

Minutes
October 18, 2017

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

September 20, 2017

I. WORKSHOP

Ken Hector, Chair, called the workshop to order at 4:32 pm. The workshop was held at Chemeketa Eola/Northwest Wine Studies Center, 215 Doaks Ferry Road, NW, in the Pinot Noir Room.

Members in Attendance: Ed Dodson; Jackie Franke (arrived at 4:50 pm); 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; Andrew Bone, Vice President, Governance and Administration; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus.

A. Wine Studies Update

Holly Nelson, executive dean of Academic Progress and Regional Education Services, welcomed everyone and introduced Jessie Sandrock, director of Wine Studies and Agricultural Science. Jessie shared a brief update highlighting the degrees and certificates offered; introduced the Wine Studies team and their background; described the areas of the Wine Studies Center including the new tasting room window; the Wine Industry Advisory Committee; continuing education classes; expanding curriculum in partnership with the Hospitality Tourism Management and expanding the winemaking curriculum to include cool climate varieties, sparkling wine production, fortified wines, port wines, and additional red varieties; the new Chemeketa Cellars label; the Wine Club launch in the fall; and hosting the 2018 Sparkling Wine Symposium in May.

The group was given a tour of the winery to taste some Chardonnay, Pinot Gris, Gamay, and Pinot Noir grapes and juices that were extracted today, and a visit to the Erath Family classroom to meet winemaking instructor Scott Dwyer and his class. The board thanked Jessie for her presentation and tour.

The workshop ended at 5:30 pm, and a recess was taken.

II. A. EXECUTIVE SESSION

Executive Session was called to order at 5:42 pm at Chemeketa Eola/Northwest Wine Studies Center, Room E-106. Executive Session was held in accordance with ORS 192.660(2)(d) negotiations and (e) real property.

Members in Attendance: Ed Dodson; Betsy Earls (arrived at 5:45 pm); Jackie Franke; Ken Hector, Chair; Neva Hutchinson, Vice-Chair; Ron Pittman; and Diane Watson.

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College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer; Andrew Bone, Vice President, Governance and Administration; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus; and Greg Harris, Director, Marketing, Public Relations, and Student Recruitment.
Guest: Rebecca Hillyer.

Executive Session ended at 6:12 pm.

II. B. ADMINISTRATION UPDATES

Updates were shared or discussed with the board on the September 6 board work session; the revised board committee assignments; draft of the 2017–2018 board goals; the upcoming Association of Community College Trustees (ACCT) Conference; proposals submitted and attendance at the Oregon Community College Association (OCCA) Fall Conference; board calendar preview; DACA update; fall kickoff debrief; staffing; enrollment; Oregon Promise and Chemeketa Scholars; marketing outdoor campaign; and agenda preview.

A recess was taken at 6:55 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Ken Hector, Chair, reconvened the board meeting at 7:05 pm. The meeting was held at Chemeketa Eola/Northwest Wine Studies Center, 215 Doaks Ferry Road, NW, in the Pinot Noir Room.

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; Andrew Bone, Vice President, Governance and Administration; and Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley.

Board Representatives in Attendance: Isaac Acosta, Associated Students of Chemeketa (ASC); Justus Ballard, Chemeketa Faculty Association; Terry Rohse, Chemeketa Classified Association; and Allison Stewart Hull, Chemeketa Exempt Association.

D. ADMINISTRATION OF OATH OF OFFICE

Andrew Bone administered the Oath of Office to Jackie Franke.

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E. COMMENTS FROM THE AUDIENCE

Pamela Hough, vice-president of Phi Theta Kappa (PTK), reported the college project this year is to hold a College Bowl on November 16–17. Pamela asked board members and staff to be participants as moderators, time or score keepers, or to come out to support the event.

Preliminary rounds would take place in the Student Center and finals would be held in the Building 6 Auditorium. Deans will be asked to help with questions and to be team coaches. Also, donations or sponsorships are needed in the form of participant t-shirts, ribbons, trophy, and gift cards.

Amy Early, department specialist, and Marshall Roache, dean of Emergency Services, shared a quilt made by Scott Bogart, an EMS graduate, who is now working part-time at Brooks. Each graduating class gives a gift to the department and this was from the class that graduated in July. The patches are from the different agencies where students had worked.

F. APPROVAL OF MINUTES

Betsy Earls moved and Diane Watson seconded a motion to approve the minutes of July 26, 2017, and the board work session of September 6, 2017.

The motion CARRIED.

