

Minutes
September 20, 2017

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

July 26, 2017

I. WORKSHOP

Ron Pittman, Chair, called the workshop to order at 4:31 pm. The workshop was held at the Brooks Regional Training Center, 4910 Brooklake Road NE, in Building 2, Room 102AB.

Members in Attendance: Betsy Earls (arrived at 5:05 pm); Ken Hector, Vice Chair; Neva Hutchinson; Ron Pittman, Chair. Absent: Ed Dodson, Jackie Franke, and Diane Watson.

College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer; Andrew Bone, Vice President, Governance and Administration; and Johnny Mack, Executive Dean, Career and Technical Education (for Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus).

A. Update for Chemeketa Brooks Center

Johnny Mack, executive dean of Career and Technical Education, introduced Marshall Roache, dean of Emergency Services. A short video showing students in action in the EMT/Paramedic, Fire Science/Fire Prevention, Criminal Justice, and the National Testing Network was shown.

Marshall Roache welcomed everyone to Chemeketa Brooks which has 118 employees. The Brooks facility houses classrooms and labs for college programs and the Brooks Regional Training Center, which partners with fire, police, and EMT/paramedic agencies from Portland to Springfield. The National Testing Network tests and certifies candidates for corrections, fire and EMT; last year over 3,000 people were tested at this facility. There are 90 testing sites in the U.S. and the Brooks Regional Training Center is No. 2 as far as volume. George Fox University offers a social and behavioral studies program out of Brooks. They provide 12–15 classes per term and Chemeketa students can transfer to the George Fox program.

Marshall drew attention to the four program brochures for the criminal justice, fire prevention and fire suppression, EMT/paramedic programs, and the National Testing Network; a new Challenge Coin with an explanation about what these coins represent; and the board received a special “In Honor of Their Sacrifice” pin from the fallen officer memorial and the fallen firefighter memorial.

The group toured various parts of the facility including the mat room for a defensive tactics session with instructor Mike Withington and criminal justice students; the fire/EMT shop for a demo of a forcible entry prop and rescue in a smoke-filled room with fire students and instructor Bill Klein; EMT students giving medical attention to a remote-controlled mannequin with instructor Chris Arbuckle controlling the symptoms on the mannequin; and the arena in Building 1 for a demo of the Candidate Physical Abilities Test (CPAT) with instructor

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Tania Kleinschmit and a criminal justice student who ran the course within the allotted time (less than five minutes). Marshall was thanked for the tour and hosting the board meeting this month.

The workshop ended at 5:20 pm, and a recess was taken.

II. A. EXECUTIVE SESSION

Ron Pittman, Chair, called Executive Session to order at 5:40 pm, at the Brooks Regional Training Center in Building 2, Room 101. Executive Session was held in accordance with ORS 192.660(2)(d) negotiations.

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

College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer; Andrew Bone, Vice President, Governance and Administration; and Johnny Mack, Executive Dean, Career and Technical Education (for Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus).

Executive Session ended at 5:45 pm, and open session resumed at 5:46 pm.

II. B. ADMINISTRATION UPDATES

Updates were shared or discussed with the board on the September 6 board work session, Oregon Community College Association (OCCA) Fall Conference Request for Proposal (RFP); Association of Community College Trustees (ACCT) Conference update; ACCT 2018 Associate Committee Interest form; board calendar preview; legislative updates; personnel update; Pharmacy Tech; August 21 eclipse plans; board agenda preview; and the quarterly board monitoring of guiding principles.

A recess was taken at 6:45 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Ron Pittman, Chair, reconvened the board meeting at 7 pm. The meeting was held at the Brooks Regional Training Center in Building 2, Room 102AB.

B. PLEDGE OF ALLEGIANCE

Marshall Roache, dean of Emergency Services, reported a color guard made up of five students in the Criminal Justice program will post the colors, and he shared instructions. The color guard led the group in the Pledge of Allegiance.

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C. ROLL CALL

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

College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer; Andrew Bone, Vice President, Governance and Administration; and Johnny Mack, Executive Dean, Career and Technical Education (for Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley).

