings (the June meeting was to meet the new Marion County Sheriff Joe Kast), U.S. State Department Fellows Program presentation, Nancy Duncan's retirement celebration, Congressman Kurt Schrader meeting, Council of Governments (COG) membership meeting; budget committee, executive committee and board meetings, drafting students BBQ, Engineering students bridge competition, board policy review subcommittee meeting, Ag Complex groundbreaking, Julie's retirement celebration, graduation, and Marion County Chief Administrative Officer John Lattimer's retirement.

Ken Hector participated in a conference call for the Association of Community College Trustees (ACCT) Public Policy subcommittee and Oregon Community College Association (OCCA) legislative conference calls. Ken attended the Chemeketa Foundation STARS event at YVC, Human Services Tea, Affordable Learning Initiatives awards, SEDCOR Economic Forum, Nancy Duncan's retirement celebration, Congressman Kurt Schrader's campus visit, end-of-year BBQ, 25–45 year employee recognition, all-staff forum, Julie's retirement celebration, Ag Complex groundbreaking, law enforcement and college graduations, and Marion County administrator John Lattimer's retirement celebration.

Ron Pittman attended the Foundation STARS event at YVC, Julie's retirement celebration, and graduation.

Ed Dodson attended the Emergency Services open house, OCCA forum and board meetings, U.S. State Department Fellows Program meeting, Affordable Learning awards, SEDCOR Economic Forum, Student Success Advising Group, Nancy Duncan's retirement celebration, Congressman Kurt Schrader's meeting, end-of-year BBQ, all-staff forum, 25–45 year employee recognition, Julie's retirement celebration, Tim Roger's retirement celebration, Engineering student bridge competition, board policy review subcommittee meeting, spring choir concert, Ag Complex groundbreaking, and the law enforcement and college graduations.

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Neva Hutchinson attended the Foundation STARS event at YVC, SEDCOR Economic Forum, Salem-Keizer Raising the Bar luncheon, Julie's retirement celebration, and the law enforcement and college graduations,

Reports from the Administration

Jim Eustrom reported last Tuesday, June 18, 703 students, 186 faculty and staff, and 4,800 friends and family members packed the Pavilion for the college's 63rd commencement. It was a moving and monumental event. Jim thanked everyone who organized the event, everyone who attended to support the students, and, most importantly, all the student graduates.

I. INFORMATION

Annual Evaluation of the President

Board members did a modified evaluation of Julie Huckestein. Neva Hutchinson read the evaluation report/public statement on behalf of the board; a copy will be in the official board file. In summary, the board rated Julie's performance as exemplary this year and in her five-year tenure as president of Chemeketa Community College.

On behalf of the board, Diane Watson read a proclamation granting Julie President Emeritus standing.

College Policy #2220, Political Activity of Employees; #2310, Closure/Delayed Openings; and #3071, Inquiries for Employment References (including Student Employees)

Rebecca Hillyer reviewed the minor changes. The policies were reviewed by the President's Advisory Council, and the policies will be brought back in July for board action.

College Policy #4080, ~~Alternate Approaches to College Credit Transfer of Previous Credit~~ and Alternate Approaches to College Credit

Jim Eustrom reported the last review of this policy was in 2015. The policy has been revised to include transfer credits from other college and universities, added new requirements for Credit for Prior Learning from the Higher Education Coordinating Council (HECC), and added in language on Transfer Credit Standards. This policy will be brought back next month for approval.

Adult High School Diploma Plan Update for 2019–2020

Sara Hastings, dean of High School Partnerships, brought forward the annual Adult High School Diploma plan for 2019–2020. Next year is an update year, not a new plan year, so the only requirement from HECC is to update the courses to reflect the current offerings to meet the requirements for a high school diploma for adults who are over 18 years of age. The course listing is in the board agenda packet. Board action will be requested next month.

Affirmative Action Annual Report

David Hallett acknowledged Alice Sprague, director of Human Resources, HR staff Heather McDaniel and Kyle Stevens, and Vivi Caleffi Prichard, Diversity and Equity Officer, who compiled the report. Alice reported that she hopes to present next year's Affirmative Action report using Tableau. Alice said the 2010 Census data is still being used; 2020 Census data should be available by March 31, 2021.

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Alice reviewed the tables in the report showing workforce statistics for the 2018 calendar year and some comparisons from 2017 to 2018 which included:

Table 1 – Affirmative Action Job Category Examples

Table 2 – Chemeketa Workforce Statistics comparing employee job categories, minorities, and females for the current calendar year. This is not duplicated data.

