

Minutes  
June 21, 2023

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

May 17, 2023

**I. EXECUTIVE SESSION**

Ron Pittman, Chair, called the Executive Session to order at 4:00 pm in the Boardroom, Building 2, Room 170, at the Salem Campus. Executive Session was held in accordance with ORS 192.660(2)(i), evaluating the chief executive officer.

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

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer

**Guest:** Rachel Alexander, Salem Reporter

Executive Session ended at 4:30 pm.

**II. WORKSHOP**

Ron Pittman, Chair, called the workshop to order at 4:34 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 (via Zoom); and Ron Pittman, Chair. Excused Absence: Diane Watson.

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; David Hallett, Interim Vice President, Academic and Student Affairs; Alice Sprague, Interim Vice President, Governance and Administration; and Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance.

**Bachelor of Applied Science in Leadership and Management Degree**

Holly Nelson, Executive Dean, Regional Education and Academic Development, Tim Ray, Dean, Agricultural Sciences and Technology, and Margarie Yaroslaski, Instructor, Leadership and Management, gave an update of the Bachelor of Applied Science in Leadership and Management Degree. Information on coursework, implementation in fall term 2023, admission requirements, promoting the program in the community, and ways to encourage students to apply were all addressed.

The workshop ended at 4:57 pm.

**III. ADMINISTRATION UPDATES**

Ron Pittman, Chair, called the meeting to order at 5:12 pm, in Building 2, Room 172, at the Salem Campus.

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

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**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; David Hallett, Interim Vice President, Academic and Student Affairs; Alice Sprague, Interim Vice President, Governance and Administration; and Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance.

Updates were discussed with the board regarding the Board of Education scholarship, a possible future bond measure, Oregon Community College Association (OCCA) meetings and legislative updates, the President's monthly report to the board, Higher Education Coordinating Commission (HECC) reports, and agenda preview.

A recess was taken at 5:54 pm.

#### IV. REGULAR SESSION

##### A. CALL TO ORDER

Ron Pittman, Chair, reconvened the board meeting at 6:01 pm. The meeting was held in the Board Room, Building 2, Room 170, at the Salem Campus.

##### B. PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

##### C. CHEMEKETA LAND ACKNOWLEDGMENT

Ron Pittman read the land acknowledgment.

##### D. ROLL CALL

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

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; David Hallett, Interim Vice President, Academic and Student Affairs; Alice Sprague, Interim Vice President, Governance and Administration; 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

None.

##### F. PUBLIC HEARING ON PROPOSED BUDGET

Ron Pittman opened the public hearing for the proposed budget for FY23–24 and asked Aaron Hunter if any public comments had been received. Aaron noted that there had not been any comments received via email prior to the meeting, but that Tiffany Gardner, Counselor, signed up to speak in person on Counseling reductions. Tiffany then made comments. Ron closed the public hearing for the proposed budget.

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**G. SPECIAL HONORS**

Layli Liss, Associate Dean, Center of Academic Innovation, discussed the Excellence in Teaching Award. Ron Pittman and Jessica Howard presented Amanda Knopf Rauhauser, part-time faculty, English-Developmental Writing, and Shannon Othus-Gault, full-time faculty, Geology, the Excellence in Teaching Awards. Steve Wolfe accepted the award on behalf of Amanda and read a statement from Amanda, and Shannon said a few words.

**H. SEPARATE ACTION**

**Approval of Retirement Resolutions [23-24-130] No. 22-23-26, Wayne G. Barber; No. 22-23-27, Andrew J. “Andy” Frank; No. 22-23-28, Karen S. Gooley; No. 22-23-29, Simone B. Hughes; No. 22-23-30, Phillip “Phil” La Vine; No. 22-23-31, and Diane L. McLaran.**

Ken noted that Neva Hutchinson and Diane Watson had excused absences, and that is why they were not in attendance.

Board members read each retirement resolution. These six employees represent a total of 142 years and four months of service to the college. Wayne Barber and Diane McLaran said a few words, and board members thanked them for their service.

Ken Hector moved and Ed Dodson seconded a motion to approve the retirement resolutions as noted above.

The motion CARRIED.

**I. APPROVAL OF MINUTES**

Jackie moved and Betsy Earls seconded a motion to approve the Budget Committee meeting and Board of Education minutes from April 19, 2023.

The motion CARRIED.

**J. REPORTS**

**Reports from the Associations**

Peter Wirfs, Associated Students of Chemeketa (ASC) said the report stands as written and noted that every single event during spring term had great turnout, and there were a variety of events which drew in more students from different groups.

Steve Wolfe, Chemeketa Faculty Association (CFA), said the report stands as written, but noted the faculty that were recognized at the April 28 Faculty Recognition event. He congratulated Amanda and Shannon on their Excellence in Teaching Awards.

Aaron King, Chemeketa Classified Association (CCA), said the report stands as written, and congratulated Amanda and Shannon on their Excellence in Teaching Awards. He also congratulated the retirees.

Gaelen McCallister, Chemeketa Exempt Association (CEA), said the report stands as written, congratulated the retirees, and thanked Diane McLaran, Exempt member, for her service.

