

Minutes
June 20, 2018

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

May 16, 2018

I. EXECUTIVE SESSION

The College Board of Education met at 3:38 pm for Executive Session in accordance with ORS 192.660(2)(i) Evaluation of the President/Chief Executive Officer. The meeting was held at the Brooks Regional Training Center, 4910 Brooklake Road NE, Building 2, Room 101.

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

College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer.

Executive Session took a recess at 4:10 pm.

II. WORKSHOP

Ken Hector, Chair, called the workshop to order at 4:30 pm. The workshop was held at the Brooks Regional Training Center, 4910 Brooklake Road NE, Building 2, Room 102.

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

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

A. American Association of Community Colleges (AACC) Award

Jim Eustrom introduced Don Brase, executive dean of General Education and Transfer Studies, who read excerpts from the nomination letter for Maria Cruse for the Dale Parnell Distinguished Faculty Award. A medallion and flowers were presented to Maria on behalf of the board and the college.

B. Developmental Education Update

Updates were shared in the development reading, study skills, writing and math areas. Alissa Hattman, instructor for developmental writing, used a PowerPoint to guide her presentation. It covered data and trends in academic quality, student success, and current projects. A flowchart showing the assessment process for developmental writing was reviewed. Charts showing quarterly comparisons of student learning outcomes assessment was shared. This assessment piece is critical to compare from term-to-term (fall 2015–fall 2017) or year-to-year (2010–2017) to determine where and what adjustments can be made to increase progression and completion. Developmental writing staff are currently working on three projects—co-requisite pilots, writing consultancy, and global prerequisites.

Layli Liss, instructor in Reading and Study Skills, used a PowerPoint to provide an overview of the College Reading and Study Skills program. Layli reviewed the student success resources

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available to students including the Study Skills Center and study skills “consultants,” early alert, and “intrusive” support. In 2008, faculty started to do an end-of-course assessment for developmental reading (RD080 and RD090) and transfer level reading (RD115). As a result, in the two developmental reading courses, emphasis is placed on understanding and applying an academic reading process in the reading courses. For transfer reading, understand, apply, analyze, and metacognition (if students do not understand what is read, techniques to use to help comprehension) are the main focus. Curriculum goals were shared in the developmental and transfer level reading and study skills coursework. Since fall 2016, reading course materials are under \$40 thanks to faculty who have created course packets and use open educational resources. Other collaborations include AVID for higher education support, Study Skills and Tutoring Center resources, and FYE105.

Michael Milhausen, dean of Science, Math, Engineering and Computer Science used a PowerPoint to share an overview of the four courses in the main math pathway (MTH020, MTH060, MTH070, and MTH095), program initiatives, alternate state math pathway, the essential elements of the Emporium Model (from the National Center for Academic Transformation), and the essential elements of the Chemeketa Math Lab. Bar charts were reviewed to show a four-year comparison (2012–2015) of the four math courses in passing grades, enrollment, and Salem campus and online passing grades. Math initiatives and pilots include following a cohort of students from the TRiO/CAMP/CCP programs in the MTH070 through MTH111 sequence; a completion bridge course to provide students on the edge of passing some extra time to focus on what the student is missing to complete the course; and multiple measures to determine proper placement in developmental math courses.

Other developmental education and math staff and faculty in the audience were acknowledged—Abby Hoffar, Chris Kato, Laura Leon-Cipriano, Adam Mennig, Aspen Padilla, and Wayne Barber. The board thanked Alissa, Layli, and Michael for their presentations.

The workshop ended at 6 pm, and a recess was taken.

III. A. EXECUTIVE SESSION

Executive Session was reconvened at 5:41 pm at the Brooks Regional Training Center, 4910 Brooklake Road NE, Building 2, Room 101. Executive Session was held in accordance with ORS 192.660(2)(e) real property.

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

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

Executive Session ended at 6:40 pm.

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III. B. ADMINISTRATION UPDATES

Open session was reconvened at 6:41 pm. Updates were shared or discussed with the board on board chair and vice chair; visits to district school board meetings; board calendar preview; OCCA board summer training; snapshots of Oregon Higher Education institutions; the Aspen award; Title IV recertification; Western Oregon University (WOU) at the Center for Business & Industry; WOU transfer pathways; Office of Civil Rights update; Marketing and Public Relations update; and board agenda preview.

