

Minutes
September 19, 2018

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

July 25, 2018

I. WORKSHOP

Neva Hutchinson, Chair, called the workshop to order at 4:31 pm. The workshop was held at the Yamhill Valley Campus, 288 NE Norton Lane, McMinnville, in Building 1, Room 101–105.

Members in Attendance: Ed Dodson; Jackie Franke; Ken Hector; Neva Hutchinson, Chair; Ron Pittman; and Diane Watson, Vice Chair (arrived at 4:35 pm). Absent: Betsy Earls.

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

A. Yamhill Valley Campus (YVC) Update

Jim Eustrom introduced Danielle Hoffman, director of Transfer, Transition and Student Services, and Paul Davis, director of Career and Technical Education at YVC. A PowerPoint was used to guide the presentation, which covered Chemeketa Works-Internships, Early Childhood Education, Library and Tutoring, Summer Bridge, and Juntos. A number of YVC staff were in the audience and they introduced themselves and their position.

Paul Davis reported Chemeketa Works is modeled after McMinnville Works, a business-driven internship, developed by McMinnville Economic Development Partnership. Chemeketa Works is a project-driven internship where interns work part-time for 10–11 weeks and are paid at minimum wage or more. Julie Miller, coordinator for Chemeketa Works, shared a few highlights including the first cohort of 17 students was launched winter term 2018; the highly engaged steering committee is made up of various businesses and industries in Yamhill County and wanting to connect with Chemeketa and prepare students for the workforce. They are, in turn, helping the college build bridges and connect with other businesses and stakeholders in the community. Chemeketa Works has become a pathway to employment and has helped others refine their career direction. Three student interns—Joana Garcia, Hunter Roth, and Jose Israel Plascencia—shared their experiences at the businesses.

An Early Childhood Education (ECE) cohort of 18 modeled after the Salem program is being offered this summer. Classes are offered on Friday nights, 6–8:30 pm, Saturdays, 9 am–3 pm, and a practicum. Two students in the ECE cohort, Ashley Velasquez and Joana Garcia shared their experience.

Jennifer Silkey, Library and Tutoring lead, shared updates including a proposal by tutors to reconfigure the furniture making it more inviting; a new process was developed for spring term for YVC students to get books from the Lending Library without having to go to the Salem Campus, and the process will be available for the Polk and Woodburn Centers in the

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fall; there are now books in the YVC library, but there is a need for more; embedded tutoring was piloted at YVC where tutors were available in the classroom mainly for labs (math, science, and writing); district-wide tutor training was offered at YVC, as well as study skills workshops and placement test preparation.

Julianna Pilafian, Student Services Specialist, reported the Summer Bridge is going on this week. She gave a brief overview and noted it is funded by a grant for graduating seniors who plan to attend Chemeketa in the fall. It is an intense, four-day, 20-hour program to help students get ready for the fall. Thirty (30) students are participating in sessions on relationship building, instilling a sense of belonging, campus tours, all aspects of financial aid, Chemeketa Foundation scholarships, and education and career exploration.

Another student recruitment activity was reaching out to Dayton middle school students and invited 90 students to YVC so they could be exposed early to college with the message that everyone is college material and that grades matter. In addition to partnering with middle schools, they are working with high school counselors to develop a close relationship and to educate them about College Credit Now and other ways to help prepare their students for college. Julianna's advice is to begin with the end in mind: Find out what the student's dream job is, what education do they need, how can Chemeketa support that goal, and what do they need in high school to prepare them for college.

Jose Garcia, Juntos and Education coordinator at OSU and YVC, shared information on the Juntos program. Jose noted he was in Chemeketa's Outward Bound Program, which had a huge impact on where he is today. Juntos is a partnership program at OSU developed by North Carolina University geared toward first-generation Latinos. The major difference is it brings in families (parents and siblings) and makes them part of the experience, which is missing in the Outward Bound and Aspire programs. Juntos started at YVC in 2015 with Dayton and McMinnville High Schools and two middle schools, Patton and Duniway. Initial conversations are underway to expand to Central High School in Dallas and Woodburn High School. Jose proudly reported they have a 100 percent graduation rate of high school students and 92 percent graduation rate in post-secondary schools.

Jose reviewed the core components of the program, including workshops; monthly family nights with dinner; college visits and programming; and advising, clubs, Hispanic PTAs and summer camps. Some statistics about the Juntos program at YVC were shared, including 160 students and their families were served; 560 completed workshops; there was an average of 15 families per cohort; four college visits were made to Chemeketa Salem, YVC, and Brooks; two middle school STEM camps were hosted by YVC and two high school STEM camps were hosted at OSU; and many parents took interest in GED, English, and citizenship classes at YVC. Lastly, Jose shared a story about Cynthia Gomez, a Juntos student, who was not able to attend the meeting today. However, Jose noted she had a number of challenges in high school, but as a result of Juntos and visiting Chemeketa

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Brooks Regional Training Center, she developed an interest in criminal justice. Cynthia graduated from high school, enrolled and completed the first year of Chemeketa's law enforcement program, will complete the second year, and plans to transfer to Western Oregon.