G. REPORTS

Reports from the Associations

Isaac Acosta, ASC executive coordinator, was welcomed. Isaac said this is his first year, and he is in the Education program. He said the report stands as written, but noted the Student Leadership Conference was a huge success. The keynote speaker was Larry Roper, and he was very inspirational. Board members asked what Night Strike was. Adam Holden, civic engagement coordinator, said that Night Strike is a monthly student event where students travel to the Burnside Bridge in Portland to distribute food, clothing, and toiletries, have conversations, and to share the experiences and needs of the homeless.

Justus Ballard, Chemeketa Faculty Association; Terry Rohse, Chemeketa Classified Association; and Allison Stewart Hull, Chemeketa Exempt Association stated their reports stand as written. Terry added a classified staff retreat was held on kickoff day and many positive comments were heard about the keynote speaker and the ways to access the many professional development opportunities for classified staff. Terry acknowledged the retreat planning committee of Sheila Brown, Mary Cooper, Sam Kirby, Yesica Navarro, Terry Rohse, and Mary Schroeder.

Reports from the College Board of Education

Betsy Earls attended two West Salem Rotary meetings and met with Representative Jody Hack about Chemeketa and the Higher Education Coordinating Commission (HECC).

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Neva Hutchinson attended the Fire Science, Emergency Medical Services (EMS), and the Santiam Correctional Institute (SCI) graduations; a Northwest Innovations board meeting; the summer staff BBQ; fall kickoff; third-year faculty celebration; High Voltage Art Collaborative (HVAC) art show; and gave a welcome at the Mexican Fiesta in Woodburn and presented scholarships to the queen and princess.

Diane Watson attended Senator Ron Wyden's town hall in Silverton, the third-year faculty celebration, and fall kickoff.

Jackie Franke attended the SEDCOR annual awards luncheon; fall kickoff; third-year faculty celebration; the SCI graduation, and had meetings with Salem Mayor Chuck Bennett; Jim Seymour, Catholic Community Services executive director; Shaney Starr, CASA executive director; and Dick Withnell.

Ron Pittman attended fall kickoff and met with Paul Davis and Danielle Hoffman to hear updates at the Yamhill Valley Campus (YVC).

Ed Dodson attended the graduations at OSP and SCI; and the SEDCOR Awards luncheon; participated in meetings with the Mid-Willamette Education Consortium (MWEC) Executive Council, Oregon Community College Association (OCCA) Executive Committee meetings, and a Joint OCCA Executive Committees meeting. College events included the summer staff BBQ; fall kickoff, and the HVAC art reception.

Ken Hector attended the OSP, SCI and EMS graduations, and the annual SEDCOR Honors luncheon. Ken volunteered at the Adelman Golf tournament, the Silverton Area Community Aid fundraiser, the Roth Golf fundraiser, the Silverton Homer Davenport Days Community Festival, and the Silverton After-School Activities Program fundraiser.

Reports from the Administration

Jim Eustrom reported on a partnership with MWEC, Chemeketa's Apprenticeship program, and North Marion High School. The Oregon State Apprenticeship and Training Council approved a pre-apprenticeship program that will be piloted at North Marion High School this year and expanded out to more high schools next year. Students in the program will learn about a variety of apprenticeship opportunities, tour and participate in trades- and career-related facilities, fairs and educational institutions and will accrue college credits in trade skills fundamentals, safety certifications, and hands-on coursework in high school to build trade-related skills. This activity relates to the college's core theme of Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.

H. INFORMATION

Risk Management/Insurance Report

Allen Bunch introduced Mark McPike, risk management advisor with Wells Fargo, who used

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a PowerPoint presentation to review the 2017 renewal highlights, the current insurance program, workers' compensation overview (with SAIF); PACE Premium history totals over the last five years; premium history comparison in property, general liability and auto, excess liability, boiler and machinery, international package, and crime over the last four years. Mark reviewed the bar graphs for property and casualty claims review total incurred; property and casualty claims review total count spanning the last five years; and the Workers' Compensation claims overview. Mark and Allen fielded questions from board members throughout their presentation, and were thanked for the detailed information.

College Policies #6060, Chemeketa Community College Debt Policy; #6120, Payment of Wages; and #6130, Payment of Wages in Advance

Rebecca Hillyer reviewed the minor changes in the three policies, which were reviewed by the President's Advisory Council; all three policies will be brought back in October for board action.

Diesel Technology Associate of Applied Science Degree

Paul Davis, director of Career and Technical Education at YVC, reported a new Diesel Technology Associate of Applied Science degree is proposed based on community and employer needs. Extensive research has been done in the past year to determine the feasibility of this new program. Using a PowerPoint presentation, Paul shared the role of the diesel technician, feedback from an employer forum, employer needs and partners, advisory members, occupation profile information, wage range, current programs, budget status/program development, and the proposed Diesel Technology curriculum. Paul fielded questions throughout the presentation. Board approval will be requested in October.