A recess was taken at 6:55 pm.

IV. REGULAR SESSION

A. CALL TO ORDER

Ken Hector, Chair, reconvened the board meeting at 7 pm. The meeting was held at the Brooks Regional Training Center, 4910 Brooklake Road NE, Building 2, Room 102.

B. PLEDGE OF ALLEGIANCE

Ken Hector led the group in the Pledge of Allegiance.

C. ROLL CALL

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

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

Board Representatives in Attendance: 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

Ken Hector opened the public hearing to hear testimony on the proposed budget. No public testimony was given regarding the proposed budget for 2018–2019. 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 18, 2018.

The motion CARRIED.

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G. SEPARATE ACTION

Retirement resolutions for Michele E. Paulson, No. 17-18-21; Robin Gilley, No. 17-18-22; Sally C. Jasper, No. 17-18-23; Christine A. Linder, No. 17-18-24; Joyce A. Park, No.17-18-25; and Guinne L. Muir, No.17-18-26, were read by board members.

Ron Pittman moved and Jackie Franke seconded a motion to approve the retirement resolutions.

The motion CARRIED.

Sally Jasper, Joyce Park, and Guinne Muir were in attendance and they were presented with their framed resolution and were congratulated and thanked for their years of dedicated service to the college.

H. REPORTS

Reports from the Association

Isaac Acosta was ill and could not attend the meeting; the ASC report stands as written. Justus Ballard reported the faculty association report stands as written. Terry Rohse made one addition to his written report. The classified board made personal donations that totaled \$150 and purchased a drawing by Marjorie Ferry, retired faculty member, at the Student Art Show. Allison Stewart Hull said the exempt association report stands as written.

Reports from the College Board of Education

Ed Dodson attended the Mid-Willamette Education Council (MWEC) meeting, a Student Success Oversight Committee meeting, the Oregon Community College Association (OCCA) All-Oregon Academic Team luncheon, a number of Storm women softball games, the Affordable Learning recognition, Chemeketa Center for Business & Industry (CCBI) Small Business Celebration, St. Joseph's fund raiser in Mt. Angel, employee retirement celebration, Cooperative Work Experience (CWE) employer appreciation lunch, Student Art Show, SEDCOR Economic Forum, Yamhill Valley STARS celebration, and the Emergency Services open house.

Ron Pittman met with Paul Davis and Danielle Hoffman to hear updates about Yamhill Valley Campus (YVC) and attended the YVC STARS reception. Ron invited everyone to attend the UFO Festival on Saturday, May 19; the parade starts at 2 pm and the YVC Campus, again, has a float and hope to continue their winning streak.

Jackie Franke attended the Marion-Polk-Yamhill Foster Parent Association annual meeting, St. Joseph's Shelter annual dinner, the employee retirement celebration, a Department of Human Services Foster Parent Appreciation event, and the Student Art Show. Jackie also joined Neva and Julie at the Salem-Keizer School District board meeting and shared information on the number of high school students who participated in College Credit Now, Oregon Promise, and Chemeketa Scholars and how much money was saved.

Diane Watson attended a Keizer Chamber event where Mayor Cathy Clark gave a state of the city address, North Santiam Chamber community awards, the American Association of Women in Community College (AAWCC) luncheon, the Foundation STARS recognition at the Broadway

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Commons, the Affordable Learning celebration, employee retirement celebration, the CWE employer appreciation lunch, and the Talent Summit in Portland.

Neva Hutchinson attended the OCCA All-Oregon Academic team luncheon, North Santiam Chamber community awards, Affordable Learning ceremony, Small Business Management graduate luncheon, employee retirement celebration, SEDCOR Oregon Economic Forum, Oregon Talent Summit, Foundation STARS reception at YVC, the Salem-Keizer District board meeting, and the Emergency Services open house.

Betsy Earls attended meetings with the Dallas Chamber, Independence-Monmouth Chamber, West Salem Rotary, and three Oregon Business Plan meetings.

Ken Hector attended the Foundation STARS recognition in Salem, Affordable Learning celebration, Small Business Management celebration at CCBI, employee retirement reception, and two meetings of the Silverton Chamber Business Group. Ken also participated in a monthly Association of Community College Trustees (ACCT) Public Policy and Advocacy conference call and made a presentation to the Cascade School District board with Johnny Mack. Lastly, the annual Silverton Pet Parade will be held this Saturday, May 19, at 10 am in Silverton, and Ken invited everyone to attend.

