

Minutes  
March 16, 2022

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

February 16, 2022

**I. WORKSHOP**

Jackie Franke, Chair, called the workshop to order at 3:45 pm via Zoom.

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

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; Mike Vargo, Vice President, Academic Affairs; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; Michael Kinkade, Associate Vice President, College Support Services/Operations; and Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance.

**Chemeketa Pathways Impact on Post-Completion Success Report**

Bruce Clemetsen introduced the workshop and staff presenting on Chemeketa Pathways' impact on post-completion success. Don Brase, Executive Dean, General Education and Transfer Studies, gave a Chemeketa Pathways update in terms of the four "pillars" of the model: clarify the path, enter the path, stay on the path, and ensure learning and track progress. Chris Potts, Associate Dean, Counseling and Career Services, talked about the online tools and services being utilized to help students move towards career confirmation, including Career Coach and the Chemeketa Pathways Career Development model. Heidi Gilliard, Director, Institutional Research and Reporting, discussed the Analyst tool. This technological tool determines if programs are relevant, validates successful programs, identifies at-risk programs, discovers new opportunities, utilizes labor market data, and analyzes local job postings.

Board members asked clarifying questions during the workshop. Jackie Franke thanked staff for their presentations.

The workshop ended at 4:40 pm

**II. EXECUTIVE SESSION**

Jackie Franke, Chair, called Executive Session to order at 4:46 pm via Zoom. Executive Session was held in accordance with ORS 192.660(2)(d) negotiations.

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

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; Mike Vargo, Vice President, Academic Affairs; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; Michael Kinkade, Associate Vice President, College Support Services/Operations; and Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance.

Executive Session ended at 5:05 pm.

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### III. ADMINISTRATION UPDATES

Jackie Franke, Chair, called the meeting to order at 5:05 pm via Zoom.

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

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; Mike Vargo, Vice President, Academic Affairs; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; Michael Kinkade, Associate Vice President, College Support Services/Operations; and Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance.

Updates were discussed with the board regarding upcoming events, Northwest Innovations, the recent Association of Community College Trustees (ACCT) legislative summit visits, the approach for spring term, applied baccalaureate efforts, the impending transfer agreement with Western Oregon University (WOU), the college's accreditation report, the promotion of civil discourse promoted by the Associated Students of Chemeketa (ASC), the federal funds extension application, the tuition and fee proposal, and agenda preview.

A recess was taken at 5:44 pm.

### IV. REGULAR SESSION

#### A. CALL TO ORDER

Jackie Franke, Chair, reconvened the board meeting at 6:02 pm.

#### B. PLEDGE OF ALLEGIANCE

#### C. CHEMEKETA LAND ACKNOWLEDGEMENT

Jackie Franke read the land acknowledgement.

#### D. ROLL CALL

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

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; Mike Vargo, Vice President, Academic Affairs; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; Michael Kinkade, Associate

Vice President, College Support Services/Operations; and Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance.

**Board Representatives in Attendance:** Josh Wray, Associated Students of Chemeketa (ASC), Steve Wolfe, Chemeketa Faculty Association (CFA); Aaron King, Chemeketa Classified Association (CCA); and Megan Cogswell, Chemeketa Exempt Association (CEA).

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**E. COMMENTS FROM THE PUBLIC**

None.

**F. APPROVAL OF MINUTES**

Ed Dodson moved and Diane Watson seconded a motion to approve the College Board of Education minutes from January 19, 2022.

The motion CARRIED.

**G. REPORTS**

**Reports from the Associations**

Josh Wray, Associated Students of Chemeketa, said the report stands as written and noted that there was a typo under civil discourse and the word should be "civil."

Steve Wolfe, Chemeketa Faculty Association, said the report stands as written and highlighted the work of Phil LaVine, Instructor, and the Agribusiness Management program

Aaron King, Chemeketa Classified Association (CCA), added a brief amendment to the report. The college and the CCA have come to their first tentative agreement underneath the current bargaining sessions.

Megan Cogswell, Chemeketa Exempt Association, said the report stands as written.

**Reports from the College Board of Education**

Ed Dodson virtually attended five Oregon Community College Association (OCCA) legislative meetings, Representative Kurt Schrader's town hall meeting and community leaders' roundtable, the all-staff meeting, a quarterly meeting with Jessica, the Budget Committee orientation, the Chemeketa Parent Resource Center opening, the OCCA board forum and meeting, and the paramedic graduation.

Neva Hutchinson attended the Budget Committee orientation, the all-staff meeting, the ASCETA review session, the paramedic graduation, and a quarterly meeting with Jessica.

Ron Pittman attended the SAIF Agri-Business banquet; the ACCT legislative summit preparation meeting; the congressional visit planning meeting; virtual legislative visits with Senator Ron Wyden, Representative Susan Bonamici, and Senator Jeff Merkley; a quarterly meeting with Jessica; the Budget Committee orientation; agenda review; McMinnville Chamber greeters; and a meeting with Paul Davis and Danielle Hoffman for a Yamhill Valley Campus (YVC) update.

Diane Watson attended the Polk Leadership Town Hall with Representative Kurt Schrader; the all-staff meeting; the ACCT legislative summit preparation meeting; the Budget Committee orientation; the paramedic graduation; the congressional visit planning meeting; and virtual legislative visits with Representative Kurt Schrader, Senator Ron Wyden, Representative Susan Bonamici, and Senator Jeff Merkley.

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Betsy Earls attended the Chemeketa Parent Resource Center Opening virtually, a quarterly meeting with Jessica, and the Budget Committee orientation.

