

A large, stylized fish logo in shades of green and white, positioned on the left side of the page. The fish is facing right and has a circular eye. The logo is partially obscured by a white rectangular box.

Regular Meeting

**July 24, 2019**

CHEMEKETA COMMUNITY COLLEGE  
4000 Lancaster Drive NE  
Salem, Oregon

**BOARD OF EDUCATION**



Regular Meeting

July 24, 2019

CHEMEKETA COMMUNITY COLLEGE  
4000 Lancaster Drive NE  
Salem, Oregon

- I. Workshop** **4:30 pm** **Polk Center—Room 104**  
**1340 SE Holman Avenue**  
**Dallas, OR 97338**
- A. Updates for Polk Center 1  
Jim Eustrom, Vice President—Instruction and Student Services,  
Campus President, Yamhill Valley
- II. A. Executive Session** **5:30 pm** **Polk Center—Room 103**  
Executive Session is called in accordance with ORS 192.660(2) (a) employment issues; (b) complaints;  
(d) negotiations; (e) real property; (h) legal rights; and (i) president/chief executive officer evaluation.
- B. Administration Updates**
- III. Regular Session** **7 pm** **Polk Center—Room 104**
- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Comments from the Audience**
- E. Approval of Minutes**—Workshop and Regular Board Meeting 2–14  
of June 26, 2019 and Special Board Meeting of July 11, 2019
- F. Reports**
1. Reports from the Associations
- a. Riley Dunagan Associated Students of Chemeketa (ASC)
- b. Justus Ballard Chemeketa Faculty Association 15
- c. Terry Rohse Chemeketa Classified Employees Association 16
- d. Adam Mennig Chemeketa Exempt Employees Association 17
2. Reports from the College Board of Education
3. Reports from the Administration
- a. Jim Eustrom
- G. Information**
1. 2019 Fall Kickoff 18  
David Hallett, Vice President—Governance and Administration
2. College Policies #2230—Animals/Pets on College Facilities and 19–21  
#2240—Solicitation of Funds  
Jessica Howard, President/Chief Executive Officer

- |    |   |       |
|----|---|-------|
| 3. | College Policies #1150—Duties and Responsibilities of the <u>Chemeketa Community College</u> Board of Education; #1160— <u>Chemeketa Community College</u> Board of Education Delegation of Administrative Authority; #1510—Auditor for the <u>Chemeketa Community College</u> Board of Education; and #1520—Legal Counsel; Jessica Howard, President/Chief Executive Officer | 22–27 |
| 4. | Equity Scorecard<br>Jessica Howard, President/Chief Executive Officer   | 28–31 |

**H. Standard Reports**

- |    |  |       |
|----|--|-------|
| 1. | Personnel Report<br>David Hallett, Vice President—Governance and Administration                                | 32–33 |
| 2. | Budget Status Report<br>Miriam Scharer, Vice President/Chief Financial Officer                                 | 34–35 |
| 3. | Purchasing Report<br>Miriam Scharer, Vice President/Chief Financial Officer                                    | 36–37 |
| 4. | Capital Projects Report<br>Miriam Scharer, Vice President/Chief Financial Officer                              | 38    |
| 5. | College Advancement Report April 2019–June 2019<br>David Hallett, Vice President—Governance and Administration | 39–44 |
| 6. | Spring Term Enrollment Report<br>David Hallett, Vice President—Governance and Administration                   | 45–47 |
| 7. | Recognition Report<br>Jessica Howard, President/Chief Executive Officer  | 48–49 |

**I. Separate Action**

- |    |   |       |
|----|---|-------|
| 1. | Approval of Retirement Resolutions, [19-20-100]<br>No. 19-20-01, Victor D. Hamm;<br>No. 19-20-02, Vonda L. Burk;<br>No. 19-20-03, James A. Finholt;<br>No. 19-20-04, Darrel E. Karbginsky; and<br>No. 19-20-05, Rhonda L. Wood<br>David Hallett, Vice President—Governance and Administration | 50–55 |
|----|---|-------|

**J. Action**

Consent Calendar Process (Items will be approved by the consent calendar process unless withdrawn at the request of a member of the board. Item or items requested to be removed by a member of the board will be removed from the consent calendar by the chairperson for discussion. A separate motion will then be required to take action on the item in question.)

- |    |  |                   |
|----|--|-------------------|
| 1. | Approval of College Policies #2220—Political Activity of Employees; #2310—Closure/Delayed Openings; #3071—Inquiries for Employment References (Including Student Employees)<br>Jessica Howard, President/Chief Executive Officer | [19-20-101] 56–60 |
|----|--|-------------------|

|                               |  |             |       |
|-------------------------------|--|-------------|-------|
| 2.                            | Approval of College Policy #4080— <u>Alternate Approaches to College Credit Transfer of Previous Credit and Alternate Approaches to College Credit</u><br>Jim Eustrom, Vice President—Instruction and Student Services<br>Campus President, Yamhill Valley | [19-20-102] | 61–63 |
| 3.                            | Approval of Adult High School Diploma Plan Update for 2019–2020<br>Jim Eustrom, Vice President—Instruction and Student Services/<br>Campus President, Yamhill Valley   | [19-20-103] | 64–66 |
| 4.                            | Approval of Grants Awarded April 2019–June 2019<br>David Hallett, Vice President—Governance and Administration   | [19-20-104] | 67    |
| 5.                            | Acceptance of Program Donations April 1, 2019 through June 30, 2019<br>David Hallett, Vice President—Governance and Administration   | [19-20-105] | 68–69 |
| <b>K. Appendices</b>          |  |             |       |
| 1.                            | Mission – Vision – Values – Core Themes  |             | 70    |
| 2.                            | Campus Map   |             | 71–72 |
| 3.                            | District Map   |             | 73    |
| <b>L. Future Agenda Items</b> |  |             |       |
| <b>M. Board Operations</b>    |  |             |       |
| <b>N. Adjournment</b>         |  |             |       |

Chemeketa Community College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, protected veteran status, age, gender, gender identity, sexual orientation, pregnancy, whistleblowing, victim of domestic violence, genetic information, or any other status protected by federal, state, or local law in any area, activity or operation of the college. The college also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under federal, state, or local laws.

Under college policies, equal opportunity for employment, admission, and participation in the college's programs, services, and activities will be extended to all persons, and the college will promote equal opportunity and treatment through application of its policies and other college efforts designated for that purpose.

Persons having questions or concerns about Title IX, which includes gender-based discrimination, sexual harassment, sexual violence, interpersonal violence, and stalking, contact the Title IX coordinator at 503.365.4723, 4000 Lancaster Dr NE, Salem, OR 97305, or <http://go.chemeketa.edu/titleix>. Individuals may also contact the U.S. Department of Education, Office for Civil Rights (OCR), 810 3rd Avenue #750, Seattle, WA 98104, 206.607.1600.

Equal Employment Opportunity or Affirmative Action should contact the Affirmative Action Officer at 503.399.2537, 4000 Lancaster Dr. NE, Salem, Oregon 97305.

To request this publication in an alternative format, please call 503.399.5192.

## Chemeketa Polk Center



|  |   |                        |
|--|---|------------------------|
|  | Salem Campus<br>4000 Lancaster Drive NE, Salem, OR 97305                  | 19 miles<br>32 minutes |
|  | 1. Turn left on Lancaster Dr NE toward Silverton Rd NE                    | 0.2 miles              |
|  | 2. Turn right onto Silverton Rd NE  | 0.7 miles              |
|  | 3. Turn left onto Fairgrounds Rd NE                                       | 1.7 miles              |
|  | 4. Turn left onto Summer St NE  | 0.4 miles              |
|  | 5. Turn right onto Marion St NE   | 1.0 miles              |
|  | 6. Continue onto OR-22 W/Marion St Bridge                                 | 0.7 miles              |
|  | 7. Take a slight left turn to stay on OR-22 W                             | 0.2 miles              |
|  | 8. Take a slight left turn onto OR-223 S toward Dallas                    | 9.7 miles              |
|  | 9. Turn left onto SE Fir Villa Rd   | 2.5 miles              |
|  | 10. Turn right onto SE Miller Ave   | 0.6 miles              |
|  | 11. Turn left onto SE Holman Ave  | 1.2 miles              |
|  | 12. The destination is on your left                                       | 800 feet               |
|  | Chemeketa Community College—Polk<br>1340 SE Hollman Ave, Dallas, OR 97338 |                        |

Workshop-A  
July 24, 2019

## **UPDATES FOR POLK CENTER**

### **Prepared by:**

Glen Miller, Director—Polk Center  
Holly Nelson, Executive Dean—Regional Education and Academic Development  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley

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The workshop will highlight the progress, efforts, and improvements at the Polk Center.

There will be an update about the Building Inspection Technology Program, a discussion about the outreach efforts in the community, and information about other programming at the Polk Center. Details about center demographics and enrollment will also be shared with the board.

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**APPROVAL OF BOARD MINUTES**

**Prepared by**

Jeannie Odle, Executive Coordinator/Board Secretary  
Jessica Howard, President/Chief Executive Officer

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Minutes of the Workshop and Regular board meeting of June 26, 2019 and Special board meeting of July 11, 2019, are submitted for review by the board.

It is recommended that the College Board of Education officially approve the minutes of the above-referenced meeting as submitted.



Minutes  
July 24, 2019

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

June 26, 2019

**I. WORKSHOP**

Neva Hutchinson, Chair, called the workshop to order at 4:35 pm. The workshop was held at the Salem Campus in the Board Room, Building 2, Room 170.

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

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

**A. Institutional Research Data**

David Hallett, vice president of Governance and Administration, introduced Fauzi Naas, director of Institutional Research, who shared Tableau data and information focused on completion of credits. Fauzi referred to a handout in the board folder that gave some background about the report. It tracks first-time, credential-seeking students who enrolled during fall term of an academic year. The reverse side had bar graphs tracking the percentage of students who attempted 15 or more credits during their first year (fall term) and what percentage earned 15 credits or more in that term; and also percentage of students who attempted 45 credits or more in their first year, and of those, what percent earned 45 credits or more in the same year.

Fauzi applied a variety of filters for these groups of students, which led to discussion and questions.

**B. Guided Pathways**

Jim Eustrom introduced Don Brase, dean of General Education and Transfer Studies. Don reported the written report gives a general overview of Guided Pathways (GP) including the definition, key elements, goals, objectives for the next four years, and how GP is being incorporated at the institutional, statewide, national levels. The two-page handout gives the scope of the work at Chemeketa. GP is not something the college will do, but it will be something that Chemeketa will become as an institution.

Referring to the handout, the smaller circles designate key targeted areas of the college and the larger circles represent bringing the work to scale. Don noted last year was an exploration year with some preliminary work that was done. Linn-Benton Community was the first community college to implement GP. The college was accepted into Cohort 1, along with Clackamas, Lane, Rogue, and Southwestern so this is Year 1 (2018-2019). Don also noted the college received the Hispanic Serving Institution grant, which ties in nicely with GP. Next year Portland, Umpqua, Klamath, and Clatsop will be Cohort 2 making ten of the 17 Oregon community colleges using the GP model. Don reviewed the activities planned for Years 1-6 and beyond.

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The reverse side lists the six workgroups made up of faculty and staff that make up the Guided Pathways Steering Committee: 1) Academic Support, 2) Assessment and Institutional Research, 3) Design, 4) Mapping and Meta-Majors, 5) Pre-Pathways Initiatives, and 6) Student Experience. Don briefly explained the purpose of each workgroup.

Jim noted and acknowledged the over 200 faculty, program chairs, and staff who are involved with Guided Pathways. Mary Scamahorn was thanked for compiling and organizing the work of the GP workgroups and core team. Executive deans were thanked for taking on this big initiative, which will bring about a major change, and Julie was thanked for her support from the very beginning.

The workshop ended at 5:25 pm, and a recess was taken.

## **II. A. EXECUTIVE SESSION**

Executive Session called to order at 5:37 pm in the board dining room on the Salem Campus, Building 2, Room 172. Executive Session was held in accordance with ORS 192.660(2)(i) president/chief executive officer evaluation and (d) negotiations.

**Members in Attendance:** Ed Dodson; Betsy Earls (arrived at 6:21 pm); Jackie Franke; Ken Hector; Neva Hutchinson, Chair; Ron Pittman; and Diane Watson, Vice Chair.

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

Executive Session ended at 5:57 pm.

## **II. B. ADMINISTRATION UPDATES**

Open session reconvened at 5:58 pm. Updates were shared or discussed with the board about the September 5 board work session; Association of Community College Trustees (ACCT) Conference on October 16–19 in San Francisco; board calendar preview; legislative issues; staffing; Ag Complex, diesel program; non-credit truck driving; program updates; board agenda preview; and election of board chair and vice chair.

A recess was taken at 6:45 pm.

## **III. REGULAR SESSION**

### **A. CALL TO ORDER**

Neva Hutchinson, Chair, reconvened the board meeting at 7:02 pm. The meeting was held at the Salem Campus in the Board Room, Building 2, Room 170.

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**B. PLEDGE OF ALLEGIANCE**

Neva Hutchinson led the group in the Pledge of Allegiance.

**C. ROLL CALL**

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

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

**Board Representatives in Attendance:** Terry Rohse, Chemeketa Classified Association; Traci Hodgson, Chemeketa Faculty Association; and Rory Alvarez, Chemeketa Exempt Association. Absent: Riley Dunagan.

**D. REORGANIZATION OF THE COLLEGE BOARD OF EDUCATION**

Neva Hutchinson pulled this item. Because this was an election year for board members, there is an ORS statute that requires that the election of officers must occur in July.

**E. COMMENTS FROM THE AUDIENCE**

At the end of the board meeting Terry Rohse thanked the negotiating teams from the college and the classified association, along with Julie, the board, David and Miriam. Although the discussions were emotional and heated at times, overall the dialog was good and the classified association felt listened to.

**F. APPROVAL OF MINUTES**

Ron Pittman moved and Jackie Franke seconded a motion to approve the minutes of May 15, 2019.

The motion CARRIED.

**G. SEPARATE ACTION**

**Approval of Retirement Resolutions No. 18-19-23, Lori A. Cegon; No. 18-19-24, Kelley J. Gembala; No. 18-19-25, Bryon D. Hall; No. 18-19-26, Nancy K. Howard; No. 18-19-27, Julie Huckestein; No. 18-19-28, Michael J. Milhausen; and No. 18-19-29, Timothy E. "Tim" Rogers**

Each board member read a retirement resolution for the seven college employees. Ken Hector moved and Betsy Earls seconded a motion to approve all the retirement resolutions.

The motion CARRIED.

Bryon Hall, Julie Huckestein, and Tim Rogers were presented with their retirement resolutions and were thanked for their service.

**H. REPORTS**

**Reports from the Associations**

The Associated Students of Chemeketa (ASC) report was accepted as written.

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Traci Hodgson noted she is stepping down from her role as vice president on the faculty Association; and Traci wished Julie well on her retirement. Terry Rohse reported he was re-elected as president of the classified association. Rory Alvarez noted that Adam Mennig will be taking over as president of the exempt association and will start attending board meetings in July.

**Reports from the College Board of Education**

Betsy Earls attended the meeting with Congressman Kurt Schrader and graduation.

Diane Watson attended the Emergency Services open house in Brooks, the Affordable Learning Initiatives celebration, Salem-Keizer Raising the Bar, Congressman Kurt Schrader visit, end-of-year BBQ, 25–45 year employee recognition, board policies subcommittee meeting, Ag Complex groundbreaking; LPN pinning ceremony, Julie's retirement celebration, and the Law Enforcement and college graduations.

Jackie Frankie attended two Jan Ree/Hayesville Neighborhood Association meetings (the June meeting was to meet the new Marion County Sheriff Joe Kast), U.S. State Department Fellows Program presentation, Nancy Duncan's retirement celebration, Congressman Kurt Schrader meeting, Council of Governments (COG) membership meeting; budget committee, executive committee and board meetings, drafting students BBQ, Engineering students bridge competition, board policy review subcommittee meeting, Ag Complex groundbreaking, Julie's retirement celebration, graduation, and Marion County Chief Administrative Officer John Lattimer's retirement.

Ken Hector participated in a conference call for the Association of Community College Trustees (ACCT) Public Policy subcommittee and Oregon Community College Association (OCCA) legislative conference calls. Ken attended the Chemeketa Foundation STARS event at YVC, Human Services Tea, Affordable Learning Initiatives awards, SEDCOR Economic Forum, Nancy Duncan's retirement celebration, Congressman Kurt Schrader's campus visit, end-of-year BBQ, 25–45 year employee recognition, all-staff forum, Julie's retirement celebration, Ag Complex groundbreaking, law enforcement and college graduations, and Marion County administrator John Lattimer's retirement celebration.

Ron Pittman attended the Foundation STARS event at YVC, Julie's retirement celebration, and graduation.

Ed Dodson attended the Emergency Services open house, OCCA forum and board meetings, U.S. State Department Fellows Program meeting, Affordable Learning awards, SEDCOR Economic Forum, Student Success Advising Group, Nancy Duncan's retirement celebration, Congressman Kurt Schrader's meeting, end-of-year BBQ, all-staff forum, 25–45 year employee recognition, Julie's retirement celebration, Tim Roger's retirement celebration, Engineering student bridge competition, board policy review subcommittee meeting, spring choir concert, Ag Complex groundbreaking, and the law enforcement and college graduations.

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Neva Hutchinson attended the Foundation STARS event at YVC, SEDCOR Economic Forum, Salem-Keizer Raising the Bar luncheon, Julie's retirement celebration, and the law enforcement and college graduations,

**Reports from the Administration**

Jim Eustrom reported last Tuesday, June 18, 703 students, 186 faculty and staff, and 4,800 friends and family members packed the Pavilion for the college's 63<sup>rd</sup> commencement. It was a moving and monumental event. Jim thanked everyone who organized the event, everyone who attended to support the students, and, most importantly, all the student graduates.

**I. INFORMATION**

**Annual Evaluation of the President**

Board members did a modified evaluation of Julie Huckestein. Neva Hutchinson read the evaluation report/public statement on behalf of the board; a copy will be in the official board file. In summary, the board rated Julie's performance as exemplary this year and in her five-year tenure as president of Chemeketa Community College.

On behalf of the board, Diane Watson read a proclamation granting Julie President Emeritus standing.

**College Policy #2220, Political Activity of Employees; #2310, Closure/Delayed Openings; and #3071, Inquiries for Employment References (including Student Employees)**

Rebecca Hillyer reviewed the minor changes. The policies were reviewed by the President's Advisory Council, and the policies will be brought back in July for board action.