Reports from the Administration

Jim Eustrom reported the seven public universities and 17 community colleges have begun working on a unified state transfer agreement. Chemeketa is the only institution that has a faculty member or administrator on each of the program/discipline areas—Wynn Cudmore, Biology; Eva Payne, English; Karen Edwards, Business; and Cecelia Monto, Education.

I. INFORMATION

Annual Graduation Exercises

Heather Misener, graduation coordinator, reported the 62nd commencement is scheduled for Friday, June 16, 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.

Regional High School Math Contest

Wayne Barber said the written report gives 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. Silverton High School won the relay. 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. The math relay was moved to the gym this year, which was a good move since it rained. Next year's date has already been set for Friday, April 12, 2019.

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College Policies #1730, Grants–Special, State, and Federal Programs; #6610, College Bookstore; and #7210, College-Support Organizations

Rebecca Hillyer presented three policies that were reviewed by the President’s Advisory Council. These policies will be brought back in June for board action.

College Policies #4020, Academic Calendar; #4075, Credit Hour Policy; and #4090, Charter School Sponsorship Language

Jim Eustrom presented three policies that were reviewed by the Academic Standards Advisory Council. For Policy 4090, the legislative bill has sunsetted so it will be deleted. Ed Dodson asked if students can challenge courses. Melissa Frey said a number of challenge exams are available and course substitutions can be made if approved by their advisor. Diane Watson asked if there is a reduced cost for challenge exams. Melissa said students must pay the tuition, but they are not charged the universal fee

Suspension of Networking Technology Essentials Certificate of Completion

Jim Eustrom reported that due to low enrollment and recommendation by the Electronics Advisory Committee, the college proposed suspending the Networking Technology Essentials Certificate. Board Action will be requested next month.

Affirmative Action Annual Report

Alice Sprague, Human Resources (HR), and Linda Herrera, Diversity and Equity director, shared the annual Affirmative Action report. In addition to the statistics in the board packet, a PowerPoint with a handout showing workforce statistics for 2016 compared to 2017 and pie charts of student profiles for fall 2016 compared to fall 2017 was provided. Alice and Linda walked through the charts and comparisons and answered questions.

Table 1 – Affirmative Action Job Category Examples

Table 2 – Chemeketa Workforce Statistics comparing employee job categories, minorities, and females from 2016 to 2017

Table 3 – Chemeketa Workforce Statistics comparing employee job categories and self-disclosed veterans from 2016 to 2017

Table 4 – Chemeketa Salaried Workforce Utilization Analysis from 2016 to 2017

Table 5 – Chemeketa Salaried Workforce Comparison of employee job categories of minorities and female for 2016 to 2017

Table 6 – Minority and Female Demographics comparison for 2016 and 2017

Table 7 – Recruitment and Applicant Flow by employee category for 2016 and 2017

Table 8 – Recruitment and Selection Patterns for the last ten years (2007–2017)

Recruitment and retention initiatives for creating a culture of inclusion included New Employee Orientation, an Employee Development Certificate, professional development opportunities, diverse advertising menu, recruitment fairs and outreach to diverse groups, and hiring guidelines for all salaried positions.

Classified; Exempt; Faculty; Hourly, Part-time/Temporary; Part-time (Adjunct) Faculty Bargaining and Part-time (Adjunct) Non-Bargaining Salary Schedule for 2017–2018

Alice Sprague reported salary table adjustments have been made based on negotiated bargaining agreements. However, negotiations are still in progress with the classified

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Association, so the classified salary schedule may change. Board approval will be requested in June.

Summer Bridge Programs 2018

Johnny Mack and Manuel Guerra, executive deans for Career and Technical Education and Student Learning Resources, respectively, shared four summer programs that will bring over 300 high school students to the Salem Campus. This includes Adventures in Technology funded by a STEM grant; the Migrant Program Career Exploration in collaboration with Salem-Keizer school district; Summer Melt funded by the Higher Education Coordinating Commission (HECC); and the AVID Summer Bridge.