I. STANDARD REPORTS

Personnel Report

Andrew Bone said the report stands as written.

Budget Status Report

Miriam Scharer referred to the Statement of Resources and Expenditures and noted tuition and fees are about identical to last year due to the increase in tuition and universal fee even though enrollment is down about five percent. The State Appropriations line item reflects two of the five state payments that have been received. The Budget Status Report reflects two months into the fiscal year and the college has expended 11 percent, which includes most of summer term instructional costs. The Status of Investments reflects a slight increase in the interest rate of 1.45 from 1.3 percent last month. The final report is the Preliminary Progress Report for last fiscal year 2016–2017. A number of adjustments still need to be posted; the final comprehensive audit report will be presented in December.

Capital Projects Report

Tim Rogers introduced Rory Alvarez, interim director of Facilities and Operations. Rory said the report stands as written with some additional comments about the athletic field.

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This project has gone out to bid three times with no responses to the first two bids. There were two bids received on the most recent bid process; however, both bids were out of scope and significantly out of budget. Tim Rogers noted timing was an issue so the college plans to get bids out early in the construction year when vendors are more actively looking for work. Ken Hector asked if the project was an all-inclusive scope or broken down into phases. Tim said the project was broken into phases to align with the budget. It was just for the playable athletic field, which included grading, drainage, irrigation, backstop, fencing, and dugouts. However, plans are to extend the practice facilities on the Salem campus by creating scaled practice areas and renovating the team room to give the women's softball team some place to practice. Home games would continue to be played at Wallace Marine Park in west Salem for next year.

Chemeketa Cooperative Regional Library Service (CCRLS) Report

John Goodyear, executive director of CCRLS, reported the Radio Frequency Identification (RFID) project is not quite completed. After the tagging of all events was finished, inventory reports were produced where libraries can locate discrepancies and account for missing books. This is a huge task that was not being done so CCRLS rehired part-time staff back to complete this work.

John shared an update on the Falls City Library. Originally, the plan was to have a five-year operating levy for the library on the November ballot. However, the mayor wanted to do a firehouse so this would push the library levy to May, so they were going to start the closure process in the spring if the levy was not approved and would be ready to close the library at the end of June. Today John heard that the Falls City Council decided to close the Fall City Library and plan to begin the closure process; however, they are keeping the ballot option to put before the voters open.

Recognition Report

Julie Huckestein acknowledged all the employees in the written report.

J. SEPARATE ACTION

Approval of Appointment of Budget Committee Members for Zone 2, Resolution No. 17-18-05; Zone 3, Resolution No. 17-18-06; and Zone 7, Resolution No. 17-18-07

Andrew Bone reported the three incumbents for Zone 2, Barbara Nelson; Zone 3, Joe Van Meter; and Zone 7, Don Patten have agreed to serve another three-year term.

Ron Pittman moved and Jackie Franke seconded a motion to reappoint Barbara Nelson, Joe Van Meter, and Don Patten to another three-year term, effective now through June 30, 2020.

The motion CARRIED.

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Approval of Resolution No. 17-18-08, Authorizing Forgiving Leverage Loan for New Market Tax Credit Program

As explained in the written report, Julie Huckestein noted this is the end of the seven-year period of the New Market Tax Credit Program that helped to finance the Chemeketa Center for Business & Industry. Board approval is required for Resolution No. 17-18-08 to unwind the structure between the college and the Chemeketa Foundation.

Betsy Earls moved and Ed Dodson seconded a motion to approve Resolution No. 17-18-08, Authorizing Forgiving Leverage Loan for New Market Tax Credit Program.

The motion CARRIED.

Approval of Retirement Resolutions No. 17-18-03, Thomas C. “Tom” Rodgers and No. 17-18-04, Deborah M. Sipe

Betsy Earls read the retirement resolution for Thomas C. “Tom” Rodgers.

Ed Dodson moved and Diane Watson seconded a motion to approve Retirement Resolution No. 17-18-03 for Thomas C. “Tom” Rodgers.

The motion CARRIED.

Ed Dodson read the retirement resolution for Deborah M. Sipe.

Ron moved and Neva Hutchinson seconded a motion to approve Retirement Resolution No. 17-18-04.

The motion CARRIED.

K. ACTION

Ed Dodson moved and Ron Pittman seconded a motion to approve action items 1–2:

1. Approval of College Policies #2250, Alcohol, Marijuana, and Other Drugs on College Property; #5150, Delinquent Debts and #6030, Transfer of Budget Appropriations.
2. Approval of Amended Adult High School Diploma Plan Update for Year 2017–2018.

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

None were heard.

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O. ADJOURNMENT

The meeting adjourned at 8:30 pm.

Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

10/18/17

Date