**College Policy #4080, ~~Alternate Approaches to College Credit Transfer of Previous Credit~~ and Alternate Approaches to College Credit**

Jim Eustrom reported the last review of this policy was in 2015. The policy has been revised to include transfer credits from other college and universities, added new requirements for Credit for Prior Learning from the Higher Education Coordinating Council (HECC), and added in language on Transfer Credit Standards. This policy will be brought back next month for approval.

**Adult High School Diploma Plan Update for 2019–2020**

Sara Hastings, dean of High School Partnerships, brought forward the annual Adult High School Diploma plan for 2019–2020. Next year is an update year, not a new plan year, so the only requirement from HECC is to update the courses to reflect the current offerings to meet the requirements for a high school diploma for adults who are over 18 years of age. The course listing is in the board agenda packet. Board action will be requested next month.

**Affirmative Action Annual Report**

David Hallett acknowledged Alice Sprague, director of Human Resources, HR staff Heather McDaniel and Kyle Stevens, and Vivi Caleffi Prichard, Diversity and Equity Officer, who compiled the report. Alice reported that she hopes to present next year's Affirmative Action report using Tableau. Alice said the 2010 Census data is still being used; 2020 Census data should be available by March 31, 2021.

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Alice reviewed the tables in the report showing workforce statistics for the 2018 calendar year and some comparisons from 2017 to 2018 which included:

Table 1 – Affirmative Action Job Category Examples

Table 2 – Chemeketa Workforce Statistics comparing employee job categories, minorities, and females for the current calendar year. This is not duplicated data.

Table 3 – Chemeketa Workforce Statistics comparing employee job categories and self-disclosed veterans for the current calendar year

Table 4 – Chemeketa Salaried Workforce Utilization Analysis for the current calendar year

Table 5 – Chemeketa Salaried Workforce Comparison Statistics of employee job categories of minority and female for 2017 and 2018. Alice noted a typo in the table heading. It was corrected to January 1, ~~2017~~ to 2018 through December 31, 2018

Table 6 – Minority and Female Demographics for the current calendar year

Table 7 – Recruitment and Applicant Statistics

Table 8 – Recruitment and Selection Patterns for the last 11 years (2007–2018)

Alice shared a brief update on the current status and items that have been institutionalized. This included a number of professional development opportunities available, new employee orientation, an Employee Development certificate to give staff opportunity for advancement, advertising in at least two diversity publications, and participating in local and statewide employer fairs. Specific to HR, there are structured hiring guidelines, search advocates for hiring committees which is unique to the college, ongoing review of position description language and minimum qualifications to remove barriers, and position standards and guidelines for hiring committees.

Vivi Caleffi Prichard noted it has been a true partnership with Alice and HR to help move the needle to diversify the college workforce. Some initiatives and future diversity and equity activities included implementation of the Cultural Competency Certificate to foster an environment where people feel welcome and comfortable working at the college, continuous work with hiring committees to review position announcements with an equity lens, development of a strategic roadmap for equity, further analysis of data to implement initiatives and look at the hiring process differently, implementation of faculty internships with a focus on culturally competency, promote student stories to show the need for culturally competent faculty and staff, and to work with the city of Salem to help build a community for people of color.

The board thanked Alice and Vivi for an excellent report.

## **J. STANDARD REPORTS**

### **Personnel Report**

David Hallett said the report stands as written.

### **Budget Status Report**

Miriam Scharer reported this is the last budget status report for this academic year until the final audit report is presented to the board in December. However, a preliminary end-of-year budget status report will be shared in September and the final financial report will be presented by the college's auditor.

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Referring to the Statement of Resources and Expenditures report, Miriam noted Tuition and Fees is slightly higher than what was budgeted; however, adjustments are still being made. The Interest line item shows an increase as a result of revenue from investments that have come in higher than anticipated; and Miscellaneous Revenue continues to grow from timber tax revenue.

Miriam drew attention to the percentage of budget expended in the Budget Status Report. This reflects the choices made to hold positions vacant and other measures to contain costs.

No interest change or additional investments were noted in the Status of Investments Report. Referring to the discount note that matures on June 21, 2019, Neva Hutchinson asked what happens after the note matures. Miriam said Rich McDonald will be looking at financial need and may reinvest the funds or it goes back into the college bank account.

### **Purchasing Report**

Miriam reviewed the two items in the Purchasing report. A Request for Proposal (RFP) will be released in July for a Learning Management System platform and software that will support Chemeketa Online education. Kellie Schellenberg, dean of the Center for Academic Innovation, will be leading a college-wide initiative involving faculty and staff focus groups and stakeholders to identify the needs as well as evaluation criteria for the proposals. Due to the scope of the project, this is an information item for the board tonight, but a contract award won't be made until December.

Ken Hector asked how many vendors are estimated to submit proposals. Kellie said there may be 8–10 possible vendors. Diane Watson asked how the software will help with retention. Kellie responded many of the software platforms actively integrate with student success components such as early alert, institutional reporting, assessment management and others related to the system. This is why a comprehensive review is being done to see if those resources can be leveraged in a single system or a system that integrates with other strategic initiatives.

Miriam reported the other purchasing item is a subsequent notice to the board on Academic Scheduling and Space Management Software as a Service. This relates to CollegeNet which is the software used for academic schedule space management. An RFP went out in 2015 and the contract was extended in April 2017 for two additional years to evaluate the college needs and options. As a result, the college has provided findings that are required for a sole source provider to extend the contract to CollegeNet, Portland, Oregon. Miriam reviewed highlights of the findings.

This is contingent on successful completion of contract negotiations through June 30, 2020, with annual renewal for a total additional period of up to five years, for an amount not to exceed \$54,041. The not-to-exceed amount includes an initial set up fee of \$20,000 for expanded services and an annual service fee of \$34,041, which now includes all Chemeketa locations. Board action is not required pursuant to OAR 137-047-0800 and #CCR.302.

### **Capital Projects Report**

Rory Alvarez, director of Facilities and Operations said the report stands as written with one addition. Rory commended the facilities team who were able to quickly restore the HVAC system that serves the board room.

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### **Chemeketa Cooperative Regional Library Service (CCRLS)**

John Goodyear, executive director for CCRLS, shared some additional updates to his written report. John pointed out that an action item is on the board consent calendar tonight to approve the appointment of Tracy Dylan of Yamhill County as the rural layperson for the CCRLS Advisory Council. He is a professor from Portland State University. John met with Will Worthy, the new director of the Newberg Library. The Keizer Library workgroup has been delayed because the person leading the group has been out of town. However, she has been making connections and is working with a consultant to write a grant. Grand Ronde is actively working to put together their tribal library application. Lastly, there are two membership standards now, one for public libraries and one for tribal libraries.

### **Recognition Report**

Julie Huckestein acknowledged all the employees (200+) in the written report. Julie shared an additional thanks to Jamie Wenigman, Jeannie Odle, Nancy Duncan, Phillip Hudspeth, and Terri Jacobson for their help in Julie's Party with a Purpose retirement celebration. Over \$14,000 was raised for student scholarships and the Student Relief fund; and all the limited edition of the Jewel Huckestein Chardonnay wine was sold. Julie brought some leftover "swag" located on the back counter. Julie read her personal message that was in the program.

### **K. SEPARATE ACTION**

#### **Approval of Resolution No. 18-19-30, Adopting the Budget, Making Appropriations and Levying Taxes**

Miriam referred to the handout in the board folder. The budget is different than what was approved by the Budget Committee in April and approved by the board in May. It reflects changes as a result of the anticipated increase in state funding from \$590 million to \$640.9 million; personnel costs including salary adjustments for exempt employees, and classified employees pending ratification from the classified association and board. The allocation of the additional funding from the state will replenish the ending fund balance (which was reduced by \$1 million in next year's budget); and until decisions are made, all other additional funds have been added to the contingency fund line item reflecting an increase from \$3.5 to \$6 million. It was noted that board approval is needed for any transfers from the contingency fund.

The total general fund budget for 2019–2020 has been changed to \$90,660,000. In order to have spending authority for next year, this resolution needs approval from the board by June 30, 2019. Tax rates will be imposed at the rate of \$0.6259 per \$1,000 of assessed value for the General Fund; \$0.0818 per \$1,000 of assessed value for the Regional Library; and the amount of \$10,130,000 for payment of bonded debt.

Miriam drew attention to two additional handouts in the board folder—Action 1 and 2, Transfers of General Fund Appropriations, and Authorizing Interfund Borrowing, both are standard requests to align the budget at the end of year, if necessary.

Ron Pittman moved and Jackie Franke seconded a motion to approve Resolution No. 18-19-30.

The motion CARRIED.



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**Approval of Resolution No. 18-19-31, Declaration of Election Results**

The May 21 election resulted in the re-election of Ed Dodson, Zone, 1; Neva Hutchinson, Zone 3; Diane Watson, Zone 6; and Betsy Earls, Zone 7.

Ken Hector moved and Ron Pittman seconded a motion to approve the declaration of election results as presented.

The motion CARRIED.

**Administration of Oath of Office for Ed Dodson, Zone 1; Neva Hutchinson, Zone 3; Diane Watson, Zone 6; and Betsy Earls, Zone 7**

David Hallett administered the Oath of Office for the re-elected board members Ed Dodson, Neva Hutchinson, Diane Watson, and Betsy Earls.

**Approval of Presidential Contract**

Board members reviewed the amended presidential contract for Julie Huckestein during Executive Session. The amended contract covers the period of July 1–7, 2019.

Ron Pittman moved and Jackie Franke seconded a motion to approve the amended contract as presented.

The motion CARRIED.

**Approval of Exempt Compensation**

David Hallett referred to the green sheet in the board packet for a 4 percent salary adjustment to the Exempt Salary Schedule effective July 1, 2019.

Jackie Franke moved and Ken Hector seconded a motion to approve the changes to the Exempt Salary Schedule to be effective July 1, 2019.

The motion CARRIED.

**Approval of Resolution No. 18-19-32a–f, Banking Resolutions Designating Depository**

A change in the authorizing signatures from Julie Huckestein to Jessica Howard is needed for banking institutions used by the college for US Bank, City National Bank, Marion and Polk Schools Credit Union, US Bank Corporate Trust Services, Wells Fargo, and Bank of America.

Ken Hector moved and Betsy Earls second a motion to approve Resolution 18-19-32a–f effective July 8, 2019.

The motion CARRIED.

**L. ACTION**

Ken Hector moved and Ron Pittman seconded a motion to approve consent calendar items No. 1–13:

1. Approval of Budget Transfer Requests [18-19-161]
2. Approval of Resolution No. 18-19-33, Authorizing Interfund Borrowing [18-19-162]

3. Approval of College Policy #4060, Criteria for Retention of Classes [18-19-163]
4. Approval of College Policies #2281, Removal and/or Trespass of Person(s) from Chemeketa Community College Property; #2290, Serious Communicable Diseases Control; and #3610, Volunteer: Definition [18-19-164]
5. Approval of Lay Representative for the Chemeketa Cooperative Regional Library Services [18-19-165]
6. Approval of Suspension of Retail Management [18-19-166]
7. Approval of Procurement Certificate of Completion[18-19-167]
8. Approval of Legal Administrative Professional Associate of Applied Science Degree [18-19-168]
9. Approval of Legal Administrative Professional Certificate of Completion [18-19-169]
10. Approval of Micro Business Operations Certificate of Completion [18-19-170]
11. Approval of Horticulture Associate of Science Degree [18-19-171]
12. Approval of Faculty; Hourly, Part-Time/Temporary; Part-Time/Adjunct Faculty Bargaining and Part-Time Faculty Non-Bargaining Non-Credit Salary Schedules for 2019–2020 [18-19-172]
13. Approval of Fire Alarm Testing, Monitoring, Maintenance and Repair Services Contract Award [18-19-173]

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**

A special board meeting will be held in early July to ratify the classified contract if approved by the classified membership.

**P. ADJOURNMENT**

The meeting adjourned at 8:57 pm.

Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

7/24/2019

Date

Minutes  
July 24, 2019

CHEMEKETA COMMUNITY COLLEGE  
**SPECIAL BOARD OF EDUCATION  
MEETING MINUTES**

July 11, 2019

**I. SPECIAL SESSION**

**A. CALL TO ORDER**

Neva Hutchinson, Chair, called the special board meeting to order at 10:05 am. The meeting was held at the Salem Campus in the Board Room, Building 2, Room 170.

**B. PLEDGE OF ALLEGIANCE**

Neva Hutchinson led the group in the Pledge of Allegiance.

**C. ROLL CALL**

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

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

**Board Representatives in Attendance:** Terry Rohse, Chemeketa Classified Association;

**D. COMMENTS FROM THE AUDIENCE**

None were heard.

**E. SEPARATE ACTION**

**Approval of Ratification of the Chemeketa Classified Association Contract**

David Hallett reported the Chemeketa Classified Association voted and approved the new three-year contract to be effective July 1, 2019–June 30, 2022. David referred to the new classified salary schedule in the board folder which reflects a four percent salary adjustment as a result of the negotiations.

David thanked both the classified and administrative negotiating teams. David said the process was respectful and challenging at times, but it solidified the belief that as an institution, the teams were able to understand the interests of one another in a meaningful way that allows constructive collaboration to reach a result that is good, fair, and just for everyone, which is symbolic of Chemeketa as a whole.

Ken Hector expressed thanks and appreciation to both bargaining teams for their cooperation and working together in a professional and respectful manner. Neva Hutchinson added that the board is proud of the dialog, process, and the communication that went out during these negotiations.

Terry Rohse thanked the members of the Classified Association for their support, as well as both the classified and administrative bargaining teams. Terry reiterated David's comments and greatly appreciated the collaborative process and being able to work together to make the college a better place. A brief signing ceremony and photo op was held

**F. REORGANIZATION OF THE COLLEGE BOARD OF EDUCATION**

Ken Hector nominated Diane Watson for board chair for 2019–2020; the motion was seconded by Betsy Earls.

The motion CARRIED.

Jackie Franke nominated Ed Dodson for board vice-chair for 2019–2020; the motion was seconded by Ken Hector.

The motion CARRIED.

**G. ADJOURNMENT**

The meeting adjourned at 10:17 am.

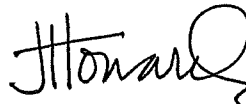
Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

7/24/2019

Date

**CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)**

**Prepared by**

Justus Ballard, President—Chemeketa Faculty Association

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CFA EXECUTIVE BOARD FOR 2019–2020

The Chemeketa Faculty Association held its spring elections in the last week of May, and the results were announced in June.

Chris Nord (Math) was elected Vice-President for Full-Time Faculty. He had previously served as the General Education & Transfer Representative.

Donna Bernhisel (English at Yamhill Valley) was elected Secretary. She had previously served as the Regional Education & Academic Development Representative.

As officers, Chris and Donna will serve two-year terms.

Representatives serve one-year terms, and this year all five representatives are new to the Executive Board.

LeAnna Crawford (English) was elected General Education & Transfer Representative.

Sheldon Schnider (Machining) was elected Career & Technical Education Representative.

Bryan Rollins (ABE/GED) was elected Regional Education & Academic Development Representative.

Michele Burke (Library) was elected Non-Instructional Faculty Representative.

Robyn MacKillop (ABE/GED) was elected Part-Time Faculty Representative.

**CHEMEKETA COMMUNITY COLLEGE CLASSIFIED EMPLOYEES ASSOCIATION (CCA)**

**Prepared by**

Tim King, Director of Public Relations—Chemeketa Community College Classified Employees Association

Mary Schroeder, External Vice-President—Chemeketa Community College Classified Employees Association

Terry Rohse, President—Chemeketa Community College Classified Employees Association

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**MEET THE 2019–2020 EXECUTIVE BOARD**

All the following were elected for a new two year term beginning July 1, 2019, and ending June 30, 2021:

Terry Rohse (Liberal Arts), President

Aaron King (Financial Aid), Internal Vice President/Grievance Officer

Teka Hart (Business Services), Secretary

Kami Blackwell (STEPS Student Success), Director of Training

Susana Garcia (Academic Development), Director of Union Stewards

Tim King (Bookstore/Auxiliary Services), Director of Public Relations

These persons/positions continue through June 2020:

Mary Schroeder (Library and Learning Resources), External Vice President

Nancy Espinosa (Business Services), Treasurer

Trina Butler (Business & Technology, ECE, & Visual Communications), Director of Membership Activities

Irma Guzman (Woodburn Center), Director of Committee Recruitment and Member Representation

Pilar Torres-Barrera (Academic Development), Director of Union Stewards

The following members ended terms June 30, 2019, but will remain with CCA as Union Stewards.

Chris Cooper (Brooks Center), Director of Training

Kyle Anderson (Information Technology), Internal Vice President/Grievance Officer

Gail Williams Pickett (Business Services), Director of Public Relations

## **CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION**

### **Prepared by**

Lynn Irvin, Vice President—Chemeketa Community College Exempt Association  
Adam Mennig, President—Chemeketa Community College Exempt Association

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The exempt association board will meet during early fall to discuss board goals, plan agendas and set dates for upcoming meetings during the 2019–2020 year. This year's board members are Adam Mennig as president, Marshall Roache as president-elect, Gloria Phipps as treasurer, and Lynn Irvin as vice president. Angie Miller, Allison Stewart-Hull, Angela Archer, Karen Alexander and Julie Peters were elected to serve as members-at-large.

The following exempt association members were on the planning and organizing team for the 63<sup>rd</sup> commencement ceremony: Mike Evans, Jeannie Odle, and Stacey Wells. Exempt helpers and volunteers at commencement included Nette Abderhalden, Karen Alexander, Angela Archer, Sara Hastings, Laura Leon-Cipriano, Liliana Landa-Villalba, Sheila Lorange, Yesica Navarro, Chris Kato, James Berndt, Bob DenHerder, Melissa Frey, Teter Kapan, Lynn Irvin, and Eme Smith. Exempt association Alma Mater singers included exempt employees Julie Huckestein, Lynn Irvin, and Jeannie Odle.

The association is honored to welcome the following new exempt employees: Daniel Adams, State Coordinator-Career Pathways and Jessica Howard, the college's new president/chief executive officer!

Information-1  
July 24, 2019

## **2019 FALL KICKOFF**

### **Prepared by**

David Hallett, Vice President—Governance and Administration

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On Tuesday, September 12, the college will be closed for a day dedicated to employee inservice activities for the 2019–2020 academic year. This day will include a morning gathering and program, a hosted lunch, networking opportunities, a service project for exempt employees, a retreat for classified employees, and academic program/discipline meetings for faculty employees.



