

Minutes  
December 14, 2022

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

November 16, 2022

**I. WORKSHOP**

Ron Pittman, Chair, called the workshop to order at 4:35 pm in the Boardroom, Building 2, Room 170, at the Salem Campus.

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

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

**Chemeketa Pathways and Early Momentum Metrics (EMMs)**

Don Brase, Executive Dean, General Education and Transfer Studies, and Julie Peters, Dean, Academic and Organizational Effectiveness, presented on Chemeketa Pathways and Early Momentum Metrics (EMMs). Topics covered included: Chemeketa Pathways Updates - Pillar 1, clarify the path; Pillar 2, enter the path; Pillar 3, stay on the path; and Pillar 4, ensure learning and track progress. The EMMs section covered the Oregon Community College Association (OCCA) EMMs statewide comparison report for April 2022, which addressed credit accumulation, persistence, gateway courses data, and OCCA report findings.

Board members asked clarifying questions during the workshop. Julie Peters will bring EMMs reports back to the board quarterly.

The workshop ended at 5:01 pm.

**II. ADMINISTRATION UPDATES**

Ron Pittman, Chair, called the meeting to order at 5:10 pm.

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

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

Updates were discussed with the board regarding the Association of Community College Trustees ACCT National Legislative Summit, proposed bond measure updates, President's monthly report to board, President's 2022–2023 goals, and board agenda preview.

A recess was taken at 5:54 pm.

**III. REGULAR SESSION**

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**A. CALL TO ORDER**

Ron Pittman, Chair, reconvened the board meeting at 6:03 pm. The meeting was held in the Board Room, Building 2, Room 170, at the Salem Campus.

**B. PLEDGE OF ALLEGIANCE**

**C. CHEMEKETA LAND ACKNOWLEDGMENT**

Ron Pittman read the land acknowledgment.

**D. ROLL CALL**

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

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

**Board Representatives in Attendance:** Peter Wirfs, Associated Students of Chemeketa (ASC); Steve Wolfe, Chemeketa Faculty Association (CFA); Aaron King, Chemeketa Classified Association (CCA); and Gaelen McCallister, Chemeketa Exempt Association (CEA).

**E. COMMENTS FROM THE PUBLIC**

<u>Commenter Name</u>	<u>Topic</u>
Chris Nord	Faculty perspective on budget priorities
Shannon Othus-Gault	College communication - pathways
Amanda Knopf	Budget reduction decisions
Traci Hodgson	Enrollment consequences of cutting full-time faculty positions
Simone Hughes	Budget reductions
Kip Carlson	Budget reductions
Kisha McIntosh	Budget
Aaron King	Student support and staffing shortages
Karen Edwards	Loss of a full-time position

**F. APPROVAL OF MINUTES**

Jackie Franke moved, and Ken Hector seconded a motion to approve the College Board of Education minutes from October 19, 2022.

The motion CARRIED.

**G. SEPARATE ACTION**

**Approval of Retirement Resolution No. 22-23-05, Carl J. Bauman; No. 22-23-07, Aileen Collins; No. 22-23-08, Janice “Jannie” Crossler-Laird; No. 22-23-09, Nancy L. Espinosa; No. 22-23-10, Rebecca L. Hillyer; No. 22-23-11, Bruce B. Irvin; No. 22-23-12, Gary D. Kuhn; No. 22-23-13, Gregg W. Lander; No. 22-23-14, Renee J. Lane; No. 22-23-15, Eduardo**

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**Francisco Martínez; No. 22-23-16, Cassandra J. “Cassie” Pilkenton; No. 22-23-17, Jerry S. Oei; No. 22-23-18, Dawn C. Williams; and No. 22-23-19, Maurilio Vasquez Frias.** Board members read each retirement resolution. These fourteen employees represent a total of 286 years and 8 months service. Rebecca Hillyer, Gary Kuhn, Renee Lane, and Eduardo Martinez each said a few words.

## **H. REPORTS**

### **Reports from the Associations**

Peter Wirfs, Associated Students of Chemeketa (ASC) said his report stands as written. Diane Watson stated she is impressed with all of the student involvement and activities.

Steve Wolfe, Chemeketa Faculty Association (CFA), thanked the staff and faculty for their public comments, shared the concerns that were expressed, and noted the report outlines some of those. Steve added additional comments regarding budget reductions for next year.

Aaron King, Chemeketa Classified Association (CCA), said the report stands as written and noted there were twelve classified employees that had taken the early retirement incentive. Aaron thanked them for their service.

