

Minutes  
June 23, 2021

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

May 19, 2021

**I. EXECUTIVE SESSION**

Ed Dodson, Chair, called Executive Session to order at 3:31 pm via Zoom. Executive Session was held in accordance with ORS 192.660(2)(i) evaluating the chief executive officer.

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

**College Administrator in Attendance:** Jessica Howard, President/Chief Executive Officer.

Executive Session ended at 4:07 pm.

**II. Workshop**

Open session reconvened at 4:15 pm.

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

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; Jim Eustrom, Vice President, Academic Affairs/Campus President, Yamhill Valley Campus; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; and Michael Kinkade, Interim Vice President, College Support Services.

**College Access Programs (CAP)**

Mike Evans, Dean of Student Retention and College Life, provided a summary of CAP, a group of interconnected programs that function together to support students as they progress from middle school through college; discussed the history of the program starting in 1997 to present; shared a video introducing staff members; gave an overview of who the program serves; and discussed the services CAP provides to students. The coordinators from the TRIO Talent Search, TRIO Upward Bound, College Assistance Migrant Program (CAMP), TRIO College Student Support Services (SSS), Disability Student Support Services (DSSS), Chemeketa Completion Program (CCP), and iSTART provided an overview of their programs and shared a video with students discussing the differences these programs have made in their lives. An overview of CAP challenges, changes, and opportunities were reviewed at the end of the presentation.

Mike thanked the coordinators for their amazing work over the last year and Jim Eustrom for being a champion of these programs for years. Ed Dodson thanked Mike and the staff for their presentation.

A recess was taken at 4:47 pm.

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**III. Executive Session**

Ed Dodson, Chair, called Executive Session to order at 4:51 pm via Zoom. Executive Session was held in accordance with ORS 192.660(2)(d) negotiations.

Executive Session ended at 4:59 pm.

**III. ADMINISTRATION UPDATES**

Ed Dodson, Chair, called the meeting to order at 4:59 pm via Zoom.

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

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; Jim Eustrom, Vice President, Academic Affairs/Campus President, Yamhill Valley Campus; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; and Michael Kinkade, Interim Vice President, College Support Services.

Updates were discussed with the board on the Association of Community College Trustees (ACCT) fall conference, Chemeketa Board of Education chair and vice chair for 2021–2022; state legislative matters; Oregon Community College Association (OCCA) policies; Strategic Enrollment Management (SEM); CARES and CRRSAA use; and agenda preview.

A recess was taken at 5:33 pm.

**V. REGULAR SESSION**

**A. CALL TO ORDER**

Ed Dodson, Chair, reconvened the board meeting at 5:35 pm via Zoom.

**B. ROLL CALL**

**Members in Attendance:** Ed Dodson, Chair; Betsy Earls (joined 5:49 pm); Jackie Franke, Vice Chair; Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson (joined 5:40 pm).

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; Jim Eustrom, Vice President, Academic Affairs/Campus President, Yamhill Valley Campus; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; and Michael Kinkade, Interim Vice President, College Support Services.

**Board Representatives in Attendance:** Antonio Martinez, Associated Students of Chemeketa (ASC); Steve Wolfe, Chemeketa Faculty Association (CFA); Terry Rohse, Chemeketa Classified Association (CCA); and Marshall Roache, Chemeketa Exempt Association (CEA).

**C. COMMENTS FROM THE PUBLIC**

None.

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**D. PUBLIC HEARING ON PROPOSED BUDGET**

No comments.

**E. SEPARATE ACTION**

**Approval of Retirement Resolutions No. 20-21-17, Sara “Christine” Nile; No. 20-21-15, Lorri J. Harms; No. 20-21-16, John. T. O’Neil; No. 20-21-18, J. Michael “Mike” Balyo; No. 20-21-20, Dorothy K. Moore; No. 20-21-22, Janice H. “Jan” Cammack; No. 20-21-21, Terry D. Rohse; No. 20-21-19, James L. “Jim” Eustrom [20-21-143]**

Board members read each retirement resolution. These eight employees represent a total of 157 years and ten months of service.

Christine Niles, Mike Balyo, Janice Cammack, Terry Rohse, and Jim Eustrom shared a few words. Board members and staff thanked the retirees for their years of service.

Ken Hector moved and Diane Watson seconded a motion to approve the retirement resolutions as noted above.

The motion CARRIED.

**F. APPROVAL OF MINUTES**

Jackie Franke moved and Neva Hutchinson seconded a motion to approve the Budget Committee and College Board of Education minutes from April 21, 2021 and the Board Workshop minutes from May 5, 2021.