Jim Eustrom added that we have talked about students being college ready, but we have turned it around and are becoming a student-ready college, taking students where they are and helping them find their path to be successful. All of these were great examples of reaching out and being a student-ready college. Julie thanked the YVC staff for their presentations and students for sharing their stories.

The workshop ended at 5:20 pm, and a recess was taken.

II. A. THERE WAS NO EXECUTIVE SESSION

Neva Hutchinson, Chair, reconvened the open meeting at 5:30 pm at the Yamhill Valley Campus, 288 NE Norton Lane, McMinnville, in Building 1, Room 106.

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

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

II. B. ADMINISTRATION UPDATES

Updates were shared or discussed with the board on the OCCA Summer Board training debrief; Presidential search; board work session and special board meeting on September 5; ACCT 2019 Associate Committee Interest form; board calendar review, letter from Senators Wyden and Merkley regarding the HSI grant; the Diversity and Equity Officer position; 45th Street improvements; marketing bus ads; funding by Marion County for the Diesel program; Keizer library; student-initiated fee policy; nursing differential; agenda preview and quarterly monitoring of board guiding principles.

A recess was taken at 6:45 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Neva Hutchinson, Chair, reconvened the board meeting at 7 pm. The meeting was held at the Yamhill Valley Campus, 288 NE Norton Lane, McMinnville, in Building 1, Room 101–105.

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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; Jackie Franke; Ken Hector; Neva Hutchinson, Chair; Ron Pittman; and Diane Watson, Vice Chair. Absent: Betsy Earls.

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

Board Representatives in Attendance: Terry Rohse, Chemeketa Classified Association; and Rory Alvarez, Chemeketa Exempt Association.

Neva Hutchinson presented Ken Hector with a card and gift thanking Ken for serving as board chair for 2017–2018.

D. COMMENTS FROM THE AUDIENCE

None were heard.

E. APPROVAL OF MINUTES

Ken Hector moved and Jackie Franke seconded a motion to approve the minutes of June 20, 2018.

The motion CARRIED.

F. REPORTS

Reports from the Associations

There was no report from the Associated Students of Chemeketa (ASC). The Chemeketa Faculty Association stands as written. Terry Rohse and Rory Alvarez said the classified and exempt reports stand as written.

Reports from the College Board of Education

Ron Pittman had no report.

Ken Hector attended the summer Oregon Community College Association (OCCA) board training in June; the All-Staff Forum; two Silverton Chamber Business Group meetings; a Presidential Search subcommittee meeting; the Diversity and Equity Officer candidate forums; and he participated in an Association of Community College Trustees (ACCT) Public Policy Committee conference call.

Diane Watson attended the OCCA summer board training and the Diversity and Equity Officer candidate forums.

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Jackie Franke attended a Catholic Community Services, "I Work, We Succeed," luncheon and an open house for St. Benedictine Center in Mt. Angel.

Ed Dodson attended the summer Oregon Community College Association (OCCA) board training in June, a Presidential Search subcommittee meeting, and the Diversity and Equity Officer candidate forums.

Neva Hutchinson attended the summer Oregon Community College Association (OCCA) board training in June, a Presidential Search subcommittee meeting, the Diversity and Equity Officer candidate forums, and the All-Staff Forum.

Reports from the Administration

Jim Eustrom reported the 12th Council of Student Services Administrators (CSSA) Summer Institute was held at Menucha this year. This organization focuses on growing your own staff to advance into administrative positions. Angela Archer, Joel Gisbert, and Yesica Navarro were Chemeketa's student services representatives among the 36 attendees from around the state. Jim noted that a total of 30 Chemeketa staff have attended this institute and 28 have had promotions or advanced in their careers.

G. INFORMATION **2018 Fall Kickoff**

Alice Sprague, director of Human Resources, referred to the calendar in the board folder, and she highlighted some of the events. Kickoff day is Tuesday, September 11, starting at 9 am in the Building 7 gym. Julie will give a welcome, and after the morning session, the Wellness Fair, a grab-and-go lunch, and in the afternoon, a classified and exempt training session, and program/department meetings for faculty. The annual Staff Art show reception will be on Wednesday, September 12.

College Policies #1720, Equal Opportunity/Affirmative Action; #1745, Campus Sexual Violence Elimination Act (SaVE); and #7050, College Visitors

Rebecca Hillyer briefly reviewed three policies. The policies were reviewed by the President's Advisory Council and will be brought back in September for board action.

Women's Athletics Cross Country and Long Distance Track

Cassie Belmodis, athletic director, and David Abderhalden, athletic coordinator, brought forward a proposal for two new potential athletic teams for women as a result of Title IX compliance. Based on the 2014 self-assessment, two areas of concern were comparable facilities, which are currently being addressed with the construction of a softball field, and proportionality of opportunity, specifically for women athletes. At Chemeketa, the number of women students (54 percent) enrolled is higher than the number of male students (46 percent); last year the percentage of female participation was 47 percent. To be in compliance, the college would need to add 14–20 more female athletes. As a result, a women's athletics cross-country team for fall 2019 and a women's athletics long distance track team for spring 2019 were proposed.