**COLLEGE POLICIES #2230—ANIMALS/PETS ON  
COLLEGE FACILITIES AND #2240—SOLICITATION OF FUNDS**

**Prepared by**

Donna Bernhisel, Chair—President’s Advisory Council  
Rebecca Hillyer, General Counsel  
Jessica Howard, President/Chief Executive Officer

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**ANIMALS/PETS ON COLLEGE FACILITIES—POLICY #2230**

This policy was last reviewed by the College Board of Education in April 2016. The term approval has been changed to preapproval to more accurately represent the college’s processes. Service animals or animals have been broadened to Animals/pets or service animals. The last sentence is split into two sentences at the bottom of the policy to make it stand out as a clear directive.

**SOLICITATION OF FUNDS—POLICY #2240**

This policy was last reviewed by the College Board of Education in June 2016. The change to this policy is the requirement that an individual must have written permission from the college to solicit funds or donations on behalf of the college.

The proposed changes are underlined and the former language has been stricken with lines through the text. The President’s Advisory Council has reviewed the attached policies and recommends them for adoption by the College Board of Education at the September board meeting.

Administrative Series—2000

## **ANIMALS/PETS ON COLLEGE FACILITIES**

In order to provide for the health, safety, and welfare of all persons at Chemeketa Community College, no animals/pets, with the exception of trained and in training service animals, or animals used for ~~approved~~ purposes preapproved by the college, shall be permitted inside college-owned and/or controlled buildings or on outdoor college athletic facilities.<sup>1</sup>

~~Service animals or animals~~ Animals/pets or service animals used for preapproved purposes must be under the control of the handler at all times and must be house broken.<sup>2</sup>

Leashed animals/pets are permitted outside on college facility grounds as long as they are not disruptive or ~~create~~ creating a real or perceived safety concern.

The person responsible for any animal/pet, including service animals, on college-owned and/or controlled property shall be responsible for any damage to college property and litter removal and clean-up.

No animal/pet shall be left unattended on college facilities, including inside parked vehicles, for any period of time without the public safety director's approval.

Animals/pets, including service animals, may be excluded from college-owned and/or controlled property when the animal's behavior poses a direct threat to the health or safety of others.<sup>3</sup>

~~No person shall bring an animal/pet to college property and abandon it, nor feed and provide shelter to animals/pets on college property, without the college executive administration's permission.~~

No person shall bring an animal/pet to college property and abandon it.

No person shall feed and provide shelter to animals abandoned on college property without the college's prior written approval.

October 23, 1991

Adopted College Board of Education

March 15, 2006; April 21, 2010;

December 18, 2013; April 20, 2016

Revised College Board of Education

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<sup>1</sup> See also Chemeketa Community College Policy #2235—Service Animal Policy

<sup>2</sup> ADA, Title II § 35.136(b)

<sup>3</sup> U.S. Department of Justice, Civil Rights Division, Disability Rights Commonly Asked Questions Section

Administrative Series—2000

**SOLICITATION OF FUNDS**

Persons shall not solicit for a fund drive or other donations on behalf of Chemeketa Community College without prior written approval by the college president/chief executive officer or designee.

April 15, 1992

*Adopted College Board of Education*

March 15, 2006; March 17, 2010;

May 15, 2013; June 22, 2016

*Revised College Board of Education*

**COLLEGE POLICIES #1150—DUTIES AND RESPONSIBILITIES OF  
THE CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION;  
#1160—CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION  
DELEGATION OF ADMINISTRATIVE AUTHORITY; #1510—AUDITOR FOR THE  
CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION;  
AND #1520—LEGAL COUNSEL**

**Prepared by**

Rebecca Hillyer, General Counsel  
David Hallett, Vice President—Governance and Administration  
Jessica Howard, President/Chief Executive Officer

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**DUTIES AND RESPONSIBILITIES OF THE CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION—POLICY #1150**

This policy was last reviewed by the board in July 2016. The board's full title is added to the policy title. The reference to the President serving as the "clerk to the Board of Education" is stricken since it has been taken out of the Oregon Revised Statute.

**CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION DELEGATION OF ADMINISTRATIVE AUTHORITY—POLICY #1160**

This policy was last reviewed by the board in July 2016. The only change is the addition of the board's full title to the policy's title.

**AUDITOR FOR THE CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION—POLICY #1510**

This policy was last reviewed by the board in March 2015. The only change is the addition of the board's full title to the policy's title.

**LEGAL COUNSEL—POLICY #1520**

This policy was last reviewed by the board in March 2015. The only change to this policy is the addition of the words "if needed" to the first sentence.

These policies will be recommended for approval by the College Board of Education at the September board meeting.

College Board of Education Series—1000

**DUTIES AND RESPONSIBILITIES OF THE CHEMEKETA COMMUNITY COLLEGE  
BOARD OF EDUCATION**

The duties of the Chemeketa Community College Board of Education will be as follows:<sup>1</sup>

1. Select, appoint, and evaluate the college president/chief executive officer, ~~who also serves as clerk to the College Board of Education.~~
2. Adopt policies which will govern the operation of the college and to review them periodically.<sup>2</sup>
3. Honor principles of ethics as adopted by policy or in statute.<sup>3</sup>
4. Consider recommendations of the college president/chief executive officer in all matters of policy and administration pertaining to the welfare of the district.
5. Serve on the college's budget committee.
6. Set tuition rates.
7. Conduct a public hearing, adopt and oversee expenditure of the annual budget upon recommendation of the college president/chief executive officer.<sup>4</sup>
8. Adopt employee salary schedules and collective bargaining agreements.
9. Consider and act upon recommendations of the college president/chief executive officer on site acquisition, utilization, and physical plant development.
10. Consider and act upon recommendations of the college president/chief executive officer on matters of capital outlay and on major repair and maintenance of buildings, grounds, and equipment.
11. Serve as Local Contract Review Board for the college.<sup>5</sup>
12. Require, consider, and act upon reports from the college president/chief executive officer considering the programs and conditions of the college.
13. Consider and act upon the curricular offerings of the college district on the recommendation of the college president/chief executive officer.<sup>6</sup>

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<sup>1</sup> ORS 341

<sup>2</sup> ORS 341.009

<sup>3</sup> ORS Chapter 244

<sup>4</sup> ORS 394.305–294.565

<sup>5</sup> ORS279A.060 (See also Policy #6210)

<sup>6</sup> ORS341.425

College Board of Education Series—1000

**DUTIES AND RESPONSIBILITIES OF THE CHEMEKETA COMMUNITY COLLEGE  
BOARD OF EDUCATION (Continued)**

14. Adopt graduation standards for all certificate and degree programs that are consistent with academic and regulatory requirements.<sup>7</sup>
15. Adopt the academic calendar.
16. Make provisions for proper accounting of receipts and disbursements of college funds and those of student organizations and other funds under the supervision of the college.
17. Levy taxes as authorized by law and by vote of the citizens of the district.<sup>8</sup>
18. Provide for the annual audit of all funds of the district, of student organizations, and other funds handled under the supervision of the district.<sup>9</sup>
19. Authorize elections on matters that call for a vote of the people.<sup>10</sup>
20. Consider communications and requests from citizens or organizations.
21. Authorize the college president/chief executive officer to establish citizen advisory committees and curricular or advisory committees.
22. Consider appeals from college employees and to consider the recommendation of the college president/chief executive officer in cases of dismissal, supervision, and discipline consistent with collective bargaining agreements and employee administrative handbooks. All appeals provided for in the negotiated contracts between the College Board of Education and employees shall be in accordance with the procedure established in the negotiated contract.
23. All other statutory duties of ORS 341 and related statutes.

June 26, 1991

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*Adopted College Board of Education*

February 23, 2005; February 15, 2006; July 15, 2009;  
April 16, 2014; July 20, 2016

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*Revised College Board of Education*

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<sup>7</sup> ORS 341.465

<sup>8</sup> ORS 341.305

<sup>9</sup> ORS 341.709, Chapter 297

<sup>10</sup> ORS 255

College Board of Education Series—1000

**CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION DELEGATION OF ADMINISTRATIVE AUTHORITY**

The Chemeketa Community College Board of Education delegates to the college president/chief executive officer its authority for administering the laws and board policies governing the college.<sup>1</sup>

The following types of decisions shall be referred to the board:

1. Cases where the policy is not clear or there is no general policy governing a situation.
2. Awarding of contracts as required by Public Contracting Code<sup>2</sup>
3. Adoption of salary schedules and contracts to be offered to personnel, or contracts that would otherwise bind the board in regard to personnel.

The College Board of Education delegates to the college president/chief executive officer the responsibility to develop and administer procedures necessary to the operation of the college. These procedures may be reviewed with the college president/chief executive officer at any regular board meeting.

June 26, 1991

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*Adopted College Board of Education*

February 23, 2005; February 15, 2006;

July 15, 2009; April 16, 2014;

July 20, 2016

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*Revised College Board of Education*

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<sup>1</sup> ORS 341.290

<sup>2</sup> ORS Chapters 279A, 279B, and 279C

College Board of Education Series—1000

**AUDITOR FOR THE CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION**

The Chemeketa Community College Board of Education shall appoint an independent auditor to conduct an examination of the college district's financial affairs. The auditor appointed must be on the roster of accountants authorized by the Oregon State Board of Accountancy to conduct municipal audits and must otherwise qualify according to criteria which may be established by the board.<sup>1</sup>

**Function of the Auditor**

The auditor shall determine whether the statement of financial position and statement of revenues for the college district's funds, together with supporting schedules, fairly present the results and transactions for the fiscal year under review in accordance with generally accepted municipal accounting principles and requirements by the Secretary of State, tried on a basis consistent with the prior year.

**The Auditor's Examination**

The auditor's examination shall be:

Of the statement of financial condition and related statement of revenue and expenditures for each fund of the district at the end of each fiscal year.

Conducted in accordance with generally accepted auditing standards as promulgated by the American Institute of Certified Public Accountants and with the minimum standards of audit reports, certificates, and procedures for Oregon municipal corporations as prescribed by the Secretary of State.

**Auditor Recommendations**

Following discussion with the college president/chief executive officer and appropriate employees, the auditor may also provide as an additional product of his/her examination a management letter to the College Board of Education setting forth significant recommendations concerning the financial and accounting practices or procedures which should be brought to the College Board of Education's attention.

June 26, 1991

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*Adopted Board of Education*

February 15, 2006; September 23, 2009;

March 18, 2015

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*Revised*

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<sup>1</sup> ORS 341.709, 297.670 et al



College Board of Education Series—1000

## LEGAL COUNSEL

The Chemeketa Community College Board of Education shall select a qualified attorney, if needed to represent the College Board of Education and the college as general counsel. When appropriate, other attorneys may be used for unique situations. Any attorney being retained shall be available to attend any College Board of Education meeting upon request, counsel on specific issues, make recommendations for action/resolution, represent in negotiations for resolution, represent in court, or any other legal services deemed appropriate.<sup>1</sup>

June 26, 1991

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*Adopted Board of Education*

February 15, 2006; September 23, 2009;  
March 18, 2015

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*Revised*

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<sup>1</sup> ORS 341.290[1], ORS 243.782

## **EQUITY SCORECARD**

### **Prepared by**

Alice Sprague, Director—Human Resources  
Vivi Caleffi Prichard, Diversity and Equity Officer  
Jessica Howard, President/Chief Executive Officer

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Chemeketa's core values and themes are measured by how the college is doing in regards to diversity in academic quality, access, and student success and is part of the college's accreditation process.

The 2018 Equity Scorecard will be presented to the members of the College Board of Education for review.

**Equity Scorecard: 2018–2019 Status**



*Chemeketa provides opportunities for students to explore, learn, and succeed through quality educational experiences and workforce training.*

**College Values: Diversity & Equity** **Current Status: 0.0**

**Reviewed By:** Diversity Advisory Committee

**Diversity.** We are a college community enriched by the diversity of our students, staff, and community members. Each individual and group has the potential to contribute in our learning environment. Each has dignity. To diminish the dignity of one is to diminish the dignity of us all.

**Equity.** We promote a just and inclusive environment in which all individuals receive equitable support to reach their full potential. We do this through fair treatment, access, opportunity, and advancement for all, which aims to identify and eliminate barriers that have prevented the full participation of some groups.

**Core Theme: Academic Quality**

Quality programs, instruction, and support services are provided to students.

**Objective E:** The college hires a diverse and well-qualified workforce and invests in professional development and training.

**Key Performance Indicator:** Qualified Workforce.

**Not provided ethnicity is excluded from percent calculations. Intended outcome is to increase diversity to represent the community (32.2%).**

**0.0**

**Current Status:**

Measure: Percentage of **Full-Time Faculty** who are Hispanic or other Minority (data is reported by calendar year)\*

**Intended Outcome:**



| Ethnicity      | 2015  | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | Intended Outcome | Current Status |
|----------------|-------|------|------|------|------|------|------|------------------|----------------|
| Hispanic       | 6.9%  | 7.9% | 7.2% | 7.1% |      |      |      | 20.0%            |                |
| Other Minority | 10.1% | 7.9% | 9%   | 9.8% |      |      |      | 12.2%            |                |

Measure: Percentage of **Adjunct/Part-Time Faculty** who are Hispanic or other Minority (data is reported by calendar year)\*

**Intended Outcome:**



| Ethnicity       | 2015  | 2016  | 2017  | 2018  | 2019 | 2020 | 2021 | Intended Outcome | Current Status |
|-----------------|-------|-------|-------|-------|------|------|------|------------------|----------------|
| Hispanic        | 7.6%  | 9.5%  | 8.8%  | 8.9%  |      |      |      | 20.0%            |                |
| Other Minority  | 9.6%  | 9.8%  | 9.9%  | 9.7%  |      |      |      | 12.2%            |                |
| <i>Combined</i> | 17.2% | 19.3% | 18.7% | 18.6% | 0.0% | 0.0% | 0.0% | 32.2%            |                |

Measure: Percentage of **Classified Employees** who are Hispanic or other Minority (data is reported by calendar year)\*

**Intended Outcome:**



| Ethnicity       | 2015  | 2016  | 2017  | 2018  | 2019 | 2020 | 2021 | Intended Outcome | Current Status |
|-----------------|-------|-------|-------|-------|------|------|------|------------------|----------------|
| Hispanic        | 17.0% | 20.2% | 18.8% | 19.3% |      |      |      | 20.0%            |                |
| Other Minority  | 8.5%  | 6.4%  | 8.7%  | 8.2%  |      |      |      | 12.2%            |                |
| <i>Combined</i> | 25.5% | 26.6% | 27.5% | 27.5% | 0.0% | 0.0% | 0.0% | 32.2%            |                |

Measure: Percentage of **Exempt Employees** who are Hispanic or other Minority (data is reported by calendar year)\*  
Intended outcome is to increase diversity to represent the community (32.2%).

**Intended Outcome:**



| Ethnicity       | 2015  | 2016  | 2017  | 2018  | 2019 | 2020 | 2021 | Intended Outcome | Current Status |
|-----------------|-------|-------|-------|-------|------|------|------|------------------|----------------|
| Hispanic        | 12.1% | 11.6% | 12.5% | 11.3% |      |      |      | 20.0%            |                |
| Other Minority  | 14.1% | 13.7% | 13.4% | 13.0% |      |      |      | 12.2%            |                |
| <i>Combined</i> | 26.2% | 25.3% | 25.9% | 24.3% | 0.0% | 0.0% | 0.0% | 32.2%            |                |

**Core Theme: Access**

A broad range of educational opportunities and workforce training are provided to students in pursuit of their goals.

**Objective B:** Students have access to courses leading to credential completion.

**Key Performance Indicator:** Course Access for Degree Completion


**Current Status: 0.0**

Measure: District population comparison of credential-seeking students who are Hispanic or other Minority\*



Information-4  
July 24, 2019

**Intended Outcome: No less than the district population. Hispanic student population at least 25% to maintain HSI eligibility. Green = exceeds district, yellow = within 1%, red = more than 1% below district**




| Ethnicity     | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 | Intended Outcome | Current Status |
|---------------|---------|---------|---------|---------|---------|---------|---------|------------------|----------------|
| Hisp. Dist    | 21.4%   | 21.6%   | 22.6%   | 22.8%   |         |         |         | No Outcome       |                |
| Hisp. Std     | 27.0%   | 27.0%   | 26.9%   | 28.3%   |         |         |         | <b>30.0%</b>     |                |
| Minority Dist | 9.7%    | 7.3%    | 10.3%   | 10.6%   |         |         |         | No Outcome       |                |
| Minority Std  | 7.9%    | 8.5%    | 8.0%    | 7.5%    |         |         |         | <b>10.3%</b>     |                |

**Objective C: College initiatives limit costs of attending college.**  
**Key Performance Indicator: Cost of Education** **Current Status: 0.0**

Measure: Percentage of scholarships awarded to students who are Hispanic or other Minority\* Of those who declared race/ethnicity.


**Intended Outcome: no less than the percent of students who are Hispanic or other minority**



| Ethnicity      | 2015-16       | 2016-17       | 2017-18       | 2018-19       | 2019-20 | 2020-21 | 2021-22 | Intended Outcome | Current Status |
|----------------|---------------|---------------|---------------|---------------|---------|---------|---------|------------------|----------------|
| Non-minority   | 55.2%         | 59.6%         | 53.9%         | 47.4%         |         |         |         | <b>54.0%</b>     |                |
| Hispanic       | 31.7%         | 29.8%         | 34.2%         | 41.9%         |         |         |         | <b>34.0%</b>     |                |
| Other Minority | 13.1%         | 10.6%         | 11.9%         | 10.7%         |         |         |         | <b>12.0%</b>     |                |
|                | <b>100.0%</b> | <b>100.0%</b> | <b>100.0%</b> | <b>100.0%</b> |         |         |         |                  |                |

Measure: Percentage of tuition waivers (Financial Aid only) awarded to students who are Hispanic or other Minority\* Of those who declared race/ethnicity.


**Intended Outcome: no less than the percent of students who are Hispanic or other minority**



| Ethnicity      | 2015-16       | 2016-17       | 2017-18       | 2018-19       | 2019-20 | 2020-21 | 2021-22 | Intended Outcome | Current Status |
|----------------|---------------|---------------|---------------|---------------|---------|---------|---------|------------------|----------------|
| Non-minority   | 44.1%         | 48.0%         | 40.4%         | 47.9%         |         |         |         | <b>43.0%</b>     |                |
| Hispanic       | 44.1%         | 41.4%         | 46.1%         | 38.5%         |         |         |         | <b>43.0%</b>     |                |
| Other Minority | 11.8%         | 10.6%         | 13.5%         | 13.6%         |         |         |         | <b>14.0%</b>     |                |
|                | <b>100.0%</b> | <b>100.0%</b> | <b>100.0%</b> | <b>100.0%</b> |         |         |         |                  |                |

Measure: Percentage of Chemeketa Scholars awarded to students who are Hispanic or other Minority\* Of those who declared race/ethnicity.

