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

**March 21, 2018**

CHEMEKETA COMMUNITY COLLEGE  
4000 Lancaster Drive NE  
Salem, Oregon

**BOARD OF EDUCATION**



Regular Meeting

**March 21, 2018**

CHEMEKETA COMMUNITY COLLEGE  
4000 Lancaster Drive NE  
Salem, Oregon

**I. Workshop** **4:30 pm** **Salem Campus—Building 2, Room 170,  
(Board Room)**

- A. Accreditation Update 1  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley

**II. A. Executive Session** **5:30 pm** **Salem Campus—Building 2, Room 172**

Executive Session is called in accordance with ORS 192.660(2) (a) employment;  
(b) complaints; (d) negotiations; (e) real property; and (h) legal rights.

**B. Administration Updates**

**III. Regular Session** **7 pm** **Salem Campus—Building 2, Room 170,  
(Board Room)**

**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  
of February 21, 2018 2–11

**F. Reports**

1. Reports from the Associations

- a. Isaac Acosta Associated Students of Chemeketa (ASC) 12–13  
b. Justus Ballard Chemeketa Faculty Association 14  
c. Terry Rohse Chemeketa Classified Employees Association 15–16  
d. Allison Stewart Hull Chemeketa Exempt Employees Association 17

2. Reports from the College Board of Education

3. Reports from the Administration

- a. Jim Eustrom

## **G. Information**

1. College Policies #4030—Graduation Requirements;  
#4070—Grading; and #5020—Academic Honesty  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley 18–28
2. College Policies #2255—Smoke-Free College;  
#5140—Student Records/Use of Social Security  
Numbers; #6310—Travel, Transportation, and  
Related Expenses; and #7020—Chemeketa Cooperative  
Regional Library Service  
Julie Huckestein, President/Chief Executive Officer 29–33
3. Adult High School Diploma Plan Update for  
Year 2018–2019 34–37  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley
4. 2018–2019 Faculty Sabbatical Leave Requests 38–39  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley
5. Guided Pathways 40  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley

## **H. Standard Reports**

1. Personnel Report 41–42  
David Hallett, Vice President—Governance and Administration
2. Budget Status Report 43–46  
Julie Huckestein, President/Chief Executive Officer
3. Purchasing Report 47  
Julie Huckestein, President/Chief Executive Officer
4. Capital Projects Report 48  
Julie Huckestein, President/Chief Executive Officer
5. Recognition Report 49–51  
Julie Huckestein, President/Chief Executive Officer

## **I. Separate Action**

1. Approval of Retirement Resolution [17-18-135] 52–53  
No. 17-18-19, Herlinda “Linda” Herrera  
David Hallett, Vice President—Governance and Administration

**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 #2280—Access to College Property; #2410—College Safety and Security; and #6210—Purchasing and Expenditures  
Julie Huckestein, President/Chief Executive Officer [17-18-136] 53–56

**K. Appendices**

- 1. Mission – Vision – Values – Core Themes 57
- 2. Campus Map 58–59
- 3. District Map 60

**L. Future Agenda Items**

**M. Board Operations**

**N. Adjournment**

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.

Workshop-A  
March 21, 2018

## **ACCREDITATION UPDATE**

### **Prepared by**

Jess Stahl, Dean—Curriculum, Instruction and Accreditation  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley

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On April 4–5, 2018, Chemeketa will host a team of two peer evaluators and one observer representing the Northwest Commission on Colleges and Universities for its third-year, mid-cycle accreditation visit. The goal of the Year Three Mid-Cycle Self-Evaluation is to ascertain Chemeketa's readiness to provide evidence of mission fulfillment and sustainability in the Year Seven self-evaluation and peer-evaluation. It is intended to be a formative and collegial evaluation with the institution in conversation with the evaluators.

In order to prepare for this important event, a report was developed that demonstrates how the college's Mission is translated into core themes and how institutional and strategic planning operationalize the college's Mission through program review and student learning assessment. The Developmental Writing and Medical Assisting programs were presented as representative examples of the college's continuous improvement in academic programs and student learning.

An update on preparation and activities related to the visit will be the focus of tonight's session.

Minutes  
March 21, 2018

**APPROVAL OF BOARD MINUTES**

**Prepared by**

Jeannie Odle, Executive Coordinator/Board Secretary  
Julie Huckestein, President/Chief Executive Officer

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Minutes of the board meeting of February 21, 2018, 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  
March 21, 2018

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

February 21, 2018

**I. WORKSHOP**

Ed Dodson, board member, called the workshop to order at 4:32 pm. The workshop was held in the Board Room, Building 2, Room 170, at the Salem Campus.

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

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

**A. Introduction of Student Athletes**

Jim Eustrom reported all student athletes and student leaders are listed in the printed report along with their year, high school they attended, and the degree they are seeking. There was one representative from each sport and student leadership team who introduced themselves, program or degree they are seeking, career goal, why they chose Chemeketa, and a favorite class or a positive or memorable experience they've had at the college.

Jim introduced Cassie Belmodis, athletic director and dean of Health, Human Performance and Athletics. Cassie said all the student athletes exemplify the athletic program's focus on the academic promise of progression, retention, completion, competition, and community as their everyday goals. The six student athletes were Victor Perez, men's baseball; Andre Dufort, men's basketball; Elena Garcia, women's soccer, Majestic Joler, women's basketball; Kendal Bailey, women's softball; and Elenor Belton, volleyball. Ammon Teubner, men's soccer, was unable to attend.

Cassie shared a few fall term statistics:

- 95 percent of the 1,847 credits attempted were passed
- 6 of the 7 programs have a fall term GPA above a 3.0; 4 of the 7 programs have an accumulated GPA above 3.0
- 14 percent of the 134 student athletes had a 4.0 GPA; 38 percent earned a 3.5 GPA or better; and 62 percent earned a 3.0 GPA or better

Tonight, a "Storm the Gym" event will take place to honor the women's volleyball team who are the 2017 women's volleyball champions. The championship banner will be unveiled and individual and team awards will be presented during half-time at the men's basketball game.

Cassie shared an update on the men and women's basketball team standings. The men's team has four games left in the season and are currently in fifth place. They are one game behind the third and fourth place teams; and two games behind the second place team and will be playing two of the four teams. They hope to be in the top four in order to qualify for the Northwest Athletic Conference (NWAC) tournament. The women's basketball team is on a two-game



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winning streak and tonight they play Umpqua Community College, the No. 1 team who has not lost a league game yet.

Cassie closed by saying the rest of the year's Storm forecast is community, community, community. The student athletes understand and value the time spent in the community and working with youth. Examples include using fundraising dollars to buy gloves, scarves, and blankets and distributed them to the homeless in downtown Salem; the men and women's soccer teams participated in "Read Across America" with the Salem-Keizer school district; the volleyball team worked with Boys and Girls Club; and the baseball, soccer, and softball teams have hosted clinics and sponsored tournaments for youth. Lastly, Family Building Blocks contacted the men's baseball team who helped deliver furniture and other household goods and supplies to a family that lost their home to a fire. Cassie is proud of all the student athletes and hopes to continue to provide opportunities for those who say why not me, why not Chemeketa.

### **B. Introduction of Student Leaders**

Mike Evans, dean of Student Retention and College Life, reported the Student Leadership Program gives students an opportunity to learn and develop skills that are as valuable as a degree. They become real leaders and are mentored by great staff. He introduced the co-coordinators, Kelsey Anderson, Grecia Garcia Perez, and Efrain Alonso; however, Kelsey was unable to attend due to the weather conditions.

Grecia and Efrain used a PowerPoint presentation to share the history, program overview, purpose, Student Leadership Committee members (supervisors), calendar, and the Student Leadership Board. The program started eight years ago with 45 students and has grown to over 120 students in the program, with 30 student teams, including students from Yamhill Valley Campus and the Woodburn and Polk Centers. All students must go through an application process and a two-day orientation/training at the beginning of the academic year. Emphasis is placed on student retention and completion, and students are required to maintain a specific GPA to remain in the program with a regular academic progress report made to their supervisor.

Seven of the eight student leaders introduced themselves and spoke briefly about their team and their experience serving on the team: Anthony Rosario, Associated Students of Chemeketa (ASC); Michael Clute, LGBTQ+ Safe Zone; London Barajas, College Access Programs; Priyashna Ram, International Ambassadors; Katerinne Camey Raquec, Multicultural Student Services; Ranferi Natalie Herrera Flores, Peer Assistants; and Martha Guerrero, Woodburn Center. Christine Stewart from Yamhill Valley Campus was unable to attend due to weather.

Supervisors for some of the student groups were in the audience and were recognized: Linda Ringo-Reyna, Yesica Navarro, Liliana Landa-Villalba, Blanca Aguirre, Erika Coker, Adam Holden, and Mary Schroeder. Students were thanked for their presentation, and staff were thanked for the wonderful job they are doing with the students.

A recess was taken at 5:20 pm.

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

Executive Session was called to order at 5:27 pm in Building 2, Room 172, on the Salem Campus. Executive Session was held in accordance with ORS 192.660(2)(d) negotiations.

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**Members in Attendance:** Ed Dodson; Betsy Earls; Jackie Franke; Ron Pittman; and Diane Watson. Absent: Ken Hector, Chair; Neva Hutchinson, 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 Greg Harris, Director, Marketing, Public Relations, and Student Recruitment. Guest: Andrew Bone.

Executive Session ended at 6 pm.

## II. B. ADMINISTRATION UPDATES

The following updates were shared or discussed with the board: Association of Community College Trustees (ACCT) National Legislative Summit debrief; upcoming ACCT Conference in New York on October 24–27; visits to district school board meetings; board calendar preview; Brooks property; legislative update/legislator visits; Oregon President's Council update; Guided Pathways application; Ag complex; organization changes; and board agenda preview.

A recess was taken at 6:57 pm.

## III. REGULAR SESSION

### A. CALL TO ORDER

Ed Dodson, board member, reconvened the board meeting at 7:07 pm. The meeting was held in the Board Room, Building 2, Room 170, at the Salem Campus.

### B. PLEDGE OF ALLEGIANCE

Ed Dodson led the group in the Pledge of Allegiance.

### C. ROLL CALL

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

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

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

### D. RATIFICATION OF CHEMEKETA FACULTY ASSOCIATION CONTRACT

David Hallett referred to the green sheet in the board folder. He reported the details were shared with the board during executive session, and the college recommends the approval of the Chemeketa Faculty Association (CFA) contract effective July 1, 2017–June 30, 2020. David thanked both the faculty and administrative negotiations bargaining teams.

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Diane Watson moved and Betsy Earls seconded a motion to ratify the collective bargaining agreement with the Chemeketa Faculty Association effective July 1, 2017–June 30, 2020.

The motion CARRIED.

