

Minutes  
December 20, 2017

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

November 15, 2017

**I. WORKSHOP**

Ken Hector, Chair, called the workshop to order at 4:33 pm. The workshop was held in the Board Room, Building 2, Room 170, at the Salem Campus.

**Members in Attendance:** Ed Dodson; Jackie Franke; Ken Hector, Chair; Neva Hutchinson, Vice Chair; Ron Pittman; and Diane Watson (arrived at 4:56 pm).

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. Higher Education Coordinating Commission (HECC) and Office of Community Colleges and Workforce Development (CCWD)**

Ben Cannon, executive director of HECC, and Patrick Crane, director of CCWD, shared updates.

HECC has updated its strategic plan, which links the budget process and has policies that reflect priorities of the plan. The overarching framework is the state's educational attainment goals of 40/40/20, adult educational attainment, and equity. There are two additional guiding goals of affordability and economic and community impact. Ben noted there are four main categories of influence, which includes 1) data and reporting; 2) funding, advocating at the legislature for the funding levels, and administering the funding; 3) development of a seamless pathway for learners; and 4) outreach, not only for college students, but for high school students and adults through programs such as the Opportunity Grant, Oregon Promise, and ASPIRE. Specific strategies around each of these areas are detailed in HECC's strategic plan which can be found on their Website.

Recently the Governor shared her vision and priorities for education. She emphasized two areas—accountability for state investment in public education and equity in that state education systems need to be oriented around ensuring equitable outcomes for Oregon students. Two other areas applicable to post-secondary institutions were an emphasis on career-connected learning, and for HECC to create a comprehensive, unified state budget request for 2018 around key learning outcomes in a holistic way from early learning, K–12, community colleges to universities.

Patrick Crane shared updates on two community college initiatives—adult attainment and transfer legislation. HECC is working in partnership with the Oregon Investment Board (renamed the Oregon Talent Development Council) on the adult attainment goal as a result of HB2311. The 40/40/20 initiative was the target for all students to graduate from high school with 40 percent going on to a community college to get a degree, certificate,

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apprenticeship, or workplace credential, and the other 40 percent going to a university to get a bachelors and/or a masters degree. A workgroup has been identified with representation from the Oregon Talent Development Council, community colleges, universities, local workforce boards and industry to look at existing data, engage with business and industry to determine what the attainment goals should be, and how community colleges, universities, and industry meet these goals. The first meeting will be mid-December and a recommendation will be made in six months.

HB2998 is the transfer bill to improve the transfer of credits from community colleges to universities. Activities include convening a workgroup; development of a foundational curricula with at least 30 credits that will transfer across all public institutions (similar to Oregon Transfer Model); and create unified state transfer agreements that when fully implemented enables a community college student who has taken the courses outlined in the agreement and completes 90 credits would enter with a junior standing in their major at the university. The credits would not transfer as electives nor would they have to retake the same courses at the university.

The foundation curricula for three majors should be ready by the 2018–2019 academic year so that students who enroll at that time will know what courses to take that will transfer seamlessly. Four majors have been identified—business, education, biology, and psychology—however, only three will be chosen. The goal is to have three agreements in place each year until done.

There are 27 members on this workgroup including representatives from provosts, academic administrators, Council of Instructional Administrators (CIA), College Student Services Administrators (CSSA) administrators, and faculty members. Patrick noted this is not a HECC mandate but is legislative mandated. HECC's role is convener, facilitator, coordinator, and information keeper/distributor. The next phase is advising. Community colleges and universities will be asked to report on the role of advising and how it can be improved. The first report (identify the majors, foundational curriculum, and agreements) is due to the legislature on February 1, 2018.

Ken Hector asked Ben about HECC's position on community colleges granting baccalaureate degrees, noting that a bill was introduced last session on community colleges granting bachelor of science degrees in nursing (BSN). Ben said HECC keeps students at the center and if that means breaking institutional prerogative to serve students or workforce needs, that's where they would stand. He understood the challenges, and if asked to revisit this again, HECC would take into account what the workforce needs, whether the current system meet those needs in an accessible equitable way, and if not, what can we do to promote the goals of the local region, economy, and the state. They would also take into account the consequences for institutions.

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**B. Oregon Community College Association (OCCA)**

Andrea Henderson, OCCA executive director, shared the goals for OCCA for 2017–2018. The OCCA board adopted three goals with initiatives around advocacy, the OCCA office, and empowering board members.

1. Advocacy

Initiatives include asking the legislature for an additional \$32 million for community colleges; preparing for the 2019 legislative session and how to ask for funding (what are the true costs for increasing student outcomes) and building a model around that; and capital construction and addressing options for matching funds.

2. OCCA Office

Initiatives include taking an internal look at OCCA as an organization and how to build a stronger foundation through policies, bylaws, and practices; and working with a consultant to look at overall structure.

3. Empowering board members

Initiatives include asking what OCCA can do to help new and veteran board members to be effective board members; provide information and training for board members to become advocates on behalf of their college at the legislature or in the community; and provide information and briefings on statewide issues and provide key questions to engage the whole board.