Table 3 – Chemeketa Workforce Statistics comparing employee job categories and self-disclosed veterans for the current calendar year

Table 4 – Chemeketa Salaried Workforce Utilization Analysis for the current calendar year

Table 5 – Chemeketa Salaried Workforce Comparison Statistics of employee job categories of minority and female for 2017 and 2018. Alice noted a typo in the table heading. It was corrected to January 1, ~~2017~~ to 2018 through December 31, 2018

Table 6 – Minority and Female Demographics for the current calendar year

Table 7 – Recruitment and Applicant Statistics

Table 8 – Recruitment and Selection Patterns for the last 11 years (2007–2018)

Alice shared a brief update on the current status and items that have been institutionalized. This included a number of professional development opportunities available, new employee orientation, an Employee Development certificate to give staff opportunity for advancement, advertising in at least two diversity publications, and participating in local and statewide employer fairs. Specific to HR, there are structured hiring guidelines, search advocates for hiring committees which is unique to the college, ongoing review of position description language and minimum qualifications to remove barriers, and position standards and guidelines for hiring committees.

Vivi Caleffi Prichard noted it has been a true partnership with Alice and HR to help move the needle to diversify the college workforce. Some initiatives and future diversity and equity activities included implementation of the Cultural Competency Certificate to foster an environment where people feel welcome and comfortable working at the college, continuous work with hiring committees to review position announcements with an equity lens, development of a strategic roadmap for equity, further analysis of data to implement initiatives and look at the hiring process differently, implementation of faculty internships with a focus on culturally competency, promote student stories to show the need for culturally competent faculty and staff, and to work with the city of Salem to help build a community for people of color.

The board thanked Alice and Vivi for an excellent report.

J. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written.

Budget Status Report

Miriam Scharer reported this is the last budget status report for this academic year until the final audit report is presented to the board in December. However, a preliminary end-of-year budget status report will be shared in September and the final financial report will be presented by the college's auditor.

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Referring to the Statement of Resources and Expenditures report, Miriam noted Tuition and Fees is slightly higher than what was budgeted; however, adjustments are still being made. The Interest line item shows an increase as a result of revenue from investments that have come in higher than anticipated; and Miscellaneous Revenue continues to grow from timber tax revenue.

Miriam drew attention to the percentage of budget expended in the Budget Status Report. This reflects the choices made to hold positions vacant and other measures to contain costs.

No interest change or additional investments were noted in the Status of Investments Report. Referring to the discount note that matures on June 21, 2019, Neva Hutchinson asked what happens after the note matures. Miriam said Rich McDonald will be looking at financial need and may reinvest the funds or it goes back into the college bank account.

Purchasing Report

Miriam reviewed the two items in the Purchasing report. A Request for Proposal (RFP) will be released in July for a Learning Management System platform and software that will support Chemeketa Online education. Kellie Schellenberg, dean of the Center for Academic Innovation, will be leading a college-wide initiative involving faculty and staff focus groups and stakeholders to identify the needs as well as evaluation criteria for the proposals. Due to the scope of the project, this is an information item for the board tonight, but a contract award won't be made until December.

Ken Hector asked how many vendors are estimated to submit proposals. Kellie said there may be 8–10 possible vendors. Diane Watson asked how the software will help with retention. Kellie responded many of the software platforms actively integrate with student success components such as early alert, institutional reporting, assessment management and others related to the system. This is why a comprehensive review is being done to see if those resources can be leveraged in a single system or a system that integrates with other strategic initiatives.

Miriam reported the other purchasing item is a subsequent notice to the board on Academic Scheduling and Space Management Software as a Service. This relates to CollegeNet which is the software used for academic schedule space management. An RFP went out in 2015 and the contract was extended in April 2017 for two additional years to evaluate the college needs and options. As a result, the college has provided findings that are required for a sole source provider to extend the contract to CollegeNet, Portland, Oregon. Miriam reviewed highlights of the findings.

This is contingent on successful completion of contract negotiations through June 30, 2020, with annual renewal for a total additional period of up to five years, for an amount not to exceed \$54,041. The not-to-exceed amount includes an initial set up fee of \$20,000 for expanded services and an annual service fee of \$34,041, which now includes all Chemeketa locations. Board action is not required pursuant to OAR 137-047-0800 and #CCR.302.

Capital Projects Report

Rory Alvarez, director of Facilities and Operations said the report stands as written with one addition. Rory commended the facilities team who were able to quickly restore the HVAC system that serves the board room.

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Chemeketa Cooperative Regional Library Service (CCRLS)

John Goodyear, executive director for CCRLS, shared some additional updates to his written report. John pointed out that an action item is on the board consent calendar tonight to approve the appointment of Tracy Dylan of Yamhill County as the rural layperson for the CCRLS Advisory Council. He is a professor from Portland State University. John met with Will Worthy, the new director of the Newberg Library. The Keizer Library workgroup has been delayed because the person leading the group has been out of town. However, she has been making connections and is working with a consultant to write a grant. Grand Ronde is actively working to put together their tribal library application. Lastly, there are two membership standards now, one for public libraries and one for tribal libraries.

Recognition Report

Julie Huckestein acknowledged all the employees (200+) in the written report. Julie shared an additional thanks to Jamie Wenigman, Jeannie Odle, Nancy Duncan, Phillip Hudspeth, and Terri Jacobson for their help in Julie's Party with a Purpose retirement celebration. Over \$14,000 was raised for student scholarships and the Student Relief fund; and all the limited edition of the Jewel Huckestein Chardonnay wine was sold. Julie brought some leftover "swag" located on the back counter. Julie read her personal message that was in the program.

