

Minutes
November 15, 2017

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

October 18, 2017

I. WORKSHOP

Ken Hector, Chair, called the workshop to order at 4:32 pm. The workshop was held at the Chemeketa Center for Business and Industry, 626 High Street, NE, Rooms 102–103.

Members in Attendance: Ed Dodson; Jackie Franke; Ken Hector, Chair; Neva Hutchinson, Vice Chair; Ron Pittman; and Diane Watson (arrived at 4:35 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. Chemeketa Center for Business and Industry (CCBI) Report and Tour

Jim Eustrom, vice president of Instruction and Student Services, introduced Diane McLaran, executive director of CCBI. Diane welcomed everyone and shared a brief overview of CCBI, followed by Celia Nunez, director of the Small Business Development Center, and Rebecca Bolante, director of Threat Management Resources.

Diane McLaran said it has been a great partnership to co-locate with the Salem Economic Development Corporation (SEDCOR), Incite (workforce development) and Portland State University. Using a PowerPoint presentation, Diane highlighted the Accelerated Community Employment (ACE) program that works with individuals who receive Supplemental Nutritional Assistance Program (SNAP) assistance. The program helped clients find employment quickly. In 2015–2016, there were 1,300 SNAP clients that were served and 50 percent found jobs; however, that program is now under the Oregon Employment Department, but the college still provides complementary services to SNAP clients with no dependents. Staff work with clients to provide skills training, whether it's a one-day flagger training or a one-year certificate program in welding and machining, depending on the client's interests and jobs available.

Diane also talked about customized training and said that CCBI works with companies and organizations to assess their needs and offers training to offices or units. Some examples include training for staff at the Oregon Department of Transportation (ODOT), in partnership with the college's welding program; computer training in Quickbooks, Microsoft Office, or use of the CCBI computer lab to do specialized software training; and leadership training for people employed at the state. CCBI has ongoing contracts with nine state agencies. There are also state contracts with the Department of Environment Quality, and over 5,000 flaggers have been certified.

Celia Nunez, director of the Small Business Development Center (SBDC) reported the SBDC provides business owners the expertise and resources necessary to achieve

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success whether launching, growing or transitioning. The SBDC provides one-to-one advising, workshops, programs, and classes; a Small Business Management program; a business accelerator program; Opportunity Knocks; a Capital Access Team; and SCALE Oregon.

Celia described some of these programs. She noted there use to be 3–5 business advisors, now there are 20 business advisors, and clusters have been created in the areas of financial management, marketing, social media, and capital access. Last year the Small Business Management program had 29 first-year businesses; there are 32 small businesses in the program this year; and in February a Small Business Management Alumni of Mastery will begin. This is a group of 26 returning businesses. Opportunity Knocks is a peer advisory group of business owners who work with small business owners confidentially to deal with strategic issues, challenges, and concerns; there are 19 businesses participating. SCALE Oregon is part of the Small Business Management Association which was led by Portland Community College for the last few years; however, Chemeketa is taking over the lead to work with expanding businesses that have 10–99 employees and \$1–15 million gross sales to help them grow.

Celia shared a slide on the impact of the Chemeketa SBDC from 2012–2017: 239 jobs were created annually; 353 trainings and workshops were held; 1,133 clients were counseled; 3,734 attended trainings and workshops; 7,002 advising hours were provided to clients; and \$7.7 million of capital infusion.

Rebecca Bolante, director of Threat Management Resources shared her background and noted the Virginia Tech shooting changed her doctoral research to what community colleges were doing to prevent targeted violence. Referring to PowerPoint slides, there are three main elements: prevention of, reaction to, and recovery (disaster behavioral health) from targeted violence and disasters. Research indicates that a high percentage of incidents can be prevented from gathering clues and reporting information to appropriate people. A slide showing the pathway to violence may start with a grievance and moves to violent ideation, research and planning, pre-attack preparation, probing and breaches, and the actual attack. Threat assessment is a way to divert or get them off the path to violence.

Statewide threat assessment trainings have been focused on higher education, but it has branched out to the private sector including hospitals, businesses, and other entities. However, Rebecca and her team of Bill Kohlmeyer and Rebecca Hillyer have done trainings in Ohio, Florida, Minnesota, and Washington State. The second annual Threat Assessment Conference will be held at the Salem Conference Center.

