

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

May 15, 2019

I. EXECUTIVE SESSION

The College Board of Education met at 4:10 pm for Executive Session. The meeting was held in Building 2, Room 172, at the Salem Campus. Executive Session was held in accordance with ORS 192.660(2)(i) evaluating the chief executive officer.

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.

Executive Session took a recess at 4:23 pm.

II. WORKSHOP

Neva Hutchinson, Chair, called the workshop to order at 4:38 pm. The workshop was held in Building 2, Room 172, at the Salem Campus.

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; 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/Chief Financial Officer.

A. Visual and Performing Arts Program (VAPA) Update

Jim Eustrom introduced Don Brase, executive dean of General Education and Transfer Studies, who introduced Keith Russell, dean of Liberal Arts. Keith reported the art faculty has started to do a "land acknowledgement" before all gallery events. Keith had Deanne Beausoleil, art instructor, do the land acknowledgement recognizing the Kalapooia people, the original stewards of this land, who gifted us with the name Chemeketa which means a gathering place. Keith noted Laura Mack and Deanne Beausoleil will give an update on the art gallery, and Kerry Burtis on the music program. Keith highlighted other areas including theater led by Jay Gipson-King, the theater instructor; the current play in the auditorium is Scenes from an Execution. Last month the Utopian Upcycle event was held where students and staff made many interesting art pieces using recycled material; and an arts symposium for high school students was held where students learned about the arts and the programs offered at the college, as well as getting some hands-on experience.

Deanne Beausoleil said the Gretchen Schuette Art Gallery is an educational gallery. The diversity statement and three categories of beauty and reflection (place of contemplation); opportunity (to provide equity for artists, artist-in-residence program, student art show); and education/community partners (employee art show, visual communications photography show, Soapbox Poetry, writing assignments, 3-D classes, Chemeketa Makes) guide the choices when

selecting artists or having events in the gallery. A Powerpoint presentation was used to share images of art pieces that addressed the three categories.

The gallery is also an educational tool for diversity, empathy, and understanding. A great example is the Cultural Conversation event where people were able to learn about different cultures. The Celilo Falls exhibit was an excellent example of community partners. Deanne called the Portland Art Museum and was connected with nationally known artists who offered use of their artwork for free. The gallery is about us learning, us teaching the community, and bringing back something to enrich the college.

Kerry Burtis, music instructor, used slides to guide his presentation. It included the growth of the music program from 2016–2017. There was one classroom, six instructors, one piano, 58 students enrolled in ensembles, 19 in applied lessons, 37 in classes (111 total), and generated 17.05 FTE. After two years, there are now three classrooms, 19 instructors, six pianos plus 17 different instruments, 60 students enrolled in ensembles, 121 in applied lessons, 116 in classes (297 total), and generated 21.37 FTE. The greatest challenge is to grow enrollment in the orchestra (strings) area and dedicated space for students to practice.

Kerry spends a great deal of time doing outreach by visiting area high school music programs and attends local and state music events and conferences, to raise awareness and recruit students to the music program at Chemeketa. The college also offers opportunities for music educators to earn professional development credits that they are required to meet and for salary advancement. The four concerts in the Acclaimed Artist Series has also been a popular outreach opportunity and attracted many community members to the college.

Two concerts of the four concerts have been booked so far for next year—September 30, Huun Huur Tu from Mongolia; and October 30, Voces8 (similar to Chanticleer). The Spring Concert, the final concert for the year, is on Sunday, June 9, at 7 pm in the auditorium. The band will be featured and the choir will do an all Broadway set with choreography and a cameo appearance by Terry Rohse.

Kerry gave special thanks to Don Brase, Julie Huckestein, Exec Team, the Board of Education, Chemeketa Foundation and Marketing, Keith Russell, Angie Ross, Nancy Duncan, Terri Jacobson, Terry Rohse, and donors for their support. Julie thanked Kerry for all his hard work internally and externally, his dedication and commitment, and showing the board and the college that this can be done.

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

III. A. EXECUTIVE SESSION

Executive Session reconvened at 5:33 pm in Building 2, Room 172, at the Salem Campus in accordance with ORS 192.660(2)(d) negotiations. (A correction was noted in the Exec Session script which inadvertently listed (e) real property instead of (d) negotiations.)