Jackie Franke attended the SAIF Agri-Business banquet, the Keizer First Citizen banquet, a quarterly meeting with Jessica, two East Salem Rotary meetings, the paramedic graduation, the Mid-Willamette Valley Council of Governments (MWVCOG) award planning meeting, the Chemeketa Parent Resource Center Opening, the Budget Committee orientation, and agenda review.

## **H. INFORMATION**

### **Results of 2020 Certification and Licensure Examinations**

Marshall Roache, Executive Dean, Career and Technical Education, highlighted the apprenticeship program and the apprentices who received their journey cards, the national certification rates for the EMT/paramedic program, and the college's nursing program, which was rated number one in the state last year in terms of NCLEX exam pass rates.

Holly Nelson, Executive Dean, Regional Education and Academic Development, highlighted the medical assisting program pass rates and national certifications, and noted that class sizes are starting to increase as the college transitions back from the COVID-19 pandemic.

### **College Policy BP #5141—Deceased Student Policy**

This new policy clarifies the procedures for handling college notifications and associated record keeping for students in the event a student passes away.

### **Naming of the Softball Field**

This is a proposal to name the women's softball field after Cassie Belmodis, a 37-year employee, former dean, and recent retiree. Cassie was Chemeketa's first women's softball coach who started the softball program over 20 years ago, led the development of the women's softball field, and was the all-time winningest coach in any sport in the college's history. Cassie played an extraordinary role in shaping what is now the women's softball field, and she gave life and meaning to that space with college-wide original programs that she created. Chemeketa would like to honor Cassie by naming this venue the Belmodis field after Cassie and all her contributions to the college and its students.

Ed Dodson made a motion and Ron Pittman seconded to move this action item from the consent calendar to an immediate vote.

The motion CARRIED.

Betsy Earls moved and Neva Hutchinson seconded approval of the naming of the softball field in honor of Cassie Belmodis.

A video recognizing Cassie was shared. Cassie thanked the board members, staff, colleagues and all involved with a heartfelt thank you. Staff and board members thanked Cassie for all that she did.

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**Healthcare Billing Certificate of Completion/Healthcare Coding Certificate of Completion**

Sandi Kellogg, Dean, Health Sciences, discussed the Healthcare Billing Certificate program and the new one-year certificates in coding and billing. Once students complete the program they can sit for a national exam and become certified coders or billers. The board will be asked to approve these credentials at the March board meeting.

**I. STANDARD REPORTS**

**Personnel Report**

Alice Sprague, Associate Vice President of Human Resources, said the report stands as written and provided a few highlights. In the new hire section, four of the seven individuals are funded in self-support positions.

**Budget Status Reports**

Aaron Hunter noted in the Statement of Resources and Expenditures that property taxes are coming in as anticipated, that tuition and fees include winter term, and that, in regards to state appropriations, the college has now received all four quarterly payments. Aaron stated that the Budget Status report is trending in the same direction as expected and that the spend-to-date is a little bit higher due to returning back to normal pre-pandemic levels. The Status of Investments is similar to the previous month with no new or mature investments, and the treasury rate remains the same as well.

**Purchasing Report**

Aaron Hunter reported that the Parking Permit Software Program request for proposal was released on February 14 and will close by March 2.

**Capital Projects Report**

Michael Kinkade said the report stands as written.

**Chemeketa Cooperative Regional Library Service Report**

John Hunter, Executive Director, Chemeketa Cooperative Regional Library Service said the report stands as written.

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

John McIlvain, Emergency and Risk Manager stated the Oregon Health Authority (OHA) announced the adoption of a permanent administrative rule on March 7 requiring masks to be worn in indoor public spaces in Oregon and a timeline for removing general mask requirements for indoor public spaces. It also announced that Oregon will lift indoor mask requirements no later than March 31. Oregon Occupational Safety and Health Administration's (OSHA) will follow OHA mask guidelines. Oregon OSHA reiterated its intent to repeal the temporary rule addressing COVID-19 workplace risks once it is no longer necessary to address the COVID-19 pandemic in the Oregon workplace.

**Recognition Report**

Jessica Howard acknowledged all the employees in the written report.

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**J. SEPARATE ACTION**

**Approval of Proposed Student Tuition and Fees for 2022–2023**

Aaron Hunter noted that there was a tuition forum on February 7 at which several students attended, that the recording was sent out to all students, and that several questions came in after the forum to which staff responded. Aaron requested board approval at this time.

Ron Pittman moved and Neva Hutchinson seconded a motion to approve the proposed student tuition and fees for 2022–2023.

The motion CARRIED.

**K. ACTION**

Neva Hutchinson moved and Diane Watson seconded a motion to approve consent calendar items No. 1–3.

1. Approval of Revised 2022–2023 Proposed Budget Calendar and Resolution No. 21-22-21, Setting Budget Committee Meeting Dates [21-22-129]
2. Approval of College Policies BP #1100—Chemeketa Community College's Name(s) and Trademark(s) and BP #1200—Chemeketa Community College's Mission/Vision/Values/Core Themes [21-22-130]
3. Approval of Redistricting of Chemeketa Community College Zones 1, 2, 3, 4, 5, 6, and 7 [21-22-131]

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.

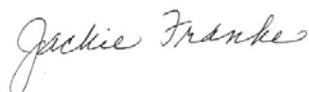
**O. ADJOURNMENT**

The meeting adjourned at 6:56 pm.

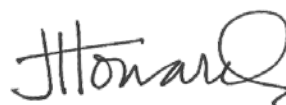
Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

March 16, 2022

Date