The board thanked Diane, Celia, and Rebecca for their reports. The workshop ended at 5:05 pm, and Diane gave a tour of the offices and agencies housed in the CCBI facility. A recess was taken.

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II. A. EXECUTIVE SESSION

Executive Session called to order at 5:33 pm at the Chemeketa Center for Business and Industry, 626 High Street, NE, Room 101. 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.
Guests: Rebecca Hillyer, Holly Nelson.

Executive Session ended at 6:12 pm.

II. B. ADMINISTRATION UPDATES

The following updates were shared or discussed with the board: debrief of the Association of Community College Trustees (ACCT) Conference; attendance at the ACCT Legislative Summit in February; visits to school board meetings; travel folders were distributed for the November 1–3 Oregon Community College Association (OCCA) Fall Conference; board goals for 2017–2018 were affirmed; a report on the October 6 OCCA board forum and meeting; follow-up on public notices; board calendar preview; President's Goals for 2017–2018; softball field; October 5 Oregon President's Council (OPC); Aspen award; enrollment; Oregon Promise; Phi Theta Kappa College Knowledge Bowl; Title III and V grants; college Website; and board agenda preview.

A recess was taken at 6:56 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Ken Hector, Chair, reconvened the board meeting at 7:04 pm. The meeting was held at Chemeketa Center for Business and Industry, 626 High Street, NE, Rooms 102–103.

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.

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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. COMMENTS FROM THE AUDIENCE

None

E. APPROVAL OF MINUTES

Diane Watson moved and Jackie Franke seconded a motion to approve the minutes of September 20, 2017.

The motion CARRIED.

F. REPORTS

Reports from the Associations

Isaac Acosta, ASC executive coordinator, added one additional event. An African-American Student Success Community Forum sponsored by the Salem-Keizer School District through Cynthia Richardson, director of Student Equity, Access and Advancement, and hosted by the Chemeketa Multicultural Student Services area, was held on October 12 in the Student Center in Building 2. Over 250 students, parents, and community members attended to hear speakers and to connect with resources and agencies such as TRiO, Salem-Keizer Education Foundation (SKEF), and the National Association for the Advancement of Colored People (NAACP)

Justus Ballard, Chemeketa Faculty Association; Terry Rohse, Chemeketa Classified Association; and Allison Stewart Hull, Chemeketa Exempt Association stated their reports stand as written.

Reports from the College Board of Education

Ed Dodson attended the ACCT Conference in Las Vegas; the art show "Invisible Light"; First Thursdays at 3; the OCCA Forum and Board meeting; SEDCOR luncheon; the Oregon School Board Association (OSBA) Regional meeting; and the Catholic Community Services luncheon.

Ron Pittman attended the ACCT Conference, including the Public Policy Committee meeting; the state coordinator meeting; the delegate caucus and annual meeting; the McMinnville Economic Development Partnership (MEDP) awards luncheon, where the Chemeketa Yamhill Valley Campus received the Partner of the Year award, which he brought in and will be displayed at YVC. He acknowledged Julie, Jim, Holly, Paul, Danielle

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and all the YVC staff. Ron added that U.S. Secretary of Education, Betsy DeVos, was in McMinnville and visited a few schools and held a gathering of community leaders at Evergreen Aviation.

Jackie Franke attended the Daughters of American Revolution veterans' dedication; SKEF meeting; SEDCOR luncheon; Council of Governments meeting; and the Catholic Community Services annual luncheon. Jackie met with Mary Jean Sandall, Salem-Keizer School District consultant and former administrator; Nick Williams, CEO of the Salem Chamber of Commerce; and she volunteered at the Yoshikai Elementary School jogathon.

Neva Hutchinson attended the ACCT Conference; the College Resource Fair; SEDCOR Business Forum luncheon; the NAACP Student Success event on education in the Student Center; and the Catholic Community Services luncheon.

Ken Hector attended the ACCT Conference; SEDCOR luncheon; Silverton Chamber of Commerce fund raiser; and two Silverton Chamber Business Group meetings.

Diane Watson and Betsy Earls had no reports.

Reports from the Administration

Jim Eustrom shared two activities related to the Core Theme of Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals. He acknowledged Maria Cruse, political science instructor, and two students, Connor Amundson and Jesse Thompson, who gave a presentation at the ACCT Conference on “Mock Trial: A Pathway to Personal Transformation”.

