

Minutes
December 18, 2019

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

November 20, 2019

I. WORKSHOP

Diane Watson, Chair, called the workshop to order at 4:33 pm. The workshop was held at the Salem Campus in the Board Room, Building 2, Room 170.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Holly Nelson, Executive Dean, Regional Education and Academic Development (for Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus); and Miriam Scharer, Vice President/Chief Financial Officer, College Support Services.

A. High School Partnerships (HSP) Update

Holly Nelson introduced Sara Hastings, director of High School Partnerships. Sara used a PowerPoint presentation to guide her presentation. HSP is housed in Building 50 but offerings are also offered in Building 49, 51 and at the Woodburn Center. HSP employees in attendance were introduced—Bonnie Booth, Jessica Hilfiker, Alejandra Gallegos Verdin, Matt Keeling, Elena Martinez, Karl Meiner, and Kevin Olson.

Sara shared an overview of Winema programs including Early College, Woodburn GED Options, Winema High School Completion, Expanded Options for Underage General Population 16–17, and Adult High School Diploma; and outside collaborations and partnerships were shared including 34 school districts, with the top three being Salem-Keizer School District, Summit Learning Charter/Summit Community College High School District in Estacada, and Stayton School District. Statistics were shared for student demographics; student headcount and gender by academic year. Early College faculty Karl Meiner, English; and Kevin Olson, Language Arts; and Matt Keeling, lead faculty in High School Completion, shared their experiences and perspectives with working with HSP students. Karl Meiner said he helps students find their voice and have a sense of belonging; Matt Keeling appreciates the collaboration with faculty on the Salem campus to provide the same course and college experience to high school students; and Kevin Olson said the values he imparts to students is to build community, value and respect one another, work hard to achieve their academic goals, and that they are noticed and their questions will be answered.

Jessica Hilfiker and Alejandra Gallegos are academic advisors in the GED and high school completion programs, respectively. Jessica works with six high schools, with Dayton joining on last year. Last year's graduation rate was 66 percent; 25 percent did not graduate but returned this year. As students near graduation, campus tours and career workshops are offered every five weeks, students get their Chemeketa IDs, financial aid workshops are offered twice a year where they meet individually with each student to complete financial aid and/or Oregon Promise applications, and scholarship workshops are offered annually. Forty-five (45) transition scholarships were issued last year. Alejandra reported there are 20 GED students in

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Woodburn, 19 are sponsored by Woodburn High School. Alejandra noted they are seeing more younger students coming to the High School Completion program (sophomores and juniors). Having these students longer will help staff make stronger connections to student services and help them mature as college students.

Bonnie Booth was a GED instructor, but she is now the advisor for Early College which supports students in grades 10–12 who take college classes to meet high school requirement for graduation. Bonnie is also the advisor for the mentoring program. This year there are ten student volunteer mentors. The objective is to provide peer-to-peer support to juniors and seniors, the new generation of college students. Three of the student volunteers, Zach Leskowsky, Geordyn Allyn, and Flor Maciel shared what they do as mentors and what the program has done for them.

The board thanked Sara Hastings, the HSP staff, and students for their informative presentation.

A recess was taken at 5:25 pm.

II. A. EXECUTIVE SESSION

Executive Session called to order at 5:34 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)(d) negotiations.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Holly Nelson, Executive Dean, Regional Education and Academic Development (for Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus); and Miriam Scharer, Vice President/Chief Financial Officer, College Support Services.

Executive Session ended at 5:53 pm.

II. B. ADMINISTRATION UPDATES

Open session reconvened at 5:54 pm. Updates were shared or discussed with the board on follow-up on Policy 1753; board accident insurance from Zurich Services; debrief of the Oregon Community College Association (OCCA) conference; attendance to the Association of Community College Trustees (ACCT) National Legislative Summit in February; shortened December 18 board meeting; reschedule of February 19 board meeting; board calendar preview; affirmed President's Goals for 2019–2020; statewide governance/legislative activities; 50th anniversary gala on June 6; enrollment; April 24 college inservice day; program preview/alerts on truck driving, diesel, anesthesia tech, and applied baccalaureate programs; staffing updates; HVAC status; PERS employer incentive fund; Northwest Innovations doing business name change; and board agenda preview.