A brief signing ceremony of the Chemeketa Faculty Association contract was done. Kevin Furey signed on behalf of CFA and President Julie Huckestein and board representative Ed Dodson signed on behalf of the college.

#### **E. COMMENTS FROM THE AUDIENCE**

Anthony Rosario, legislative coordinator for ASC, made comments about the need for more financial support for Student Retention and College Life department, student clubs, and student events. Also, ASC does not have enough student representatives in ASC positions (only 8 of 10 positions filled) compared to 15 at Clackamas and 20 at Mt. Hood which have less enrollment than Chemeketa. Lastly, he would like to see liaisons made in each department for student government to improve direction and share resources at the college. Anthony would like the college to create as many avenues for student success as possible.

Terry Rohse, classified association president, and 12 classified members introduced themselves, where they worked and how their job relates to core themes. The classified employees included Peggy Greene, Institutional Grants; Octavian Dum, Information Technology; Teka Landaker, Business Services; Amy McKinley, Human Resources; Ann Reichenbach, Testing Services; Chris Cooper, Public Safety; Tom Kopecki, Facilities and Operations; Bonnie Perry, Bookstore/Auxiliary Services; Kathy Saunders, Chemeketa Online; Santiago Lopez, SOAR/Corrections Education; Diana Inch, Student Computer Center in the library; and Jon Andrus, Corrections Education.

#### **F. APPROVAL OF MINUTES**

Ron Pittman moved and Jackie Franke seconded a motion to approve the minutes of January 17, 2018, and the Board Work Session and Budget Committee Orientation meeting of January 24, 2018.

The motion CARRIED.

#### **G. REPORTS**

##### **Reports from the Associations**

Isaac Acosta, ASC executive coordinator, said his report stands as written with a few additions. Last week, he and other students went to the capitol to advocate for \$32 million for community colleges for tuition mitigation and to rehire advisors. He also reported back on the student tuition forum. A number of students who are involved in extracurricular activities were hoping more funding would be available for clubs. However, steps are being taken to address these concerns including a new financial rewards system developed by Mike Evans, dean of Student Retention and College Life, to give \$500 to three different clubs each term; and the student-initiated fees as a result of HB2666.

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At the student forum on tuition, it was the consensus that it would be more fair for students that future tuition increases be made in smaller incremental annual increases rather than one single large increase so that one class of students would not bear the brunt of the increase. However, there were a few students who thought an incremental increase would be too drawn out and would affect more students. Isaac felt that he is speaking on behalf of the majority of students that affecting more students with a smaller burden is more fair than affecting less students with a large burden.

Terry Rohse, Chemeketa Classified Association, said the report stands as written.

Allison Stewart Hull, Chemeketa Exempt Association, said the report stands as written. She highlighted the exempt employees who will be recognized at a special luncheon for their 15- and 20-years of service.

**Reports from the College Board of Education**

Ron Pittman attended the annual Mid-Willamette Valley Council of Governments (COG) annual dinner awards meeting and the ACCT National Legislative Summit where they met with two U.S. delegates.

Jackie Franke attended the Salem Chamber Agri-business dinner, Keizer First Citizen's Awards and the COG annual awards dinner where she presented the Gwen VanDenBosch Leadership Award to Marion County Commissioner Janet Carlson. Jackie met with Senator Peter Courtney who is on an education committee; attended a Salem-Keizer school board meeting to give a presentation on Catholic Community Services; assisted Johnny Mack to host the Salem Chamber Greeters in Building 8; and Jackie chaperoned 5<sup>th</sup> graders from Hammond Elementary School for a visit to the capitol and the Hallie Ford Museum at Willamette.

Diane Watson visited three high school district board meetings—Woodburn, North Marion, and Gervais—and shared data and information specific to their students who continued their education at Chemeketa. Diane attended the Salem Agri-business dinner, the Dallas First Citizen's Awards, and a legal issues conference in Orlando. Diane also accompanied Julie for a legislator visit with Representative Bill Post.

Betsy Earls attended the Salem Chamber Agri-business banquet, the Dallas First Citizen's Awards dinner, and listened in on two Oregon Community College Association (OCCA) legislative calls.

Ed Dodson attended the Agri-business banquet, Keizer First Citizen's awards dinner, a Mid-Willamette Education Consortium (MWEC) Executive Council meeting, the Emergency Medical Services graduation, the Student Success Conference, and the Silverton Chamber Community Awards. Ed and Johnny Mack gave a tour of the Applied Tech building to the board chair, vice chair and dean at Umpqua Community College. Ed, Julie, and Neva attended the Mock Trial regional competition at the University of Washington in Seattle where the team finished in third place and will be going on to the championships in Los Angeles in March.

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### **Reports from the Administration**

Jim Eustrom shared three updates related to the core themes of student success and academic quality. A team of 12 staff, including board member Ed Dodson, attended the two-day Student Success Conference in Portland to learn about best practices for student success. The Guided Pathways application for the next cohort was submitted on February 2; Jim thanked Julie Peters and Don Brase who led the team and completed the extensive application. Lastly, the mid-cycle accreditation report has been completed and submitted. Jim thanked Mary Ellen Scofield, Jess Stahl, and many others who have been involved with the report and preparing for the site visit on April 4–5.

### **H. INFORMATION**

#### **College Policies #2280, Access to College Property; #2410, College Safety and Security; #6210, Purchasing and Expenditures**

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

### **I. STANDARD REPORTS**

#### **Personnel Report**

David Hallett said the report stands as written. He noted the position change of Don Brase from dean of Liberal Arts and Social Sciences to the executive dean of General Education and Transfer Studies.

#### **Budget Status Report**

Miriam followed up on a question from Neva Hutchinson about the Chemeketa Cooperative Regional Library balances and if the funding is enough for the remainder of the year. Miriam said yes, budget and revenues both are sufficient to cover expected expenditures.

Miriam Scharer referred to the Statement of Resources and Expenditures, which reflect preliminary winter term figures that are up from last year, but not as high as anticipated. The college has received four of the five expected state payments for the year, and she reminded the board the fifth payment will be recorded as deferred revenue when received. There was nothing significant to report on the budget status report; however, 44.2 percent has been expended which is slightly more than last year at this time. The Status of Investments reflects a slight increase in the interest rate from 1.62 percent last month to 1.74 percent this month.

#### **Purchasing Report**

Miriam Scharer reported a Request for Proposal (RFP) was advertised this week for Financial Audit Services. The college currently contracts with Kenneth Kuhns & Company for these services. Ed Dodson will be serving on the evaluation committee. A recommendation for contract award will be made at the April board meeting.

Miriam drew attention to a green sheet in the board folder for approval of the contract award for Site Planning and Facility Design Service for the Agricultural Complex on the Salem Campus. The seven-member evaluation committee, which included board member Ken Hector, and Kevin Walther, who was in the audience, reviewed the seven proposals and interviewed four proposers. The recommendation for contract award is to FFA Architecture and Interiors, Inc., of Portland, Oregon, contingent on protests and successful contract negotiations.

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### **Capital Projects Report**

Rory Alvarez said the report stands as written. He noted he is pleased with the progress being made on the softball field and at YVC. Rory was asked when the softball field will be done, and he said it should be ready by September.

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

John Goodyear reported the two vacant positions have been filled—Jennifer Badzinski, administrative assistant, and Robena Barton, technical services librarian. John reported Falls City will be closing down the Falls City library. The current Falls City librarian will be the elementary school librarian and an art teacher so John has offered to do a similar plan as they did with the Grand Ronde tribal library a few years ago. All the equipment would be moved from the Falls City library to the Falls City elementary school library. It will be set up as a circulation site for the CCRLS system, so patrons would be able to pick up books at the elementary school.

John drew attention to the statistics table noting the interlibrary loan (Loaned outside) had a huge increase (2,311 percent). This was due to “professionalizing” the process and integrating and coordinating the loans through the CCRLS office. Diane Watson asked about the online CCRLS database use which is down 22.8 percent. John said those are the online resources that are subscribed to (e.g. Ancestry.com, car repair, and the language program). He noted that it's hard to pinpoint why the decrease but plans to do some marketing and add more online resources.

### **Student Success Data Points**

Fauzi Naas used PowerPoint slides to share both data and information points. Fauzi reviewed the slides on college-wide student pass rates by modality (hybrid, online, traditional); percent of students retained in Fall 2017; average number of credits accumulated and credits accumulated at degree completion; and for the top 20 courses, the pass rate for students who took it multiple times.

### **Recognition Report**

Julie Huckestein acknowledged all the employees in the written report. She drew attention to a framed photograph and a letter thanking the college for 2,500 cranes that were made by Chemeketa students and staff and sent to Nagasaki and Hiroshima.

## **J. SEPARATE ACTION**

### **Approval of Proposed Student Tuition**

Miriam Scharer reported a recommendation for an increase in the 2018–2019 tuition and universal fee rates was made at the January board meeting. Miriam referred to a chart in the board folder on the history of tuition and rate fees for the last ten years. She pointed out that this year, 2017–2018, was the first year in four years that tuition and the universal fee was increased and the increase tonight would be the second year in a row of an increase.

Miriam reported there were approximately 20 students who attended the student tuition forum and she thanked student Kaitlyn Young for her work in setting up the activity. Jim Eustrom, Ryan West, and Miriam presented information about the recommended increases as well as the

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current enrollment picture. As Isaac Acosta noted earlier, there was good discussion with the students and they asked thoughtful questions about the process and the future. The tuition recommendation has not changed and board action is requested to approve the following increases to be effective summer term 2018:

- Tuition increase of \$3 per credit to \$87 per credit
- Universal fee (credit courses) increase of \$3 per credit to \$18 per credit
- Universal fee (non-credit courses) increase of 10 cents per billing hour to 40 cents per billing hour
- Out-of-state and international tuition increase of \$6 to \$252

Ron Pittman was glad to hear that students went to the capitol to advocate for additional funds for community colleges to inform legislators that tuition is getting out of control and that they need to step forward for a greater appropriation to community colleges. Although it's painful to increase tuition, Chemeketa is still among the lowest in tuition around the state.

Jackie Franke thanked the college for providing the historical tuition and universal fee information as well as other information to help the board assess the college's financial situation that leads to this difficult decision. It has been a testament to the college for managing the fiscal side of the college so well that tuition has not raised much in the last several years; however, in order to continue to provide quality programs, a tuition and fee increase is necessary at this time.

Diane Watson said she appreciated the student input and agrees that doing smaller increases each year is better than doing a large increase.

Betsy Earls said that while she has supported the decisions to not increase tuition over the past several years, she has been anxious to do exactly what Isaac mentioned which is not to load up a tuition and universal fee increase on one particular class or two. Even if the college can afford to keep tuition frozen or stable, it would be best to make gradual increases on a yearly basis so the cost is borne by a broader group of students.