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**Reports from the College Board of Education**

Ed Dodson attended the President's Compensation Committee meeting, All Oregon Academic Team AOAT luncheon, four Oregon Community College (OCCA) legislative calls, Brooks Open House, Barrel Tasting at EOLA, quarterly meeting with Jessica, the Strategic Economic Development Corporation (SEDCOR) Economic Forum, and the Student Art Show.

Ken Hector attended the President's Compensation Committee meeting, attended the Hearing on Senate Bill 523, Chemeketa Foundation Board meeting, Barrel Tasting at EOLA, Association of Community College Trustees (ACCT) Public Policy and Advocacy Committee meeting, SEDCOR Economic Forum, Capital Projects Action Team (CPAT) meeting, Chemeketa Foundation Stars Reception, four OCCA legislative calls, two Silverton Chamber meetings and two Silverton Rotary meetings, judged at the Silverton High School Best Fox Ever Talent Fundraiser, and presented Chemeketa information at the Santiam Canyon School District meeting with Jessica.

Jackie Franke attended two non-profit fundraising events in Salem, CASA of Marion County, and Haley's Heroes, two East Salem Rotary meetings, the Barrel Tasting at EOLA, and a community event presentation by Ronnie Brooks.

Betsy Earls had no report.

Ron Pittman attended the AOAT luncheon, Brooks Open House and SEDCOR Economic Forum, met with Danielle Hoffman and Paul Davis at Yamhill Valley Campus (YVC), and recorded his graduation speech on campus.

**K. INFORMATION**

**Annual Graduation Exercises**

Heather Misener, Interim Director, Student Recruitment, Enrollment and Graduation Services, noted graduation will be on Friday, June 16, on the Salem campus, Building 7, from 2–6 pm. Heather invited the board members to attend.

**Regional High School Mathematics Contest**

Wayne Barber, Mathematics Instructor, discussed the Math Contest and presented the board members with competition tee shirts designed by the students in Chemeketa's Visual Communications program.

**High School Career and Technical Education Teacher Certificate of Completion**

Cecelia Monto, Dean, Education, Languages and Social Sciences, noted that this credential meets the needs of area school districts, allowing high school teachers on restricted or temporary licenses to move into a preliminary teaching license through this certificate of completion. Cecelia also discussed the coursework required; advisory board members from school districts; and benefits to the college, students, and the community; and discussed the workforce and wage information.

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### **Education Support Professionals Certificate of Completion**

Cecelia Monto, Dean, Education, Languages and Social Sciences, noted that this certificate is based on school district needs, facilitates entry into the teaching profession, and creates an open pathway for students to enter into educational careers. Cecelia also discussed the

coursework required; advisory board members from school districts; and the benefits to the college, students, and the community; and discussed the workforce and wage information.

### **Classified; Exempt; Full-Time Faculty; Part-Time (Adjunct) Bargaining Faculty; Part-Time Non-Bargaining, Non-Credit Faculty; Hourly, Part-Time Temporary, and Student Salary Schedules for 2023–2024**

Alice Sprague said the report stands as written and indicated that the salary tables are adjusted according to the bargaining agreement with a two percent increase.

## **L. STANDARD REPORTS**

### **Personnel Report**

Heather McDaniel said the report stands as written and highlighted the eight new hires. Three are grant funded and five are on general fund. Heather congratulated the retirees and thanked them for their service.

### **Budget Status Reports**

Aaron Hunter noted on the Statement of Resources and Expenditures that revenue and expenses were tracking and trending as anticipated, and that tuition and fees does include spring term refunds. On the Budget Status report, the personnel services expenses are lower, but that is due to the vacant positions being left open. On the Status of Investments, the Oregon Short-Term funds, LGIP, are down from last month, and there will be another significant decrease next month due to cash being expended, which is normal at this time of the year. The rate will increase effective Friday, from 3.75 percent to 4.05 percent. There was one maturity that was reinvested. Aaron noted there are higher yields on the short-term investments rather than those that are long-term.

### **Capital Projects Report**

Aaron stated the Building 34 deconstruction is underway, the charging stations are installed, and that there are two buildings left in which to install the new HVAC systems.

### **Recognition Report**

Jessica Howard acknowledged employees in the written report.

## **M. ACTION**

Betsy Earls moved and Ken Hector seconded a motion to approve consent calendar items No. 1–7.

1. Approval of Presidential Evaluation Process [22-23-131]
2. Approval of Proposed Schedule of College Board of Education Meetings for 2023–2024 [22-23-132]

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3. Approval of Budget Committee Member Selection Process for Vacancies in Zone 2, Zone 3, and Zone 7 for 2023–2026 [22-23-133]
4. Approval of Suspension of Fire Suppression Degree [22-23-134]
5. Approval of Fire Suppression Degree [22-23-135]
6. Approval of Firefighter/Emergency Medical Technician (EMT) Certificate of Completion [22-23-136]
7. Approval of Paramedic Certificate of Completion [22-23-137]

The motion CARRIED.

**N. APPENDICES**

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

**O. FUTURE AGENDA ITEMS**

None were heard.

**P. BOARD OPERATIONS**

**Q. ADJOURNMENT**

The meeting adjourned at 7:13 pm

Respectfully submitted,

**Julie Deuchars**  
Executive Coordinator

**Jessica Howard**  
President/Chief Executive Officer

**Ron Pittman**  
Board Chair

**June 21, 2023**  
Date