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A recess was taken at 6:56 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Diane Watson, Chair, reconvened the board meeting at 7:05 pm. The meeting was held at the Salem Campus in the Board Room, Building 2, Room 170.

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; Jackie Franke; Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson, Chair. Absent: Ron Pittman (excused).

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

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

D. COMMENTS FROM THE AUDIENCE

None

E. APPROVAL OF MINUTES

Ken Hector moved and Jackie Franke seconded a motion to approve the minutes of October 23, 2019.

The motion CARRIED.

F. REPORTS

Reports from the Associations

Riley Dunagan, ASC coordinator, said the report stands as written. Riley highlighted the activities for tomorrow's Indigenous People day and encouraged all to attend. Justus Ballard, Terry Rohse, and Adam Mennig, association presidents from, faculty, classified, and exempt associations, respectively, said their reports stand as written.

Reports from the College Board of Education

Neva Hutchinson attended the Oregon Community College Association (OCCA) Fall Conference and the 5–10-year employee recognition breakfast.

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Ken Hector attended a SEDCOR employer tour with Jessica Howard, Representatives Rick Lewis and Boshart Davis, Johnny Mack, and Nick Harville from SEDCOR. Visits included Freres Lumber in Lyons, Silver Mountain Packing in Sublimity, and GK Machine in Donald. Ken also attended two Silverton Chamber Business Group meetings; an annual Veterans Day celebration at Silverton Middle School; and Chemeketa's 5–10-year employee recognition breakfast.

Jackie Franke attended the annual Family Building Blocks (FBB) luncheon as a guest of R. Taylor, who is on the FBB board of directors; Council of Government event planning; dues; and special board meeting; and the OCCA fall conference at Salishan.

Ed Dodson attended the Mid-Willamette Education Consortium (MWEC) kick-off meeting; the second annual Fall Art Show; the OCCA conference; the 5–10-year employee recognition breakfast; and the All-Staff Forum.

Diane Watson attended the OCCA fall conference; a Keizer Library committee meeting; and the 5–10-year employee recognition breakfast.

Reports from the Administration

Holly Nelson reported on two events—the third annual Migrant Parent Institute on Saturday, November 9. Over 700 people attended the day-long event where 14 Career and Technical Education (CTE) programs were highlighted and 12 faculty participated in demos and hands-on activities for students and their family members. Thanks to Adriana Barrera, Cassie Belmodis, Mike Evans, Joel Gisbert, Manuel Guerra, Johnny Mack, CTE deans, Leo Rasca, Linda Ringo-Reyna, and Stacey Wells.

Early Childhood Education hosted an event that was held at three locations (Chemeketa, Yamhill Valley Campus and Western Oregon University) with over 90 attendees. The film “No Small Matter” was shown, which is a documentary that brings public attention and stories around the human capacity for early intelligence and the potential for quality early care and education to benefit America's social and economic future.

G. INFORMATION

Advisory Committees for 2019–2020

Holly Nelson reported in place of Johnny Mack, executive dean for Career and Technical Education. Holly shared some background about advisory committees noting they are made up of local employers who volunteer their time to help keep the programs current and relevant. Academic deans R. Taylor, Sandi Kellogg, Larry Cheyne, Paul Davis and Amy Early for Marshall Roache, were in the audience and introduced. A member of the Computer Information Systems Advisory Committee, Daniel Palacios, IT manager from State of Oregon, was in the audience and introduced. Daniel has been on the CIS Advisory Committee for ten years.

Holly shared that an appreciation event will be held sometime spring term to thank all the committee members who serve on advisory committees. Ed Dodson noted there are 308 members on the 29 advisory committees. Diane thanked all the advisory committee members

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for making the CTE programs current and strong. Board action to approve the advisory committees will be requested next month.