The board thanked Ben Cannon, Patrick Crane, and Andrea Henderson for sharing updates and answering questions.

A recess was taken at 5:10 pm.

**II. A. EXECUTIVE SESSION**

Executive Session called to order at 6:05 pm in the Board dining room, Building 2, Room 172, on the Salem Campus. Executive Session was held in accordance with ORS 192.660(2)(d) negotiations and (e) real property.

**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; 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, General Counsel.

Executive Session ended at 6:15 pm.

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## **II. B. ADMINISTRATION UPDATES**

The following updates were shared or discussed with the board: December 20 Board meeting modified schedule; board professional development opportunities; high school district board meetings; affirmation of President's Goals for 2017–2018; Vice President of Governance and Administration position; board's role in the strategic planning process; the process to add or delete programs; Website launch date; and board agenda preview.

A recess was taken at 7 pm.

## **III. REGULAR SESSION**

### **A. CALL TO ORDER**

Ken Hector, Chair, reconvened the board meeting at 7:05 pm. The meeting was held in the Board Room, Building 2, Room 170, at the Salem Campus.

### **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.

Chair Ken Hector reported a change in the order of the agenda has been made. Item I, Separate Action, has been moved up in order to recognize individuals who are present.

### **I. SEPARATE ACTION**

**Approval of Retirement Resolutions No. 17-18-11, C. Steve Agee; No. 17-18-12, Anne M. Etzel; and No. 17-18-13, Regalada "Reggie" Lombardi**

Ron Pittman read the retirement resolution for C. Steve Agee, who was in the audience.

Ed Dodson moved and Diane Watson seconded a motion to approve Retirement Resolution No. 17-18-11 for C. Steve Agee.

The motion CARRIED. Chair Ken Hector presented the framed resolution to Steve Agee, and thanked him for his 36 years and four months of service.

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Diane Watson read the retirement resolution for Anne M. Etzel.

Neva Hutchinson moved and Betsy Earls seconded a motion to approve Retirement Resolution No. 17-18-12 for Anne M. Etzel.

The motion CARRIED.

Jackie Franke read the retirement resolution for Regalada "Reggie" Lombardi.

Ron Pittman moved and Jackie Franke seconded a motion to approve Resolution No. 17-18-13 for Regalada "Reggie" Lombardi.

The motion CARRIED.

Ken Hector noted these three individuals have contributed 76 years of service to the college.

**D. COMMENTS FROM THE AUDIENCE**

None

**E. APPROVAL OF MINUTES**

Diane Watson moved and Jackie Franke seconded a motion to approve the minutes of October 18, 2017.

The motion CARRIED.

**F. REPORTS**

**Reports from the Associations**

Isaac Acosta, ASC executive coordinator, said his report stands as written. Jackie Franke asked how the Trick or Treat for Hunger went. Isaac said that the food pantry was nearly empty, but after the event, the food pantry was full, so it was very successful.

Justus Ballard, Chemeketa Faculty Association commented that the report was written three weeks ago and it reflected sentiments about the pace of bargaining and not the content. He said negotiations have been moving forward, and the meetings have been productive.

Terry Rohse, Chemeketa Classified Association, reported the report stands as written with one addition. The classified officers went out to YVC and had lunch with the YVC classified staff. Terry thanked them for their hospitality.

Allison Stewart Hull, Chemeketa Exempt Association, said the report stands as written.

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**Reports from the College Board of Education**

Ed Dodson attended the Marion County Giving People a Second Chance breakfast, the OCCA Fall Conference, the Salem Fire Foundation celebration, a Student Success Oversight Committee, and the art show reception for the artists-in-residence Milla Oliveros and Johnny Beaver; met with board member Betsy Earls, and the three finalists for the vice president of Governance and Administration position; and had lunch with Andrew Bone.

Ron Pittman attended the OCCA Fall Conference and the McMinnville Chamber awards celebration; and Ron met with the three finalists for the vice president of Governance and Administration position.

Jackie Franke attended the Family Building Blocks luncheon, Salem City Council meeting, Marion County's Giving People a Second Chance breakfast, the OCCA Fall Conference, a Council of Governments (COG) meeting, and the We Succeed Business Council meeting with Catholic Community Services. Jackie made a presentation to Shanda Long, a Crystal Apple award nominee, at Cesar Chavez Elementary School; and met with Salem-Keizer School District board chair Paul Kylo and board members Jim Green and Marty Hagen, and met with one of the finalists for the vice president of Governance and Administration position.

Neva Hutchinson attended the Freedom Fund dinner and the OCCA Fall Conference; had lunch with Elias Villegas; and met with the three finalists for the vice president of Governance and Administration position.

Ken Hector attended the OCCA Fall Conference, the monthly SEDCOR Forum business luncheon, two Silverton Chamber of Commerce Business Group meetings, a veterans' services roundtable with Congressman Kurt Schrader; and met with one of the finalists for the vice president of Governance and Administration position.

