

Minutes  
November 20, 2024

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

October 16, 2024

**I. WORKSHOP**

Ken Hector, Chair, called the workshop to order at 4:30 pm in Room 104 at the Polk Center.

**Members in Attendance:** Betsy Earls; Jackie Franke (Arrived 4:31 pm); Ken Hector, Chair; Neva Hutchinson; Diane Watson, Vice Chair. Excused Absences: Ron Pittman, Iton Udosenata.

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

**Updates for Polk Center**

Laura Leon Cipriano, Polk Center Interim Director, gave an overview of the presentation and led staff introductions. Topics covered included: courses offered at Polk Center, distribution of annual attempted credits, unduplicated headcount, annual course completion and success trends, gender distribution, average age of students, where students are coming from, FTE count, student and community outreach, four student perspectives, and future goals.

Board members asked clarifying questions during the presentation. Ken Hector acknowledged the students and thanked them for their presentations.

The workshop ended at 5:00 pm.

**II. ADMINISTRATION UPDATES**

Ken Hector, Chair, called the meeting to order at 5:21 pm, in Room 103, at the Polk Center.

**Members in Attendance:** Betsy Earls; Jackie Franke; Ken Hector, Chair; Neva Hutchinson; Diane Watson, Vice Chair. Excused Absences: Ron Pittman, Iton Udosenata.

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

Updates were discussed with the board regarding community events, individual re-election plans, board goals, retirement resolutions, budget committee positions, the bond measure, the President's monthly report to the board, and agenda preview.

The meeting ended at 5:53 pm.

**III. REGULAR SESSION**

**A. CALL TO ORDER**

Ken Hector, Chair, called the board meeting to order at 6:00 pm. The meeting was held in Room 104 at the Polk Center.

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**B. PLEDGE OF ALLEGIANCE**

The pledge of allegiance was recited.

**C. CHEMEKETA LAND ACKNOWLEDGMENT**

Ken Hector read the land acknowledgment.

**D. ROLL CALL**

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

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

**Board Representatives in Attendance:** Lillian Anderson; Associated Students of Chemeketa (ASC); Steve Wolfe, Chemeketa Faculty Association (CFA) (Zoom); Aaron King, Chemeketa Classified Association (CCA); and Adam Mennig, Chemeketa Exempt Association (CEA).

**E. COMMENTS FROM THE PUBLIC**

None.

**F. APPROVAL OF MINUTES**

Neva Hutchinson moved and Betsy Earls seconded a motion to approve the Board of Education minutes from September 18, 2024.

The motion CARRIED.

**G. REPORTS**

**Reports from the Associations**

Lillian Anderson, Associated Students of Chemeketa, said the report stands as written and discussed the events ASC hosted, record student turnout for those events, and current projects they have been working on.

Steve Wolfe, Chemeketa Faculty Association (CFA), said the report stands as written, and noted that contract bargaining is taking place every Friday this term with hopes of completing bargaining by the end of fall term.

Aaron King, Chemeketa Classified Association (CCA), said the report stands as written, and discussed the new grievances that have been filed.

Adam Mennig, Chemeketa Exempt Association (CEA), said the report stands as written.

Ken Hector stated that, at the September meeting, concerns and questions were brought forward by the CCA. Ken shared the board's response.

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**Reports from the College Board of Education**

Betsy Earls attended two Mid-Willamette Valley Council of Government (MWVCOG) legislative committee meetings and an MWVCOG board meeting.

Jackie Franke attended twelve different bond presentations and said her report stands as written.

Diane Watson attended the Woodburn Greeters Chemeketa bond presentation, agenda review, Court Appointed Special Advocates (CASA) luncheon, Salem Chamber Forum, Keizer Greeters, and tour of the Chemeketa nursing program with Senator Wyden and Congresswoman Salinas.

Neva Hutchinson attended the Salem Chamber Forum luncheon, the Chemeketa bond presentation at a multi-Chamber meeting, and the employee appreciation night.

Ken Hector attended three Chemeketa bond presentations, hosted a bond presentation at the Silverton Gardens, and placed bond field signs; he attended the SEDCOR Annual Awards luncheon, two Silverton and one Stayton Rotary meetings, two Oregon Community College Association (OCCA) legislative committee meetings via Zoom, the quarterly OCCA board meeting, the Belmodis Field dedication, the Salem Chamber Forum, agenda review, and Senator Wyden and Congresswoman Salinas tour. Ken thanked Holly and the nursing staff for putting that tour together so quickly.

