

Minutes  
April 18, 2018

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

March 21, 2018

**I. WORKSHOP**

Ken Hector, Chair, called the meeting to order at 4:32 pm. The meeting was held at the Salem Campus, in the Board Room, Building 2, Room 170.

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

**College Administrators in Attendance:** Julie Huckestein, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; and Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley.

**A. Accreditation Update**

Jim Eustrom introduced Jess Stahl, dean of Curriculum, Instruction and Accreditation, and Mary Ellen Scofield, faculty member and program review and accreditation specialist, who gave an update on the mid-year cycle review which is a different process than the seven-year accreditation process.

Jess Stahl used a PowerPoint to guide her presentation. Jess joined the college in December 2017, and she acknowledged a number of staff who have been involved with the accreditation process and have helped her transition into her new role. She especially thanked Deborah Sipe, the previous accreditation liaison officer, who laid the groundwork for the report; and Mary Ellen Scofield who did most of the writing of the report. Mary Ellen Scofield acknowledged Holly Nelson, executive dean for developmental writing and the medical assisting program, the two examples used in the report; Paul Davis and Melissa Van Dyke from Yamhill Valley Campus; Laura Scott and Alissa Hattman, developmental writing faculty; Jeremy Trabue and Justus Ballard, English faculty; and Johnny Mack, executive dean, for his advice and expertise on three-year accreditation visits.

Being an economist and futurist, Jess talked about the “big picture” of accreditation including historical references from the 1952 Korean War GI bill, which tied in accreditation to federal funds, to the 1965 Higher Education Act (HEA) that laid the foundation for standards in higher education and the regional education system that is currently in use. Referring to the map of the six regions of accreditation, Jess pointed out the triangle at the bottom of the slide, which is referred to as the “triad” that represents federal, state, and regional accreditors—the current system in place to ensure quality in higher education in the United States. The HEA was reauthorized nine times but received criticism about peer review, which was the nature of regional accreditation. However, for colleges it was more for self-improvement, and for the federal government it was more for quality control. Jess shared some statistics and some excerpts from a white paper written by Senator Lamar Alexander entitled “Higher Education Accreditation Concepts and Proposals,” which noted areas of critique in accreditation. Jess read a response from the American Association of Community Colleges.

As a result of the dialog and debate around accreditation, a comprehensive revision of the HEA—the Promoting Real Opportunity, Success, and Prosperity through Education Reform

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(PROSPER) Act—was proposed by Representative Virginia Foxx in December 2017, which is still pending. Jess highlighted parts of the act including financial aid, consumer information and data, institutional risk-sharing, and strengthening accountability through accreditation. Jess noted the PROSPER Act is looking at how colleges tie student learning and educational outcomes to the college mission. So instead of the current view of here's the college mission and are we looking at outcomes that support and fulfill the mission, the PROSPER Act looks at it in reverse—does the college have a mission that leads to good student learning outcomes.

Jess reviewed the Northwest Community College and University (NWCCU) areas of accountability and the seven-year accreditation cycle. The upcoming mid-cycle (Year 3) visit scheduled for April 4 and 5 is more of a consultation or informative visit to make sure the college is on track for the comprehensive seven-year visit. The mid-cycle report was submitted along with appendices on February 27. The focus was on assessment and it had three parts— 1) institutional assessment plan; 2) two representative examples (developmental writing and medical assisting) of how the mission and core themes with a focus on student learning has been operationalized; and 3) discussion of what still needs to be done. Jess reviewed the two examples and how objectives and indicators were used to assess progress in these two academic areas.

There will be two peer evaluators, plus one observer, from the state of Washington—Ms. Sally Jackson, director of Planning Institutional Effectiveness and Research, from Spokane Falls Community College; Dr. Richard Middleton-Kaplan, dean of Arts and Sciences, from Walla Walla Community College; and Ms. Cynthia Requa, Institutional Effectiveness, from South Seattle College. The schedule was briefly reviewed; results will be shared in the late morning of April 5.

Jess shared accreditation next steps and reviewed the NWCCU rubrics of Criterion, Initial, Emerging, Developed, and Highly Developed categories, and she populated the chart with a few examples of the continuum. In light of the national landscape, NWCCU encourages colleges and universities to move themselves along the continuum into the “developed” or “highly developed” category so that the work is done and the college has the outcomes to demonstrate no matter what legislation comes along in the future.

Year 4 will be used to define and plan for college-wide, program level, and student learning assessment. Data will continue to be collected; however a plan will be developed on what data to collect, how to analyze, and how to use data so that the college has three solid years of consistent data for Year 7.

In reference to the statistic that the U.S. is ranked 12<sup>th</sup> out of 37 countries for adults aged 25–34 with a college degree, Ken Hector asked how many countries provide a free college education as this may have a bearing on the ranking. Jess said she would provide this information. Jess was thanked for her excellent and informative presentation.

The workshop ended at 5:20 pm; a recess was taken for Executive Session.