The motion CARRIED.

**G. REPORTS**

**Reports from the Associations**

Antonio Martinez, Associated Students of Chemeketa (ASC), said his report stands as written and ASC has started the search for next year’s team.

Steve Wolfe, Chemeketa Faculty Association, said his report stands as written and he attended the Oregon Education Association (OEA) Representative Assembly with Traci Hodgson, Chemeketa history instructor.

Terry Rohse, Chemeketa Classified Association, said his report stands as written. Terry noted that nominations are open for CCA President and mentioned the sudden passing of CCA board member Kim Schneider.

Marshall Roache, Chemeketa Exempt Association, said his report stands as written.

**Reports from the College Board of Education**

Diane Watson attended the VPAA forums, Woodburn, and St. Paul school board meetings, President’s Evaluation Committee meeting, quarterly meeting with Jessica, the Board Workshop, and a special executive session.

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Neva Hutchinson attended the VPAA forums, the Board Workshop, a quarterly meeting with Jessica, and the Oregon Business Association webinar with Senator Ron Wyden.

Betsy Earls attended the VPAA forums, a quarterly meeting with Jessica, and the special executive session.

Ken Hector said his report stands as written.

Ron Pittman attended the Board Workshop, a quarterly meeting with Jessica, and met with Danielle Hoffman for an update on the Yamhill Valley Campus (YVC).

Jackie Franke attended the Mid-Willamette Valley Council of Governments (MWVCOG) board and Executive Committee meetings, agenda review, a quarterly meeting with Jessica, the VPAA forums, the Board Workshop, a special executive session, and a legislative Zoom meeting with Representative Teresa Alonso Leon.

Ed Dodson attended the VPAA forums, two legislative Zoom meetings with Representative Teresa Alonso Leon, legislative meetings with Representative Mike Nearman's staff and Senator Peter Courtney, the President's evaluation committee meeting, a quarterly meeting with Jessica, the OCCA weekly legislative call, the Board Workshop, agenda review, a SSAC meeting, a planning meeting with Jessica, the Oregon Community College Association (OCCA) legislative committee meeting, a SEDCOR meeting, the OCCA forum and board meeting, a special executive session, and the Board Workshop.

### **Academic and Student Affairs Reports**

Bruce noted that, as of spring term, the college has completed and expended all funds to students through CARES and CRRSAA Act for student dollars that the college received. Students who met the need eligibility requirements received \$950 in extra support through spring quarter to cover extra expenses.

## **H. INFORMATION**

### **Annual Graduation Exercises**

Heather Misener, Graduation Services Coordinator, noted that the graduation ceremony will be virtual this year and invited the board members to the 65<sup>th</sup> Annual Commencement Ceremony on Friday, June 11th at 6 pm. The ceremony will be live-streamed and links to the recording will be on the commencement page of the public website.

### **Suspension of Automotive Body Repair Certificate of Completion/Automotive Body Repair Certificate of Completion (agenda items 2 and 3)**

Jim Eustrom noted that staff have been working to clean up CTE program certificates and degrees, and the following reports are examples of this.

Nol Cobb, Interim Dean of Applied Technology, stated the certificate was not in compliance with the state expectations. The certificate was suspended, a few adjustments were made, and outside of that there are no substantive changes to the certification. The suspension and request for the new certificate will be submitted for approval at the June board meeting

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**Suspension of Automotive Machining Certificate of Completion/Automotive Certificate of Completion (agenda items 4 and 5)**

Nol Cobb, Interim Dean of Applied Technology, said the certificate was suspended, a few credits were removed to streamline the program for students, and all of this has been reviewed to meet the state requirements for the Automotive Machining Certificate of Completion. The suspension and request for the new certificate will be submitted for approval at the June board meeting.

**Construction Trades and Apprenticeship Readiness**

Megan Cogswell, Director for Apprenticeship, stated that this is a new certificate for students interested in construction, trades, and apprenticeship. This certificate ties into the pre-apprenticeship program / summer entry-level worker internship program, and is in alignment with the Job Corps Scholars program. The certificate will be submitted for approval at the June board meeting.

**Suspension of Diesel Technology Degree/Diesel Technology Degree (agenda items 7 and 8)**

Jordan Bermingham, Interim Dean, Emergency Services and Diesel Technology, stated that the Diesel Technology degree needed some changes. The 12-credit classes have been split into two six-credit classes, welding has been added, with Cooperative Work Experience (CWE) credits. The request to the board is to suspend the current degree and approve the new degree at the June board meeting.