Isaac Acosta added that typically students are only here for two years or a short amount of time so it makes more sense to increase tuition incrementally. He noted that students do understand and appreciate that the college has kept tuition as low as possible. Ed thanked Isaac for his work with the college and the students.

Ron Pittman moved and Jackie Franke seconded a motion to approve the proposed student tuition rate for 2018–2019 as presented to become effective summer term 2018.

**Approval of Retirement Resolutions No. 17-18-17, Sherie L. Ball and No. 17-18-18, Teresa "Terri" Landau**

Jackie Franke read the retirement resolution for Sherie L. Ball, and Diane Watson read the retirement resolution for Teresa "Terri" Landau.

Diane moved and Betsy Earls second a motion to approve the retirement resolutions for Sheri L. Ball and Teresa "Terri" Landau.

The motion CARRIED.

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**L. ACTION**

Ron Pittman moved and Diane Watson seconded a motion to approve action item Nos. 1–3:

1. Approval of 2018–2019 Proposed Budget Calendar and Resolution No. 17-18-16, Setting Budget Committee Meeting Dates
2. Approval of Anesthesia Technology Associate of Applied Science Degree
3. Approval of the Contract Award for Site Planning and Facility Design Services for the Agricultural Complex on the Salem Campus

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**

None were heard.

**N. ADJOURNMENT**

The meeting adjourned at 8:43 pm.

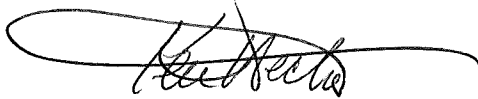
Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

3/21/2018

Date



## ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

### Prepared by

Isaac Acosta, ASC Executive Coordinator

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### ASC PAST EVENTS

#### Oregon Community College Association (OCCA) Capital Visit

- On February 8, ASC members Anthony Rosario (Legislative Coordinator) and Marissa Hall (Political Engagement Coordinator) visited the capital in order to meet with legislators and discuss House Bill (HB) 2666.

#### Student Tuition Forum

- The Student Tuition Forum was held on February 14, from 11 am–2 pm in the Building 2 Student Center, where students were able to ask questions relating to the 2018–2019 Tuition Increase, and administrators were able to provide transparency for the current budget situation.

#### Oregon Student Association (OSA) NW Student Leadership Conference

- On February 23, ASC's Legislative Coordinator Anthony Rosario and Executive Coordinator Isaac Acosta attended the 28th Annual OSA NW Student Leadership Conference at OHSU in Portland, OR. The conference offered a multitude of workshops for members of student governments to expand and exercise their professional development including in-depth workshops on how to implement HB 2666 on college campuses.

#### Food for Thought

- On March 1, from 12–2 pm in the Student Center in Building 2, the Food for Thought topic of *Net Neutrality* was presented to the students of Chemeketa. Lunch was provided for students that attended the presentation with guest speaker Andrew Scholer on what *Net Neutrality* means for all of us.

#### Night Strike

- Night Strike is coordinated by Sara Vega Flores (Community Engagement Coordinator) and Jerry Clark. Volunteers met on March 8, in Building 2, Room 178 at 5 pm and ate dinner before leaving for the Portland area to provide different needs for the homeless.

### ASC CURRENT EVENTS

#### 3v3 Basketball Tournament

- This year ASC will be hosting the “Let it Rain” 3v3 Basketball Tournament on March 22. Chemeketa students and staff are encouraged to sign-up as individuals or as a team to compete in a co-ed, free admission, double elimination tournament.

## ASC FUTURE EVENTS

### Chemeketa's Got Talent

- The 2018 Chemeketa's Got Talent student event is on April 20, in the Building 6 Auditorium at 6 pm. Chemeketa students will be performing a variety of individual talents to an audience filled with friends, family, and anyone who would like to support Chemeketa's performers.

## MULTICULTURAL STUDENT SERVICES (MSS)

### Study Nights

- MSS provides study nights every Monday, Tuesday, and Wednesday from 5–8 pm in Building 2, Multicultural Center. Here, students can seek help in writing and math while enjoying refreshments.

## CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

### Prepared by

Justus Ballard, President—Chemeketa Faculty Association

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### SEARCH ADVOCATE TRAINING

Ten faculty were able to attend the two-day Search Advocate Training held in February, joining a number of other college employees, as well as some folks from outside the college.

It would be good if this training could happen annually at Chemeketa. While the stated goal is to train people to serve as search advocates, this training can benefit anyone who might serve on a search committee, whether that person is serving as an advocate or not.

Currently, anyone who serves on a search committee is required to take part in a training on Equal Employment Opportunity and Lawful Hiring Practices. This is fine and it suffices, but it suffers some of the natural limitations of mandatory trainings: it is perfunctory, impersonal, and somewhat superficial.

Search Advocate Training, on the other hand, asks its participants to think deeply about the hiring practices and processes of their specific institutions.

The more people (in all units and at all levels of the college) who develop an understanding of how the college's core values can be reflected in its approaches to hiring, the better the college will be at serving its constituent, supporting its employees, and fulfilling its mission.

And why not: here is a group picture of the attendees.



## CHEMEKETA COMMUNITY COLLEGE CLASSIFIED EMPLOYEES ASSOCIATION (CCA)

### Prepared by

Terry Rohse, President—Chemeketa Community College Classified Employees Association

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

Gail Williams Pickett, Director of Public Relations—Chemeketa Community College Classified  
Employees Association

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### NEW TO THE COLLEGE

- Robena Barton joined Chemeketa Cooperative Regional Library Services on March 14, 2018, as a technology analyst II.
- Kela Brackman is the newest member of the accounting team in Business Services. Kela was hired February 27, 2018, as a financial services analyst 1. Kela is continuing the "Kruse" tradition in business services as mom Maureen worked in the department for many years in accounts receivable. Kela has lived all over the world, most recently in North Carolina teaching English at the high school level, and has also taught accounting in Dubai. Grandma Maureen is very happy to have Kela's four kids to spoil now since the family lives closer.

### HAPPY TRAILS

- Sue Haskins-Bulgin, department technician II for First Year Programs will be leaving Chemeketa for a new position with the McMinnville School District on March 31, 2018. The school district position, in accounting which fits Sue's educational background, was hard to turn down since it pays more and Sue's commute, currently from McMinnville to Salem, will be less than one mile.
- Selina Ramon Sanchez, student services technician, left Financial Aid on March 7, 2018, for a promotional opportunity in the records department with the City of Salem Police Department.

### RETIRED

- Sherie Ball, administrative assistant for Applied Technologies, retired on February 28, 2018. Sherie shared about the journey at Chemeketa which began in 1980: "I started working the first day of winter term of 1980, in the Business and Management and Allied Health Office in Building 3 with Jeannie Odle. She was the Secretary and I was the Receptionist. What a role model she was and continues to be! At that time, Building 6 was being built and the Allied Health portion of the office moved to that building when it was completed. At that time, we had no computers! We worked on Selectric typewriters! After the Allied Health office moved to their new Building 6, there was not a need to have a Receptionist in that office, so I "transferred" to the Financial Aid Office where I worked for 17 years. At that time, Connie Green was the Director of Financial Aid and we all were anxious about the arrival of "computers" to the college. Wow ! After that 17 year journey, I was hired in the PE/Athletic

Report-1c  
March 21, 2018

office and worked there for three years and both the men and women's basketball teams won the NWAACC basketball championships. My son was one of the ball boys for the team. We had several athletes that joined us at our dinner table and holiday celebrations in our home. After PE/Athletics, I transferred to a job with the Older Adult Program and Community Agriculture and worked in Building 50. I then took a position with the "TED center" and worked at both the downtown location and here on campus. I then took a job as an Assistant to the Trades and Technology and Math and Science department. I have been with the "Applied Technology" department ever since. I have seen Buildings 6, 7, 8, 9, and 20 built. Also, have seen the tear down of the "portables" and remodeling of many areas. I thought it was fitting that I end my career at the newest building on campus. I am proud to say that I was able to be part of the new Applied Technology building and settling in to our new space."

Sherie plans to spend more time with aging parents and grandkids; fishing, crabbing and clamming and watching John Wayne movies. Enjoy the new journey Sherie!

- Terri (Teresa) Landau, financial services technician II, is retiring from the accounts receivable unit of Business services on March 31, 2018. Terri was asked to reminisce a little about the years at Chemeketa: "...I started out slowly working at Chemeketa as a part-time hourly cashier in the Business Office February 1995. In September of 1998, I became a permanent part-time employee, then, three-quarter time, until I took the jump to full time. In September of 2008, I moved into my current position of Student Account Specialist. So, all this time I have worked in the business office with some really great co-workers. February of 1995 to March of 2018 would be 23 years as a Chemeketa employee.

I will miss the interaction with current employees, however, I will not miss getting up at 0-dark-thirty to get ready to come to work. I am also looking forward to spending more time with my granddaughters and doing a little traveling.

For anyone considering retirement, start early with PERS presentations. It's a lot of work to retire, (and even a bit scary); however, I am told by my friends who have preceded me in retirement that I will LOVE it!

So, I bid you all adieu. I've had a great run."

**CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION**

**Prepared by**

Lynn Irvin, Secretary—Chemeketa Community College Exempt Association  
Allison Stewart Hull, President—Chemeketa Community College Exempt Association

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**WINTER 2018 EXEMPT ASSOCIATION MEETING:**

- The exempt association met on March 14, after the Admin Team meeting. Lunch was served along with a short program about athletics. Students Jack Frazier from men's basketball, Jack Cuevas from men's soccer and Eric Sommerfeld from baseball were the speakers.
- The association held a raffle for student athletics.

**EXEMPT ASSOCIATION EXECUTIVE BOARD MEETING:**

- The next Exempt Association executive board meeting is scheduled for spring term 2018. The board will discuss student scholarships, articles of incorporation updates, and the yearly election of new board members.

**WELCOME**

Welcome to new exempt association member Kristine Medyanik. Current Chemeketa Online coordinator, Kristine has added management of Center for Academic Innovation professional development (formerly called the Opportunity Center) to her duties.

**COLLEGE POLICIES  
#4030—GRADUATION REQUIREMENTS;  
#4070—GRADING; AND #5020—ACADEMIC HONESTY**

**Prepared by**

Karen Stevens, Chair—Academic Standards Advisory Council  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley

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The following policies have been reviewed and were approved by the Academic Standards Advisory Council on March 2, 2018.

**GRADUATION—POLICY #4030**

The policy was edited to align language with statewide language and make it consistent across degrees and policy. The details on degrees were moved to a procedure to be consistent with other policies. The policy clarifies the process for meeting digital literacy for the Associate Applied Science degrees (AAS) and removed Competency Testing out of Digital Literacy on the Associate of General Science (AGS) degree. The policy provides clarification for curriculum substitutions.