2019–2020 Key Dates for Planning, Budget, and Assessment

Miriam Scharer briefly reviewed a summary of key dates of internal activities related to the planning, budget and assessment. She drew attention to the gray shaded items which relate to board review or action.

College Policies #1710, Conflict of Interest and Ethics; #1750, Harassment/Discrimination; and #1753, Consensual Relationships

Rebecca Hillyer presented three policies that were reviewed by the President's Advisory Council. She briefly reviewed the changes and additions. Board action will be requested in December.

H. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written.

Budget Status Report

Miriam Scharer referred to the Statement of Resources and Expenditures and said three of the five state payments have been received. However, tuition and fee revenue is down significantly from last year. Some of it is due to changes made in the way courses are structured with revenues and expenses for adjunct costs going into self-support. Ken Hector asked about the high number in Miscellaneous Revenue. Miriam said the increase is due to timber tax revenue that continues to come in.

The Budget Status Report reflects the college is in line with last year. There is nothing significant to report on the Status of Investments. Property taxes will start to come in. The funds in the Local Government Investment Pool (LGIP) should start to grow. The college will be strategizing investments in order to take advantage of the higher rate in LGIP account than available in some of the other investments.

Miriam drew attention to the consent calendar for the approval of the Learning Management System contract award to replace the current Blackboard e-learn system with the Canvas Learning Management System by Instructure, Inc. It will go live this summer.

Capital Projects Report

Rory Alvarez said the report stands as written. His staff is gearing up for the work in Building 5 and other winter projects. Ken Hector asked about the repair done on the baseball fence and if the new covering is vented to prevent further damage during high winds. Rory will check David Abderhalden to see if that was done.

College Safety Activities and Planning

J.D. Wolfe, associate vice president of College Support Services, said the report stands as written. He highlighted a few of the activities, specifically No. 11, Marion County Sheriff office housed in Building 14; No. 13, upgraded security at Brooks Center; No. 15, cyber phishing

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campaign; and No. 16, upgraded Salem Campus security camera system; and No. 17, new Emergency and Risk Manager, John McIlvain.

Student Success Data Points

Fauzi Naas shared statistics on course pass rates and completion of a key measure on the Strategic Plan Placement in the three categories of Remedial Math, Reading, and Writing; Career and Technical; and Lower Division Transfer. He referred to the 11 x 17 handout entitled Course Pass Rates in the board folder and reviewed and discussed the numbers.

Recognition Report

Jessica Howard acknowledged all the employees in the written report. Jessica presented a plaque to Betsy Earls from OCCA for her eight years on the Chemeketa Board of Education.

I. SEPARATE ACTION

Approval of Retirement Resolutions No. 19-20-11, Timothy “Tim” A. Merzenich; and No. 19-20-12, John R. Whitney

Ken Hector read the retirement resolution for Timothy “Tim” A. Merzenich; and Neva Hutchinson read the retirement resolution for John R. Whitney.

Ken Hector moved and Jackie Franke seconded a motion to approve Retirement Resolutions No. 19-20-11 for Timothy “Tim” A. Merzenich and No. 19-20-12 for John R. Whitney.

The motion CARRIED.

J. ACTION

Betsy Earls moved and Ed Dodson seconded a motion to approve action item Nos. 1–2:

1. Approval of College Policies #1630, Endorsements; #2010, Concept of Administrative Organization; and #2110, President of the College/Chief Executive Officer ~~and Clerk of the College Board of Education~~ [19-20-117]
2. Approval of the Learning Management System Contract Award [19-20-118]

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.


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N. ADJOURNMENT

The meeting adjourned at 8 pm.

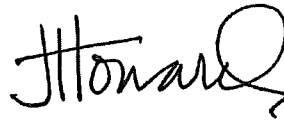
Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

12/18/2019

Date