

Minutes
December 11, 2024

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

November 20, 2024

I. WORKSHOP

Ken Hector, Chair, called the workshop to order at 4:31 pm in the Boardroom, Building 2, Room 170, at the Salem Campus.

Members in Attendance: Betsy Earls (arrived 4:33 pm); Jackie Franke; Ken Hector, Chair; Neva Hutchinson; Diane Watson, Vice Chair. Excused Absences: Ron Pittman, Iton Udosenata.

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

Insurance and Risk Management Report

John McIlvain, Director, Emergency and Risk Management, shared what risk management is at Chemeketa and provided some data points. Kathy Bowen, Vice President, Property and Casualty Insurance, USI Insurance Services, utilized a PowerPoint presentation to provide a risk management overview with information about highlights and challenges of 2024, the current insurance program design, recent years' premiums, an overview of services provided by USI insurance, and 2024–2025 objectives.

Ken Hector asked about the premium for the active assailant item. Kathy noted that the active assailant coverage is separate and a stand-alone policy that has a much higher limit than what the PACE program offers.

The workshop ended at 4:58 pm.

II. EXECUTIVE SESSION

Ken Hector, Chair, called Executive Session to order at 5:04 pm in Building 2, Room 172, at the Salem Campus. Executive Session was held in accordance with ORS 192.660(2)(d) negotiations.

Members in Attendance: Betsy Earls; Jackie Franke; Ken Hector, Chair; Neva Hutchinson; Iton Udosenata; Diane Watson, Vice Chair. Excused Absence: Ron Pittman.

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

Executive Session ended at 5:32 pm.

III. ADMINISTRATION UPDATES

Ken Hector, Chair, called the meeting to order at 5:41 pm, in Building 2, Room 172, at the Salem Campus.

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Members in Attendance: Betsy Earls; Jackie Franke; Ken Hector, Chair; Neva Hutchinson; Iton Udosenata; Diane Watson, Vice Chair. Excused Absence: Ron Pittman.

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

Updates were discussed with the board regarding the OSBA ballot, the Association of Community College Trustees (ACCT) Legislative Summit, the December college board meeting, the President's monthly report to the board, and agenda preview.

The meeting ended at 5:53 pm.

IV. REGULAR SESSION

A. CALL TO ORDER

Ken Hector, Chair, called the board meeting to order at 6:00 pm. The meeting was held in the Boardroom, Building 2, Room 170, at the Salem Campus.

B. PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

C. CHEMEKETA LAND ACKNOWLEDGMENT

Ken Hector read the land acknowledgment.

D. ROLL CALL

Members in Attendance: Betsy Earls; Jackie Franke; Ken Hector, Chair; Neva Hutchinson; Ron Pittman (via Zoom); Iton Udosenata; and Diane Watson, Vice Chair.

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

Board Representatives in Attendance: Lillian Anderson, Associated Students of Chemeketa (ASC); Amanda Knopf, Chemeketa Faculty Association; Aaron King, Chemeketa Classified Association (CCA); and Adam Mennig, Chemeketa Exempt Association (CEA).

E. COMMENTS FROM THE PUBLIC

Ken Hector reviewed the public comment process.

<u>Commenter Name</u>	<u>Topic</u>
Amanda Knopf	Bargaining and part-time pay equity
Zac Kohl	Part-time faculty testimonials
Chris Claysmith	COLA testimonial
Matthew Keeling	COLA increase

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<u>Commenter Name</u>	<u>Topic</u>
Odilon Ramirez Javier	Part-time pay
Laura Mack	Lab rate pay
Traci Hodgson	Faculty working conditions
Jessica Schrunk	Safety
Shannon Othus Gault	Mandatory advising

F. APPROVAL OF MINUTES

Betsy Earls moved and Diane Watson seconded a motion to approve the Board of Education minutes from October 16, 2024.

The motion CARRIED.

G. REPORTS

Reports from the Associations

Lillian Anderson, Associated Students of Chemeketa (ASC), said the report stands as written and highlighted the karaoke party, club fair, legislative internships, and a big end-of-term event being planned, and stated that activities for next term are being worked on. Lillian said everyone on the team was disappointed to hear about the results of the bond, but said it was a great opportunity and valuable experience for those on the team to have the opportunity to participate.

Amanda Knopf, Chemeketa Faculty Association (CFA), said the report stands as written

Aaron King, Chemeketa Classified Association (CCA), said the report stands as written, and thanked everyone who provided public testimony.

Adam Mennig, Chemeketa Exempt Association (CEA), said the report stands as written. He appreciated Gaelen McCallister and Angela Archer for their work on the DOE grant and John McIlvain for checking 487 fire extinguishers every month. He also thanked Exempt staff for their work on contract negotiations.

Reports from the College Board of Education

Betsy Earls attended the Oregon Community College Association (OCCA) fall conference, and two Mid-Willamette Valley COG board meetings.

Diane Watson attended the bond presentation in Woodburn, Keizer Greeters, the Brooks Paramedic and EMT accreditation visit and summary of findings, the bond presentation at Capital Park Wesleyan Church, the Marion County Reentry Initiative (MCRI) breakfast, the quarterly meeting with President Howard, the OCCA fall conference, agenda review, a Foundation Board meeting, and Keizer City Council.