**GRADING—POLICY #4070**

Revisions to the Grading policy include moving details from the policy into the related procedure (PRO 4070) where details describing processes are more appropriate. The “PL” grade was removed and this mark is instead reflected in the policy and procedure for Alternate Approaches to College Credit (POL 4080 and PRO 4080). CEU and NOC grades with their description were added. The policy also clarified the meaning for "M" and "W" marks.

**ACADEMIC HONESTY—POLICY #5020**

The Academic Honesty Policy was revised following the revision of the procedure (PRO 5020). The new policy has updated language that better reflects the college’s shared value and commitment to Academic Integrity. It also conveys that although considered a conduct violation, the college uses an educational approach towards Academic Honesty infractions, including referrals to services and specific interventions that help prepare the student for success.

The proposed changes are underlined and the former language has been stricken with lines through the text. The Chemeketa Board of Education will be asked to approve the policies at the April board meeting.

Educational Program Series—4000

## GRADUATION REQUIREMENTS

### **A. Degrees, Certificates, and Diplomas**

Degrees, certificates, and diplomas are conferred by the Board of Education upon the recommendation of the college. Students may complete requirements in any term. It is the responsibility of the student, with the guidance of the student's advisor, to fulfill requirements for graduation.

Chemeketa Community College may award a degree or certificate to students who meet the requirements for graduation in an academic program with or without a graduation application. Students may apply for graduation at any time through Graduation Services.

The college awards an Associate of Arts (Oregon Transfer) Degree, Associate of General Studies Degree, Associate of Applied Science Degree, Certificates of Completion, Associate of Science Degree, Associate of Science (Oregon Transfer) Degree in Business, Associate of Science (Oregon Transfer) Degree in Computer Science and an adult high school diploma.

To earn a degree, certificate or diploma, students must meet any additional requirements ~~stated in the catalog as established by college procedure, college catalog, and state guidelines.~~<sup>1</sup> ~~Courses which meet the requirements specified below will be listed in the Chemeketa Community College catalog.~~

### **B. Associate of Arts (Oregon Transfer) Degree**

~~To qualify for an Associate of Arts (Oregon Transfer) Degree, a student must meet these requirements:~~

- ~~1. Complete a minimum of 90 credits.~~
- ~~2. Earn a cumulative grade point average of 2.0 or above in all courses to be applied to the degree.~~
- ~~3. All courses must be completed with a grade of "C" or better.~~
- ~~4. Complete a minimum of 24 credits at Chemeketa.~~
- ~~5. Complete the following foundational requirements:~~
  - ~~a. Eight credits of Writing. Students taking writing classes of three credits each must take WR121, 122 and either WR123 or 227. Students taking writing classes of four credits each must take WR121 and either WR122 or 227. Information Literacy is included in the Writing Requirement.~~
  - ~~b. One course in college-level mathematics numbered 100 or higher which meets statewide criteria for mathematics.~~
  - ~~c. One course of Oral Communication.~~

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<sup>1</sup> Oregon Community Colleges Handbook & Planning Guide (CCWD)



Educational Program Series—4000

**GRADUATION REQUIREMENTS (Continued)**

- d. — One or more courses totaling at least three credits of Health/Wellness/Fitness.
- 6. — Complete the following Discipline Study requirements, with at least one course meeting the statewide criteria for cultural literacy:
  - a. — Three courses of Arts and Letters, chosen from at least two or more disciplines.
  - b. — Four courses of Social Sciences, chosen from at least two or more disciplines.
  - c. — Four courses of Mathematics, Science, or Computer Science, chosen from at least two disciplines, including at least three laboratory courses in biological or physical science.
  - d. — Courses used to meet the General Education requirements in Mathematics or Oral Communication may not be used to meet the Distribution Requirements listed above.
- 7. — Complete Elective courses to bring the total number of credits to 90:
  - a. — Any college-level course designated by the college as acceptable, including a maximum of twelve credits of Career and Technical Education courses, may be applied toward the degree.

**C. Associate of Applied Science Degree**

To qualify for an Associate of Applied Science Degree, a student must meet these requirements:—

- 1. — Complete a minimum of 90 credits.
- 2. — Earn a cumulative grade point average of 2.0 or above in all courses that apply to the degree.
- 3. — Complete a minimum of 24 credits at Chemeketa.
- 4. — Complete the required courses and credits listed for a Career and Technical Education program.
- 5. — Complete the following Related Instruction (nine credits minimum) and Digital Literacy requirements:
  - a. — Writing (a minimum of 3 credits)
  - b. — Human Relations/Psychology/Sociology.
  - c. — Computation/Mathematics.
  - d. — Digital Literacy as demonstrated by course completion or competency testing.
- 6. — Complete the following requirements:
  - a. — A total of three credits taken from at least one of the following three areas:
    - 1) — Arts and Letters.

Educational Program Series—4000

**GRADUATION REQUIREMENTS (Continued)**

- 2) ~~Science/Applied Science.~~
- 3) ~~Social Science~~

b. ~~Complete three additional credits from any of these areas: Health and Human Performance/Physical Education, Arts and Letters, Mathematics, Science/Applied Science, Social Science, Writing\*, English as a Non-Native Language\*, Reading\*, Study Skills\*~~

~~\*Must be 100 level or higher.~~

**D. Associate of General Studies Degree**

To qualify for an Associate of General Studies Degree, a student must meet these requirements:

- 1. ~~Complete a minimum of 90 credits.~~
- 2. ~~Earn a cumulative grade point average of 2.0 or above in all courses to be applied to the degree.~~
- 3. ~~Complete a minimum of 24 credits at Chemeketa.~~
- 4. ~~Complete the following General Education requirements:~~
  - a. ~~Six credits of Writing (including WR121, and one additional writing course) with a grade of “C” or better.~~
  - b. ~~Three credits of Mathematics (MTH053 or higher) with a grade of “C” or better.~~
  - c. ~~Three credits of Oral Communication (COMM100 or above).~~
  - d. ~~One or more courses totaling at least three credits of Health/Wellness/Fitness.~~
  - e. ~~Digital Literacy, as demonstrated by course completion or competency testing.~~
- 5. ~~Complete the following Distribution requirements (each course must be a minimum of three credits):~~
  - a. ~~Nine credits of Arts and Letters.~~
  - b. ~~Twelve credits of Social Sciences, chosen from at least two disciplines.~~
  - c. ~~Eight credits of biological or physical science courses. Courses must include a laboratory.~~
- 6. ~~Complete Elective courses to bring the total number of credits to 90.~~
  - a. ~~A maximum of thirty six credits of Career and Technical Education courses may be applied toward the degree. All collegiate courses must be numbered 100 or above.~~
  - b. ~~A maximum of twelve credits of Health and Human Performance/Physical Education activity courses may be applied toward the degree.~~

Educational Program Series—4000

**GRADUATION REQUIREMENTS (Continued)**

- e. ——— A maximum of twelve credits of Cooperative Work Experience may be applied toward the degree.

**E. Associate of Science Degree**

To qualify for an Associate of Science Degree, a student must meet these requirements:

1. ——— Complete a minimum of 90 credits.
2. ——— Earn a cumulative grade point average of 2.0 or above in all course credits which apply toward the degree.
3. ——— Complete a minimum of 24 credits at Chemeketa.
4. ——— Complete the following General Education requirements, with a grade of “C” or higher:
  - a. ——— Six credits of Writing (WR121 and one additional writing course for which WR121 is a prerequisite).
  - b. ——— Four credits of Mathematics (MTH111 or higher).
  - c. ——— Three credits of Oral Communication.
  - d. ——— Health/Wellness/Fitness: One or more courses totaling at least three credits.
  - e. ——— Three credits of Digital Literacy as demonstrated by course completion or competency testing.
  - f. ——— Nine credits of Arts and Letters, chosen from at least two disciplines.
  - g. ——— Nine credits of Social Science, chosen from at least two disciplines.
  - h. ——— Twelve credits of Science (courses must include a laboratory).
5. ——— Complete additional courses to bring the total number of credits to 90. All courses must be 100 level or above and be lower division collegiate courses.

**F. Associate of Science/Oregon Transfer Degree in Business (AS/OT-Bus)**

To qualify for an Associate of Science/Oregon Transfer Degree in Business, a student must meet these requirements:

1. ——— Complete a minimum of 90 credits.
2. ——— Complete a minimum of 24 credits at Chemeketa.
3. ——— Complete the following General Education requirements. Each course in this section must be completed with a grade of C or better. These requirements represent minimal skill competencies. As such, they may be open to demonstration of proficiency:
  - a. ——— Writing: Students taking writing courses of three credits each must take WR121, 122 and WR227. Student taking writing classes of four credits each must take WR121 and either WR122 or WR227. Information Literacy will be included in the writing requirement.

Educational Program Series—4000

**GRADUATION REQUIREMENTS (Continued)**

- b. — Oral Communication: One course of oral communication.
  - c. — Mathematics: A minimum of three courses for which MTH095 is a prerequisite including one course in statistics.
  - d. — Computer Applications: Proficiency in word processing, spreadsheet, database, and presentation software as demonstrated by successful completion of applicable courses.
4. — Courses used to meet these requirements must be at least three credits each. In “Arts and Letters,” the second year of a foreign language may be included, but not the first year. ASL is considered a foreign language.
- a. — Arts and Letters: Three courses, chosen from two or more disciplines.
  - b. — Social Sciences: Four courses chosen from two or more disciplines with a minimum of two courses in “principles of economics” (to include microeconomics and macroeconomics) at the 200 level. The courses in economics must be completed with a grade of C or better.
  - c. — Science: Four courses from at least two disciplines including at least three laboratory courses in the biological or physical sciences.
  - d. — Cultural Literacy: Students must select one course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy.
5. — Complete the following Business-Specific Requirements. Each course in this section must be completed with a grade of C or better.
- a. — A minimum of three to four credits in BA101 Introduction to Business.
  - b. — A minimum of eight to twelve credits in BA211, BA212 Financial Accounting 1, 2 and BA213 Managerial Accounting (or Fundamentals of Financial Accounting and BA213 Decision Making with Accounting Information.
  - c. — A minimum of three to four credits in Business Law 1 (or other advisor-approved Business elective).
6. — Complete Electives and/or University-Specific Prerequisites (depending on choice of transfer institution) to bring the total number of credits to 90. A maximum of twelve credits in Career and Technical Education courses may be included and applied toward the degree.
- G. Associate of Science/Oregon Transfer Degree in Computer Science (AS/OT-CS)\***  
To qualify for an Associate of Science/Oregon Transfer Degree in Computer Science, a student must meet these requirements:
- 1. — Complete a minimum of 90 credits.
  - 2. — Complete a minimum of 24 credits at Chemeketa.