**Intended Outcome: Not certain how much the college can impact this number. Be certain that the program is well-advertised.**




| Ethnicity      | 2015-16       | 2016-17      | 2017-18       | 2018-19       | 2019-20 | 2020-21 | 2021-22 | Intended Outcome | Current Status |
|----------------|---------------|--------------|---------------|---------------|---------|---------|---------|------------------|----------------|
| Non-minority   | 70.2%         | 72.3%        | 72.3%         | 66.0%         |         |         |         | <b>74.0%</b>     |                |
| Hispanic       | 22.5%         | 21.9%        | 20.4%         | 26.0%         |         |         |         | <b>22.0%</b>     |                |
| Other Minority | 7.3%          | 5.7%         | 7.3%          | 8.0%          |         |         |         | <b>8.0%</b>      |                |
|                | <b>100.0%</b> | <b>99.9%</b> | <b>100.0%</b> | <b>100.0%</b> |         |         |         |                  |                |

**Core Theme: Student Success**  
Students progress and complete their educational goals.

**Objective B: Students successfully complete courses.**  
**Key Performance Indicator: Course Completion** **Current Status: 0.0**

Measure: Percentage of students with an **annual GPA of 2.00 or higher** (Non-minority, Hispanic or other Minority\*)

**Intended Outcome: Should mirror the non-minority population. Green = match all students, yellow = within 3%, red = more than 3% below all student rate**



| Ethnicity      | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 | Intended Outcome | Current Status |
|----------------|---------|---------|---------|---------|---------|---------|---------|------------------|----------------|
| Non-minority   | 79.9%   | 79.6%   | 80.8%   | 81.7%   |         |         |         | <b>81.0%</b>     |                |
| Hispanic       | 75.8%   | 75.2%   | 74.9%   | 75.1%   |         |         |         | <b>81.0%</b>     |                |
| Other Minority | 72.5%   | 74.8%   | 77.3%   | 75.3%   |         |         |         | <b>81.0%</b>     |                |

**Objective C: Students are retained and progress to the next level of coursework.**  
**Key Performance Indicator: Retention Rates** **Current Status: 0.0**

Measure: **Fall-to-Winter persistence for full-time degree-seeking students** (Non-minority, Hispanic or other Minority\*)


**Intended Outcome: Should mirror the non-minority population. Green = match all students, yellow = within 3%, red = more than 3% below all student rate**



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| Ethnicity      | 2015-16 / F'14 Cohort | 2016-17 / F'15 Cohort | 2017-18 / F'16 Cohort | 2018-19 / F'17 Cohort | 2019-20 | 2020-21 | 2021-22 | Intended | Current Status |
|----------------|-----------------------|-----------------------|-----------------------|-----------------------|---------|---------|---------|----------|----------------|
| Non-minority   | 87.5%                 | 95.8%                 | 88.7%                 | 90.7%                 |         |         |         | 92.0%    |                |
| Hispanic       | 88.4%                 | 92.2%                 | 86.0%                 | 87.2%                 |         |         |         | 92.0%    |                |
| Other Minority | 86.6%                 | 91.8%                 | 91.7%                 | 88.1%                 |         |         |         | 92.0%    |                |


Measure: **Fall-to-Fall retention for full-time degree-seeking students** (Non-minority, Hispanic or other Minority\*)  
**Intended Outcome: Should mirror the non-minority population . Green = match all students, yellow = within 3%, red = more than 3% below all student rate**



| Ethnicity      | 2015-16 / F'14 Cohort | 2016-17 / F'15 Cohort | 2017-18 / F'16 Cohort | 2018-19 / F'17 Cohort | 2019-20 | 2020-21 | 2021-22 | Intended Outcome | Current Status |
|----------------|-----------------------|-----------------------|-----------------------|-----------------------|---------|---------|---------|------------------|----------------|
| Non-minority   | 59.8%                 | 73.3%                 | 63.9%                 | 66.7%                 |         |         |         | 70.0%            |                |
| Hispanic       | 68.0%                 | 71.3%                 | 65.6%                 | 68.2%                 |         |         |         | 70.0%            |                |
| Other Minority | 60.6%                 | 66.4%                 | 63.9%                 | 70.1%                 |         |         |         | 70.0%            |                |

**Objective D: Students achieve their educational intent.**  
**Key Performance Indicator: Student Completion** **Current Status: 0.0**

Measure: Graduation rate of full-time, first-time students (Non-minority, Hispanic or other Minority\*)  
**Intended Outcome: Should mirror the non-minority population. Green = match all students, yellow = within 3%, red = more than 3% below all student rate**



| Ethnicity      | 2015-16 / F'12 Cohort | 2016-17 / F'13 Cohort | 2017-18 / F'14 Cohort | 2018-19 / F'15 Cohort | 2019-20 | 2020-21 | 2021-22 | Intended | Current Status |
|----------------|-----------------------|-----------------------|-----------------------|-----------------------|---------|---------|---------|----------|----------------|
| Non-minority   | 15.7%                 | 13.8%                 | 13.7%                 | 17.9%                 |         |         |         | 15.0%    |                |
| Hispanic       | 9.1%                  | 17.6%                 | 15.0%                 | 10.2%                 |         |         |         | 15.0%    |                |
| Other Minority | 12.2%                 | 10.3%                 | 13.9%                 | 11.7%                 |         |         |         | 15.0%    |                |

Measure: Percentage of **Chemeketa graduates who are Hispanic or other Minority\***  
**Intended Outcome: Should mirror the non-minority population. Intended Outcome should add up to 100%**



| Ethnicity      | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 | Intended Outcome | Current Status |
|----------------|---------|---------|---------|---------|---------|---------|---------|------------------|----------------|
| Non-minority   | 66.1%   | 54%     | 61.0%   | 58.2%   |         |         |         | 60.0%            |                |
| Hispanic       | 24.5%   | 34.7%   | 27.4%   | 32.4%   |         |         |         | 28.0%            |                |
| Other Minority | 9.4%    | 11.4%   | 11.6%   | 9.4%    |         |         |         | 12.0%            |                |
|                | 100.0%  | 100%    | 100.0%  | 100.0%  |         |         |         |                  |                |

Measure: Transfer out rate of students who do not graduate from Chemeketa but transfer who are Hispanic or other Minority\*

**Intended Outcome: Should mirror the non-minority population.**



| Ethnicity      | 2015-16 / F'12 Cohort | 2016-17 / F'13 Cohort | 2017-18 / F'14 Cohort | 2018-19 / F'15 Cohort | 2019-20 | 2020-21 | 2021-22 | Intended | Current Status |
|----------------|-----------------------|-----------------------|-----------------------|-----------------------|---------|---------|---------|----------|----------------|
| Non-minority   | 25.1%                 | 22.2%                 | 20.1%                 | 24.5%                 |         |         |         | 25.0%    |                |
| Hispanic       | 18.2%                 | 18.0%                 | 20.4%                 | 19.9%                 |         |         |         | 25.0%    |                |
| Other Minority | 23.3%                 | 28.2%                 | 16.7%                 | 20.0%                 |         |         |         | 25.0%    |                |

\* Other Minority defined as American Indian, Asian, Black, Hawaiian, or Mixed Ethnicity. Excludes "Unknown" ethnicities.

## PERSONNEL REPORT

### Prepared by

Alice Sprague, Director—Human Resources  
David Hallett, Vice President—Governance and Administration

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### NEW HIRES AND NEW POSITIONS

Daniel A. Adams, State Coordinator-Career Pathways—Academic Development, Regional Education and Academic Development Division, new position, 100 percent, 12-month assignment, Range C-4, Step 10.

Stefanie Diaz Zavala, Student Services Specialist—College Access Programs, Student Development and Learning Resources Division, replacement, 100 percent, 12-month assignment, Range B-3, Step 3.

Jessica H. Howard, President/Chief Executive Officer—President's Office, replacement, 100 percent, 12-month assignment.

Rebecca T. Sparks, Instructor-Nursing—Health Sciences, Career and Technical Education Division, replacement, 100 percent, 176 duty-day annualized assignment, Range F-9, Step 8.

### POSITION CHANGES

Miriam R. Scharer, Vice President/Chief Financial Officer—College Support Services Division, 100 percent, from Associate Vice President/Chief Financial Officer—College Support Services Division.

### RETIREMENTS

Vonda L. Burk, Department Specialist—Human Resources, Governance and Administration Division, effective July 31, 2019.

James A. Finholt, Instructor-Computer Information Systems—Business, Technology, Early Childhood Education and Visual Communications, Career and Technical Education Division, effective August 31, 2019.

Victor D. Hamm, Custodian I—Capital Projects and Facilities, College Support Services Division, effective June 30, 2019.

Darrel E. Karbginsky, Instructor-Computer Information Systems—Business, Technology, Early Childhood Education and Visual Communications, Career and Technical Education Division, effective August 31, 2019.

Rhonda S. Wood, Instructor-Emergency Medical Technician—Emergency Services, Career and Technical Education Division, effective August 31, 2019.

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SEPARATIONS

Adriana Barrera, Instructor-Adult Basic Education—Academic Development, Regional Education and Academic Development Division, effective June 19, 2019.

Scott T. Dwyer, Instructor-Winemaking—Agricultural Sciences and Wine Studies, Regional Education and Academic Development Division, effective June 30, 2019.

Leah Esquivel, Instructional Technician-10 month—High School Programs, Regional Education and Academic Development Division, effective June 30, 2019.

Kristina M. Follis Mwepu, Department Technician I-10 month—General Education and Transfer Studies Division, effective June 30, 2019.

Paula J. Hendrix, Coordinator-Health Sciences—Career and Technical Education Division, effective July 31, 2019.

Larry G. Indra, Technology Support Specialist—Capital Projects and Facilities, College Support Services Division, effective July 10, 2019.

Renee M. Jaime, Department Technician I—Human Resources, Governance and Administration Division, effective July 2, 2019.

Eric Reed, Instructor-American Sign Language—Education, Languages and Social Sciences, General Education and Transfer Studies Division, effective June 19, 2019.

Scot T. Smith, Custodian I—Capital Projects and Facilities, Capital Projects and Facilities, College Support Services Division, effective July 5, 2019.

Sean D.K. Warner, Maintenance/Trades Technician I—Liberal Arts, General Education and Transfer Studies Division, effective June 30, 2019.

Jessica H. Wright, Instructional Technician-10 month—High School Partnerships, Regional Education and Academic Development Division, effective June 30, 2019.

## BUDGET STATUS REPORT

### Prepared by

Katie Bunch, Director—Business Services  
Rich McDonald, Director—Budget and Finance  
Miriam Scharer, Vice President/Chief Financial Officer

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Closing of year-end financial reports and preparation for the audit are now in progress. The General Fund Revenue and Expense statement In-Progress for the period ending June 30, 2019, will be included in the September board report.

Final year-end financial reports will be available at the completion of the 2018–2019 audit. College auditors Kenneth Kuhns & Co. will be presenting the audit report at the December board meeting.

The Status of Investments for the period ending June 30, 2019, is included.



**STATUS OF INVESTMENTS AS OF JUNE 30, 2019**

| <u>Oregon State Treasurer Investments</u>           | <u>Investment Ending Date</u> | <u>Maturity Date</u> | <u>Amount Invested</u> | <u>Rate as of 6-30-2019</u> |
|---|-------------------------------|----------------------|------------------------|-----------------------------|
| Oregon Short-Term Fund - General                    | 6-30-2019                     | On demand            | \$9,632,371.93         | 2.75%                       |
| Oregon Short-Term Fund - Capital                    | 6-30-2019                     | On demand            | \$10,032,438.62        | 2.75%                       |
| <u>Other Investments</u>                            | <u>Investment Date</u>        | <u>Maturity Date</u> | <u>Amount Invested</u> | <u>Yield</u>                |
| Corporate Note – Royal Bank of Canada               | 11-20-2018                    | 07-29-2019           | \$2,985,786.00         | 2.875%                      |
| Corporate Note – Toronto Dominion Bank              | 11-20-2018                    | 08-13-2019           | \$2,980,370.83         | 2.904%                      |
| Discount Note – Federal Natl Mtg Assn               | 09-14-2018                    | 09-12-2019           | \$2,980,221.67         | 2.435%                      |
| Discount Note – Federal Natl Mtg Assn               | 09-14-2018                    | 10-24-2019           | \$2,964,416.67         | 2.445%                      |
| Discount Note – Federal Home Loan Bank              | 09-14-2018                    | 11-15-2019           | \$2,975,775.42         | 2.476%                      |
| Corporate Note – Wells Fargo Bank                   | 09-14-2018                    | 12-06-2019           | \$2,997,065.83         | 2.737%                      |
| Corporate Note – Toyota Motor Credit Corp.          | 09-14-2018                    | 01-10-2020           | \$2,993,053.33         | 2.699%                      |
| Discount Note – Federal Home Loan Bank              | 09-14-2018                    | 02-11-2020           | \$2,986,763.75         | 2.587%                      |
| Discount Note – Federal Farm Credit Bank            | 09-14-2018                    | 03-05-2020           | \$2,953,665.00         | 2.600%                      |
| Corporate Note – Bank of America                    | 11-20-2018                    | 04-21-2020           | \$2,968,206.76         | 3.150%                      |
| Corporate Note – Westpac Banking Corp.              | 11-26-2018                    | 05-26-2020           | \$2,962,740.00         | 3.154%                      |
| Corporate Note – JP Morgan Chase                    | 01-11-2019                    | 06-23-2020           | \$1,991,610.00         | 3.145%                      |
| Corporate Note – Bank of Nova Scotia                | 02-08-2019                    | 07-14-2020           | \$2,974,840.00         | 2.853%                      |
| Corporate Note – Australia & New Zealand Bank Group | 03-22-2019                    | 08-19-2020           | \$1,989,177.78         | 2.655%                      |
| Corporate Note – Toronto Dominion Bank              | 04-24-2019                    | 09-17-2020           | \$2,022,035.00         | 2.578%                      |
| Corporate Note – JP Morgan Chase                    | 02-08-2019                    | 10-15-2020           | \$2,069,732.57         | 2.930%                      |

13 week Treasuries 2.08% as of 6/28/2019

Oregon Short-Term Fund is managed by the Oregon State Treasurer - also known as LGIP (Local Government Investment Pool).

## PURCHASING REPORT

### Prepared by

Mariah Martinez, Procurement Analyst  
P. Kevin Walther, Procurement Management Analyst  
Miriam Scharer, Vice President/Chief Financial Officer

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### ON CALL PAINTING SERVICES

An Invitation to Bid for On Call Painting Services will be advertised on the college's Procurement Services Website and the State of Oregon Procurement Information Network (ORPIN), and in the Daily Journal of Commerce in July of 2019. A recommendation for contract awards will be made to the College Board of Education at its September 2019 meeting.

### ON CALL HEATING AND COOLING (MECHANICAL) SYSTEM COMMISSIONING AND CONSULTING SERVICES

On August 19, 2014, the college entered into a non-competitive contract with R Anderson Control Incorporated (RACI) of Philomath, OR, for the provision of on-call mechanical system commissioning and consulting services.

Mechanical system commissioning is an intensive quality assurance process that ensures the systems operate as intended and that college staff are prepared to operate and maintain the new equipment.

Consulting services involve developing mechanical system designs for existing buildings that increase efficiency, extend the life of costly HVAC equipment, reduce energy costs, and shorten the time needed to perform maintenance and repairs. Testing, inspection, and warranty end review services are also provided.

Pursuant to OAR 137-047-0800 and #CCR.302 the college may renegotiate the terms and conditions, including the contract price, of a contract without additional competition and amend a contract if all things considered, the renegotiated contract is at least as favorable to the college as the original contract. Findings that support this conclusion must be documented.

The following findings support the college's intent to renegotiate the terms and conditions, including the contract price, of the original contract with RACI:

- 1) RACI developed the college's heating, ventilation, air conditioning (HVAC) programming methodology and mechanical system commissioning standards (program). Their continued commitment to the campus-wide application of this program will be essential to completing HVAC deferred maintenance and ensuring that consistent quality standards will be maintained in all college buildings. Other engineering firms cannot attain RACI's level of understanding of a program RACI developed;
- 2) RACI's experience working on college HVAC system projects is extensive. Their engineers have provided commissioning and design services for all newly constructed

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buildings and major renovations since 2010. They have provided these services on a total of 20 college buildings and are currently under contract to work on the new Agricultural Complex Classroom Building. The continued use of RACI's HVAC control system designs is critical to the continued improvement and efficiency of the college's mechanical systems;

- 3) RACI's assistance with the college-wide program implementation assures that the integration of new components and systems will remain seamless. This is critical to the college's ability to extend the useful life of costly HVAC systems, decrease maintenance costs, and increase energy savings opportunities. Discontinuing the use of RACI's services would present potential performance risks and additional financial liabilities to the college; and
- 4) All things considered, the renegotiated contract is at least as favorable to the college as the original contract and it is unlikely that this process will encourage favoritism, or substantially diminish competition, by renegotiating this public contract.

Pursuant to ORS 279A.065 and #CCR.302, notice is hereby given to the College Board of Education that it is the college's intent to renegotiate and extend the current non-competitive contract for on call heating and cooling (mechanical) system commissioning and consulting services, with R Anderson Control Incorporated, of Philomath, OR, contingent upon successful completion of contract negotiations, through August 15, 2020, and annually renegotiated one-year contract extensions thereafter for up to an additional four-years. The estimated annual contract amount is \$50,000.

## CAPITAL PROJECTS REPORT

### Prepared by

Rory Alvarez, Director—Facilities and Operations  
JD Wolfe, Associate Vice President/Chief Information Officer  
Miriam Scharer, Vice President/Chief Financial Officer

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### PLANNING AND PRE-PLANNING CAPITAL PROJECTS

- **Agricultural Complex**  
Work continues with partners on the final design. The design team is working with the college to identify areas for cost savings while maintaining all essential functions of the program. Upon approval of these changes, and the associated cost analysis, the design team will begin creating construction documents.
- **Building 2 Roof Replacement**  
Removal and replacement of the Building 2 roof has begun with material delivery taking place on July 5. Work on the roof itself will commence July 12, with a scheduled substantial completion date of September 13.

See Appendix–2; campus Map pages 71–72.

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**COLLEGE ADVANCEMENT REPORT  
APRIL 2019–JUNE 2019**

**Prepared by**

David Hallett, Vice President—Governance and Administration  
Jessica Howard, President/Chief Executive Officer

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On the following pages are reports related to current activities for the Grants Office and the Foundation.