Members in Attendance: **Members in Attendance:** Ed Dodson; Betsy Earls (arrived at 6:25 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/Chief Financial Officer.

Executive Session ended at 5:56 pm

III. B. ADMINISTRATION UPDATES

Open session reconvened at 5:57 pm. Updates were shared or discussed on the Association of Community College Trustees (ACCT) conference on October 16–19; board chair and vice chair for next year; board calendar preview; legislative issues; chalking/free speech update; diesel program, GED options/staffing; program updates; board policies; Chemeketa Regional Library Service (CCRLS); CSSD staffing updates; and board agenda preview.

A recess was taken at 6:45 pm.

IV. REGULAR SESSION

A. CALL TO ORDER

Neva Hutchinson, Chair, reconvened the board meeting at 7:10 pm. The meeting was held in the Board Room, Building 2, Room 170 on the Salem Campus.

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/Chief Financial Officer.

Board Representatives in Attendance: Riley Dunagan, ASC Coordinator; Terry Rohse, Chemeketa Classified Association; Justus Ballard, Chemeketa Faculty Association; and Allison Stewart Hull, Chemeketa Exempt Association.

D. COMMENTS FROM THE AUDIENCE

None were heard.

E. PUBLIC HEARING ON PROPOSED BUDGET

Neva Hutchinson opened the public hearing to hear testimony on the proposed budget. No public testimony was given regarding the proposed budget for 2019–2020. The public hearing was closed.

F. APPROVAL OF MINUTES

Jackie Franke moved and Diane Watson seconded a motion to approve the Budget Committee and regular board meeting minutes of April 17, 2019.

The motion CARRIED.

G. REPORTS

Reports from Associations

Riley Dunagan said the ASC report stands as written. Justus Ballard said the faculty association report stands as written, but commented that what the art faculty have done and are continuing to do in the Gretchen Schuette Art Gallery has been fantastic. Terry Rohse said the written report stands as written and noted that the classified association board gave out an excellence award to a student artist at the annual Student Art Show. Allison Stewart Hull reported in place of Rory Alvarez and said the exempt association report stands as written.

Reports from the College Board of Education

Ed Dodson attended a SEDCOR breakfast at Eola, North Santiam Chamber Awards in Mill City, a Mid-Willamette Education Executive Council (MWEC) meeting, the Oregon Community College Association (OCCA) All-Oregon Academic Team luncheon, Barrel Tasting event, Chemeketa Center for Business & Industry (CCBI) Small Business Celebration, employee retirement celebration, Health Services open house for the nursing program's 50th anniversary, Cooperative Work Experience (CWE) employer appreciation lunch, STARS reception, and the Student Art Show.

Ron Pittman met with Paul Davis to hear updates about Yamhill Valley Campus (YVC).

Ken Hector attended the SEDCOR Ag breakfast, a Foundation board meeting, North Santiam Chamber awards, Marion County Commission board meeting and east Salem town hall held at Chemeketa, Small Business Management celebration at CCBI, employee retirement reception, and two meetings of the Silverton Chamber Business Group.

Jackie Franke attended the Marion County Commission board meeting and town hall, the Small Business Management celebration event, and the Student Art Show.

Betsy Earls had attended three West Salem Rotary meetings, a West Salem neighborhood association meeting, and a Dallas Rotary meeting.

Diane Watson attended a Keizer Network of Women (KNOW), a Keizer Chamber event, and Keizer Greeters, the CWE employer appreciation luncheon, STARS Reception, and the Student Art awards.

Neva Hutchinson attended the SEDCOR Ag breakfast, North Santiam Chamber community awards, Marion County Commission board meeting and east Salem town hall, barrel tasting, Small Business Management celebration, employee retirement reception, CWE employer recognition, and the Foundation STARS reception.

Reports from the Administration

Jim Eustrom recognized Tiffany Borden, from Counseling and Advising; Linda Ringo Reyna from Student Retention and College Life; and Sheila Brown, from Employee Development, who presented a half-day QPR (Question, Persuade and Refer) suicide training. Sheila Brown is a certified QPR trainer. Over 100 students and staff participated in the workshop that raised awareness about this serious issue. Oregon ranks 13th in suicides, which is about two per day.