Educational Program Series—4000

**GRADUATION REQUIREMENTS (Continued)**

3. ~~All courses, unless noted otherwise, must be completed with a grade of “C” or better.~~
4. ~~Complete the following Foundational requirements:~~
  - a. ~~Writing: Students taking writing courses of three credits each must take WR121, WR122, and WR227. Students taking writing classes of four credits each must take WR121 and either WR122 or WR227. Information Literacy will be included in the writing requirement.~~
  - b. ~~Oral Communication: One course in the fundamentals of speech or communication.~~
  - c. ~~Mathematics: MTH251 and MTH252.~~
  - d. ~~Health/Wellness/Fitness: One or more courses totaling at least three credits.~~
5. ~~Complete the following Discipline Studies requirements, with at least one course meeting the statewide criteria for cultural literacy. Courses listed to meet these requirements must be at least three credits each.~~
  - a. ~~Arts and Letters: Three courses, chosen from two or more disciplines. The second year of a foreign language may be included, but not the first year. ASL is considered a foreign language.~~
  - b. ~~Social Sciences: Four courses chosen from two or more disciplines.~~
  - c. ~~Science/Math/Computer Science: Four courses from at least two disciplines, including at least three laboratory courses in biological and/or physical science. The required computer science courses in this degree will satisfy one course from this group.~~
6. ~~Complete the following Computer Science Specific requirements. Each course in this section must be completed with a grade of “C” or better.~~
  - a. ~~Four credits in CS160 Computational Thinking.~~
  - b. ~~Four credits in CS161 Computer Science 1.~~
  - c. ~~Four credits in CS162 Computer Science 2.~~
  - d. ~~Four credits in CS260 Computer Science 3: Data Structures.~~
7. ~~Complete Electives and/or University Specific Prerequisites to bring total number of credits to 90. A maximum of 12 credits in Career and Technical Education courses may be included and applied toward the degree.~~

~~\* All Foundational and Discipline Studies courses (except those in the Health/Wellness/Fitness category) must meet statewide outcomes and criteria for the specific area.~~

Educational Program Series—4000

**GRADUATION REQUIREMENTS (Continued)**

**H. Certificate of Completion**

To qualify for a Certificate of Completion, a student must meet these requirements:

1. Complete the required courses and credits listed for the Certificate of Completion.
2. Earn a cumulative grade point average of 2.0 or above in all work to be applied to the certificate.
3. Complete a minimum of 15 credits at Chemeketa.
4. For Certificates of Completion of one year or greater in length:
  - a. Meet Digital Literacy requirements, as demonstrated by course completion or competency testing.
  - b. Complete the following Related Instruction requirements:
    - 1) Writing.
    - 2) Human Relations/Sociology/Psychology.
    - 3) Computation.

**I. Adult High School Diploma**

Chemeketa awards Adult High School diplomas through the High School Completion Program. Such diplomas are awarded in accordance with state and college requirements for credits, areas of study, and minimum competencies.

**J. GED Certificate**

GED (General Education Development) Certificates are awarded by the Oregon State Department of Education. Chemeketa provides GED test preparation classes and test administration.

**K. Curriculum Substitutions**

A student may be allowed to deviate from a prescribed curriculum and still meet graduation requirements according to procedure.

July 17, 1985

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*Adopted College Board of Education*

May 17, 2006

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*Reviewed College Board of Education*

February 21, 2001; December 17, 2003; May 18, 2005;

March 17, 2010 (Effective July 1, 2010);

March 16, 2011; April 18, 2012; March 16, 2016

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*Revised College Board of Education*

Educational Program Series—4000

**GRADING**

The responsibility for evaluating student performance and for assigning grades rests with the instructor.

The responsibility for demonstrating competency within the framework of a course’s outcomes and criteria rests with the student.

Students have the right to know how and on what basis their performance is being evaluated.

Final grades are issued at the end of each ~~quarter~~ term. Grades cannot be changed after one year. Letter grades are assigned points according to the following system:

<b>Grade</b>	<b>Meaning</b>	<b>Points</b>
A	Excellent. An indication that the student has met the stated outcomes and course criteria at the highest level, demonstrating mastery of required knowledge and skills	4
B	Very Capable. An indication that the student has met the stated outcomes and course criteria at a high level, demonstrating mastery of most required knowledge and skills	3
C	Competent. An indication that the student has met the stated outcomes and course criteria <del>but</del> with sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite	2
D	Limited success. An indication that the student has only minimally met the stated outcomes and criteria of the course but may not have sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite	1
F	Failure. An indication that the student has not adequately met the stated outcomes and criteria of the course	0
IB IC ID IF	Incomplete. <del>Assigned by instructor when additional time is granted for completion of coursework. The standard extension is one term, but may be up to one year. An “I” must be requested by the student and is given at the instructor’s discretion when some essential requirement of the course has not been completed, and additional time is granted for completion of coursework. A contract will specify the length of additional time to complete the course material (standard is one term). If the contract is not fulfilled then the “I” grade will revert to the specified letter grade. An “I” does not entitle a student to satisfy a prerequisite requirement for another course.</del>	0

Educational Program Series—4000

**GRADING (continued)**

<b>Grade</b>	<b>Meaning</b>	<b>Points</b>
P	Pass. Acceptable Performance. A grade of “P” represents satisfactory achievement which would have been graded “C” or better on the regular grading scale, but is given instead of a letter grade. <del>A maximum of 8 “P” credits are allowed toward a one year Certificate. A maximum of 16 “P” credits are allowed toward an Associate Degree.</del>	0
NP	No Pass. Unacceptable Performance. Does not satisfy requirements for entry into courses where prerequisites are specified.	0
<u>CEU</u>	<u>Continuing education unit earned</u>	<u>0</u>
<u>NOC</u>	<u>Continuing education unit not earned</u>	<u>0</u>
<del>PL</del>	<del>Pass. This grade is used to indicate satisfactory achievement of course outcomes and criteria for Credit for Prior Learning and Credit for Prior Certification.</del>	<del>0</del>

The student’s grade point average is computed by dividing the total credit hours (except I, P, NP, and ~~PL~~) into the total points earned.

The following marks may appear on a student’s transcript and are assigned by Enrollment Services:

<b>Mark</b>	<b>Meaning</b>
X	Audit. This mark is used when a student participates in the class but does not wish to receive a grade or credit for the course.
R	Course Repeated. The “R” mark is used upon student request when a course taken at Chemeketa has been repeated and the student receives a higher grade in the repeated course. <del>If a course is repeated more than once, only the original grade can be changed to an “R”. This mark cannot be used to change “I” grades.</del>
M	Missing Grade. <u>Grade was not assigned by the instructor before the grade input deadline for the term.</u>
W	Withdrawal. Student has withdrawn from class after the last day to drop with a refund <u>and prior to the end of the 6<sup>th</sup> week of term (or equivalent for accelerated courses).</u>

July 17, 1985

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*Adopted College Board of Education*

May 17, 2006

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*Reviewed College Board of Education*

April 16, 2003; March 17, 2010 (Effective July 1, 2010);

April 17, 2013

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*Revised College Board of Education*



Student Services Series—5000

## ACADEMIC HONESTY

~~Learning is built on the fundamental qualities of honesty, fairness, respect and trust. At Chemeketa Community College, academic integrity is a shared endeavor characterized by academic honesty, personal responsibility and high academic standards. Any violation of academic integrity devalues the individual and the community as a whole.~~

~~One important aspect of academic integrity is academic honesty. Violations of academic honesty include:~~

All faculty, staff and administrators can foster a culture of academic integrity by sharing the value of, and commitment to Academic Honesty and Personal Integrity with students. Continuing college-wide professional development and active student involvement in academic integrity initiatives creates awareness and support for Chemeketa's culture of integrity.

A student who violates the Academic Honesty Policy will be subject to disciplinary action according to Procedure #5020 Academic Honesty.

Violations of Academic Honesty include, but are not limited to:

Plagiarism

Collusion/Inappropriate Assistance

Cheating

Fabrication/Falsification/Alteration

Unauthorized Multiple Submission

Sabotage and Tampering

~~A student who violates academic honesty will be subject to disciplinary action according to Students Rights and Responsibilities.~~

As an educational institution, the College makes every attempt to treat Academic Honesty infractions as an opportunity for growth and learning, rather than using a punitive approach. Specific interventions aimed at increasing the student's chances for success and avoiding further academic honesty infractions are provided for students who have incurred Academic Honesty violations.

April 21, 2004

*Adopted College Board of Education*

June 28, 2006; February 18, 2015

*Reviewed College Board of Education*

October 19, 2011; February 18, 2015

*Revised College Board of Education*

**COLLEGE POLICIES #2255—SMOKE-FREE COLLEGE;  
#5140—STUDENT RECORDS/USE OF SOCIAL SECURITY NUMBERS;  
#6310—TRAVEL, TRANSPORTATION AND RELATED EXPENSES; AND  
#7020—CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE**

**Prepared by**

Rebecca Hillyer, General Counsel  
Julie Huckestein, President/Chief Executive Officer

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**SMOKE-FREE COLLEGE—POLICY #2255**

This policy was last reviewed by the board in January 2017. The third paragraph has been added to conform to new state laws. Marijuana is also added to this policy to clarify the college's position prohibiting this drug on campus. The second bullet point has been edited to change "a device" to "inhalant delivery system" to be consistent with Oregon law. Lastly, college administration does not intend to make exceptions to smoking on campus at this time.

**STUDENT RECORDS/USE OF SOCIAL SECURITY NUMBERS—POLICY #5140**

This policy was last reviewed by the board in September 2014. No edits are recommended to this policy.

**TRAVEL, TRANSPORTATION AND RELATED EXPENSES—POLICY #6310**

This policy was last reviewed by the board in April 2015. No edits are recommended to this policy.

**CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICES—POLICY #7020**

This policy was last reviewed by the board in November 2011. No edits are recommended to this policy.

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 April board meeting.

Administrative Series—2000

**SMOKE-FREE COLLEGE**

Chemeketa Community College has a responsibility to students, employees, and visitors to provide a safe and healthy environment. Research findings indicate that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard.

Smoking is prohibited on or in all properties owned and/or controlled by Chemeketa, including in private vehicles while on property owned and/or controlled by Chemeketa.

Possession of tobacco/marijuana products and inhalant delivery systems by persons under the age of 21 is prohibited on all properties owned and/or controlled by Chemeketa, including in private vehicles while on property owned and/or controlled by the college.<sup>1</sup>

~~For the purposes of this policy~~ **Definitions:**

- Smoking is defined as burning any tobacco/marijuana products including, but not limited to, cigarettes, cigars, cigarillos, and pipes.
- Using a ~~device~~ an inhalant delivery system like an e-cigarette that vaporizes material is considered smoking and, is therefore, prohibited.
- Property includes, but is not limited to, any of the following located on property owned and/or controlled by Chemeketa:
 

Buildings	Vehicles (owned or leased)
Sidewalks	Recreational areas
Parking lots	Landscaped areas

**Applicability**

This policy applies to all college employees, students, and visitors to property owned and/or controlled by Chemeketa.