**GRANT ACTIVITIES  
APRIL 2019–JUNE 2019**

**Prepared by**

Dorothy K. Moore, Faculty Grants Associate—Institutional Grants  
Julie Peters, Director—Organizational Effectiveness  
David Hallett, Vice President—Governance and Administration  
Jessica Howard, President/Chief Executive Officer

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**GRANTS SUBMITTED APRIL 2019–JUNE 2019**

| <b>Grantor</b>           | <b>Department</b>             | <b>Description</b>  | <b>Amount</b> |
|--------------------------|-------------------------------|---|---------------|
| American Welding Society | Welding                       | Submitted March 29, 2019. 6-month evening welding certificate program for Integrated Education and Training (IET) students  | 25,000        |
| TRIO Talent Search (TS)  | TRIO                          | Submitted May 14, 2019. Supplemental TS award will make it possible for TS students to explore, discover, and hone STEM interests while mastering key prerequisites.    | 39,880        |
| College Access Corps     | Woodburn Center               | Submitted May 24, 2019. Provides two AmeriCorps members who coordinate and mentor college students mentoring middle and high school students*                           | 19,827        |
| IME Becas                | Languages and Social Sciences | Submitted June 3, 2019. Serves students of Mexican heritage pursuing degrees in teacher education   | 5,500         |
| College Access Corps     | STEPS                         | Submitted June 6, 2019. Connect2Complete Equitable Pathways Specialist will serve as recruiter/mentor and project coordinator, providing support to student parents. ** | 20,095        |
| College Access Corps     | CAMP                          | Submitted June 6, 2019. Connect2Complete Equitable Pathways Specialist will assist the CAMP program by providing student support and intervention strategies.***        | 20,095        |
|                          |                               | Total   | \$130,397     |

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**GRANTS PENDING NOTIFICATION—Grants submitted prior to the current quarter**

| <b>Grantor</b>                        | <b>Department</b>             | <b>Description</b>  | <b>Amount</b>    |
|---------------------------------------|-------------------------------|---|------------------|
| National Science Foundation (NSF)     | Mathematics                   | Submitted February 12, 2019. In partnership with Oregon State University (OSU), supports a transfer pathway to OSU's biological data science program. Chemeketa will develop and offer a new course (BDS 211). Students who successfully complete the course will be eligible for paid summer research experiences at OSU. New, three-year grant. | 57,382           |
| Oregon Office of Emergency Management | Emergency and Risk Management | Submitted April 9, 2019. In partnership with Marion County Emergency Management, supports equipment for use by the Marion County Joint Information Center (Salem campus) and Secondary Emergency Operations Center (Brooks Center). New, one-year grant.  | 72,550           |
| <b>Total</b>                          |                               |   | <b>\$129,932</b> |

**GRANTS DECLINED APRIL 2019–June 2019**

| <b>Grantor</b>  | <b>Department</b>                           | <b>Description</b>  | <b>Amount</b> |
|---|---|---|---------------|
| Willamette Workforce Partnership  | Regional Education and Academic Development | Notified April 16, 2019. Supports a new regional Youth Services Program to serve youth ages 16–24 across Marion, Polk, Linn, and Yamhill counties with educational and workforce training, and wraparound services. New, one-year grant. Grantor anticipates renewing for three additional years. | 1,400,000     |
| National Science Foundation   | Physical Science                            | Notified April 29, 2019. Provides development, implementation, and testing of new distance learning tools and curriculum for Physics II and III courses in partnership with Portland State University. New, three-year grant.   | 74,877        |
| Willamette University Master of Business Administration Community Grant Program | Chemeketa Foundation                        | Notified April 29, 2019. Provides food for the Chemeketa Food Pantry and emergency financial assistance for students via the Foundation's Student Relief Fund. New, one-year grant.   | 23,000        |

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|                       |  |  |                   |
|-----------------------|--|--|-------------------|
| Open Oregon Resources | Health, Human Performance, & Athletics | Notified May 1, 2019. Supports faculty Raschel Larsen's participation in the OER Course Redesign Sprint event for OER development of course HE 213, Women's Health Issues. One-time grant. | 1,102             |
|                       |  |  | Total \$1,498,979 |

**GRANTS AWARDED APRIL 2019–JUNE 2019**

| <b>Grantor</b>              | <b>Department</b>  | <b>Description</b>  | <b>Amount</b> |
|-----------------------------|--|---|---------------|
| Open Oregon Resources       | Health, Human Performance, and Athletics                 | Notified May 1, 2019. Supports faculty Raschel Larsen's participation in the OER Course Redesign Sprint event for OER development of course HE 213, Women's Health Issues. One-time grant.  | 1,102         |
| National Science Foundation | Math and Science, Education, and College Access Programs | Notified June 7, 2019. Provides a new support program through the NSF Robert Noyce Teacher Scholarship program in partnership with Pacific University to increase the number of students pursuing careers as STEM teachers. Amount listed is Chemeketa's sub-award. New, five-year grant. | 165,712       |
|                             |  |   | Total 166,814 |

The grants awarded must be accepted by the board. The above-awarded grants also appear as an action item for board acceptance.

- \* A combination of College funds and grant funding are provided to the two College Access Corps AmeriCorps members who will each receive a total of \$13,732 distributed over 10.5 months and an education award of \$6,095 paid by Campus Compact of Oregon College Access Corps. If selected to host the member, the College's portion of the agreement is \$7,000 per AmeriCorps Member, totaling \$14,000)
- \*\* A combination of College funds and grant funding are provided to the Connect2Complete AmeriCorps member who will receive a total of \$14,000 distributed over 10.5 months and an education award of \$6,095 paid by Campus Compact of Oregon College Access Corps. If selected to host the member, the College's portion of the agreement is \$7,000
- \*\*\* A combination of College funds and grant funding are provided to the Connect2Complete AmeriCorps member who will receive a total of \$14,000 distributed over 10.5 months and an education award of \$6.095 paid by Campus Compact of Oregon College Access Corps. If selected to host the member, the College's portion of the agreement is \$7,000.



## CHEMEKETA COMMUNITY COLLEGE FOUNDATION QUARTERLY REPORT

### Prepared by

Phillip Hudspeth, Director of Development— Foundation  
Nancy Duncan, Executive Director—Foundation  
David Hallett, Vice President—Governance and Administration  
Jessica Howard, President/Chief Executive Officer

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### STARS RECEPTIONS

On Friday, May 10 and Friday, May 17, the Foundation hosted its 11<sup>th</sup> annual Salem and 4<sup>th</sup> annual McMinnville STARS receptions, respectively. The STARS receptions are an opportunity to honor donors for their support of scholarship and for them to meet their scholarship recipients. For the scholarship recipients, it is an opportunity to personally thank their scholarship sponsor, share their story and express what the scholarship has meant to them. The Salem STARS Reception was sponsored by The H Group, Cascade Steel Rolling Mills, Maria Schmidlkofer of Schwabe, Williamson & Wyatt, Atala Consulting, Don Coleman of Wells Fargo Commercial Real Estate, and Rich Duncan Construction, Inc. The McMinnville STAR Reception was sponsored by Cascade Steel Rolling Mills, Bob and Nancy Emrick, PayneWest Insurance, Mark and Jennifer Trumbo, Rich Duncan Construction, Inc., and Willamette Valley Medical Center.

In recognition of the retirements of President Julie Huckestein and Foundation Executive Director Nancy Duncan, donors at Salem STARS were asked to make a gift to support the Student Relief and Retention Fund. The Student Relief and Retention Fund provides support for the campus food pantry and micro-grants for students with a one-time unforeseen expense, such as loss of housing, which could affect their enrollment.

### JULIE HUCKESTEIN'S PARTY WITH A PURPOSE

On Friday, June 14, President Julie Huckestein's retirement party was held at Chemeketa Eola with a focus on fundraising for the Foundation. President Huckestein asked guests to make a gift to support the Huckestein Education Scholarship and the Student Relief and Retention Fund. Over \$14,000 has been raised to date.

In addition, proceeds from a special release of Chemeketa Cellars' "Jewel Huckestein Chardonnay," sold at the event, went to support scholarships for students in the wine studies program.

### SCHOLARSHIP UPDATES

Over 1600 students applied for Chemeketa Foundation scholarships for the 2019–2020 academic year. The Foundation staff is in the process of awarding over 400 scholarships. Students are currently accepting scholarships. Scholarship sponsors will receive a thank you letter from their scholarship recipient later this summer.

Standard Report-5  
July 24, 2019

The John P. Martin Fabrication and Machining Scholarship was recently established by gifts from Justin & Jennifer Martin, Zephyr Engineering and John Harvey, JNS Engineering. The scholarship will award one \$5,000 scholarship annually to a student enrolled in the Machining Technologies or Welding Fabrication Programs.

## **SPRING TERM ENROLLMENT REPORT**

### **Prepared by**

Beth Perlman, Institutional Research Analyst  
Fauzi Naas, Director—Institutional Research  
David Hallett, Vice President—Governance and Administration

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Items included in this report:

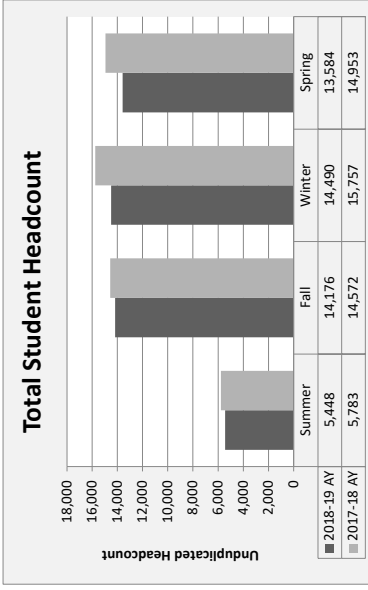
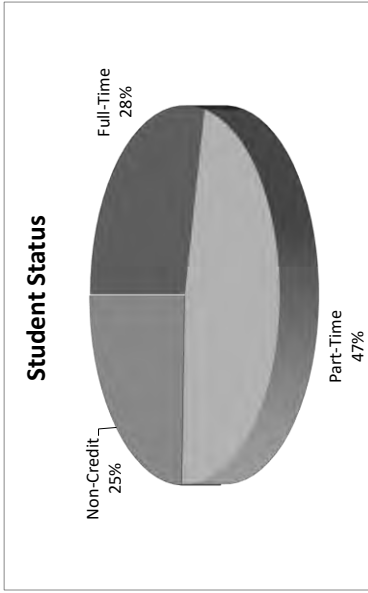
- Student, FTE and Enrollment Profile
- Spring Term Enrollment vs. Prior Years
- Spring Term Cumulative Enrollment

Spring 2019  
Student, FTE and Enrollment Profile  
All Locations

Spring 2019  
STUDENTS (unduplicated headcount)

|                |        |
|----------------|--------|
| Total Students | 13,584 |
|----------------|--------|

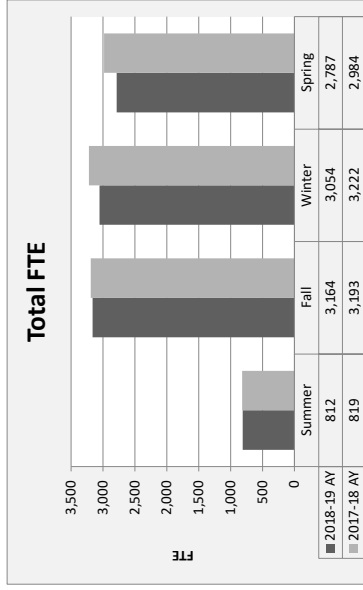
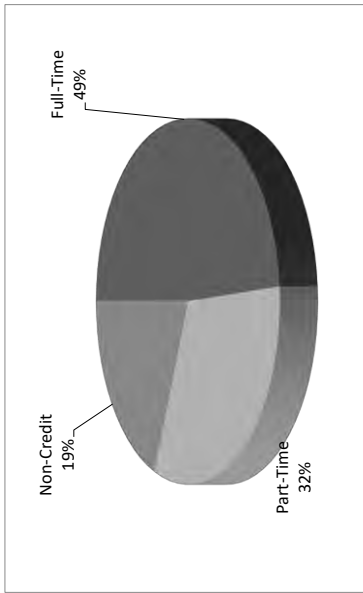
| Full-Time | Part-Time | Non-Credit |
|-----------|-----------|------------|
| 3,847     | 6,407     | 3,330      |
| 28.3%     | 47.2%     | 24.5%      |



FTE

|           |       |
|-----------|-------|
| Total FTE | 2,787 |
|-----------|-------|

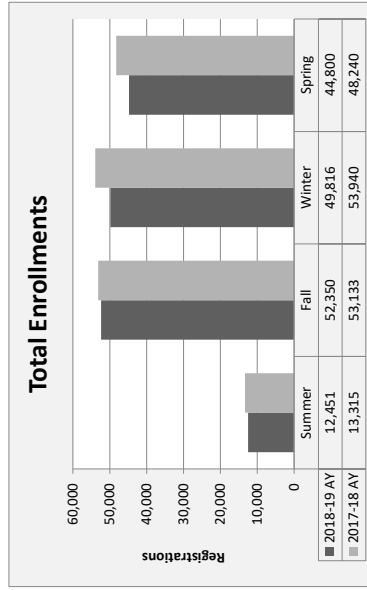
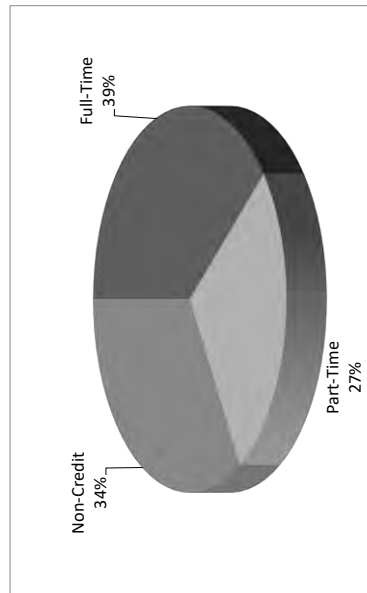
| Full-Time | Part-Time | Non-Credit |
|-----------|-----------|------------|
| 1,358     | 900       | 530        |
| 48.7%     | 32.3%     | 19.0%      |



ENROLLMENTS (duplicated headcount)

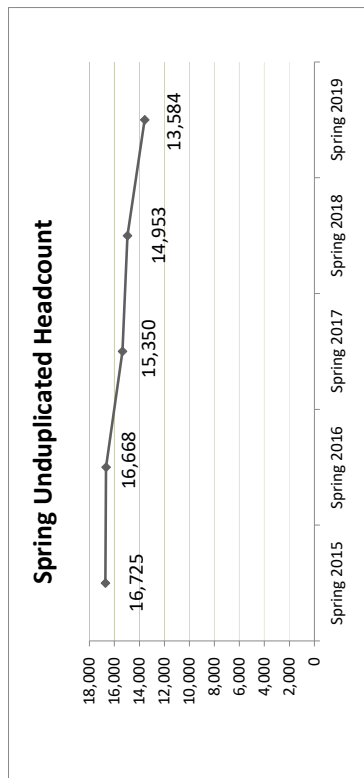
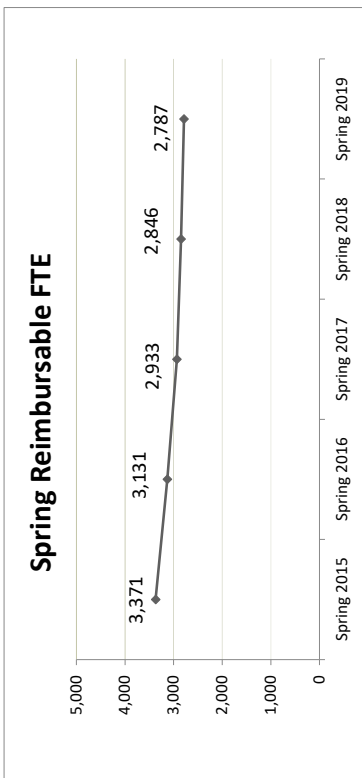
|                   |        |
|-------------------|--------|
| Total Enrollments | 44,800 |
|-------------------|--------|

| Full-Time | Part-Time | Non-Credit |
|-----------|-----------|------------|
| 17,404    | 12,309    | 15,087     |
| 38.8%     | 27.5%     | 33.7%      |



Spring 2019  
Student, FTE and Enrollment Profile  
All Locations

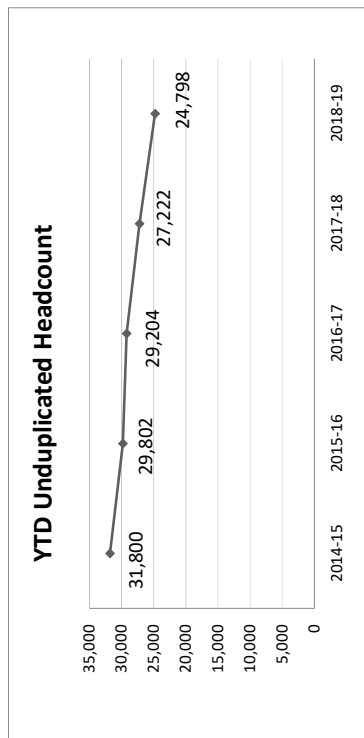
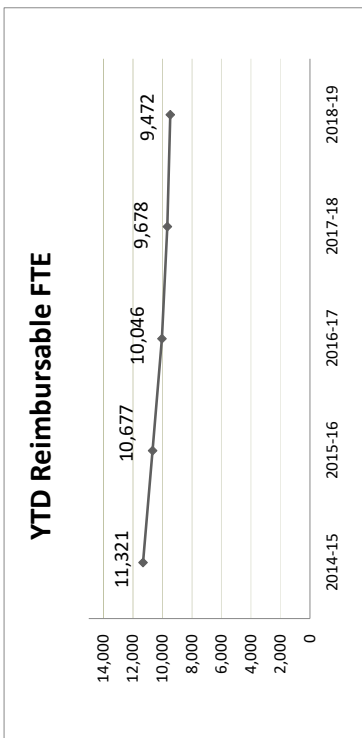
| Spring-to-Spring Comparison   |             |             |          |
|-------------------------------|-------------|-------------|----------|
| Winter Term FTE and Headcount | Spring 2018 | Spring 2019 | % Change |
| Reimbursable FTE              | 2,846       | 2,669       | -6.2%    |
| Non-Reimbursable FTE          | 138         | 118         | -14.5%   |
| Total FTE                     | 2,984       | 2,787       | -6.6%    |
| Unduplicated Headcount        | 14,953      | 13,584      | -9.2%    |



| Rate of Change from Spring to Spring |              |              |              |              |
|--------------------------------------|--------------|--------------|--------------|--------------|
|                                      | 2015 to 2016 | 2016 to 2017 | 2017 to 2018 | 2018 to 2019 |
| Change in Reimbursable FTE           | ↓ -7.1%      | ↓ -6.3%      | ↑ -3.0%      | ↑ -2.1%      |
| Change in Unduplicated HC            | ↑ -0.3%      | ↓ -7.9%      | ↑ -2.6%      | ↓ -9.2%      |

\* A horizontal arrow indicates that change was flat (within three percent).

| Year-to-Date                   |         |         |          |
|--------------------------------|---------|---------|----------|
| Year-to-Date FTE and Headcount | 2017-18 | 2018-19 | % Change |
| YTD Reimbursable FTE           | 9,678   | 9,354   | -3.3%    |
| YTD Non-Reimbursable FTE       | 539     | 463     | -14.0%   |
| YTD Total FTE                  | 10,217  | 9,818   | -3.9%    |
| YTD Unduplicated Headcount     | 27,222  | 24,798  | -8.9%    |



| Rate of Change YTD to YTD      |                    |                    |                    |                    |
|--------------------------------|--------------------|--------------------|--------------------|--------------------|
|                                | 2014-15 to 2015-16 | 2015-16 to 2016-17 | 2016-17 to 2017-18 | 2017-18 to 2018-19 |
| Change in YTD Reimbursable FTE | ↓ -5.7%            | ↓ -5.9%            | ↓ -3.7%            | ↑ -2.1%            |
| Change in YTD Unduplicated HC  | ↓ -6.3%            | ↑ -2.0%            | ↓ -6.8%            | ↓ -8.9%            |

## RECOGNITION REPORT

### Prepared by

Jessica Howard, President/Chief Executive Officer

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I would like to recognize the following for recent contributions to Chemeketa and to their professions.