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## II. A. EXECUTIVE SESSION

The board reconvened at 5:35 pm for Executive Session. The meeting was held at the Salem Campus in the board dining room, Building 2, Room 172.

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

**College Administrators in Attendance:** Julie Huckestein, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; and Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley.  
Guest: Rebecca Hillyer, General Counsel.

Executive Session was held in accordance with ORS 192.660(2)(e) real property and (h) legal rights.

Executive Session ended at 5:57 pm; and open session reconvened at 5:58 pm.

## II. B. ADMINISTRATION UPDATES

Updates were shared or discussed with the board on the upcoming ACCT Leadership Conference on October 24–27 in New York; visits to district school boards; budget committee chair and vice chair; OCCA board training workshop on June 25; board calendar preview; legislative update; Woodburn planning; foundation development; Oregon President's Council (OPC)/Oregon Community College Association (OCCA) meeting debrief; Higher Education Coordinating Commission (HECC)/Governor Kate Brown letter; Eola event; staffing; diesel program; program changes; and board agenda preview.

A recess was taken at 6:55 pm.

## III. REGULAR SESSION

### A. CALL TO ORDER

Ken Hector, Chair, reconvened the meeting at 7 pm. The public meeting was held at the Salem Campus in the Board Room, Building 2, Room 170.

### B. PLEDGE OF ALLEGIANCE

Ken Hector led the group in the Pledge of Allegiance.

### C. ROLL CALL

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

**College Administrators in Attendance:** Julie Huckestein, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; and Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley.

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**Board Representatives in Attendance:** Anthony Rosario (for Isaac Acosta), Associated Students of Chemeketa (ASC); Terry Rohse, Chemeketa Classified Association; Justus Ballard, Chemeketa Faculty Association; and Allison Stewart Hull, Chemeketa Exempt Association.

**D. COMMENTS FROM THE AUDIENCE**

None were heard.

Ken Hector thanked Jess Stahl for providing an 11-page response to his question during the workshop on accreditation.

**E. APPROVAL OF MINUTES**

Ken Hector moved and Diane Watson seconded the approval of minutes from the workshop and regular meeting of February 21, 2018.

The motion CARRIED.

**F. REPORTS**

**Reports from the Associations**

Anthony Rosario reported in place of Isaac Acosta, ASC coordinator. Anthony said the report stands as written. He noted that Adam Holden will be leaving the college plus one other person in Student Life; they will both be missed.

Justus Ballard, faculty association president, Terry Rohse, classified association president, and Allison Stewart Hull, exempt association president, said their reports stand as written.

**Reports from the College Board of Education**

Ed Dodson attended Chamber events including Dallas, Stayton-Sublimity, Salem, Woodburn, and Mt. Angel; the Mid-Valley Green awards banquet; a SEDCOR breakfast; the 15- and 20-year employee luncheon; First Thursdays; a Mid-Willamette Education Consortium (MWEC) Regional Institute; the all-staff forum; VEX Robotics competition; OIT Dental Hygiene and Fire Suppression graduations; the OCCA forum and board meeting in Astoria; and the Student Art Show.

Ron Pittman met with Paul Davis and Danielle Hoffman for a YVC update, and he attended the Monmouth-Independence Chamber Community Awards banquet.

Jackie Franke attended Chamber award events including Stayton-Sublimity, Salem, Woodburn, and Mt. Angel; met with Representative Brian Clem with Julie; attended the 15- and 20-year employee recognition lunch; Mexican Consulate gathering to celebrate the bilingual student teacher leaders program; a foster parent forum; and a Council of Government (COG) board meeting.

Diane Watson attended Chamber events including Dallas, Stayton-Sublimity, Salem, Woodburn, Mt. Angel awards banquets; legislator visits with Julie and Senator Kim Thatcher and Representative Teresa Alonso Leon; Senator Ron Wyden's Town Hall in Keizer; a citizen's forum on the Future of Keizer; the 15- and 20-year employee lunch; Mexican Consulate

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celebration; the St. Paul school board meeting; Mayor Cathy Clark's state of the city; the Chemeketa Winter Music Concert; and the Fire Suppression graduation.

Neva Hutchinson attended the Salem, Woodburn, Mt. Angel Chamber and Mid-Valley Green awards events; the 15- and 20-year employee lunch; a Keizer Chamber forum; and the Fire Suppression graduation.

Ken Hector attended the Salem, Woodburn, and Mt. Angel Chamber awards events; the 15- and 20-year employee lunch; Mexican Consulate gathering; Foundation Development committee meeting; and the Fire Suppression graduation; made presentations with Johnny Mack to the Silverton, Santiam Canyon, and North Santiam district board meetings; participated in monthly Association of Community College Trustees (ACCT) Public Policy Advocacy Committee conference calls; attended the SEDCOR Ag breakfast; Silverton Fire District Emergency Management Advisory Committee meeting; Silverton Chamber Forum lunch for the Marion County State of the County; and three meetings of the Silverton Chamber business group.