K. SEPARATE ACTION

Approval of Resolution No. 18-19-30, Adopting the Budget, Making Appropriations and Levying Taxes

Miriam referred to the handout in the board folder. The budget is different than what was approved by the Budget Committee in April and approved by the board in May. It reflects changes as a result of the anticipated increase in state funding from \$590 million to \$640.9 million; personnel costs including salary adjustments for exempt employees, and classified employees pending ratification from the classified association and board. The allocation of the additional funding from the state will replenish the ending fund balance (which was reduced by \$1 million in next year's budget); and until decisions are made, all other additional funds have been added to the contingency fund line item reflecting an increase from \$3.5 to \$6 million. It was noted that board approval is needed for any transfers from the contingency fund.

The total general fund budget for 2019–2020 has been changed to \$90,660,000. In order to have spending authority for next year, this resolution needs approval from the board by June 30, 2019. Tax rates will be imposed at the rate of \$0.6259 per \$1,000 of assessed value for the General Fund; \$0.0818 per \$1,000 of assessed value for the Regional Library; and the amount of \$10,130,000 for payment of bonded debt.

Miriam drew attention to two additional handouts in the board folder—Action 1 and 2, Transfers of General Fund Appropriations, and Authorizing Interfund Borrowing, both are standard requests to align the budget at the end of year, if necessary.

Ron Pittman moved and Jackie Franke seconded a motion to approve Resolution No. 18-19-30.

The motion CARRIED.

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Approval of Resolution No. 18-19-31, Declaration of Election Results

The May 21 election resulted in the re-election of Ed Dodson, Zone, 1; Neva Hutchinson, Zone 3; Diane Watson, Zone 6; and Betsy Earls, Zone 7.

Ken Hector moved and Ron Pittman seconded a motion to approve the declaration of election results as presented.

The motion CARRIED.

Administration of Oath of Office for Ed Dodson, Zone 1; Neva Hutchinson, Zone 3; Diane Watson, Zone 6; and Betsy Earls, Zone 7

David Hallett administered the Oath of Office for the re-elected board members Ed Dodson, Neva Hutchinson, Diane Watson, and Betsy Earls.

Approval of Presidential Contract

Board members reviewed the amended presidential contract for Julie Huckestein during Executive Session. The amended contract covers the period of July 1–7, 2019.

Ron Pittman moved and Jackie Franke seconded a motion to approve the amended contract as presented.

The motion CARRIED.

Approval of Exempt Compensation

David Hallett referred to the green sheet in the board packet for a 4 percent salary adjustment to the Exempt Salary Schedule effective July 1, 2019.

Jackie Franke moved and Ken Hector seconded a motion to approve the changes to the Exempt Salary Schedule to be effective July 1, 2019.

The motion CARRIED.

Approval of Resolution No. 18-19-32a–f, Banking Resolutions Designating Depository

A change in the authorizing signatures from Julie Huckestein to Jessica Howard is needed for banking institutions used by the college for US Bank, City National Bank, Marion and Polk Schools Credit Union, US Bank Corporate Trust Services, Wells Fargo, and Bank of America.

Ken Hector moved and Betsy Earls second a motion to approve Resolution 18-19-32a–f effective July 8, 2019.

The motion CARRIED.

L. ACTION

Ken Hector moved and Ron Pittman seconded a motion to approve consent calendar items No. 1–13:

1. Approval of Budget Transfer Requests [18-19-161]
2. Approval of Resolution No. 18-19-33, Authorizing Interfund Borrowing [18-19-162]

3. Approval of College Policy #4060, Criteria for Retention of Classes [18-19-163]
4. Approval of College Policies #2281, Removal and/or Trespass of Person(s) from Chemeketa Community College Property; #2290, Serious Communicable Diseases Control; and #3610, Volunteer: Definition [18-19-164]
5. Approval of Lay Representative for the Chemeketa Cooperative Regional Library Services [18-19-165]
6. Approval of Suspension of Retail Management [18-19-166]
7. Approval of Procurement Certificate of Completion[18-19-167]
8. Approval of Legal Administrative Professional Associate of Applied Science Degree [18-19-168]
9. Approval of Legal Administrative Professional Certificate of Completion [18-19-169]
10. Approval of Micro Business Operations Certificate of Completion [18-19-170]
11. Approval of Horticulture Associate of Science Degree [18-19-171]
12. Approval of Faculty; Hourly, Part-Time/Temporary; Part-Time/Adjunct Faculty Bargaining and Part-Time Faculty Non-Bargaining Non-Credit Salary Schedules for 2019–2020 [18-19-172]
13. Approval of Fire Alarm Testing, Monitoring, Maintenance and Repair Services Contract Award [18-19-173]

The motion CARRIED.

M. APPENDICES

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

N. FUTURE AGENDA ITEMS

None were heard.

O. BOARD OPERATIONS

A special board meeting will be held in early July to ratify the classified contract if approved by the classified membership.

P. ADJOURNMENT

The meeting adjourned at 8:57 pm.

Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

7/24/2019

Date