Thanks to the YVC staff MARIA BETERAN, RENAE BURGER, TRACIE BURGER, JEAN COLE, PAUL DAVIS, NICOLE DICKERSON, MICHELLE DYER, KATHRYN ELLIS, JOSE GARCIA, DANIELLE HOFFMAN, JULIE MILLER, CHONA TISZKUS, and JONNI WHITNEY who have been volunteering this summer with the library at the Bookmobile this summer. Every Thursday from 2–4 pm YVC staff are going out in pairs at the Tice Park Apartments to connect and engage with the community. At one visit, there were about 40 kids who signed up and were given library cards! *(Core Theme: Community Collaborations: Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

MEGAN COGSWELL, director of apprenticeship, and STEPHANIE LENOX, instructional editor, Chemeketa Press, were selected to attend the Oregon Institute of Leadership Development (OILD) at Silver Creek Falls in June. OILD is sponsored by the American Association of Women in Community Colleges (AAWCC) which promotes the development of leadership skills and qualities at every level in community college administration and education. LYNN IRVIN, administrative coordinator, is a director of the institute and managed all the logistics. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

Bargaining teams are thanked and congratulated for negotiating a new contract with the Classified Association. The administration team was MANUEL GUERRA, DAVID HALLETT, BRIAN KNOWLES, HEATHER MCDANIEL, MIRIAM SCHARER, ALICE SPRAGUE and JD WOLFE. The classified team was KYLE ANDERSON, TERRY ROHSE, MARY SCHROEDER, and GAIL WILLIAMS PICKETT. *(Value: Collaboration)*

Thanks to the many faculty and staff who have been heavily involved in the instructional and service area program reviews which occur on six-year cycles and encourage areas to reflect as a group on purpose and performance in relation to the college's mission and core themes. A total of 66 academic and service reviews and presentations have been completed since the process began in 2013–2014. The reviews listed below have occurred since January 2019. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Standard Report-7  
July 24, 2019

**Education Program Review** developed by faculty August 2018–January 2019. January 2019 presentation by lead education faculty SARA CSAKY, education faculty and Dean of Education, Languages and Social Sciences CECELIA MONTO, and education students SAMANTHA LAWSON, ASHLEY DURAN, NAYELI CRUZ, MICHELLE LOEZA, CHARCY RAMOS, and LORY CRUZ.

**Student Recruitment, Enrollment, and Graduation Services Program Review** developed by staff July 2018–January 2019. February 2019 presentation by director MELISSA FREY and staff EME SMITH, JAMES MCNICHOLAS, HEATHER MISENER, KARYNA HARO-GONZALEZ, EFRAIN ALONSO, DENISE THOMPSON, KEKELI GBOFU, JOANNE GASCA, KIM BAIN, KAREN MUNOZ, CRISTINA BARBA, CINTIA RAMOS CARREON, ALCINA GARCIA, FATIMA PETERS, MEAGAN USSELMAN, and KATIE RAMSDELL.

**Physical Science Program Review** developed by faculty September 2017–March 2019. May 2019 presentation by faculty ERIK JENSEN and CHRIS NELSON.

**Chemeketa Press Program Review** developed by staff May 2018–March 2019. May 2019 presentation by Director STEVE RICHARDSON and staff BRIAN MOSHER, RONALD COX, and STEPHANIE LENOX, and faculty LAYLI LYSS, LAURA MACK, and LISA HEALEY.

**Anthropology Program Review** developed by faculty June 2017–March 2019. May 2019 presentation (with Sociology) by Program Chair JENNIFER MONTGOMERY.

**Sociology Program Review** developed by faculty June 2017–February 2019. May 2019 presentation (with Anthropology) by Program Chair CARLOS LOPEZ and faculty PATRICIA ANTOINE.

**Dental Assisting Program Review** developed by faculty June 2018–April 2019. May 2019 presentation by Program Chair LYNN GEORGE and faculty JILLIAN LOMAX and KARA JOHNSON.

Separate Action-1  
July 24, 2019

**APPROVAL OF RETIREMENT RESOLUTIONS,  
NO. 19-20-01, VICTOR D. HAMM; NO. 19-20-02, VONDA L. BURK;  
NO. 19-20-03, JAMES A. FINHOLT; NO. 19-20-04, DARREL E. KARBGINSKY;  
AND NO. 19-20-05, RHONDA S. WOOD  
[19-20-100]**

**Prepared by**

Jessica Howard, President/Chief Executive Officer

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The College Board of Education honors employees who retire after years of service to the college. Attached are resolutions honoring Victor D. Hamm, who retired effective June 30, 2019; Vonda L. Burk, who retires effective July 31, 2019; and James A. Finholt, Darrel E. Karbginsky, and Rhonda S. Wood who retire effective August 31, 2019.

It is recommended that the College Board of Education adopt Resolution No. 19-20-01, Victor D. Hamm; No. 19-20-02, Vonda L. Burk; No. 19-20-03, James A. Finholt; No.19-20-04, Darrel E. Karbginsky, and No. 19-20-05, Rhonda S. Wood.



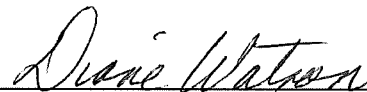
Separate Action-1  
July 24, 2019

**RETIREMENT RESOLUTION NO. 19-20-01,  
VICTOR D. HAMM**

WHEREAS, Victor D. Hamm began his 18-year, 9-month association, as a salaried employee, with Chemeketa Community College in September, 2000; and

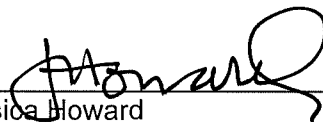
WHEREAS, Victor D. Hamm gave dedicated service to Chemeketa Community College currently as Custodian I, Capital Projects and Facilities Department of College Support Services Division; therefore,

BE IT RESOLVED, that upon his retirement date of June 30, 2019, the College Board of Education hereby honors and commends Victor D. Hamm for his loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer

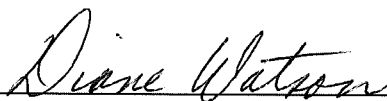
Separate Action-1  
July 24, 2019

**RETIREMENT RESOLUTION NO. 19-20-02,  
VONDA L. BURK**

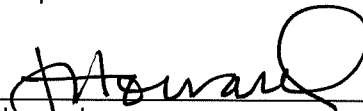
WHEREAS, Vonda L. Burk began her 6-year, 11-month association, as a salaried employee, with Chemeketa Community College in September, 2012; and

WHEREAS, Vonda L. Burk gave dedicated service to Chemeketa Community College currently as Department Specialist, Human Resources Department of Governance and Administration Division; therefore,

BE IT RESOLVED, that upon her retirement date of July 31, 2019, the College Board of Education hereby honors and commends Vonda L. Burk for her loyalty, dedication and personal commitment to Chemeketa Community College.



\_\_\_\_\_  
Diane Watson  
Board Chairperson



\_\_\_\_\_  
Jessica Howard  
President/Chief Executive Officer


Separate Action-1  
July 24, 2019

**RETIREMENT RESOLUTION NO. 19-20-03,  
JAMES A. FINHOLT**

WHEREAS, James A. Finholt began his 18-year association, as a salaried employee, with Chemeketa Community College in September, 2001; and

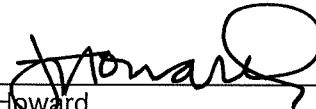
WHEREAS, James A. Finholt gave dedicated service to Chemeketa Community College currently as Instructor-Computer Information Systems, Business, Technology, Early Childhood Education and Visual Communications Department of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon his retirement date of August 31, 2019, the College Board of Education hereby honors and commends James A. Finholt for his loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer

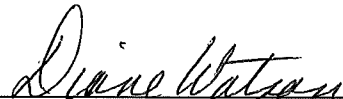
Separate Action-1  
July 24, 2019

**RETIREMENT RESOLUTION NO. 19-20-04,  
DARREL E. KARBGINSKY**

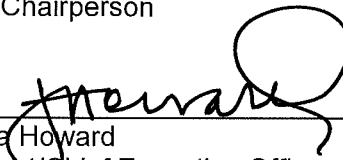
WHEREAS, Darrel E. Karbginsky began his 18-year association, as a salaried employee, with Chemeketa Community College in September, 2001; and

WHEREAS, Darrel E. Karbginsky gave dedicated service to Chemeketa Community College currently as Instructor-Computer Information Systems, Business, Technology, Early Childhood Education and Visual Communications Department of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon his retirement date of August 31, 2019, the College Board of Education hereby honors and commends Darrel E. Karbginsky for his loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer

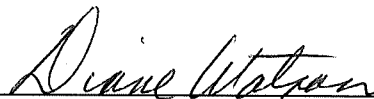
Separate Action-1  
July 24, 2019

**RETIREMENT RESOLUTION NO. 19-20-05,  
RHONDA S. WOOD**

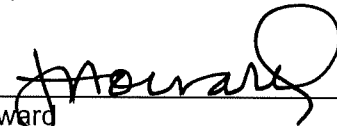
WHEREAS, Rhonda S. Wood began her 14-year association, as a salaried employee, with Chemeketa Community College in September, 2005; and

WHEREAS, Rhonda S. Wood gave dedicated service to Chemeketa Community College currently as Instructor-Emergency Medical Technician, Emergency Services Department of Career and Technology Education Division; therefore,

BE IT RESOLVED, that upon her retirement date of August 31, 2019, the College Board of Education hereby honors and commends Rhonda S. Wood for her loyalty, dedication and personal commitment to Chemeketa Community College.



\_\_\_\_\_  
Diane Watson  
Board Chairperson



\_\_\_\_\_  
Jessica Howard  
President/Chief Executive Officer

Action-1  
July 24, 2019

**APPROVAL OF COLLEGE POLICIES #2220—POLITICAL ACTIVITY OF EMPLOYEES;  
#2310—CLOSURE/DELAYED OPENINGS; AND #3071—INQUIRIES FOR  
EMPLOYMENT REFERENCES (INCLUDING STUDENT EMPLOYEES)  
[19-20-101]**

**Prepared by**

Rebecca Hillyer, General Counsel  
David Hallett, Vice President—Governance and Administration  
Jessica Howard, President/Chief Executive Officer

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**POLITICAL ACTIVITY OF EMPLOYEES—POLICY #2220**

This policy was last reviewed by the College Board of Education in June 2016. Most of the changes to this policy are grammatical and sentences have been rearranged to make it easier to read. The addition of the sentence below number five (5) refers to posting employee notices, which the college has done for many years. Posting notices regarding political activity of public employees is required by Oregon law so it was added to the policy.

**CLOSURE/DELAYED OPENINGS—POLICY #2310**

This policy was last reviewed by the College Board of Education in May 2016. This policy has minor suggested edits. The Director of Public Safety may designate their duty to collaborate with administration regarding the decision to close the college or delay its opening. In the third paragraph, excused from duty examples were given to better define the term.

**INQUIRIES FOR EMPLOYMENT REFERENCES (INCLUDING STUDENT EMPLOYEES)  
—POLICY #3071**

This policy was last reviewed by the College Board of Education in June 2017. The last paragraph was added to explain that the Family Educational Rights and Privacy Act (FERPA) applies to job references for student workers. This way supervisors will know to have students sign a FERPA release prior to making an employment reference.

The proposed changes are underlined and the former language has been stricken with lines through the text. The President's Advisory Council has reviewed the attached policies and recommends them for adoption.

It is recommended that the College Board of Education adopt college policies #2220—Political Activity of Employees, #2310—Closure/Delayed Openings, and #3071—Inquiries for Employment References (Including Student Employees) to become effective immediately.

Administrative Series—2000

## POLITICAL ACTIVITY OF EMPLOYEES

Chemeketa Community College recognizes the right of employees to participate in politics or issues of community interest. When college employees are off-duty, they may participate in any lawful political activity.<sup>1</sup> ~~Since Oregon election laws do not specify the amount of employee work time that may be used before a violation occurs, even a minimal amount of work time may be a violation.~~

College employees may not use their work time to ~~support~~ promote or oppose

- a) ~~p~~Political candidates;
- b) ~~b~~Ballot measures;
- c) ~~r~~Recalls;
- d) ~~p~~Political parties, ~~or~~ including their committees, ~~or~~
- e) ~~p~~Petitions;
- f) Initiatives
- g) Referendums

Since Oregon election laws do not specify the amount of employee work time that may be used before a violation occurs, even a minimal amount of work time may be a violation.

The following list is an example of prohibited conduct by college employees and college volunteers:

1. Using college resources, such as computers, telephones, websites, or office supplies to ~~support~~ promote or oppose ~~a) through e)~~ items a–g listed above.
2. Posting political materials in their work area.
3. Using the college logo on letterhead to ~~support~~ promote or oppose ~~a) through e)~~ items a–g listed above.
4. Sending or forwarding emails that contain political advocacy material using the college's email.
5. Speaking on behalf of the college without specific written authorization from the college president/chief executive officer.

The college will post the political notice *Attention All Public Employees*, supplied by the Secretary of State's office, in employee breakrooms and other areas where it is likely to be seen by employees.

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<sup>1</sup> ORS 260.432 (See also Restrictions on Political Campaigning by Public Employees Handbook, published by Oregon Secretary of State.)

Administrative Series—2000

**POLITICAL ACTIVITY OF EMPLOYEES** (Continued)

If Chemeketa makes its owned and/or controlled facilities available for political activities, ~~they must grant~~ equal access must be granted for all political groups to use their property; this includes charging the same fee and/or requiring the same application.

~~College employees shall not speak on behalf of the college without specific written authorization from the college president/chief executive officer.~~

July 17, 1985

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*Adopted College Board of Education*

March 15, 2006; February 17, 2010;

March 20, 2013; June 22, 2016

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*Revised College Board of Education*



Administrative Series—2000

## **CLOSURES/DELAYED OPENINGS**

The Chemeketa Community College president/chief executive officer, or designee, in collaboration with the public safety director or designee and, when necessary, outreach deans, shall determine if it is necessary to completely close, delay the opening, or close before the completion of all day and/or evening activities at college owned and/or controlled facilities. Procedures may be developed to address special situations for programs or services with partner agencies using college owned and/or controlled facilities.

In locations where the college delivers services, but does not own the facility, the college program manager for the site, in collaboration with the facility manager, shall determine if it is necessary to completely close, delay the opening, or close before the completion of all day and/or evening activities.

Procedures for dealing with a closure or delayed opening at any location, including staffing and compensation issues, shall be established. Employees who may have been excused from duty prior to the closure or delayed opening (for e.g., vacation, personal or sick leave) will report their absence on the monthly report form to reflect only the time their program/department was actually open.

Should any of the closure provisions of the college policies or procedures conflict with those contained in a collective bargaining agreement, the collective bargaining agreement will prevail for the applicable employees.

May 5, 1986

*Adopted College Board of Education*

November 20, 1991; July 25, 2001;

March 15, 2006; May 19, 2010;

June 26, 2013; May 18, 2016

*Revised College Board of Education*

College Personnel Series—3000

## **INQUIRIES FOR EMPLOYMENT REFERENCES (INCLUDING STUDENT EMPLOYEES)**

Oregon law provides limited civil immunity from liability for supervisors giving information to prospective employers regarding former employees who comply with the practices set forth in this policy and procedure.<sup>1</sup>

Supervisors should always be cautious in making references regarding former and current employees. A written release by the former/current employee is highly recommended.

### **Former Employee References Information Disclosure**

Chemeketa Community College supervisors are authorized to provide employment references for former employees when contacted by prospective employers, provided the information disclosed is:

1. Requested by the prospective employer, and<sup>1</sup>
2. Truthful and provided in good faith, and<sup>1</sup>
3. Job related, and
4. Not considered “protected” information.<sup>2</sup>

### **Current Employee Reference Information Disclosure**

Oregon law does *not* provide supervisors the same civil immunity for current employee references as it does for former employee references. The college does authorize supervisors to disclose information about current employees using the parameters in 1–4 above.

### **Student Employee Reference Information Disclosure**

Employment records for students who are employed because of their status as a student (e.g., work-study) are protected by the Family Educational Rights and Privacy Act (FERPA).<sup>3</sup> Supervisors must obtain a signed student reference release form from the student employee before providing a reference.

March 21, 2007

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*Adopted College Board of Education*

September 15, 2010; June 25, 2014; June 28, 2017

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*Revised College Board of Education*

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<sup>1</sup> ORS 30.78 and ORS 659.780–820

<sup>2</sup> ORS 659A.029 et al Race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, gender identity, family relationship, pregnancy and related conditions, citizenship status, veterans status, tobacco usage during non-working hours, whistle blowing, victim of domestic violence, genetic information.