Board Representatives in Attendance: 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 Ken Hector and Ron Pittman.

E. REORGANIZATION OF THE COLLEGE BOARD OF EDUCATION

Betsy Earls nominated Ken Hector for board chair for 2017–2018; the motion was seconded by Neva Hutchinson.

The motion CARRIED, and Ken Hector was declared board chair.

Betsy Earls nominated Neva Hutchinson as board vice chair for 2017–2018; the motion was seconded by Ken Hector.

The motion CARRIED, and Neva Hutchinson was declared board vice chair.

F. COMMENTS FROM THE AUDIENCE

None were heard.

G. APPROVAL OF MINUTES

Betsy Earls moved and Ron Pittman seconded a motion to approve the minutes of June 28, 2017.

The motion CARRIED.

H. REPORTS

Reports from the Associations

Justus Ballard, Chemeketa Faculty Association; Terry Rohse, Chemeketa Classified Association; and Allison Stewart Hull, Chemeketa Exempt Association stated the reports stand as written. There was no report from the Associated Students of Chemeketa (ASC).

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Reports from the College Board of Education

Ed Dodson reported he participated in legislative phone calls and two OCCA Executive Council subcommittee meetings to recruit for the OCCA board; attended a farewell event for Phil Wright; and a quarterly lunch with Julie.

Neva Hutchinson had no report.

Ron Pittman attended a McMinnville City Council meeting.

Betsy Earls has been busy wrapping up the legislative session, and she attended two West Salem Rotary meetings.

Ken Hector attended an Oregon Garden Foundation board meeting; three meetings of the Silverton Chamber of Commerce business group; a Silverton Chamber forum luncheon where Representative Rick Lewis gave a recap of the legislative session; and a Silverton Emergency Management Advisory Committee meeting.

Reports from the Administration

Johnny Mack introduced Holly Nelson, executive dean for Academic Progress and Regional Education Services, who reported on the Advancement Via Individual Determination (AVID) conference that she and five faculty attended in San Antonio. The focus of AVID is to provide training for educators to prepare students for success in college and careers. Two major areas the college is focusing on are faculty professional development and student support services. AVID held a number of trainings last year and over 150 faculty participated. Schools in the K–12 system are also highly involved with AVID. Neva Hutchinson asked for a link or other information on AVID. Holly will provide some background information.

I. INFORMATION

Eclipse Planning Update

Greg Harris and Tim Rogers shared updates on plans for the August 21 eclipse. On the education side, a short film, “The Sun Revealed” has been shown in the Planetarium and in the Building 6 Auditorium with good attendance. The Polk Center in Dallas had three showings and has had over 100 community members in attendance. A special showing for staff will be on August 17, at 4 pm, in the Building 6 Auditorium. Board members were invited to attend.

Tim Rogers reported at one point the college was going to remain open; however, based on the expected crowds, traffic and transportation delays, administration decided to close all college campuses and centers for the day. Signage indicating no camping allowed, no parking, and no trespassing will be posted and entrances will be blocked. On the day of the eclipse, public safety staff and volunteers from the Law Enforcement Related Experiences (LERE) program will monitor and patrol college sites and there will be administrative staff presence at each site to oversee facilities and make decisions as necessary. Bill Kohlmeyer

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will provide a general safety and training plan for staff on duty that day. Bill Riffle is working with lease tenants whose businesses will be open that day to help minimize impact to their operations. Also, Incident Command protocols will be in place to address any emergencies that come up.

2017 Fall Kickoff

Greg Harris referred to the calendar in the board folder, and he highlighted some of the events. Kickoff day is Tuesday, September 12, starting at 9 am in the Building 7 gym. Julie will give a welcome and a presentation focused on understanding our students (who they are, their background and experiences, capacity for learning, ability to progress, etc.). After the morning session, lunch, the Wellness Fair, a classified training session, and program/department meetings will occur in the afternoon.

Results of the 2016 Certification/Licensure Examinations

Johnny Mack, executive dean for Career and Technical Education, said the report stands as written. He thanked the entire faculty in these programs for their hard work in preparing students for these careers and to be successful in the workplace, not just to pass the exams.