**Suspension of Basic Healthcare Certificate**

Sandi Kellogg, Dean of Health Sciences, noted that the Basic Healthcare Certificate, was aligned with Health Information Management (HIM). Since that program was suspended, this certificate needs to be suspended as well. In addition, there has not been student demand for this certificate. The board will be asked to approve the suspension at the June board meeting.

**Classified; Exempt; and Hourly, Part-Time/Temporary Salary Schedules for 2021–2022**

Alice Sprague, Associate Vice President, Human Resources, stated that the report stands as written and thanked staff members, Brian Knowles, Barbara Russell, and Allison Stewart Hull for their work on the salary tables. Alice noted the classified and exempt salary tables have a 2.2% adjustment, and the part-time hourly and temporary schedule reflects the new minimum wage taking effect on July 1. The faculty salary tables are currently in negotiations and bargaining, and those will be coming to the board at a later date.

**I. STANDARD REPORTS**

**Personnel Report**

Alice Sprague said the report stands as written. Alice noted that this year has been very difficult due to the pandemic, and she acknowledged the amazing work, perseverance, and wonderful employees at Chemeketa, and the great things they have done for students.

**Budget Status Report**

Rich McDonald, Interim Chief Financial Officer, and Katie Bunch, Director of Business Services, reviewed the budget status reports. On the Statement of Resources and Expenditures, property

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tax revenues are still coming in and the college will be close to budget or over in that area, and tuition and fees will increase and be closer to budget, due to additional resources moved from self-support. There were no significant changes to the other reports.

**Capital Projects Report**

Rory Alvarez, Facilities Director, said the report stands as written.

**Winter Term Enrollment Report**

Heidi Gilliard, Director of Institutional Research, introduced Institutional Research Analysts Beth Holscher and Julian Garcia, and thanked them for the knowledge, skills, and experience they bring to the team and their commitment to students. Hopefully for the last time, the current pandemic enrollment to pre-pandemic term had a large decrease in headcount and enrollment. There was a 26% decrease in students enrolled in winter term which is similar to other community colleges in the area. The largest area of decline was the non-credit student population, and that decreased by 47% from last year. Full time students declined by 15% and part-time students declined by 22%. Early glimpses for spring term enrollment appear to be leveling out.

**Chemeketa Community College COVID-19 Health and Safety Operational Plan**

John McIlvain, Emergency and Risk Manager, announced that there were no changes to the Chemeketa Community College COVID-19 Health and Safety Plan and that it is available on the public website. On May 4, the Oregon OSHA's COVID-19 Public Health Emergency and All Oregon Workplaces Rule was released. Regalada Lombardi, Environmental Health and Safety Coordinator, reviewed the entire document and Chemeketa was and is in compliance with the new rule.

**Recognition Report**

Jessica Howard acknowledged all the employees in the written report.

**Separate Action (Continued)**

Approval of Resolution No. 20-21-14, of the Board of Education of Chemeketa Community College, Marion, Linn, Polk, and Yamhill Counties, Oregon, Authorizing Participation in the Oregon Community College Districts Pension Bond Program; Authorizing a Full Faith and Credit Pension Bond and Related Full Faith and Credit Pension Obligations, To Be Issued in One or More Series [20-21-144]

Ken Hector moved and Ron Pittman seconded a motion to approve Resolution No. 20-21-14.

The motion CARRIED.

**K. Action**

Ken Hector moved and Diane Watson seconded a motion to approve consent calendar items No. 1–4.

1. Approval of Budget Committee Member Selection Process for Vacancies in Zone 1 and Zone 5 for 2021–2024 [20-21-145]
2. Approval of Proposed Schedule of College Board of Education Meetings for 2021–2022 [20-21-146]

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3. Approval of Presidential Evaluation Process [20-21-147]
4. Approval of Suspension of Adult High School Diploma Program [20-21-148]

The motion CARRIED.

**L. APPENDICES**

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

**M. FUTURE AGENDA ITEMS**

None were heard.

**N. BOARD OPERATIONS**

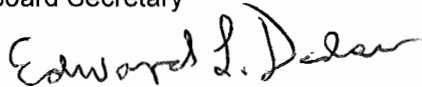
**O. ADJOURNMENT**

The meeting adjourned at 6:55 pm

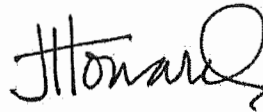
Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

June 23, 2021

Date