**Sanctions**

Any student or employee who ignores warnings and continues behavior prohibited by this policy may be fined up to \$50.00. This fine may be posted to the student or employee account in the Business Services office and is subject to the college’s normal collection procedures. Visitors who ignore warnings and continue behavior prohibited by this policy may be issued a trespass notice.

**Retaliation**

Retaliation against any person for making a complaint related to this policy, or for providing information concerning a complaint, is prohibited.

**Exceptions**

~~Any exceptions to this policy must be preapproved by the President/CEO or designee.~~

July 26, 2000

*Adopted College Board of Education*

*Reviewed College Board of Education*

July 21, 2010 (Effective January 1, 2011);

March 19, 2014; January 18, 2017

*Revised College Board of Education*

<sup>1</sup> SB 754

Student Services Series—5000

### **STUDENT RECORDS/USE OF SOCIAL SECURITY NUMBERS**

Chemeketa Community College shall maintain student records procedures consistent with the requirements of applicable state and federal laws and guidelines and use student records to promote the growth and welfare of students within the mission of the college.

The college will use student ~~the~~ social security numbers for keeping records, complying with federal and state requirements,<sup>1</sup> doing research, aggregate reporting, extending credit and collecting debts.<sup>2</sup> Social security numbers will not be given to the general public. A student choosing not to provide a social security number shall not be denied any student rights.<sup>3</sup>

July 17, 1985

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*Adopted College Board of Education*

March 15, 1995; June 28, 2006;

September 17, 2014

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*Revised College Board of Education*

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<sup>1</sup> Family Educational Rights & Privacy Act of 1974 and as amended (FERPA)

<sup>2</sup> Gramm-Leach-Bliley Act of 1999 and Health Insurance & Portability Accountability Act of 1996

<sup>3</sup> OAR 589-004-0400

Business Operations Series—6000

**TRAVEL, TRANSPORTATION, AND RELATED EXPENSES**

Chemeketa Community College employees may be authorized to attend and participate in meetings and conferences of educational and financial value.

All official travel must be authorized in advance by the appropriate supervisor/administrator subject to current college collective bargaining agreements.

The college shall develop and implement procedures and guidelines for travel and other reimbursable expenses.

July 17, 1985

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*Adopted College Board of Education*

September 20, 2006; July 20, 2011;

April 15, 2015

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*Revised College Board of Education*

College Relations Series—7000

**CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE**

Chemeketa Cooperative Regional Library Service (CCRLS) is organized to provide and augment library services in Polk, Marion, Yamhill, and parts of Linn County. This activity is carried out through contractual relationships with chartered libraries throughout Chemeketa Community College's district. The College Board of Education is the governing body and fiscal agent for CCRLS. The CCRLS Advisory Council shall advise the College Board of Education on matters of policy and budget.

The college library shall be an active participating member of CCRLS.

July 17, 1985

*Adopted College Board of Education*

September 20, 2006; November 16, 2011

*Revised College Board of Education*

**ADULT HIGH SCHOOL DIPLOMA PLAN UPDATE FOR YEAR 2018–2019**

**Prepared by**

Abby Hoffar, Dean—High School Partnerships  
Holly Nelson, Executive Dean—Academic Progress and Regional Education Services  
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 2018–2019.

This includes:

- An annual signed Statement of Assurances
- An updated list of high school and college classes reflecting current Adult High School Diploma (AHSD) course offerings

The College Board of Education will be asked to approve the AHSD plan update for year 2018–2019 at the April board meeting.

# Appendix A: Statement of Assurances

**Oregon Department of Community Colleges and Workforce Development  
FY2018 Adult High School Diploma Program (AHSD) Statement of Assurances**

**College Name:** Chemeketa Community College

**Submitted for Plan Year:** 2018–2019

1. The college hereby assures the Department 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:

2. A person eligible for an AHSD shall earn a minimum of one adult high school diploma academic credit while enrolled in the program.
3. The program maintains current transcript information.
4. Course syllabi are available to interested individuals.
5. The program provides instruction, including courses, curriculum, and proficiency assessments, based on academic content standards adopted by the State Board of Education.
6. Each student shall demonstrate proficiency in Essential Skills adopted by the State Board of Education as provided in OAR 581-022-0615.
7. Each student shall develop an education plan and profile that meet the requirements provided in OAR 581-022-1130.
8. 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.
9. Each student shall participate in career-related learning experiences outlined in the education plan as defined in OAR 581-022-0102.
10. Program data collection and reporting practices shall comply with local and state reporting requirements.
11. 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 Oregon Department 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: Julie Huckestein

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

Typed Name: Ken Hector

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



**ADULT HIGH SCHOOL DIPLOMA 2018–2019 COURSE OFFERINGS**

**Terminated College Courses:**

<b>Course ID</b>	<b>Course Title</b>
APR116B	Millwright Appr Bsc Crpnlry 1B
APR116C	Millwright Appr Power Trns 1C
APR116D	Millwright Appr Boilers 2A
APR116E	Millwright Appr Welding 2B
APR155A	HVAC/R Appr Fundamentals
APR155B	HVAC/R Soldering/Brazing
APR155C	HVAC/R Appr Intro to Code
APR155D	HVAC/R Appr Trade Math
APR155E	HVAC/R Appr Intro to Refrig
APR155F	HVAC/R Appr Elect & Magnetism
APR199A	Elec Trade Skills Fundamentals
APR254G	Limited Electrical Basic PLC-LME3A
APR254H	Limited Electrical Advanced PLC-LME3B
APR254I	Limited Electrical Instrumentation-LME3C
APR254J	Limited Electrical-LME/LPJ 4A
APR254K	Limited Electrical Advanced NEC-LME4B
APR254L	Limited Electrical-LME/LPJ4C
APR255G	HVAC/R Apprenticeship Fuels
APR255H	HVAC/R Appr Res Air Dstrbution
APR255I	HVAC/R Apprenticeship Welding
APR255J	HVAC/R Appr Refrig Fundamental
APR255K	HVAC/R Appr Troubleshooting
APR255L	HVAC/R Appr Equip/Room Layout
ART154	Pottery 1: Handbuilding
ART155	Pottery 2: Wheel Throwing
ART199C	Special Studies
CHN199	Intro Chinese Lang/Culture
CIS060	Techniques of User Training
CIS276C	Oracle: Building Reports
CIS276D	Oracle Academy 1-SQL
CIS276E	Oracle Academy 2-PL/SQL
CIS277A	Database Administration Fund 1
EMT299	Action Oriented EMS Leadership
ENL042S	Intro to Academic Speaking 2
FYE199A	College Success in Action
HOR224	Horticulture Practicum
MT199A	Careers in Nanotechnology
MUS199B	History of Latino Music in US
SPN199A	Oral Spanish Practicum
SPN199E	Oral Span Practicum/Health Care 2
SPN199F	Oral Span Practicum/Health Care 3

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SSC299A	Introduction to Research
SSC199	Strength in Diversity Seminar
WR199B	Essential Writing Skills

**Revised High School Courses:**

<b>Course ID</b>	<b>Course Title</b>
XHSC0911D	High School Essay Writing 1
XHSC0911E	High School essay Writing 2

## 2018–2019 FACULTY SABBATICAL LEAVE REQUESTS

### Prepared by

Kevin Dye and Theresa Yancey, Sabbatical Review Committee Co-Chairs  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley

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In accordance with the collective bargaining agreement between the college and the faculty association, sabbatical leaves are granted to employees for the purpose of professional development. The proposed activities must have value to the applicant, the department, and the college. The bargaining agreement limits sabbatical leaves to four percent of total faculty; a total of 27 terms of faculty sabbatical leave are available for the 2018–2019 academic year.

The Sabbatical Review Committee reviews submitted application requests. The committee is comprised of six members, three faculty members appointed by the faculty association and three staff members selected by the college administration. The committee reviews requests for leave following criteria and guidelines developed jointly by the faculty association and the college as a part of its selection and recommendation process.

In the application and request cycle for 2018–2019 sabbatical leaves, seven (7) faculty members, requesting sixteen (16) terms of leave, submitted proposals to the Sabbatical Review Committee. The Sabbatical Review Committee recommends the seven (7) requests for a total of sixteen (16) terms of leave. Instruction and Student Services concur with the determination of the committee. Eleven terms remain available for faculty application for one-term spring 2019 sabbatical leaves.

The College Board of Education will be asked to approve the recommended faculty sabbatical leave requests for the 2018–2019 academic year at the April meeting. The requests are outlined below.

Michele Dishong McCormack—Communication, 3 terms

Proposes visiting two community colleges and one university to observe classes; meet with faculty and gather information on assessment, pedagogy, inclusion of adjunct faculty and the transferability of classes; hold meetings at three Chemeketa locations, inviting all communication adjunct faculty to connect with, distribute information to and include adjunct in the endeavor; and attend a writers' conference to gather teaching and networking ideas for community writing events.

Kay Bunnenberg-Boehmer—Art, 3 terms

Proposes writing an affordable textbook and companion workbook for the Basic Design Courses (ART115 and 116) in partnership with Chemeketa Press; and focus on the practice of making her own artwork without having to divide her energy between creating art and teaching art.

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Kim Colantino—English, 1 term (fall)

Proposes connecting with OSU, Chemeketa's engineering program, and one large workplace to research their needs for WR227 course content; add new multi-modality (non-text based) components to assignments, requiring students to produce compelling communications that incorporate images and possibly sound or video; and share any multi-modal content developed with part-time and adjunct faculty.

Sydney Darby—English, 3 terms

Proposes researching multimodal composition pedagogy and assessment, including a significant bibliography of readings, auditing a course in contemporary composition theory offered by OSU; attend two composition-related conferences; develop an annotated bibliography for colleagues; hold a roundtable presentation for English faculty; and substantially revise her own WR122 course to incorporate multimodal assignments and student resources, ensuring they meet accessibility standards, and share the shell as a resource for part-time faculty.

Donna Bernhisel—English/YVC, 1 term (winter)

Proposes studying scholarly literature to increasing her knowledge of best practices for responding to student writing, as well as using portfolios as assessments in writing courses; conducting a formal self-evaluation of her current teaching practices; and creating or revising assessment tools and procedures for her WR115 and 121 courses.

Timothy VanSlyke—ESOL/YVC, 3 terms

Proposes creating sets of multimedia materials to accompany the six Open Educational Resources (OER) textbooks, "ESOL Reading and Writing" created last year; testing the materials in classrooms and revising the materials as needed; and creating guides for teachers and students to ensure the resources will be fully utilized. This work will be in conjunction with a Fulbright scholarship to serve as a teacher in Bulgaria.