Gaelen McCallister, Chemeketa Exempt Association, said the report stands as written and noted the exempt event in support of the food pantry raised \$435 and, since the beginning of the employee giving campaign, there have been 25 new or additional donors to annual giving and there are now 53 exempt members who are donors to the foundation.

### **Reports from the College Board of Education**

Ed Dodson attended the Marion County Reentry Initiative breakfast, all-staff meeting, Oregon Community College Association (OCCA) fall conference, Veterans breakfast celebration, quarterly meeting with Jessica, Chemeketa Press party, and cultural competency training.

Ken Hector attended the Association of Community College Trustees (ACCT) conference, broadband meeting, OCCA fall conference, Veterans breakfast celebration, cultural competency training, quarterly meeting with Jessica, Cascade School District board meeting with Jessica and the Foundation Board meeting.

Jackie Franke attended the Marion County Reentry Initiative breakfast, quarterly meeting with Jessica, monthly planning meeting for the Community and Partners of East Salem monthly meeting, East Salem Rotary fundraising planning meeting, meeting with Marie Hulett, Executive Director, Institutional Advancement, and Jamie Wenigmann, Foundation Director, regarding setting up a scholarship, YMCA annual lunch, three East Salem Rotary meetings, Hope Station annual dinner, and the cultural competency training.

Betsy Earls attended two Mid Willamette Valley Council of Government (MWVCOG) legislative meetings.

Diane Watson attended the Jane Brown Chemeketa Autism presentation, Marion County Reentry Initiative breakfast, OCCA fall conference, lunch meeting with Keizer Mayor Cathy

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Clark, OCCA Diversity, Equity, and Inclusion committee meeting, Veterans breakfast celebration, quarterly lunch with Jessica, and cultural competency training.

Neva Hutchinson attended the Marion County Reentry Initiative breakfast, OCCA fall conference, agenda review, Veterans breakfast celebration, and the cultural competency training.

Ron Pittman attended the ACCT conference, OCCA fall conference, agenda review, meeting with Danielle Hoffman and Paul Davis at Yamhill Valley Campus (YVC), and cultural competency training.

## **I. INFORMATION**

### **2021–2022 Student Initiated Fee Budget Report**

Peter Wirfs, ASC Executive Director, presented a PowerPoint on the Student Initiated Fee (SIF) that was implemented during 2021–2022. Peter discussed the SIF revenue distribution by location and term, expenditures by campus and category, and the Salem campus 2022–2023 budget.

### **Advisory Committees for 2022–2023**

Marshall Roache, Executive Dean, Career and Technical Education (CTE) noted the significant role advisory committees contribute to the CTE programs. There are now 495 community members and college staff who participate in 33 advisory boards, and the college is making a large effort to increase the representation within the three counties served. There is also representation from a number of counties outside the college area. The Advisory Committee Handbook has been redone, and a new outward-facing website has been launched for the advisory committees to utilize.

### **College Policies #BP1510—Auditor for the Chemeketa Community College Board of Education; #BP1530—Budget Officer; and #BP1540—Custodian of Funds**

David Hallett noted there are three board policies in front of the board as an information item. BP1510 reflects a pronoun change, BP1530 has undergone a regular review, and BP1540 reflects a word change that reflects the college's current practice. At the December meeting the board will be asked to approve these changes.

## **J. STANDARD REPORTS**

### **Personnel Report**

Alice Sprague said the report stands as written, noted that one of the six new positions is non-general fund, and congratulated the retirees.

### **Budget Status Reports**

Aaron Hunter reviewed the Statement of Resources and Expenditures. Property taxes are starting to come in and the majority will be received in November, the October tuition and fees are current and reflect the refunds generated, and the state appropriations current line item reflects one payment because the second one was received at the deadline and will be shown on next month's report. On the Budget Status report, both percentages spent to the year are consistent with the prior year. On the Status of Investments, the short-term fund rates have

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been growing over the last several months and the short-term fund is reflective of that as well. One maturity has come off the list, and two new investments have been added.

**Capital Projects Report**

Aaron Hunter noted that the Ag Complex detention pond project has been completed, the remodel of modular buildings is in process, and some of the HVAC upgrades have been installed.

**Recognition Report**

Jessica Howard acknowledged all the employees in the written report.

**K. APPENDICES**

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

**L. FUTURE AGENDA ITEMS**

None were heard.

**M. BOARD OPERATIONS**

Ron Pittman noted he's been using the new vision as his tagline at McMinnville Greeters.

**N. ADJOURNMENT**

The meeting adjourned at 7:33 pm.

Respectfully submitted,

**Julie Deuchars**  
Executive Coordinator

**Jessica Howard**  
President/Chief Executive Officer

**Ron Pittman**  
Board Chair

Date **December 14, 2022**