Diane Watson attended the NAACP awards banquet, the OCCA Fall Conference; and met with the three finalists for the vice president of Governance and Administration position.

Betsy Earls had coffee with Ed Dodson; attended the Dallas Rotary, West Salem Rotary, the West Salem Neighborhood Association meeting, and the OCCA Fall Conference.

**Reports from the Administration**

Jim Eustrom highlighted a number of activities which are detailed in the Recognition Report. He acknowledged Holly Nelson and Jose Garcia, who presented a session at the OCCA Fall Conference on the JUNTOS program; the 38 staff members who quickly provided information for the Aspen prize application; and the Mock Trial team who finished first in the David Frohmayer Invitational beating out 17 other teams from universities. Jim also mentioned the upcoming McMinnville Scottish Festival, and said that efforts will be made to have similar Salem Campus events and activities at YVC and outreach centers.

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## **G. INFORMATION**

### **Advisory Committees for 2017–2018**

Johnny Mack, executive dean for Career and Technical Education, reported there are 29 advisory committees and about 289 community members who serve on these committees, which normally meet once a quarter. This year all advisory committees will be asked to do a walk-about in program areas and labs to ensure that equipment, technology, and facilities meet industry standards. The automotive program does this as part of their accreditation, and it will be a good practice for other program areas.

Johnny publicly thanked all the community members for the vital role they play in keeping the programs current and relevant. Ron Pittman would like to see more advisory committee representatives from the McMinnville/Yamhill areas. Board action will be requested next month.

### **College Policies #6270, Site, Building, and Room Identification; #6280, Gifts and Donations; #6510, Insurance (Risk Management); #7010, Community Services**

Rebecca Hillyer presented four policies that were reviewed by the President's Advisory Council. Board action will be requested in December.

## **H. 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 is down slightly from last month. In the Budget Status Report, about one-third of budget has been expended. There were no changes in interest rates and no new investments on the Status of Investments report.

### **Purchasing Report**

Miriam Scharer gave some background on the contract for SkillSoft software for online training and compliance courses for college employees and Title IX training for college students. Notice was given to the board on the college's intent to extend the sole source contract with SkillSoft Corporation for an additional three years at a cost of approximately \$190,000 with the option to renew the contract an additional two years beyond that, for a total amount not to exceed \$400,000.

A live SkillSoft webinar with Angela Duckworth, author of "Grit: The Power of Passion and Perseverance" is scheduled for tomorrow, Thursday, November 16, 9–10 am. The webinar is open to all staff and students and can be viewed in person in the Building 6, Room 218b, the Employee Development Center, or on employee computers accessed through the SkillSoft homepage.

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Miriam drew attention to the green sheet in the board folder for Approval of Contract Award for YVC Building 4—Oregon Kidney Clinic Tenant Improvement (formerly known as YVC, Building 4, Oregon Kidney and Hypertension Clinic Expansion and Tenant Improvement).

The college recommends awarding the contract to Blue Spruce Buildings, Inc., Dallas, Oregon in the amount of \$250,000, contingent upon protests, if any, from unsuccessful bidders and successful completion of lease negotiations.

### **Capital Projects Report**

Rory Alvarez said the report stands as written. The athletic field is out for bid and will close at the end of this week.

### **College Safety Activities and Planning**

Tim Rogers, associate vice president of College Support Services, said the report stands as written with a couple additions. Cellular reception at Brooks, YVC, and in certain “dead zone” areas of interior buildings on the Salem Campus has been an ongoing problem. However, progress has been made with cell phone providers ATT, Verizon, Sprint, and T-Mobile. Meetings and written agreements have been reached to strengthen transmission signals (repeaters). Also, emergency management trainings are being scheduled in classrooms, programs, buildings, and/or office environments to provide a more realistic simulation when emergencies occur.

### **Student Success Data Points**

Using a PowerPoint presentation, Fauzi Naas reviewed and answered questions about the graphs and data in three major areas: Enrollment by Status (unduplicated headcount of All Students; Full-time; Part-time, and Noncredit); C or Better Pass Rates for remedial math, reading, and writing, and college math, reading, and writing; and Pass Rates in Top 20 Highest Enrolled Courses.

### **Recognition Report**

Julie Huckestein acknowledged all the employees in the written report.

### **J. ACTION**

Neva Hutchinson moved and Betsy Earls seconded a motion to approve action item No. 1:  
1. Approval of Contract Award for Yamhill Valley Campus Building 4—Oregon Kidney Clinic Tenant Improvement (formally known as Yamhill Valley Campus, Building 4, Oregon Kidney and Hypertension Clinic Expansion and Tenant Improvement)

The motion CARRIED.

### **K. APPENDICES**

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



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**L. FUTURE AGENDA ITEMS**

None were heard.

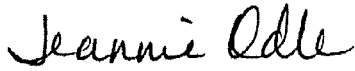
**M. BOARD OPERATIONS**

None were heard.

**N. ADJOURNMENT**

The meeting adjourned at 8:10 pm.

Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

Date 12/20/17