Ed Lazzara—Spanish, 2 terms (fall and winter)

Proposes expanding and enriching his first-hand knowledge of the Spanish-speaking world by extensively traveling to parts of Latin America he has not yet visited; and researching current second language pedagogical theory and practice related to the teaching of listening comprehension.

## **GUIDED PATHWAYS**

### **Prepared by**

Jim Eustrom, President—Instruction and Student Services/  
Campus President, Yamhill Valley

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Chemeketa is progressing in the work to implement the Guided Pathways model, an integrated system-wide approach to student success based on an intentionally designed, clear, coherent and structured educational experience. A college-wide committee of faculty and staff will advise and oversee the work. Several work groups will be developed to work on meta-majors, academic program mapping and coaching model of academic advising.

Guided Pathways Essential Practices include:

- Clarify paths to student end goals
- Help students choose and enter a pathway
- Help students stay on path
- Ensure that students are learning

Chemeketa will be part of the Oregon Student Success Center (OSSC) cohort of five community colleges working together over the next few years. As part of the cohort, the college will participate in the OSSC sponsored workshops and trainings developed to support the state-wide work.

## 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

Jennifer L. Badzinski, Department Technician II—Chemeketa Cooperative Regional Library Services, Student Development and Learning Resources Division, replacement, 100 percent, 12-month assignment, Range B-2, Step 4.

Robena Barton, Technology Analyst II—Chemeketa Cooperative Regional Library Services, Student Development and Learning Resources Division, replacement, 100 percent, 12-month assignment, Range C-2, Step 1.

Kami Blackwell, Student Services Specialist—College Access Programs, Student Development and Learning Resources Division, limited duration position, 100 percent, 12-month assignment, Range B-3, Step 1.

Kela E. Brackman, Financial Services Analyst I—Business Services, College Support Services Division, new position, 100 percent, 12-month assignment, Range C-1, Step 3.

### POSITION CHANGES

Nicole Dickerson, Department Specialist—Foundation, Governance and Administration Division, limited duration position, 100 percent, Range B-3, Step 1, from Department Technician I—Yamhill Valley Campus, Academic Progress and Regional Education Services Division.

Virginia “Ginny” Gardiner, Technology Analyst I—Advising and First Year Programs, Student Development and Learning Resources Division, replacement, 100 percent, Range C-1, Step 6, from Student Services Specialist—Advising and First Year Programs, Student Development and Learning Resources Division.

Julie D. Schonbachler, Financial Services Technician II—Business Services, College Support Services Division, replacement, 100 percent, Range B-2, Step 4, from Financial Services Technician II—Business Services, College Support Services Division.

### RETIREMENTS

Herlinda “Linda” Herrera, Officer—Diversity and Equity, President’s Office Division, effective February 28, 2018.

### SEPARATIONS

Susan J. Haskins-Bulgin, Department Technician II—Advising and First Year Programs, Student Development and Learning Resources Division, effective March 31, 2018.

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Selina Ramon Sanchez, Student Services Technician—Financial Aid, Student Development and Learning Resources Division, effective March 7, 2018.

Samuel “Sam” Temple, Department Technician I—Corrections Education, Academic Progress and Regional Education Services Division, effective March 9, 2018.

## **BUDGET STATUS REPORT**

### **Prepared by**

Katie Bunch, Manager—Accounting and Audit  
Rich McDonald, Director—Budget and Finance  
Miriam Scharer, Associate Vice President—CSSD/Financial Management  
Julie Huckestein, President/Chief Executive Officer

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The financial reports of the general fund and investments for February 28, 2018, are attached.

The following items are included in the report:

- General Fund Revenue and Expense Statement
- General Fund Budget Status Report
- Status of Investments as of February 28, 2018



**Chemeketa Community College**  
**Statement of Resources and Expenditures**  
**As of February 28, 2018**

Fund 100000 - General Fund Unrestricted

	<b>ADJUSTED BUDGET</b>	<b>YEAR-TO-DATE ACTUAL</b>	<b>% OF BUDGET</b>	<b>VARIANCE TO BUDGET</b>
<b>Resources:</b>				
Property Taxes	20,690,000	19,967,275	96.51%	(722,725)
Tuition and Fees	20,950,000	14,626,471	69.82%	(6,323,529)
State Appropriations - Current	31,080,000	32,464,237	104.45%	1,384,237
Indirect Recovery	1,910,000	1,061,016	55.55%	(848,984)
Interest	230,000	255,576	111.12%	25,576
Miscellaneous Revenue	180,000	359,219	199.57%	179,219
Transfers In	500,000	-	0.00%	(500,000)
Fund Balance	8,800,000	9,039,874	102.73%	239,874
<b>Total Resources</b>	<b>84,340,000</b>	<b>77,773,668</b>	<b>92.21%</b>	<b>(6,566,332)</b>
<b>Expenditures:</b>				
Instruction	32,862,057	19,892,175	60.53%	12,969,882
Instructional Support	11,614,740	7,435,366	64.02%	4,179,374
Student Services	7,434,957	4,706,995	63.31%	2,727,962
College Support Services	15,668,307	10,049,294	64.14%	5,619,013
Plant Operation and Maintenance	6,609,939	4,027,830	60.94%	2,582,109
Transfers and Contingency	8,650,000	3,053,426	35.30%	5,596,574
<b>Total Expenditures</b>	<b>82,840,000</b>	<b>49,165,086</b>	<b>59.35%</b>	<b>33,674,914</b>
<b>Unappropriated Ending Fund Balance</b>	<b>1,500,000</b>			

Chemeketa Community College  
Budget Status Report  
As of February 28, 2018

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	7,851,586.00	5,008,377.58	2,480,967.44	362,240.98
6120	Classified Salaries	11,349,358.00	7,377,373.18	3,622,668.08	349,316.74
6124	Part-Time Hourly & Student Wages	1,304,767.00	834,626.06	-	470,140.94
6130	Faculty Salaries	15,303,163.00	9,507,647.47	4,708,720.48	1,086,795.05
6132	Part-Time Faculty	6,398,018.00	4,014,532.34	539,887.75	1,843,597.91
6510	Fixed Fringe Benefits	9,259,214.00	5,789,085.07	-	3,470,128.93
6511	Variable Fringe Benefits	12,765,912.00	7,677,835.95	-	5,088,076.05
6512	Other Fringe Benefits	380,000.00	204,517.00	-	175,483.00
	<b>Subtotal Personnel Services</b>	<b>64,612,018.00</b>	<b>40,413,994.65</b>	<b>11,352,243.75</b>	<b>12,845,779.60</b>

62.55%

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,854,904.00	679,416.42	9,900.00	1,165,587.58
720	Equipment \$500-\$4,999	264,725.00	89,411.67	-	175,313.33
7300	Legal Services	115,094.00	58,125.90	-	56,968.10
7310	Insurance	619,080.00	493,535.74	-	125,544.26
7320	Maintenance	536,145.00	302,600.40	38,994.59	194,550.01
7330	Communications	894,346.00	542,848.84	-	351,497.16
7340	Space Costs	1,847,852.00	907,284.55	24,035.00	916,532.45
7350	Staff Development	127,617.00	120,061.76	3,080.00	4,475.24
7360	Travel	354,264.00	182,453.38	-	171,810.62
7370	Other Services	2,805,553.00	2,202,611.05	171,316.91	431,625.04
7550	Capital Outlay	158,402.00	119,315.84	-	39,086.16
8150	Transfers Out	4,900,000.00	3,053,426.12	-	1,846,573.88
8500	Contingency	3,750,000.00	-	-	3,750,000.00
	<b>Subtotal Non-Personnel Services</b>	<b>18,227,982.00</b>	<b>8,751,091.67</b>	<b>247,326.50</b>	<b>9,229,563.83</b>
	<b>Report Totals</b>	<b>82,840,000.00</b>	<b>49,165,086.32</b>	<b>11,599,570.25</b>	<b>22,075,343.43</b>

48.01%

59.35%

**STATUS OF INVESTMENTS AS OF FEBRUARY 28, 2018**

<u>Oregon State Treasurer Investments</u>	<u>Investment Ending Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Rate as of 2/28/2018</u>
Oregon Short-Term Fund - General	2/28/2018	On demand	\$29,162,293.81	1.85%
Oregon Short-Term Fund - Capital	2/28/2018	On demand	\$ 9,711,126.74	1.85%

13 week Treasuries 1.63% as of 2/28/2018

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  
Miriam Scharer, Associate Vice President—CSSD/Financial Management  
Julie Huckestein, President/Chief Executive Officer

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**COMMUNICATION ACCESS SERVICES**

A Request for Proposals for Communication Access Services was advertised March 13, 2018, on the college's Procurement Services Website and on the State of Oregon Procurement Information Network (ORPIN). A recommendation for contract award will be made to the College Board of Education at its May meeting.

## CAPITAL PROJECTS REPORT

### Prepared by

Rory Alvarez, Director—Facilities and Operations  
Tim Rogers, Associate Vice President/Chief Information Officer  
Julie Huckestein, President/Chief Executive Officer

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### PLANNING AND PRE-PLANNING CAPITAL PROJECTS:

- Request for Qualifications (RFQ) for Ag Complex completed  
The firm FFA Architecture and Interiors, Inc., was selected and the building planning team is beginning its work.

### PROJECTS UNDER CONSTRUCTION

- Salem Campus Athletics Field  
To date, the contractor has completed a majority of both the irrigation and storm drain systems. Overall, the project is ahead of schedule due to unusually mild winter working conditions.
- Yamhill Valley Campus, Building 4, Oregon Kidney and Hypertension Clinic Expansion and Tenant Improvement  
This project is also referred to as the “Nephrology Remodel.” It is scheduled for completion this month.

See Appendix–2; Campus Map pages 59–60.