**H. INFORMATION**

**Oregon Community College Association (OCCA) Board Update**

Ken Hector said the report stands as written.

**College Policy: College Board of Education 1000 Series—#1725, Students with Disabilities**

Ryan West noted this policy was last reviewed by the board in July 2015. It has been rewritten completely and the language has been expanded, and he stated the procedure that is part of this policy is being updated, and that responsibility falls on President Howard.

Jackie Franke asked if the report has to come back once the president has established a procedure and if the policy has to be changed to reflect that. Ryan said the procedures are not required to be approved by the board, and he will research adding the verbiage to the policy.

**I. STANDARD REPORTS**

**Personnel Report**

Patrick Proctor said the report stands as written, and, of the eleven new hire employees, six were hired from the general fund and five employees experienced position changes.

**Budget Status Reports**

Aaron Hunter noted on the Statement of Resources and Expenditures that the beginning fund balance is at zero until the end of the audit; property taxes are low but will increase in November and December; and the tuition and fees number does not include fall refunds. On the Budget

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Status Report, the transfers-out line has a higher percentage of spend; however, this is standard for this time of year due to budgeted transfers sent to other funds. On the Quarterly Update of Other Funds, Aaron said the top section is down approximately \$1.5 million from September 30, 2023–September 30, 2024 and most of that is from the self-support fund due to more activities coming in. In the bottom section, there is still a healthy balance remaining. On the Status of Investments, there was one maturity and one new investment and the college is working on investing locally. Interest rates are softening, and the Local Government Investment Pool (LGIP) rate has lowered from 5.3 percent to 5.15 percent.

Over the past few weeks the Budget and Finance Division has been working with Standards and Poors reviewing Chemeketa's rating, and the college has been renewed at AA-.

Diane Watson asked if that was the top rate and Aaron explained the ratings system.

Ken noted it is wonderful to invest locally, which pays dividends in the long run and builds long-term relationships.

### **Capital Projects Report**

Aaron Hunter said the report stands as written and noted that permits were finally approved for the Building 2 ice storm restoration project.

### **Grant Activities July–September 2024**

Gaelen McAllister, Director of Institutional Grant Development, said the report stands as written, and mentioned the college received a federal grant from the U.S. Department of Education, Office of English Language Acquisition. Gaelen pointed out the new grant impact report that is in the board member's packets, and that the information will be available electronically.

Jessica noted how extraordinary the Grants Office is, and thanked Gaelen for her work and the printed grants booklet.

### **Summer Term 2024 Enrollment Report**

Colton Christian, Dean of Academic and Organizational Effectiveness, reviewed the summer 2024 enrollment results. Summer 2024 full-time equivalency (FTE) is up 6 percent compared to last year; total year-to-date reimbursable FTE has increased by 8 percent compared to last year; and the year-to-date headcount is up 2 percent compared to last year. Fall term enrollment is currently up 7 percent.

Ken asked if the college had data on the comparator colleges or the other seventeen colleges similar to this date. Colton said the 2023–2024 data and the summer and fall 2024 data are not available yet.

### **Graduation and Transfer Report**

Colton discussed the graduation and transfer report. Key takeaways include student graduation rates, which have increased over the years for Chemeketa and its peer institutions in Oregon, similar peers outside of Oregon, and aspirational peers. The 2021 cohort, the most recent

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where the 150 percent graduation rate is available, Chemeketa reached another high-water mark for the last decade, and the college's 150 percent graduation rate was in line with Oregon's community college for the two most recent cohorts with available data.

Board members asked questions regarding the peer definitions, peer criteria, and the data analysis process.

**Recognition Report**

Jessica Howard acknowledged employees in the written report.

**J. ACTION**

Diane Watson moved and Neva Hutchinson seconded a motion to approve consent calendar item No. 1-2.

1. Approval of Grants Awarded July–September 2024 [24-25-109]
2. Approval of College Policy: Board of Education Series—#1750—Prohibition of Harassment / & NonDdiscrimination [24-25-110]

The motion CARRIED.

**K. APPENDICES**

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

**L. FUTURE AGENDA ITEMS**

None were heard.

**M. BOARD OPERATIONS**

**N. ADJOURNMENT**

The meeting adjourned at 6:43 pm.

Respectfully submitted,

**Julie Deuchars**  
Executive Coordinator

  
**Jessica Howard**  
President/Chief Executive Officer

  
**Ken Hector**  
Board Chair

Date  
11-20-2024