<sup>3</sup> Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

Action-2  
July 24, 2019

**APPROVAL OF COLLEGE POLICY #4080—~~ALTERNATE APPROACHES  
TO COLLEGE CREDIT TRANSFER OF PREVIOUS CREDIT AND ALTERNATE  
APPROACHES TO COLLEGE CREDIT~~**  
**[19-20-102]**

**Prepared by**

Rebecca Salinas-Oliveros, Chair—Academic Standards Advisory Council  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley

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**ALTERNATE APPROACHES TO COLLEGE CREDIT TRANSFER OF PREVIOUS CREDIT  
AND ALTERNATE APPROACHES TO COLLEGE CREDIT—POLICY #4080**

The policy was reviewed and approved by the Academic Standards Advisory Council in May 2019.

The policy was revised to include transfer credits from other colleges and universities, add the new requirements for Credit for Prior Learning from the Higher Education Coordinating Commission (HECC) and include Transfer Credit Standards (TCS).

The proposed changes are underlined and the former language has been stricken with lines through the text. Academic Standards Advisory Council has reviewed the attached policies and recommends them for adoption.

It is recommended that the College Board of Education approve college policy #4080—Alternate Approaches to College Credit Transfer of Previous Credit and Alternate Approaches to College Credit to become effective immediately.

Education Program Series—4000

### **ALTERNATE APPROACHES TO COLLEGE CREDIT**

In addition to regular course work, students at Chemeketa Community College may earn credit for college-level work by:

- ~~Advanced Placement (AP)~~
- ~~Challenge Exam~~
- ~~College Level Examination Program (CLEP)~~
- ~~Credit for Professional certification (CPC)~~
- ~~International Baccalaureate (IB)~~
- ~~Military Credit~~
- ~~Prior Learning Portfolio (PLP)~~

~~Up to 25% of a certificate or degree may be fulfilled by using alternate approaches to college credit.<sup>1</sup> Any combination of alternate approaches to credit may be used.~~

### **TRANSFER OF PREVIOUS CREDIT AND ALTERNATE APPROACHES TO COLLEGE CREDIT**

Chemeketa Community College will evaluate credits from other regionally accredited colleges or universities to be applied toward Chemeketa certificate or degree requirements.<sup>1</sup> Other approaches to college credit include several types of Credit for Prior Learning (CPL), these are accepted according to the Oregon Credit for Prior Learning Standards set by the Higher Education Coordinating Commission.<sup>2</sup> Graduation Services, in partnership with academic subject areas, is responsible for determining official acceptance of transfer work or CPL to meet college requirements. Certain evaluation processes may have additional processing fees.

#### **Transcript Notations**

Accepted transfer credits, accelerated learning and CPL will be included in a separate notation on a Chemeketa student transcript. The number of credit hours accepted is recorded; however, the grades from other institutions are not recorded. The transfer credit grade point average (GPA) is not included in the student's overall Chemeketa GPA.

Transfer credit accepted by Chemeketa will be listed on the transcript with the heading "TRANSFER CREDIT AND OTHER CHEMEKETA CREDIT", each type of credit awarded will include a unique header that clearly notes the institution name and/or the type of credit (e.g. Prior Learning/Certification, Advanced Placement, CLEP, etc.) and equivalent credit hours will be shown.

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<sup>1</sup> Northwest Commission on Colleges and Universities (NWCCU) accreditation guideline

<sup>2</sup> Higher Education Coordinating Commission (HECC) Oregon Credit for Prior Learning Standards

Education Program Series—4000

**ALTERNATE APPROACHES TO COLLEGE CREDIT TRANSFER OF PREVIOUS CREDIT  
AND ALTERNATE APPROACHES TO COLLEGE CREDIT** (Continued)

**Transcript Grade Legend:**

| <b><u>Grade (GRD)</u></b> | <b><u>Header Title</u></b>   | <b><u>GPA</u></b> |
|---------------------------|------------------------------|-------------------|
| EC                        | Credit by Exam               | 0.0               |
| MI                        | Military                     | 0.0               |
| PB                        | Proficiency/Assessment Based | 0.0               |
| PL                        | Prior Learning               | 0.0               |
| T                         | Transfer C or better         | 0.0               |
| TD                        | Transfer D                   | 0.0               |

Grades are assigned to challenge exams, courses are noted on a transcript with a course number ending in CE.

July 17, 1985

*Adopted College Board of Education*

July 25, 1985, May 17, 2006; April 15, 2015

*Revised College Board of Education*

Action-3  
July 24, 2019

**APPROVAL OF ADULT HIGH SCHOOL DIPLOMA PLAN UPDATE FOR YEAR 2019–2020  
[19-20-103]**

**Prepared by**

Sara Hastings, Dean—High School Partnerships  
Holly Nelson, Executive Dean—Regional Education and Academic Development  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley

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To be in compliance with Oregon Department of Community Colleges and Workforce Development requirements, an annual Statement of Assurances must be submitted for 2019–2020.

This includes:

- An annual signed Statement of Assurances
- A comparison of college and Adult High School Diploma (AHSD) courses to Oregon graduation requirements

It is recommended that the College Board of Education approve the AHSD plan update for year 2019–2020.

## Appendix A: Statement of Assurances

**HECC Office of Community Colleges and Workforce Development FY2019 Adult High School  
Diploma Program (AHSD) Statement of Assurances**

**College Name:** Chemeketa Community College

**Submitted for Plan Year:** 2019-2020

The college hereby assures the Office of Community Colleges and Workforce Development (CCWD) that the college will administer the AHSD program covered in Oregon Administrative Rule (OAR) 589-007-0600 in accordance with the provisions and conditions of all applicable state statutes, regulations, and program plan.

The college assures CCWD that:

1. A person eligible for an AHSD shall earn a minimum of one adult high school diploma academic credit while enrolled in the program.
2. The program maintains current transcript information.
3. Course syllabi are available to interested individuals.
4. The program provides instruction, including courses, curriculum, and proficiency assessments, based on academic content standards adopted by the State Board of Education.
5. Each student shall demonstrate proficiency in Essential Skills adopted by the State Board of Education as provided in OAR 581-022-2115.
6. Each student shall develop an education plan and profile that meet the requirements provided in OAR 581-022-2000.
7. Each student shall build a collection of evidence, or include evidence in existing collections, to demonstrate extended application as defined in OAR 581-022-0102.
8. Each student shall participate in career-related learning experiences outlined in the education plan as defined in OAR 022-0102.
9. Program data collection and reporting practices shall comply with local and state reporting requirements.
10. The program shall participate in ongoing program monitoring as required by CCWD. To the best of our knowledge and belief, the program plan made herein is in accordance with the terms of the HECC Office of Community Colleges and Workforce Development's AHSD plan requirements. We agree to comply with all of the preceding assurances and statements.

We hereby certify all of the above:

Typed Name: Jessica Howard

Signature of College President: \_\_\_\_\_

Date: 7-24-19

Typed Name: Diane Watson

Signature of Chairman of College Board of Directors: \_\_\_\_\_

Date: 7-24-19

A Comparison of College and AHSD Courses to Oregon Graduation Requirement

| State Graduation Requirements  |                      | Community College Courses |                      |                                     | AHSD-Level Courses   |   |                   |
|--|----------------------|---------------------------|----------------------|-------------------------------------|----------------------|---|-------------------|
| 24 Units (OAR 581-022-2000)  | Subject/Course Areas | College Courses (number)  | College Credit Value | Course Title                        | AHSD Credit Value    | AHSD-Level Courses (name, number, hours)                  | AHSD Credit Value |
| English Language Arts<br>(4 units)   | Written Composition  | WR115                     | 4                    | Intro to Composition                | 1                    | HS Lang Arts - College Prep A, XHSC0906E (33-36 hrs)      | .5                |
|  | Reading              | RD115                     | 3                    | Academic Thinking and Reading       | 1                    | HS Writing Organization/Ideas, XHSC0910E (33-36)          | .5                |
|  | Literature           | ENG104                    | 4                    | Introduction to Fiction             | 1                    | HS Reading of Fiction, XHSC0910V (33-36 hrs)              | .5                |
|  | Communication        | COMM111                   | 4                    | Fundamentals of Public Speaking     | 1                    | HS Public Speaking/ Communication, XHSC0971J (33-36 hrs)  | .5                |
|  | Algebra              | MTH111                    | 4                    | College Algebra                     | 1                    | HS Algebra 2B, XHSC0963F (33-36 hrs)                      | .5                |
| Mathematics<br>(3 units at Algebra 1 and above)                            | Geometry             | MTH105                    | 4                    | Contemporary Math                   | 1                    | HS Geometry B, XHSC0964C (33-36 hrs)                      | .5                |
|  | Statistics           | MTH243                    | 4                    | Probability & Statistics            | 1                    | Math Credit, XHSCXXXX (33-36 hrs)                         | .5                |
|  | Life Science         | BI101                     | 4                    | General Biology                     | 1                    | HS Biology, XHSC0940B (33-36 hrs)                         | .5                |
|  | Physical Science     | CH121                     | 5                    | College Chemistry                   | 1                    | HS Consumer Chemistry 1, XHSC0940N (33-36 hrs)            | .5                |
|  | Earth Science        | GEO142                    | 4                    | Geology of the Pacific Northwest    | 1                    | HS Physical Geology, XHSC0940F (33-36 hrs)                | .5                |
| Social Science<br>(3 units)  | History              | HST202                    | 4                    | History of United States: 1840-1900 | 1                    | HS 19th Century of US, XHSC0933A (33-36 hrs)              | .5                |
|  | Political Science    | PS201                     | 4                    | American Government                 | 1                    | HS American Government, XHSC0934A (33-36 hrs)             | .5                |
|  | Geography            | GEG105                    | 4                    | Physical Geography                  | 1                    | HS Geography, XHSC0932A (33-36 hrs)                       | .5                |
|  | Health               | HPE295                    | 3                    | Health and Fitness for Life         | .5                   | HS Sr Pric/Hth/Fitness Life, XHSC0973B (33-36 hrs)        | .5                |
|  | Health               | HPE295                    | 3                    | Health and Fitness II               | .5                   | HS Health, XHSC0950B (33-36 hrs)                          | .5                |
| Physical Education<br>(1 unit)   | PE                   | PE185AA                   | 3                    | Sports Conditioning Beginning       | .5                   | HS Physical Fitness Level 3, XHSC0950F (33-36 hrs)        | .5                |
|  | PE                   | PE185AB                   | 3                    | Sports Conditioning Intermediate    | .5                   | HS Physical Fitness, XHSC0950E (33-36 hrs)                | .5                |
|  | Art                  | ART115                    | 4                    | Basic Design                        | .5                   | HS Studio Art 1 or 2 or 3, XHSC0972D,E,F (33-36 hrs each) | .5                |
| Career & Technical Education,<br>The Arts, or World Languages<br>(3 units) | Technology           | CIS120                    | 4                    | Digital Literacy                    | 1                    | Any XHSC computer course, XHSC0966B-0966E&G (33-36 hrs)   | .5                |
|  | Spanish              | SPN101                    | 4                    | First Year Spanish                  | 1                    | Language Electives, XHSCXXXX                              | .5                |
|  | Electives            | Any Prefix                | 1-2<br>3-4<br>5-6    | Variable<br>Variable<br>Variable    | .25<br>.5<br>1 - 1.5 | Any XHSC course (33-36 hrs)                               | .5                |



**APPROVAL OF GRANTS AWARDED  
APRIL 2019–JUNE 2019  
[19-20-104]**

**Prepared by**

Dorothy K Moore, Faculty Grants Associate—Institutional Grants  
Julie Peters, Director—Organizational Effectiveness  
David Hallett, Vice President—Governance and Administration  
Jessica Howard, President/Chief Executive Officer

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These grants have been awarded to the college from April 2019–June 2019. It is recommended that the board accept these grants.

| <b>Grantor</b>                    | <b>Department</b>  | <b>Award Description</b>  | <b>Amount</b> |
|-----------------------------------|--|---|---------------|
| Open Oregon Resources (OER)       | Health, Human Performance, & Athletics                   | Notified May 1, 2019. Supports faculty Raschel Larsen's participation in the OER Course Redesign Sprint event for OER development of course HE 213, Women's Health Issues. One-time grant.  | 1,102         |
| National Science Foundation (NSF) | Math and Science, Education, and College Access Programs | Notified June 7, 2019. Provides a new support program through the NSF Robert Noyce Teacher Scholarship program in partnership with Pacific University to increase the number of students pursuing careers as STEM teachers. Amount listed is Chemeketa's sub-award. New, five-year grant. | 165,712       |
|                                   |  | Total:  | \$168,814     |

**ACCEPTANCE OF PROGRAM DONATIONS  
APRIL 1, 2019 THROUGH JUNE 30, 2019  
[19-20-105]**

**Prepared by**

Jamie Wenigmann, Development Coordinator—Chemeketa Foundation  
Nancy Duncan, Executive Director—Chemeketa Foundation  
David Hallett, Vice President—Governance and Administration  
Jessica Howard, President/Chief Executive Officer

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**Item:** 144 lbs. of food for pantry  
**Donor:** Marion Polk Food Share  
**Declared Value:** \$283.00  
**Program:** Food pantry

**Item:** 195 lbs. of food for pantry  
**Donor:** Marion Polk Food Share  
**Declared Value:** \$390.00  
**Program:** Food pantry

**Item:** 116 lbs. fruits/veg. for pantry  
**Donor:** Marion Polk Food Share  
**Declared Value:** \$232.00  
**Program:** Food pantry

**Item:** 175 lbs. fruits/veg. for pantry  
**Donor:** Marion Polk Food Share  
**Declared Value:** \$350.00  
**Program:** Food pantry

**Item:** Misc. food for pantry  
**Donor:** Connie Wallace  
**Declared Value:** \$33.61  
**Program:** Food pantry

**Item:** 197 lbs. of food for pantry  
**Donor:** Marion Polk Food Share  
**Declared Value:** \$394.00  
**Program:** Food pantry

**Item:** 174 lbs. of food for pantry  
**Donor:** Marion Polk Food Share  
**Declared Value:** \$337.50  
**Program:** Food pantry

**Item:** 117 lbs. fruits/veg. for pantry  
**Donor:** Marion Polk Food Share  
**Declared Value:** \$234.00  
**Program:** Food pantry

**Item:** 10 dz. duck eggs for pantry  
**Donor:** Eileen Steenson  
**Declared Value:** \$110.00  
**Program:** Food pantry

**Item:** \$20 gift card and hydro flask  
**Donor:** The Yard  
**Declared Value:** \$51.00  
**Program:** Business Technology

Action-5  
July 24, 2019

**Item:** \$30 gift certificate  
**Donor:** Las Palomas  
**Declared Value:** \$30.00  
**Program:** Business Technology

**Item:** Various office supplies  
**Donor:** Office Max  
**Declared Value:** \$48.00  
**Program:** Business Technology

**Item:** Quilt  
**Donor:** Kimberly Stephens  
**Declared Value:** \$91.00  
**Program:** Nursing fundraiser

**Item:** Various skincare items  
**Donor:** Sandi Kellogg  
**Declared Value:** \$214.00  
**Program:** Nursing fundraiser

**Item:** Hand painted artwork  
**Donor:** Vicki Helming  
**Declared Value:** \$150.00  
**Program:** Nursing fundraiser

**Item:** Mitsubishi 60" TV  
**Donor:** Marshall Roache  
**Declared Value:** \$500.00  
**Program:** Fire Science

**Item:** \$10 gift card  
**Donor:** MOD Pizza  
**Declared Value:** \$10.00  
**Program:** Business Technology

**Item:** 2 bottles of wine  
**Donor:** Paula Hendrix  
**Declared Value:** \$44.00  
**Program:** Nursing fundraiser

**Item:** Artwork and painting class  
for two  
**Donor:** Brushes and Blessings  
**Declared Value:** \$150.00  
**Program:** Nursing fundraiser

**Item:**  
**Donor:**  
**Declared Value:**  
**Program:**

# MISSION • VISION • CORE THEMES • VALUES

## **MISSION** *(Our purpose)*

Chemeketa provides opportunities for students to explore, learn, and succeed through quality educational experiences and workforce training.

## **VISION** *(What is accomplished by carrying out our mission)*

Chemeketa will be a catalyst for individuals, businesses, and communities to excel in diverse and changing environments.

## **CORE THEMES** *(Manifests essential elements of the mission and collectively encompass the mission)*

**Academic Quality** – Quality programs, instruction, and support services are provided to students.

**Access** – A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.

**Community Collaborations** – Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.

**Student Success** – Students progress and complete their educational goals.

## **VALUES** *(How we carry out our work; desired culture; our beliefs)*

**Collaboration** – We collaborate to ensure purposeful, effective programs and services that support all students. We welcome diverse perspectives and encourage the free exchange of ideas.

**Diversity** – We are a college community enriched by the diversity of our students, staff, and community members. Each individual and group has the potential to contribute in our learning environment. Each has dignity. To diminish the dignity of one is to diminish the dignity of us all.

**Equity** – We promote a just and inclusive environment in which all individuals receive equitable support to reach their full potential. We do this through fair treatment, access, opportunity, and advancement for all, aiming to identify and eliminate barriers that have prevented the full participation of some groups.