Since the meeting was in Brooks, Johnny highlighted the EMT and Paramedic exam. Once students complete the program, they take a practical exam with scenarios similar to what was done during the demo in the board workshop, and a computer adaptive exam that is made up of 150 questions. A computer adaptive exam asks questions that get progressively harder and if the student continues to answer the questions correctly, they might end up answering only 70 questions. This is a more realistic and better test than the previous written exam. Students must pass both the practical and written exam to get certified.

Ron Pittman is constantly impressed with the higher pass rates of Chemeketa students compared to the national pass rates.

College Policies #2250, Alcohol, Marijuana, and Other Drugs on College Property; #5150, Delinquent Debts; and #6030, Transfer of Budget Appropriations

Rebecca Hillyer reported marijuana was added to Policy 2250; and minor changes were made to the other two policies. The policies were reviewed by the President's Advisory Council and will be brought back in September for board action.

J. STANDARD REPORTS

Personnel Report

Andrew Bone said the report stands as written.

Budget Status Report

Miriam Scharer reported there is no budget status report since preparation for the annual audit report is underway. However, an in-progress fiscal-end budget update will be shared

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in September, and the final audit report will be shared in December. The Status of Investments report shows a tenth of a percent increase in the interest rates.

Purchasing Report

Miriam reported an Invitation to Bid (ITB) for Concrete Delivery, Installation, and Finishing Services was advertised this month and a contract award recommendation will be made in September.

Miriam called the board's attention to a green sheet for action item No. 4, Approval of On Call Services for HVAC, Boiler and Plumbing Maintenance and Repair Contract Award for CJ Hansen Company, for a period not to exceed five years, for an estimated contract value of \$850,000.

Capital Projects Report

Tim Rogers said the report stands as written and he was happy to report that the Building 3, Room 257, remodel of faculty offices has been completed and furniture will be moved in for faculty by the first week of August.

College Advancement Report April 2017–June 2017

Andrew Bone reported the College Advancement report, which includes Grant Activities and the Foundation Quarterly reports stands as written. Andrew noted grants submitted between April and June totaled over \$6 million and that a Title V Hispanic Serving Institution (HSI) grant was submitted. Lastly, August 7 will be the 28th and final Rick Adelman golf tournament. At the luncheon, Rick will be honored and thanked for his long-time generous support of Chemeketa athletics.

Spring Term Enrollment Report

Andrew Bone reported in place of Fauzi Naas and briefly reviewed the headcount and FTE tables and charts. Spring reimbursable FTE is down 6.3 percent from last spring and headcount was down 7.9 percent; year-to-date reimbursable FTE was down 5.9 percent and year-to-date unduplicated headcount was down 2 percent from last year. Andrew noted the college has a new data system that managers can use to take a deeper dive into enrollment data to help make better decisions and modifications throughout the year.

Recognition Report

Julie Huckestein acknowledged all the employees in the written report.

K. SEPARATE ACTION

Approval of Retirement Resolution No. 17-18-01, Arminta L. "Minty" Schmid and Resolution No. 17-18-02, Linda K. Crosby

Neva Hutchinson read the retirement resolution for Arminta L. "Minty" Schmid.

Ken Hector moved and Betsy Earls seconded a motion to approve Retirement Resolution No. 17-18-01.

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The motion CARRIED.

Ron Pittman read the retirement resolution for Linda K. Crosby.

Ron Pittman moved and Betsy Earls seconded a motion to approve Retirement Resolution No. 17-18-02.

The motion CARRIED.

L. ACTION

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

The motion CARRIED.

M. APPENDICES

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

N. FUTURE AGENDA ITEMS

None were heard.


O. BOARD OPERATIONS

Ken Hector thanked Ron Pittman for his leadership as board chair and presented him with a small token on behalf of the board and the college.

P. ADJOURNMENT

The meeting adjourned at 7:47 pm.

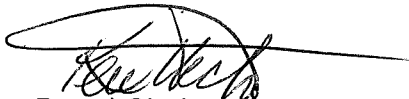
Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

Date

9/20/17