Building Inspector Certificate

Glen Miller, director of the Polk Center, shared a short video about the two-year Building Inspection program featuring alumni who had gone through the program. Using a PowerPoint presentation, Glen shared industry and employment data, a description and term-by-term course listing, certifications that can be earned after completion of the certificate program, and the student costs. Questions were asked if this program would be available for veteran benefits, and why there are no writing and communication skills classes. Ryan West, financial aid director, said he would find out and let the board know about veteran benefits; writing and communication skills will be embedded in the core courses. Board action will be requested next month.

J. STANDARD REPORTS

Personnel Report

David Hallett thanked Alice Sprague, Linda Herrera, and the Human Resources staff for putting together the Affirmative Action report. The Personnel Report stands as written.

Budget Status Report

Miriam Scharer referred to the Statement of Resources and Expenditures. Miriam reported tuition and fees are below what was projected; however, the unanticipated timber taxes will help offset tuition revenue. Also, the fifth state payment was received and will be carried over to the 2018–2019 fiscal year. The budget status report reflects all retroactive adjustments as a result of the faculty contract ratification, and there is a deficit in part-time faculty salaries. However, these will be covered by the balance in the faculty salaries line item. In the Status of Investments report, the interest rate has increased to 2.10 percent.

Miriam drew attention to the green sheet for Action item No. 8, Approval of Communication Access Cart and Typewell Services Contract Award. Two contracts were awarded for this service—QuickCaption, Inc., from Riverside, California; and Karasch & Associates from West Chester, Pennsylvania, for an estimated combined value not to exceed \$400,000 and not to exceed five years. Ken Hector asked that bids be listed on future contract award reports.

Capital Projects Report

Rory Alvarez said the report stands as written. He noted the contractor for the soccer field met the delay and is again on track along with the softball field.

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Winter Term Enrollment Report

Fauzi Naas, director of Institutional Research, reviewed the headcount and FTE tables and charts. Winter reimbursable FTE was down 1.2 percent from last winter and unduplicated headcount was down 1.6 percent; year-to-date reimbursable FTE was down 3.9 percent and year-to-date unduplicated headcount was down 7 percent.

Student Success Data Points

Using a PowerPoint presentation, Fauzi reviewed the results of the New Student Engagement Survey that was done fall term 2017. The survey was done for brand new students, mostly high school graduates, after the third week of fall term. A total of 2,733 full- and part-time students were surveyed, 417 responded, for a 15.3 percent response rate. Data was shared on age, race/ethnicity, primary current education goal, satisfaction with services in the areas of financial aid, enrollment services, advising, information sharing and communication, and study skills and habits. Another survey is being done this spring for continuing students, and results will be shared at the board work session in September.

Recognition Report

Julie Huckestein acknowledged all the employees in the written report. Julie added the college won a bronze award for the best college in the *Statesman Journal* Best of the Mid-Valley. Willamette was the gold recipient; Oregon State University was the silver recipient.

K. ACTION

Ron Pittman moved and Betsy Earls seconded a motion to approve consent calendar items No. 1–9:

1. Approval of College Policies #2510, Sustainability; #7030, Providing Services Across the District; and #7110, Communications [17-18-147]
2. Approval of College Policy #5310, Student Financial Aid [17-18-148]
3. Approval of Budget Committee Member Selection Process for Vacancies in Zone 1 and Zone 5 for 2018–2021 [17-18-149]
4. Approval of Proposed Schedule of College Board of Education Meetings for 2018–2019 [17-18-150]
5. Approval of Presidential Evaluation Process [17-18-151]
6. Approval of Wine Hospitality Operations Certificate [17-18-152]
7. Approval of Visual Communications Multimedia Arts Associate of Applied Science Degree [17-18-153]
8. Approval of Communication Access Cart and Typewell Services Contract Award [17-18-154]
9. Approval to Amend the Current Lease Option to Purchase Agreement Regarding Real Property 500 NW Hill Road, McMinnville, Oregon [17-18-155]

The motion CARRIED.

L. APPENDICES

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

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M. FUTURE AGENDA ITEMS

None were heard.

N. BOARD OPERATIONS

None were heard

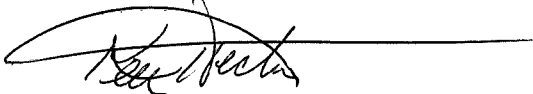
O. ADJOURNMENT

The meeting adjourned at 8:50 pm.

Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

Date 6/20/18