#### **Reports from the Administration**

Jim Eustrom reported this is finals week, and he applauded all the students and faculty for making it through the term. He also recognized Linda Ringo-Reyna for all the work she does in the Multicultural Student Services area and coordinating the many student and public events that were held this term, including study nights, lunch lectures, movie nights, Martin Luther King events, and International Women's Day, just to mention a few.

#### **G. INFORMATION**

##### **College Policies #4030, Graduation Requirements; #4070, Grading; and #5020, Academic Honesty**

Karen Stevens, chair of the Academic Standards Advisory Council, reviewed the changes in the three policies. A major change in Policy #4030 is moving the detailed information about the degree requirements from the policy to the procedure, which reduces it from seven pages to one page, plus it aligns with statewide language. Board action will be requested in April.

##### **College Policies #2255, Smoke-free College; #5140, Student Records/Use of Social Security Numbers; #6310, Travel, Transportation, and Related Expenses; and #7020, Chemeketa Cooperative Regional Library Service**

Rebecca Hillyer presented four policies that were reviewed by the President's Advisory Council. Board action will be requested in April.

##### **Adult High School Diploma Plan Update for Year 2018–2019**

Abby Hoffar, dean of High School Partnerships, presented the annual Statement of Assurances and a chart showing courses added and terminated. This annual plan update is required to comply with the Oregon Department of Community College and Workforce Development (CCWD). Board action will be requested in April.

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### **2018–2019 Faculty Sabbatical Leave Requests**

Jim Eustrom introduced Kevin Dye and Theresa Yancey, co-chairs of the Sabbatical Review Committee. Kevin reported seven faculty requested 16 terms out of 27 terms available. Kevin shared the descriptions of each sabbatical from the following faculty: Michele Dishong McCormack, Communications (three terms); Kay Bunnenberg-Boehmer, Art (three terms); Kim Colantino, English (one term–fall); Sydney Darby, English (three terms); Donna Bernhisel, English/YVC (one term–winter); Timothy VanSlyke, ESOL/YVC (three terms); and Ed Lazzara, Spanish (two terms). The remaining 11 one-term sabbaticals will be available in the fall. Board approval will be requested in April.

### **Guided Pathways**

Jim Eustrom reported Chemeketa, Clackamas, Lane, Rogue, and Southwestern Oregon community colleges were accepted into the next cohort of Guided Pathways. The next steps include sending a team of faculty and staff to a two-day workshop on May 10–11 to work on program mapping, developing metamajors for the college, and learning from other institutions about best practices. In the fall, the focus will be on a new coaching model of advising for academic advisors and CTE advisors. Some funds will be available for the backfill of faculty and faculty training.

## **H. STANDARD REPORTS**

### **Personnel Report**

David Hallett said the report stands as written. David acknowledged the Human Resources staff as well as the other staff who are involved with onboarding new hires and position changes. A lot of work goes into the recruitment process to bring quality employees to the college. David also recognized Linda Herrera who is retiring after close to 26 years of service and dedication to the college and the community.

### **Budget Status Report**

Referring to the Statement of Resource and Expenditures, Miriam Scharer called attention to the 199.57 percent in the Miscellaneous Revenue line item. This is due to the unanticipated revenue from timber taxes. The Budget Status Report does not reflect any adjustments of retroactive pay for faculty; this should be reflected in the April budget status report for full-time faculty and in May for part-time faculty. The Status of Investments report reflects a slight increase in interest rates from 1.75 to 1.85 percent, the highest since 2008.

### **Purchasing Report**

Miriam clarified the Request for Proposal for Communication Access Services is for real-time translation and speech-to-text or speech-to-type services, onsite or remotely by Skype, for Student Accessibility Services, formerly Disability Services. A recommendation will be brought to the board in May.

### **Capital Projects Report**

Tim Rogers said the report stands as written with a couple of additions. Tim noted the college has met with the architect on the Ag Complex, and the athletic field is 3–4 weeks ahead of the projected schedule, so it should have playable grass ready by August pending weather conditions.

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**Recognition Report**

Julie Huckestein acknowledged all the employees in the written report, and she thanked the board members for their active participation in the many Chamber and community events, as well as numerous events at the college.

**I. SEPARATE ACTION**

**Approval of Retirement Resolution No. 17-18-19, Herlinda "Linda" Herrera**

Diane Watson read the retirement resolution for Linda Herrera for 25 years, 11 months of service to the college. Ed Dodson moved, and Jackie Franke seconded the motion.

The motion CARRIED.

**J. ACTION**

Ron Pittman moved and Diane Watson seconded a motion to approve consent calendar item No. 1:

1. Approval of College Policies #2280, Access to College Property; #2410, College Safety and Security; and #6210, Purchasing and Expenditures [17-18-136]

The motion CARRIED.

**K. APPENDICES**

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

**L. FUTURE AGENDA ITEMS**

None were heard.

**M. BOARD OPERATIONS**

None were heard.

**N. ADJOURNMENT**

The meeting adjourned at 7:53 pm.

Respectfully submitted,



Board Secretary

  
Board Chair

President/Chief Executive Officer