H. INFORMATION

Annual Graduation Exercises

Heather Misener, graduation coordinator, reported the 63rd commencement is scheduled for Tuesday, June 18, 6 pm, at the Pavilion at the Oregon State Fairgrounds. Board members were asked to arrive by 5:30 pm to get gowned and to line up for the processional. The after-graduation celebration for employees and board members will be held at the Floral Building located behind Columbia Hall.

College Policies #4060, Criteria for Retention of Classes

Jim Eustrom reported Academic Standards reviewed the policy, but no changes were made other than the review date.

College Policies #2281, Removal and/or Trespass of Person(s) from Chemeketa Community College Property; #2290, Serious Communicable Diseases Control; and #3610, Volunteer: Definition

Rebecca Hillyer presented three policies that were reviewed by the President's Advisory Council. There was a question on whether background checks are done on volunteers, and Alice Sprague responded yes. The four policies will be brought back next month for board approval.

Regional High School Mathematics Contest

Wayne Barber said the written report shares details about the annual math contest that was held on April 12. He shared the background and purpose of the math contest and said there is still excitement and good participation from area high schools. Wayne thanked the board and the college administration for their support; math faculty who developed the questions, tests, and estimation problems; Visual Communications students who designed the t-shirts; and college staff who volunteered to help make the event a success.

Suspension of Retail Management Certificate of Completion

R. Taylor, dean of Business and Technology, Early Childhood Education, and Visual Communications, reported this certificate was part of a statewide consortium that focused on the grocery sector. Faculty and the advisory committee have found that this does not serve the community needs, in particular because the curriculum cannot be changed. As a result, a

recommendation was made to suspend the certificate and leave the consortium. Future discussion will take place to modify the coursework to include communications and e-commerce and possibly re-instate the retail certificate.

Procurement Certificate of Completion

Legal Administrative Professional Associate of Applied Science Degree

Legal Administration Professional Certificate of Completion

Micro Business Operations Certificate of Completion

R. Taylor noted the three proposed certificates and one degree program share some commonalities including increasing the ability to market “bundles” of classes internally and externally; responding, and incorporating input from the advisory committee, industry and partners; and preparing students for the job market. R. Taylor said the written reports give a program description, employment opportunities, wage information, and course/credit listings.

Diane Watson asked if the procurement certificate fit with any other program. R. Taylor said there is a two-year procurement degree in the Management program. While the proposed one-year program certificate can be a pathway to the two-year degree, the audience is for individuals or procurement officers already working in the procurement field. There are new requirements for certification and courses in the certificate program that would satisfy those certification requirements. These five program recommendations will be brought back next month for board approve.

Horticulture Associate of Science Degree

Jessica Sandrock, director of Agriculture Sciences and Wine Studies, and Joleen Schilling, Horticulture faculty, used a PowerPoint presentation to share information about a proposed new two-year Associate of Science transfer degree in Horticulture. Joleen reviewed the rationale for the degree, labor market need, college capacity impact, input and development of the program, and a list of the Horticulture Advisory Committee. It was noted that the horticulture area has the most course equivalencies and transferability with Oregon State University than any other CTE program at the college.

Betsy Earls suggested looking into a crosswalk or transfer program with the OSU School of Forestry. Terry Rohse noticed signs that the horticulture program at Linn-Benton Community College (LBCC) is being suspended. Joleen said that was true and LBCC will be doing a teach-out next year for students in the horticulture program. Neva recognized the importance of advisory committees and the value they bring on what is needed in the current and future workforce, not what we think is needed.

Faculty; Hourly, Part-time/Temporary; Part-time/Adjunct Faculty Bargaining and Part-time Faculty Non-Bargaining Non-Credit Salary Schedule for 2019–2020

Alice Sprague said the report stands as written. Alice noted the report details the changes in the salary schedules and effective dates. Board approval will be requested in June.

I. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written. Miriam Scharer, vice president/CFO, introduced J.D. Wolfe, the new associate vice president of Operations, who is replacing Tim Rogers; and Tom Howard, real estate services coordinator, who replaced Bill Riffle.