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Jackie Franke asked what type of research was done to choose these two areas. Cassie said the cost, the numbers and participation rates at local high schools, and the competition available from other colleges that have cross-country and long distance teams. Tennis was also considered, but there were very few tennis teams at the other colleges. It was noted that if a student does both cross-country and long distance track, they would be counted twice.

Other questions around the head coach salary and recruitment, how the college would handle a large number of female student athletes, and the interpretation and misinterpretation of Title IX, were asked and discussed. Board action will be requested at the September board meeting.

Equity Scorecard

Julie Huckestein referred to the Equity Scorecard 2017–2018 Status handout in the board folder. The data for the scorecard has been monitored and maintained by the Diversity Advisory Council and shared with the Student Success and Completion Advisory Council to help make movement and improvements. Linda Herrera, diversity and equity officer, and Alice Sprague, HR director, reviewed the data under each objective.

H. STANDARD REPORTS

Personnel Report

Jim Eustrom 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. The Status of Investments report reflects a slight increase in interest rates.

Miriam referred to a handout in the board folder on Oregon Community Colleges 2018–2019 Tuition and Fees. Chemeketa is, again, at the lowest tuition rate. Miriam pointed out the statewide average is \$5,399 based on 45 credits. In comparison, Chemeketa is \$4,725 or \$674 below the statewide average. To bring it up to the statewide average, it would equate to about a \$15 per credit tuition increase and would put the college in the top end of the middle third (between Linn-Benton and Portland). A few other comparisons were also listed.

Purchasing Report

Miriam reported a Request for Proposal (RFP) for Executive Recruitment Services for recruiting a new president will be advertised. The contract award will not require board approval, but it will be brought back as a Separate Action item at the September 5 board work session.

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Miriam referred to a green sheet in the board folder for Action Item No. 5, Approval of Santiam HVAC Improvement Contract Award. One response was received and awarded to C.J. Hanson Company, Inc., for \$205,527.

Capital Projects Report

Rory Alvarez said the report stands as written with one addition. A full set of plans from Marion County for the easement on 45th Street should be available and will be shared at the September board meeting. Julie Huckestein said this may require board action.

College Advancement Report April 2018–June 2018

Jim Eustrom reported the College Advancement report includes two reports—Grant Activities and the Foundation Quarterly report—and both stand as written. Nancy Duncan, executive director of the Chemeketa Foundation, announced a benefit for the music program will be held on September 13 at Willamette Valley Vineyards, and she received a \$10,000 donation to help sponsor the event.

Jim Eustrom highlighted three entries in the Grant Activities report—the \$100,000 grant pending from Marion County Economic Development for the new proposed Diesel program; and the two grants for the Campus Compact of Oregon. One grant provides an AmeriCorps employee for the CAMP program and the other provides another AmeriCorps employee at the Woodburn Center.

Spring Term Enrollment Report

Jim Eustrom reported in place of Fauzi Naas and briefly reviewed the headcount and FTE tables and charts. Spring reimbursable FTE is down 3 percent from last spring and unduplicated headcount was down 2.6 percent; year-to-date reimbursable FTE was down 3.7 percent and year-to-date unduplicated headcount was down 6.8 percent from last year.

Recognition Report

Julie Huckestein acknowledged all the employees in the written report, and especially acknowledged the program reviews. Fifty-five (55) program reviews have been completed and there are only six more left to do and then the full cycle starts again. Program reviews are on a six-year cycle with the third year to look back at what has changed or improved.

I. SEPARATE ACTION

Approval of Retirement Resolution No. 18-19-01, Donna R. Northey; and Resolution No. 18-19-02, Juliet M. Booth

Ken Hector read the retirement resolution for Donna R. Northey.

Ken Hector moved and Ron Pittman seconded a motion to approve Retirement Resolution No. 18-19-01.

The motion CARRIED.

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Diane Watson read the retirement resolution for Juliet M. Booth.

Ken Hector moved and Diane Watson seconded a motion to approve Retirement Resolution No. 18-19-02.

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 Policy #1740, Annual Campus Security Report—Clery Act
2. Approval of Cybersecurity Associate of Applied Science Degree Option
3. Approval of Grants Awarded April 2018–June 2018
4. Acceptance of Program Donations April 1, 2018 through June 30, 2018
5. Approval of Santiam HVAC Improvement Contract (green sheet)

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.

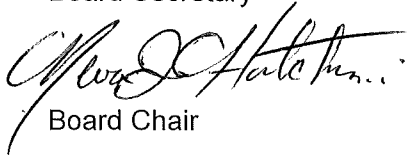
N. ADJOURNMENT

The meeting adjourned at 8:10 pm.

Respectfully submitted,



Board Secretary


Board Chair

President/Chief Executive Officer

9/19/2018
Date