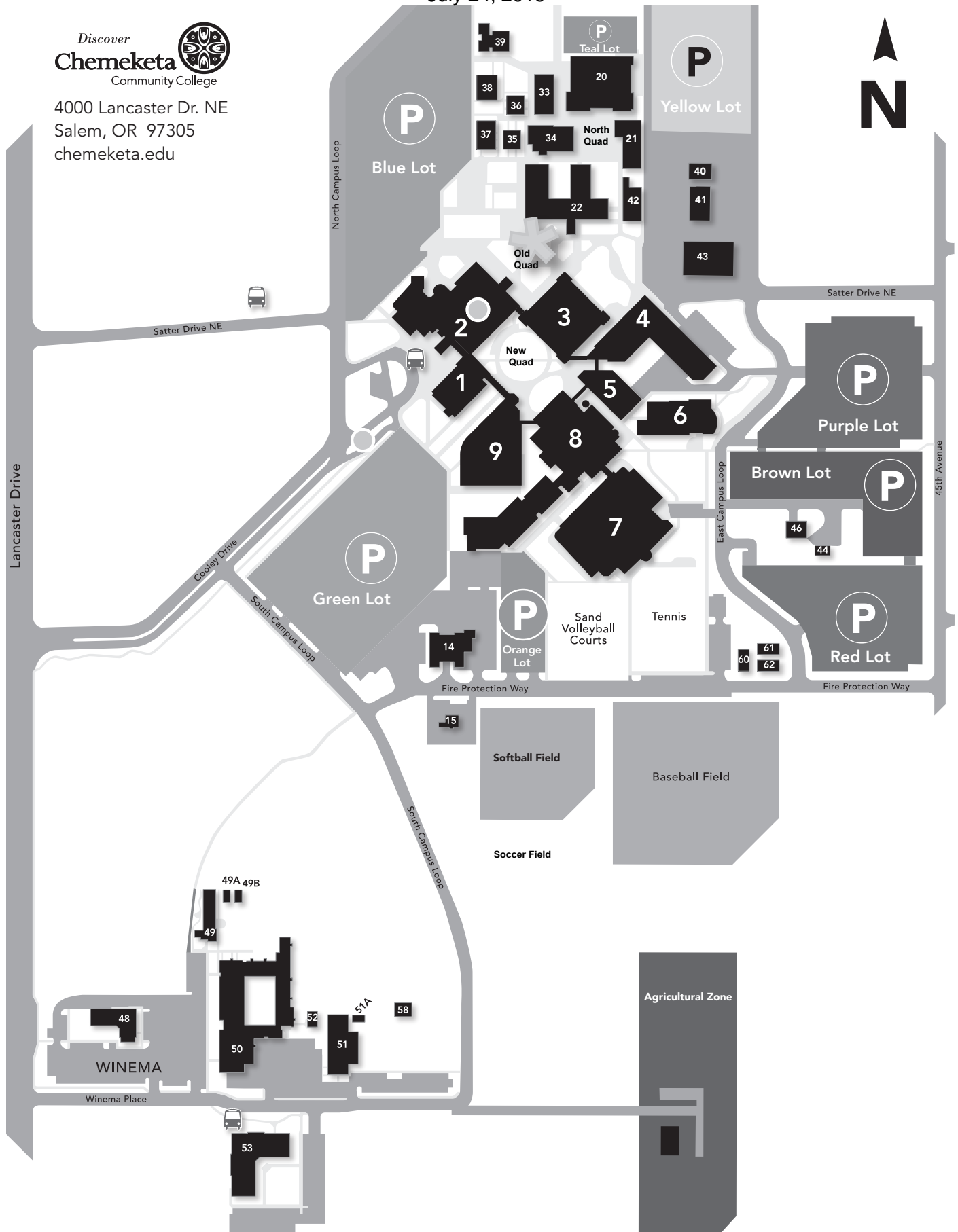
**Innovation** – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

**Stewardship** – We act with personal and institutional accountability for the responsible use of environmental, financial, and human resources to meet the needs of current students without compromising the needs of future generations of students.

Appendix-2  
July 24, 2019



4000 Lancaster Dr. NE  
Salem, OR 97305  
chemeketa.edu



Building directory on reverse side

## Appendix-2 July 24, 2019

### Building and Primary Function(s)

- 001 1st Floor: Bookstore,
- 001 2nd Floor: Faculty Offices
- 002 1st Floor: Advising & Counseling;  
Career Center; Convenience Store;  
Student Accessibility Services;  
Food Court; Information Center;  
Multicultural Center; Planetarium;  
Public Safety; Student Recruitment;  
Student Retention & College Life;  
Student Support Services; Testing  
Services
- 002 2nd Floor: Business Services; CAMP;  
Chemeketa Completion Program;  
Enrollment Center; Graduation  
Services; Financial Aid; Foundation  
& Marketing; TRiO; Talent Search;  
Upward Bound; Tutoring Services;  
Veteran's Services; College Support  
Service's; Human Resources; Presidents  
Office; Public Information.
- 003 1st Floor: Gretchen Schuette Art  
Gallery; Classrooms;
- 003 2nd Floor: Classrooms; Math Learning  
Center; Instruction and Student  
Services, Placement Testing
- 004 1st Floor: Automotive Program;  
Electronics Program
- 004 2nd Floor: Visual Communications;  
Robotics; Eletronics & Networking  
Programs
- 005 1st Floor: Art Classrooms;
- 005 2nd Floor: Classrooms
- 006 1st Floor: Auditorium; Classrooms
- 006 2nd Floor: Classrooms; Employee  
Development
- 007 Gymnasium; Physical Education  
Classrooms
- 008 1st Floor: Dental Clinic; Health &  
Science Classrooms;
- 008 2nd Floor: Health & Science  
Classrooms
- 009 1st Floor: Classrooms; The Center  
for Academic Innovation; Curriculum,  
Instruction and Accreditation;  
Television Studio; Online Programs
- 009 2nd Floor: Library; Writing Center;  
Computer Lab; Study Rooms
- 014 Public Safety
- 015 Burn Tower
- 020 Drafting; Engineering; Machining  
Program
- 021 Welding Program
- 022 Academic Development; HEP;  
Information Technology
- 033 Apprenticeship Program
- 034 Conference Rooms; SOAR
- 037 Faculty Offices
- 038 Faculty Offices; Occupational Skills  
Training; Cooperative Work Experience
- 039 Child Development
- 040 Facilities & Operations
- 041 Facilities & Operations
- 042 Catering Kitchen; Northwest

- Innovations
- 043 Copy Center; Mail Room; Recycling
- 044 Horticulture Potting Shed
- 045 Activity Field
- 046 Greenhouse
- 048 Conference Rooms; MaPS Credit  
Union; Winema Market & Deli
- 049 Mid-Willamette Education Consortium,  
Youth GED Options
- 050 High School Partnerships
- 051 Winema High School; Robotics; Lab
- 052 Classrooms
- 053 Department of Human Services
- 058 Facilities & Operations Annex
- 060 Agriculture Sciences
- 061 Classrooms
- 062 Classrooms

### Area or Service—Building/Room

- General Information  
(Welcome Center)—2/110
- Public Safety—2/173—503.399.5023
- Academic Development—22/100
- Instructional & Student Services—3/272
- Admissions—2/200
- Advising—2/110
- Art Gallery—3/122
- Auditorium—6/115
- Boardroom—2/170
- Bookstore—1/First Floor
- Business Services—2/202
- Chemeketa Cooperative Regional Library  
Service—9/136
- Computer Labs, Library—9/Second Floor
- Convenience Store—2/180
- Cooperative Work Experience—38
- Dental Clinic—8/101
- Executive Dean of Students—3/272
- Employee Development Center—6/218b
- English for Speakers of Other  
Languages—22/100
- Enrollment Center—2/200
- Extended Learning—3/252
- Financial Aid—2/200
- First Aid—2/173
- Food Service—2/First Floor, 8, & 48
- GED—22/100
- Gymnasium—7
- Human Resources—2/214
- International Programs and Study  
Abroad—2/174
- IT Help Desk—9/128
- Career Center—2/115
- Library—9/Second Floor
- Lost & Found—2/173
- Mail Room—43
- Multicultural Center—2/177A

- Northwest Innovations—42
- Online Courses—9/106
- Parking Permits—2/173
- Planetarium—2/171
- Posting Notices on Campus—2/176
- President's Office—2/216
- Public Information—2/208
- Registration—2/200
- Student Accessibility Services—2/174
- Student Center—2/179
- Student Clubs—2/176
- Student Identification Cards—1/First Floor
- Study Skills—2/210
- Television Studio—9/162
- Testing Center—2/101 (Testing  
Annex—3/267)
- Transcripts—2/200
- Transfer Information—2/110
- Tutoring Center—2/210
- Vending Machine Refunds—Bookstore
- Veterans' Services—2/200
- Writing Center—9/210

### Instructional Department Offices

- Dental Programs—8/109
- eLearning & Academic Technology—9/106
- Emergency Services—19
- Health, & Human Performance—7/103
- Health Sciences—8/114
- Humanities & Communications—1/204
- Applied Technologies—20/203
- Math, Science—9/105
- Agricultural Sciences—60
- Nursing—8/113
- Pharmacy Technology—8/113
- Social Science, Business and Human  
Services—1/204
- Tech Hub—9/106

### Restrooms

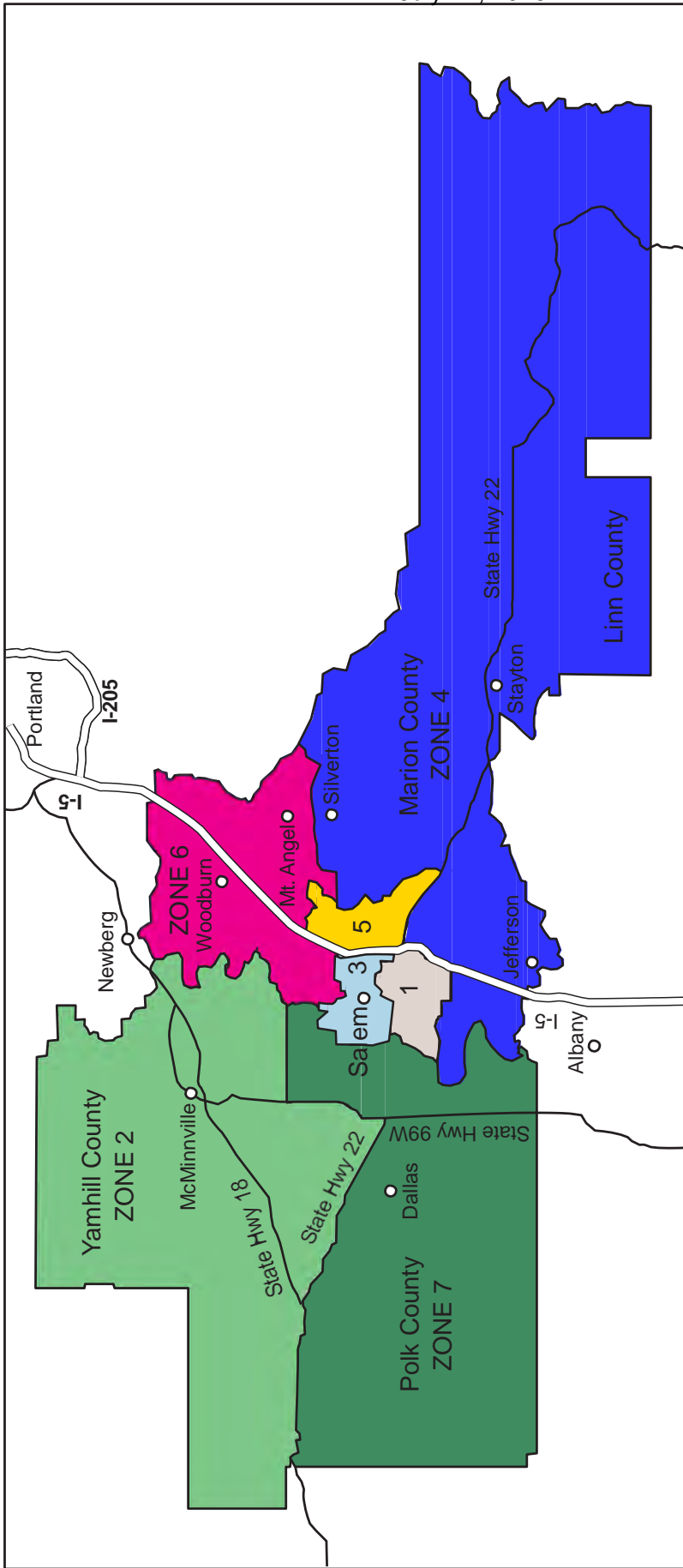
#### SINGLE OCCUPANCY

- Building 2—First floor
- Building 4—Second floor
- Building 5—Second floor
- Building 6—First floor
- Building 8—First floor
- Building 20—First floor
- Building 36—First floor
- Building 37—First floor
- Building 38—First floor
- Building 40—Second floor
- Building 50—First floor
- Building 51—First floor

#### MOTHER'S ROOM

- Building 2—First floor
- Building 8—First floor
- Building 20—Second floor
- Building 40—Second floor

Chemeketa Community College  
**District Boundary and Board Zones**



**Board Members**

|        |                                       |
|--------|---------------------------------------|
| ZONE 1 | Ed Dodson, Vice Chairperson 2019–2020 |
| ZONE 2 | Ron Pittman                           |
| ZONE 3 | Neva Hutchinson                       |
| ZONE 4 | Ken Hector                            |
| ZONE 5 | Jackie Franke                         |
| ZONE 6 | Diane Watson, Chairperson 2019–2020   |
| ZONE 7 | Betsy Earls                           |

**Handouts**  
**July 24, 2019**



# Chemeketa Polk Center

College Board of Education Meeting  
July 24, 2019

# Polk Center Overview

- Programs
  - General Education/Transfer classes
  - Building Inspection Technology
  - Business Technology
  - ABE/GED
- Enrollment for 2018–2019
  - 184.159 FTE
- Staff Demographics
  - 1.5 full-time faculty
  - 20-25 part-time faculty
  - 4 full-time classified
  - 2 part-time hourly



# Polk Center Staff

- Classified
  - Zelda Emmert – Outreach Assistant
  - Cy Hill – Student Services Specialist
  - Kelli Stahr – Community and Student Support Technician
  - Nancy Harper – ABE/GED Instructional Technician
- Part-Time Hourly
  - Michelle Carlson – Front Office Assistant
  - Emily Sygney – Front Office Assistant
- Full-Time Faculty
  - Brad Johnson – ABE/GED Faculty
  - Stan Houghton – Business Technology Faculty

# Polk Center Marketing and Promotion

- Community Involvement
  - Polk County fair
  - Dallas Summerfest
  - Dallas Family Night Out
  - Winterfest
  - Tuesday on the Square
  - and more



- Advertising

- Special publications
- Facebook/web presence

- Events

- Homeschool night
- High school student orientation and visit
- FAFSA events at the high schools

**HOMESCHOOL PARENT INFORMATION SEMINAR**

Is your homeschooler ready for college?

Do you need more information about how to prepare your homeschooler for college admission? The Polk Center of Chemeketa Community College would like to help you explore your options by inviting you to a homeschool parent information seminar.

**WHEN:** Wednesday, February 27, from 6:30-8:00 p.m.  
**WHERE:** 1340 SE Holman Avenue, Dallas, Oregon

**TOPICS**

- Financial aid for homeschoolers
- Oregon Prerequisite Chemeketa Schedule
- College courses while finishing high school
- Placement testing and getting started in college
- College scholarships, degrees and transfer options
- FAFSA, HAFSA and other college occurrences
- Important dates and deadlines you won't want to miss

Light refreshments will be served.

To register, or for more information, please call 503.623.5567  
[www.chemeketa.edu/locations/polk](http://www.chemeketa.edu/locations/polk)

*Our community YOUR COLLEGE*

**Chemeketa is your local college serving more than 1,500 students and residents in Polk County each year in the areas of:**

- GED preparation
- Building inspection technology program
- Transfer degrees
- Business technology degrees
- Computer applications for personal and professional development
- Community education and much more . . .

**Classes are held close to home at:**

- **Chemeketa Polk Center**  
1340 SE Holman Avenue, Dallas
- **World Gym Fitness**  
887 Main Street, Dallas
- **Central High School**  
1530 Monmouth Street, Independence
- **Henry Hill School Building**  
750 S. 5th Street, Independence

Providing a college education to Polk County residents

**GO.CHEMEKETA.EDU/POLK**  
 1340 SE HOLMAN AVE., DALLAS • 503.623.5567

Discover **Chemeketa** Community College Polk

**YOUR LOCAL COLLEGE...**

**CHEMEKETA CELLARS**

**Chemeketa Polk Center**  
 1340 SE Holman Ave.  
 Dallas, OR • 503.623.5567  
[go.chemeketa.edu/polk](http://go.chemeketa.edu/polk)

**Providing college courses in:**

- Building Inspection Program
- GED preparation
- Business Technology
- Transfer degrees

**Chemeketa Cellars Winery & Tasting Room**  
 215 Doaks Ferry Road NW  
 Salem, OR • 503.584.7256  
[www.chemeketacellars.com](http://www.chemeketacellars.com)

**Wine Studies Program**

- Vineyard Management
- Winemaking
- Hospitality Management
- Hospitality Operations

**...SERVING STUDENTS IN POLK COUNTY**

Discover **Chemeketa** Community College Polk

# Building Inspection Technology

## Successes

- 2016 cohort – 7 graduates
  - 26 International Code Council (ICC) Certifications
  - 6 employed after graduation, 1 pursued other opportunities
- Student testimony – Al Rossi
  - 2018 graduate
  - Plans examiner at the City of Salem
- 2017 cohort – 10 graduates
  - 33 ICC certifications
  - 5 employed full time, 1 is retired, 2 finishing the program, 2 pursuing work
- 2018 cohort – 13 current students
  - 14 ICC certifications

Most of the students that secured a position started well above Oregon's median wage and close to the average household income.

## Successes Cont.

- Partnership with the International Code Council to offer proctored certification exams
- Re-established the Chemeketa Chapter of the International Code Council (CCICC)
  - Nationally recognized regional chapter of ICC
  - ICC board member was present to install the chapter leadership
- Student testimony – Daman Lambert
  - 2015 GED graduate, 2019 BIT graduate
  - CCICC board member
  - Building Inspector at the City of Corvallis

# Building Inspection Technology

## Faculty profile

- Building official – City of Wilsonville
- Building official – Polk County
- Plans examiner 2 – City of Hillsboro
- Building inspector/plans examiner 3 – City of Wilsonville
- Principal geotechnical engineer (PhD, PE, GE) – GeoEngineers

## Future

- Currently 19 applicants for next school year, many with extensive construction experience. Expecting a full cohort.
- Partnership with Avolve software to use Project Docx
  - **Electronic tracking and plan review system**
- Remote classes using Zoom technology for the certificate program



# ABE/GED

- Program enrollment for 2018-19
  - Averaged 23 students per term – Summer through Spring
- GED Completers (received GED credential) – 11 total
  - 6 – Title II students
  - 5 – GED Options program students
- Tests passed within this school year – 48 total
  - Science tests – 10
  - Social Studies tests – 15
  - Mathematics tests – 9
  - Language Arts tests – 14
- Average passing score – 152
- Student Testimony
  - Rochelle Morris Wood – GED graduate

# Targeted High School

- Partnership with Dallas High School to expand their CTE programs
- Focused on Health Care, Business, and Engineering
- School district is able to use Measure 98, Student Success funds to pay for the instructor
- High success program
  - Pass rate w/C or better:
    - 85.2% for past 2 years
    - 92.6 % for 2018–2019
  - Students are motivated to attend
  - High school is excited about the opportunity for students

# Facilities Improvements

- Upgrades completed
  - Installation of three new security cameras
  - Outfit classrooms with video camera system
- Future upgrades
  - Approved for two more security cameras
  - New projectors for classrooms
  - Upgrade computer lab to dual monitor system

# Student Testimonies

- They always have an answer to any question I may have, and if they do not know the correct answer, they will find out who does, or point me in the right direction.
- Smiles, every single day from every person at the front desk really makes your day go better.
- I've always received the best from the front desk, they are always nice and helpful with any questions I have.
- Student testimony
  - Katherine Madaris - Chemeketa's 2019 Ford Scholarship Recipient