Budget Status Report

Referring to the Statement of Resources and Expenditures, Miriam reported the timber tax and interest income continues to add to revenue which will help maintain the ending fund balance. In the Budget Status report, the part-time faculty salaries line item is overexpended, as anticipated, but will be covered by the surplus in faculty salaries due to holding some vacant positions open. Some additional expenditures and adjustments are anticipated, but no major expenditures are anticipated. All other expenditures are in line and slightly lower than the previous year. The Status of Investments reflects one new investment; there was no change in interest rates.

Purchasing Report

Miriam Scharer reported on three purchasing items. An Invitation to Bid (ITB) went out on May 8 for Fire Alarm Services Testing, Monitoring, Maintenance and Repair. A recommendation for contract award will be made at the June board meeting.

There were two notices for action on sole source contracts. For the Vineyard Maintenance at the Northwest Wine Studies Center, Clarke Vineyard Management has provided this service since 2001. Notice to the board is given that the college has entered into a renegotiated contract for vineyard management services for an initial term of nine months with the option to continue for an additional year with Clarke Vineyard Management of Salem, Oregon, for an estimated contract amount not to exceed \$78,000.

Advanced Reporting currently provides Criminal Background Check and Drug Testing Services for college employees, volunteers, and students since July 1, 2013. Notice to the board is given that the college intends to renegotiate and extend the current contract with Advanced Reporting of Salem, Oregon, contingent on successful completion of contract negotiations, through May 1, 2021, and annually negotiated one-year contract extensions thereafter.

Capital Projects Report

Tim Rogers reported in place of Rory Alvarez and shared some additional comments. The Ag Complex project is transitioning from the design phase (what is the building going to be) to the construction phase (building the building). New, improved speed bumps have been added to straight stretches on North Campus Loop to slow down drivers. Ken Hector asked about the impact on fire and emergency vehicles. Tim said the speed bumps are more narrow and affect cars more than they do larger, heavier vehicles such as fire and emergency vehicles.

President's Report

Julie said the quarterly report briefing on information from the statewide governance groups including Oregon Community College Association (OCCA), Higher Education Coordinating

Council (HECC), Community Colleges and Workforce Development (CCWD), and the Oregon President's Council (OPC) stands as written.

Recognition Report

Julie Huckestein acknowledged all the employees in the written report.

J. SEPARATE ACTION

Approval of Retirement Resolutions No. 18-19-17, Larry K. Ralphs; No. 18-19-18, Kenneth R. Anderson; No. 18-19-19, Lynnette J. "Lynn" George; No. 18-19-20, Moira L. Hughes; No. 18-19-21, Kathryn E. Murphy; and No. 18-19-22, Leanne J. Whygle
Board members read each retirement resolution.

Diane Watson moved and Ron Pittman seconded a motion to approve the six retirements resolutions for Larry K. Ralphs, Kenneth R. Anderson, Lynnette J. "Lynn" George, Moira L. Hughes, Kathryn E. Murphy, and Leanne J. Whygle.

The motion CARRIED.

K. ACTION

Ken Hector and Diane Watson seconded a motion to approve consent calendar items No. 1–6:

1. Approval of Budget Committee Member Selection Process for Vacancies in Zone 4 and Zone 5 for 2019–2022 [18-19-149]
2. Approval of College Policies #2415, College Public Safety Authority; #2550, Integrated Pest Management; #3510, College-Funded Student Employee: Definition; and #6060, Chemeketa Community College Reserves Policy [18-19-150]
3. Approval of College Policy #4310, Academic Freedom [18-19-151]
4. Approval of Proposed Schedule of College Board of Education Meetings for 2019–2020 [18-19-152]
5. Approval of Direct Support Professional Associate of Applied Science Degree [18-19-153]
6. Approval of Presidential Evaluation Process [18-18-154]

The motion CARRIED.

L. APPENDICES

College vision, mission, values, promises and goals; campus and district maps.

M. FUTURE AGENDA ITEMS

None were heard.

N. BOARD OPERATIONS

None were heard.

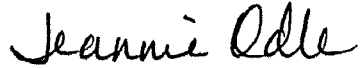
O. ADJOURNMENT

The meeting adjourned at 8:18 pm.

Minutes
June 26, 2019

Meeting Minutes
Chemeketa Board of Education
May 15, 2019
Page 9

Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

Date 6/26/19