

Minutes  
September 18, 2024

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

July 17, 2024

**I. WORKSHOP**

**Student Affairs Updates**

Ken Hector, Chair, called the workshop to order at 4:31 pm in the Boardroom, Building 2, Room 170, at the Salem Campus.

**Members in Attendance:** Jackie Franke; Ken Hector, Chair; Neva Hutchinson; Ron Pittman; Iton Udosenata (arrived 4:59 pm), and Diane Watson, Vice Chair. Excused Absence: Betsy Earls.

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

Manuel Guerra and Ryan West, Executive Deans of Students Affairs presented an update on Student Affairs. Topics covered included: the organization chart, physical space changes and services, the advising appointment process, new and upcoming improvements, college access programs, the academic support center, the library and computer center, counseling and student support services, the new student success center, Chemeketa Scholars, the work through Chemeketa's Hispanic Serving Institution (HSI) grant, and how the college has mapped its onboarding and enrollment processes.

Board members asked clarifying questions during the presentation.

The workshop ended at 5:00 pm.

**II. ADMINISTRATION UPDATES**

Ken Hector, Chair, called the meeting to order at 5:22 pm, in Building 2, Room 172, at the Salem Campus.

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

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

Updates were discussed with the board regarding the community events calendar, the Association of Community College Trustees (ACCT) fall conference, the bond measure, the President's monthly report to the board, and agenda preview.

The meeting ended at 5:50 pm.

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### 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 the Boardroom, Building 2, Room 170, at the Salem Campus.

#### 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:** Jackie Franke; Ken Hector, Chair; Neva Hutchinson; Ron Pittman; Iton Udosenata; and Diane Watson, Vice Chair. Excused Absence: Betsy Earls.

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

**Board Representatives in Attendance:** 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

Aaron King, President, CCA, spoke on the topic of continued step increases.

Ken Hector thanked Neva Hutchinson for her leadership and presented her with a certificate for her service as Board Chair for 2023–2024.

#### F. APPROVAL OF MINUTES

Ron Pittman moved and Diane Watson seconded a motion to approve the Board of Education minutes from June 18, 2024, and the Special Board of Education meeting minutes from July 2, 2024.

The motion CARRIED.

#### G. REPORTS

##### Reports from the Associations

Steve Wolfe, Chemeketa Faculty Association (CFA), said the report stands as written.

Aaron King, Chemeketa Classified Association (CCA), said the report stands as written, thanked the outgoing board members for their service, and acknowledged the incoming board members. Also, he indicated that during the recent negotiation meeting two more tentative agreements were submitted.

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Adam Mennig, Chemeketa Exempt Association (CEA), thanked Liliana Landa Villalba for her past service as president and congratulated the new exempt members.

**Reports from the College Board of Education**

Ron Pittman attended four McMinnville Greeters meetings and staffed the Lions Club medical store for a half-day.

Neva Hutchinson attended the Special Board meeting, SOAR graduation, and the Dallas Community Awards.

Jackie Franke attended the Chemeketa Foundation Board meeting, the East Salem Rotary meeting, the Special Board meeting, and a meeting with Jessica to work on the public information presentation related to the upcoming bond measure.

Diane Watson attended the Chemeketa Foundation Board meeting, the Special Board meeting, agenda review, and the Keizer bond information meeting.

Ken Hector attended the Special Board meeting, agenda review, SOAR graduation, the Oregon Community College Association (OCCA) Legislative Committee meeting, the Association Community College Trustees (ACCT) Public Policy and Advocacy Committee meeting, a quarterly meeting with President Howard, and two meetings regarding the Chemeketa bond.

Iton Udosenata, no report.

**H. INFORMATION**  
**2024 Fall Kickoff**

On Tuesday, September 17, the college will be closed until 1:00 pm for the fall kick-off for the 2024–2025 academic year. Kickoff is open to all staff and board members are encouraged to attend.

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

Ken Hector said the report stands as written, and noted that Jessica will be presenting at the OCCA Fall Conference on partnerships between Chemeketa and its public school districts.

**I. STANDARD REPORTS**

**Personnel Report**

Patrick Proctor said the report stands as written. Of the seven new hires, five have been hired into grant positions. Patrick acknowledged the two employees who had position changes.

**Budget Status Reports**

Aaron Hunter noted that the year-to-date numbers for the financials are not included in the packet. This is normal for June 30th since the college is at its fiscal year end and it will take several months to close the books, make journal entries, and prepare for audits. The reports will be available in several months. The Status of Investments shows one new maturity and one new investment.

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**Capital Projects Report**

Aaron noted the concrete improvements between Buildings 3 and 22 have been completed, and facilities will be completing a new fiber optics loop for the athletics fields. This will improve streaming for the games.

**Grant Activities for April–June 2024**

Gaelen McAllister, Director of Institutional Grant Development, said the report stands as written and highlighted the work with Marion County to access housing funds for Chemeketa’s students through Marion County’s Community Development Block Grant (CDBG).

**Spring Term Enrollment Report**

Colton Christian, Director of Institutional Research and Reporting, noted that spring term full-time equivalent (FTE) enrollment is up three percent compared to last year. Year-to-date (YTD) reimbursable FTE is flat compared to last year, and YTD unduplicated headcount is down four percent. Colton said summer term enrollment FTE is up over three percent at this time.

**Recognition Report**

Jessica Howard acknowledged employees in the written report.

**J. SEPARATE ACTION**

**Approval of Retirement Resolution No. 24-25-01, Lisa M. Healey, and Resolution No. 24-25-02, Bradley “Brad” D. Johnson**

Board members read the retirement resolutions. These two employees represent a total of 37 years and nine months of service.

Jackie Franke moved and Diane Watson seconded the motion to approve.

The motion CARRIED.

**K. ACTION**

Iton Udosenata moved and Ron Pittman seconded a motion to approve consent calendar items No. 1–6.

1. Approval of Suspension of Healthcare Billing Certificate of Completion [24-25-101]
2. Approval of Suspension of Basic Law Enforcement Certificate of Completion [24-25-102]
3. Approval of Suspension of Basic Corrections Certificate of Completion [24-25-103]
4. Approval of College Policies Administrative Series 2000—Generative Artificial Intelligence Administrative Policy, #2215 and Educational Series 4000—Generative Artificial Intelligence Instructional Policy, #4330 [24-25-104]
5. Approval of College Policy: Educational Series 4000—Graduation Requirements, #4030 [24-25-105]
6. Approval of Grants Awarded April–June 2024 [24-25-106]

The motion CARRIED.

**L. APPENDICES**

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

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**M. FUTURE AGENDA ITEMS**

None were heard.

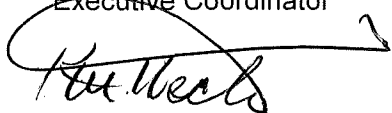
**N. BOARD OPERATIONS**

**O. ADJOURNMENT**

The meeting adjourned at 6:32 pm.

Respectfully submitted,

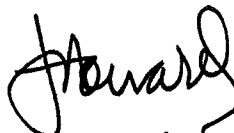
**Julie Deuchars**  
Executive Coordinator



Board Chair

9/18/24

**Jessica Howard**  
President/Chief Executive Officer



Date

9/18/24