Jim shared an update on the Oregon Promise. For the 2017–2019 biennium, the legislature set funding for the Oregon Promise at \$40 million. Higher Education Coordinating Commission (HECC) decided to use an Effective Family Contribution (EFC) factor to determine eligibility. As a result, there was delay in contacting eligible students and the number of applicants is lower than last year. Last year 2,000 students were awarded the Oregon Promise; this year 1,800; last year 1,486 applied to Chemeketa; this year, 1,356; last year 1,076 registered for fall classes; this year 958. Jim added that other Oregon Promise students who completed their GED or graduated between July 1–December 30, 2017, can register for winter term.

G. INFORMATION

2017–2018 Planning, Budget, and Assessment Calendar

Miriam Scharer reported the annual calendar, which includes 2018–2019 planning, is a detailed listing of internal activities related to the planning, budget and assessment cycle. She drew attention to the gray shaded items which relate to board review or action. A separate budget calendar will be presented in April.

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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 are up a little over 1 percent from last year. The State Appropriations line item reflects two of the five state payments have been received. On the Budget Status Report, the college is within one percent compared to last year. There are no changes in rates on the Status of Investments report.

The Quarterly Update of Other Funds (non-general fund) was included in this month's report. This report itemizes other resources and obligations in both revenue-based and budget-based accounts. Miriam pointed out a decline in resources and obligations in Auxiliary Services as a result of cost savings in affordable textbooks and classroom materials. There are also declines in the Capital Development and Student Financial Aid funds.

Capital Projects Report

Julie Huckestein reported in place of Rory Alvarez and Tim Rogers. The report stands as written.

College Advancement Report July 2017–September 2017

Andrew Bone said the report stands as written and includes the grants submitted followed by the grants awarded, which is on the consent calendar.

Chemeketa Community College Foundation Quarterly Report

Andrew Bone highlighted the 28th annual and final Rick Adelman golf tournament and thanked Rick for his dedication and support of the athletic program and the college; and the upcoming ROTC/JROTC Physical Training Championship event that will be held on November 5, 8–11 am, at the Brooks Regional Training Center.

Summer Term Enrollment Report

Andrew Bone reported in place of Fauzi Naas. Unduplicated headcount was down 11.3 percent and reimbursable FTE was down 12.79 percent from last summer. The college budgeted based on a 3 percent decline, and are hoping for more enrollment winter and spring terms.

Recognition Report

Julie Huckestein acknowledged all the employees in the written report.

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I. SEPARATE ACTION

Approval of Oregon Educators Benefit Board (OEBB) Health Insurance Transition Proposal

Andrew Bone reported this recommendation is to assist and provide additional financial support to employees in the transition of having insurance provided through OEBB. The plan year changed from a January 1–December 31 year to an October 1–September 30 year effective October 30, 2017. The board commended the college administration for this action.

Ron Pittman moved and Ed Dodson seconded a motion to approve the addition of the language presented to the Classified and Faculty collective bargaining agreements and to the Administrative Handbook for Exempt Employees.

The motion CARRIED.

Approval of Retirement Resolutions No. 17-18-09, David “Forrest” Peck and No. 17-18-10, Andrew J. Bone

Betsy Earls read the retirement resolution for David “Forrest” Peck.

Ed Dodson moved and Jackie Franke seconded a motion to approve Retirement Resolution No. 17-18-09 for David “Forrest” Peck.

The motion CARRIED.

Ken Hector read the retirement resolution for Andrew J. Bone.

Ron Pittman moved and Jackie Franke seconded a motion to approve Retirement Resolution No. 17-18-10 for Andrew J. Bone.

The motion CARRIED.

J. ACTION

Neva Hutchinson moved and Betsy Earls seconded a motion to approve action items 1–4:

1. Approval of College Policies #6050, Chemeketa Community College Debt Policy; #6120, Payment of Wages; and #6130, Payment of Wages in Advance
2. Approval of Diesel Technology Associate of Applied Science Degree
3. Approval of Grants Awarded July 2017–September 2017
4. Acceptance of Program Donations July 1, 2017 through September 30, 2107

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.

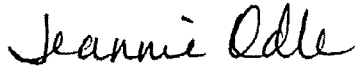
M. BOARD OPERATIONS

None were heard.

N. ADJOURNMENT

The meeting adjourned at 7:40 pm.

Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

10-18-2017

Date