Jackie Franke attended the OCCA fall conference, Community and Partners of East Salem meetings, and East Salem Rotary meetings.

Neva Hutchinson attended a quarterly meeting with President Howard and the OCCA fall conference.

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Iton Udosenata attended the Oregon School Boards Association (OSBA) annual conference.

Ken Hector attended a quarterly meeting with President Howard, the Association Community College Trustees Public Policy meeting in Seattle, a Sublimity/Stayton Chamber meeting, the MCRI breakfast, agenda review, two OCCA Legislative Committee meetings, and a graduation ceremony at Oregon State Correctional Institute (OSCI), and participated in multiple bond presentations.

H. INFORMATION

Chemeketa Community College Measure Election for General Obligation Bonds Update

Aaron Hunter noted the Chemeketa bond did not pass and thanked the staff, students, board members, and community for their efforts and support, for attending multiple meetings, and for all the advocacy. In the short term, the proposed bond projects will not move forward, with the impact being that building and classroom issues will continue to be addressed through the current limited resources of the college. The college is determining next steps and timing to possibly pursue an additional bond effort.

Bachelor of Science in Nursing Degree (BSN)

Holly Nelson, Chief Officer, Workforce Innovation and Community Success, Sandi Kellogg, Dean, Health Sciences, and Annette Gorremans, Nursing Faculty, discussed the proposed new Bachelor of Science in Nursing degree. The college is collaborating with other community colleges in a consortium to create and develop all parts of the degree. One more step remains with the Higher Education Coordinating Commission (HECC) at its February meeting, then it will be reviewed by our accreditation agency and submitted to the US Department of Education to ensure financial aid eligibility. The program is projected to open in the fall term of 2026.

Board members asked questions and thanked staff for all of the work in putting this together.

2023–2024 Student-Initiated Fee (SIF) Budget Report

Manuel Guerra, Executive Dean, Student Affairs, noted that the student initiated fee generated \$165,247 last year and that the funds supported 18 student clubs and 19 leadership positions. Four legislative interns are being trained this year and are getting placed with a legislator's office. This fee has enabled students to build a sense of community and engagement on campus. Manuel thanked Lillian for all the work she is doing with Student Government.

Oregon Community College Association (OCCA) Board Update

Ken Hector said the report was late due to the OCCA conference taking place in early November and a delay in receiving the information to share. Ken said the report stands as written; the conference is summarized with award winners noted and upcoming events discussed.

Neva Hutchinson noted that Ron Pittman, Ken Hector, and Jackie Franke received awards for their years of service at the OCCA conference.

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I. STANDARD REPORTS

Personnel Report

Patrick Proctor said the report stands as written; there were three new hires, one from the general fund, and three employees who have changed positions at the college.

Budget Status Reports

Aaron Hunter noted on the Statement of Resources and Expenditures that the beginning fund balance is at zero until the end of the audit; property taxes are low but will increase in November and December; and the tuition and fees number includes fall term with refunds. The college has received two of the three state appropriations payments and the third will be received in January. On the Budget Status Report, expenses are trending as expected, utility expenses are running slightly higher and they are being watched due to the cold weather and utility rates. On the Status of Investments, there were two maturities and one new investment; the yields are going down and that is reflected in the Local Government Investment Pool (LGIP) rate.

Purchasing Report

Aaron Hunter said there is an Invitation to Bid (ITB) for on-call general carpentry services on the public website. There will be a recommendation brought to the board in January.

Capital Projects Report

Aaron Hunter said work continues on the two existing projects and the Building 2 kitchen project should be completed by spring of 2025.

Recognition Report

Jessica Howard acknowledged employees in the written report.

J. SEPARATE ACTION

Approval of Appointment of Budget Committee Members, Resolution No. 24-25-05 for Zone 1, and Resolution No. 24-25-06 for Zone 7 for 2024–2027.

Ken Hector discussed the Budget Committee positions and asked for separate motions. Per Resolution No. 24-25-05, it is recommended that the College Board of Education appoint Christopher Brantley as budget committee member for Zone 1 for a three-year term.

Jackie Franke moved and Neva Hutchinson seconded a motion to approve Resolution No. 24-25-05.

The motion CARRIED.

Per Resolution No. 24-25-06, it is recommended that the College Board of Education appoint Scott Engel as budget committee member for Zone 7 for a three-year term.

Jackie Franke moved and Betsy Earls seconded a motion to approve Resolution No. 24-25-06.

The motion CARRIED.

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K. ACTION

Iton Udosenata moved and Diane Watson seconded a motion to approve consent calendar item No. 1-2.

1. Approval of College Policy: Board of Education 1000 Series [24-25-112]
—~~#1725, Students with Disabilities~~
2. Approval of Contract Award for Site Planning and Facility [24-25-113]
Design Services for Building 7 (Gymnasium)

The motion CARRIED.

L. APPENDICES

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

M. FUTURE AGENDA ITEMS

None were heard.

N. BOARD OPERATIONS

Ken thanked those who testified, provided testimony, and followed the public comment process.

O. ADJOURNMENT

The meeting adjourned at 7:14 pm.

Respectfully submitted,

Julie Deuchars
Executive Coordinator


Jessica Howard
President/Chief Executive Officer

KEN HECTOR
Board Chair


Date