## RECOGNITION REPORT

### Prepared by

Julie Huckestein, President/Chief Executive Officer

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

TIM VAN SLYKE, academic development instructor at Yamhill Valley Campus, was selected for a Fulbright award to Bulgaria. The Fulbright Exchange Program aims to increase mutual understanding between the people of the U.S. and the people of other countries and is the flagship international educational exchange program sponsored by the U.S. government. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

The second annual Professional Development Day was held at the Woodburn Center on February 13–14. Thanks to JON TERRAZAS and ELIAS VILLEGAS for spearheading the event, which had 42 vendors, and the Rotary Club of Woodburn, who was the main sponsor of this community event. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups)*

The Salem Chamber Greeters met on the Salem Campus in Building 8 on February 16. Approximately 87 Chamber members attended to hear about the college and to hear a presentation on Catholic Community Services. Thanks to JACKIE FRANKE, KELLEY GEMBALA, JOHNNY MACK, and JEANNIE ODLE for organizing the early morning event. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups)*

The 8<sup>th</sup> annual International Night was held on February 23, and it was a big success with representation from over 20 cultures and countries. It included returning local and international alumni, many currently attending Portland State, University of Oregon, and Western Oregon University. In total there were 104 participants, 84 performers, many of whom had never performed for a live audience. Thanks to KIMBERLY EITNER, PACO HADLEY, TETER KAPAN, CAMERON O'NEIL, and WILLIAM VELEZ for organizing the event and for creating a learning environment that helps students experience an intercultural team, make connections across cohorts, and share views of the world with our community; students PEDRO GOMEZ-PALACIOS and ORPHEE-SHELLY TAMADAHO, the emcees; YESICA NAVARRO, for taking the lead on the DACA presentation; and TERRY ROHSE and SEAN WARNER for auditorium set-up. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

The Mexican Consulate of Portland, Oregon, provided services to the Latino community on Saturday, February 24 and Sunday, February 25, 2018. Over 600 individuals were served on both days. Chemeketa staff and students who volunteered their time to this event were: GRECIA GARCIA PEREZ, LINDA HERRERA, ROSALBA AGUILAR DE LUNA, ESTHELA ZENDEJAS, and many CAMP STUDENTS, STUDENT AMBASSADORS and staff from the COLLEGE LIFE AND STUDENT RETENTION OFFICE.

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March 21, 2018

Thanks to ANGELA ARCHER, KIP CARLSON, JENNIFER ESPARZA, and LORI GILLESPIE, who volunteered to do mock interviews in partnership with the Salem Chamber of Commerce Career Connections program for area high school students to practice their interview skills. The Salem Chamber organized the event which was held at the Salem Convention Center on March 7. Over 1,000 students participated, and there were about 300 volunteers. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups)*

Thanks to CECELIA MONTO and SARA CSAKY, for hosting a small celebration on March 8, with dignitaries from the Mexican Consulate for their financial support of the Bilingual Student Teacher Leaders program, which is part of the education pathway in teacher preparation. Faculty and students shared their stories and career goals. *(Core Theme: Student Success—Students progress and complete their educational goals.)*

The STUDENT RETENTION AND COLLEGE LIFE and the MULTICULTURAL STUDENT SERVICES STAFF hosted and co-sponsored the 4<sup>th</sup> annual Thompson-Patch Scholarship Awards reception on Sunday, March 11. A total of 21 local area high school seniors were honored along with their families. This scholarship recognizes students who have shown promise through their efforts to overcome adversity in their own lives. The majority of the recipients have designated Chemeketa as their college of choice. *(Core Theme: Student Success—Students progress and complete their educational goals.)*

ANGELA ARCHER, director of the TRiO SSS and DSSS programs, and her team were selected as the top scoring team in a national competition to present at the Council for Opportunity in Education (COE) Policy Seminar. She will be presenting with her co-presenter their research and findings on "Leadership and Creating Buy-in for Equality and Access Programs at the College Level." *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

CHEMEKETA hosted the 2<sup>nd</sup> annual Oregon State VEX Robotics Championship on March 9–10 in the Building 7 gym. There were 72 high school teams from Oregon that participated and over 350 people attended the event. Thanks to the following staff from High School Partnerships, Information Technology, Media Services, the Engineering program, and Design Op who helped organize, make preparations, and volunteered for the event— TRISHA CLAY, MAGGI DAUGHERTY, BETH DORAIS, BRYON HALL, ABBY HOFFAR, ALEJANDRA GALLEGOS, MAIRA GARCIA, LUZ HERRERA, JESSICA HILFIKER, JOHNNY MACK, PEGGY MORRISON, MARLENE SANDOVAL, CRAIG SAUNDERS, BRUCE SCANLON, CHUCK SEKAFETZ, STEVE VINCENT, ZACH YAMADA; and 14 ENGINEERING STUDENTS who served as referees and judges. Special thanks to DAVID ABDERHALDEN, CASSIE BELMODIS and the MEAN and WOMEN'S SOCCER TEAMS, for setting up the gym and staffing the concessions. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups)*

Chemeketa's MOCK TRIAL TEAM coached by MARIA CRUSE, political science instructor, competed in the Santa Monica Opening Championship Round Series Tournament hosted by the University of California on March 10–11. There were 16 teams, and Chemeketa finished with three wins and five losses. They lost to the University of Irvine by five points which would have advanced them to the nationals. Congratulations to CONNOR AMUNDSON who was named one of the Outstanding Witnesses and CELEBRE FOUKA-NGANGA who was named as one of the Outstanding Attorneys. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Standard Report-5  
March 21, 2018

Kudos to the 14 Chemeketa staff who participated in the annual 5K Shamrock Run on March 18 in Portland—MATT BLANKENSHIP, MARY COOPER, NANCY ESPINOSA, JIM EUSTROM, ASHLEY HACKETT, DAVID HALLETT, HEATHER McDANIEL, SHANE McDANIEL, TERRY ROHSE, SAM SANCHEZ, ALICE SPRAGUE, ALLISON STEWART HULL, MONICA VALDIVIA and RYAN WEST.

The 18-day Pedometer Challenge had 190 employees who participated and walked more than 14,700 miles! The winning team was the Health, Human Performance and Athletics team made up of TAISA CHERNISHOFF, ERIC COLON-CORTES, PAM KNOX, SARA LANDIS, RASCHEL LARSEN, NATHAN PRATT, and TRACI STEPHENSON with a team average of 296,819 steps. The top three individual steppers were ERIC COLON-CORTES, 509,994 steps; BRIAN KEECHLE, 507,743 steps; and SETH BENNETT, 450,022 steps.

Congratulations to the 47 employees enrolled in the Weight Watchers at Work meetings who have shed 492.2 pounds since the program started.



Separate Action-1  
March 21, 2018

**APPROVAL OF RETIREMENT RESOLUTION  
NO. 17-18-19, HERLINDA “LINDA” HERRERA  
[17-18-135]**

**Prepared by**

David Hallett, Vice President—Governance and Administration

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The College Board of Education honors employees who retire after years of service to the college. Attached is a resolution honoring Herlinda “Linda” Herrera, who retires effective February 28, 2018.

It is recommended that the College Board of Education adopt Resolution No. 17-18-19, Herlinda “Linda” Herrera.

Separate Action-1  
March 21, 2018

**RETIREMENT RESOLUTION NO. 17-18-19,  
HERLINDA "LINDA" HERRERA**

WHEREAS, Herlinda "Linda" Herrera began her 25-year, 11-month association, as a salaried employee, with Chemeketa Community College in April, 1992; and

WHEREAS, Herlinda "Linda" Herrera gave dedicated service to Chemeketa Community College currently as Officer, Diversity and Equity Department of President's Office Division; therefore,

BE IT RESOLVED, that upon her retirement date of February 28, 2018, the College Board of Education hereby honors and commends, Herlinda "Linda" Herrera for her loyalty, dedication and personal commitment to Chemeketa Community College.



Ken Hector  
Board Chairperson



Julie Huckestein  
President/Chief Executive Officer

**APPROVAL OF COLLEGE POLICIES  
#2280—ACCESS TO COLLEGE PROPERTY;  
#2410—COLLEGE SAFETY AND SECURITY; AND  
#6210—PURCHASING AND EXPENDITURES  
[17-18-136]**

**Prepared by**

Rebecca Hillyer, General Counsel  
Julie Huckestein, President/Chief Executive Officer

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**ACCESS TO COLLEGE PROPERTY— POLICY #2280**

This policy was last reviewed by the board in January 2016. The underlined information was added to add clarity to the policy and connect it to the college's mission statement.

**COLLEGE SAFETY AND SECURITY— POLICY #2410**

This policy was last reviewed by the board in January 2016. This policy has several grammar edits. Additionally, the phrase "civil unrest" was added to the first paragraph to reflect current events happening on other college campuses. In the second paragraph the phrase "and developing safety plans for college events" was added to ensure college safety and the costs associated with it, are considered when scheduling events at Chemeketa.

**PURCHASING AND EXPENDITURES— POLICY #6210**

This policy was last reviewed by the board in April 2015. There are no recommended edits to this policy.

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.

It is recommended that the College Board of Education approve college policies #2280—Access to College Property; #2410—College Safety and Security; and #6210—Purchasing and Expenditures to become effective immediately.

Administrative Series—2000

## **ACCESS TO COLLEGE PROPERTY**

The presence of persons on Chemeketa Community College owned and/or controlled property may be restricted to provide for the safety of users, the security of college facilities, and to provide an environment that fosters learning in accordance with the college's mission.

During business hours, the college will be open to students, employees, and members of the general public. During non-business hours, designated college employees may access to the college buildings ~~is~~ by key or by access cards at limited locations. All access cards or keys are issued through Public Safety. Authorization for access cards and keys requires a college administrator's signature and Public Safety approval.

November 14, 2001

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*Adopted College Board of Education*

March 15, 2006; July 26, 2006; April 21, 2010;

September 19, 2012; January 20, 2016

---

*Revised College Board of Education*

Administrative Series—2000

## **COLLEGE SAFETY AND SECURITY**

The safety of students, employees, and visitors, as well as the security of facilities, is a major consideration in the operations of Chemeketa Community College. Every reasonable effort will be made to eliminate or mitigate causes of accidents, fire exposures, ~~and~~ occupational hazards, and civil unrest associated with college activities.

To accomplish this, the college will follow reasonable safety practices; such as providing necessary safeguards, fostering a safe educational and working environment, ~~and~~ providing emergency preparedness and response, and developing safety plans for college events. Students, employees, and visitors are encouraged to report safety and security matters to Public Safety, Facilities and Operations, Safety Committee, or other administrative offices as deemed appropriate.

Chemeketa does not have residential housing for its students.

July 17, 1985

*Adopted College Board of Education*

March 15, 2006; June 30, 2010;

September 19, 2012; January 20, 2016

*Revised College Board of Education*

Business Operations Series—6000

## **PURCHASING AND EXPENDITURES**

### **Purchasing and Authority**

Chemeketa Community College shall establish procedures for and conduct public contracting operations that comply with Oregon Revised Statutes, Oregon Administrative Rules, college rules of procedure,<sup>1</sup> and applicable case law.

### **Private Benefit**

Public contracting conducted by or for the college shall not be used for the acquisition of materials and services for private benefit.

### **Expenditures**

No obligation may be incurred by College Board of Education members, employees, or authorized agents unless it has been authorized in the budget per Oregon Revised Statute<sup>2</sup> or approved by the College Board of Education.

### **Contract Review Board**

Chemeketa Community College's Board of Education acts as the college's local contract review board.<sup>3</sup>

July 17, 1985

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*Adopted College Board of Education*

June 26, 1996; February 23, 2005; September 20, 2006;

September 15, 2010; October 13, 2010; April 15, 2015

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*Revised College Board of Education*

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<sup>1</sup> ORS 279A.065

<sup>2</sup> ORS 294.338

<sup>3</sup> ORS 279A.060

# 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.

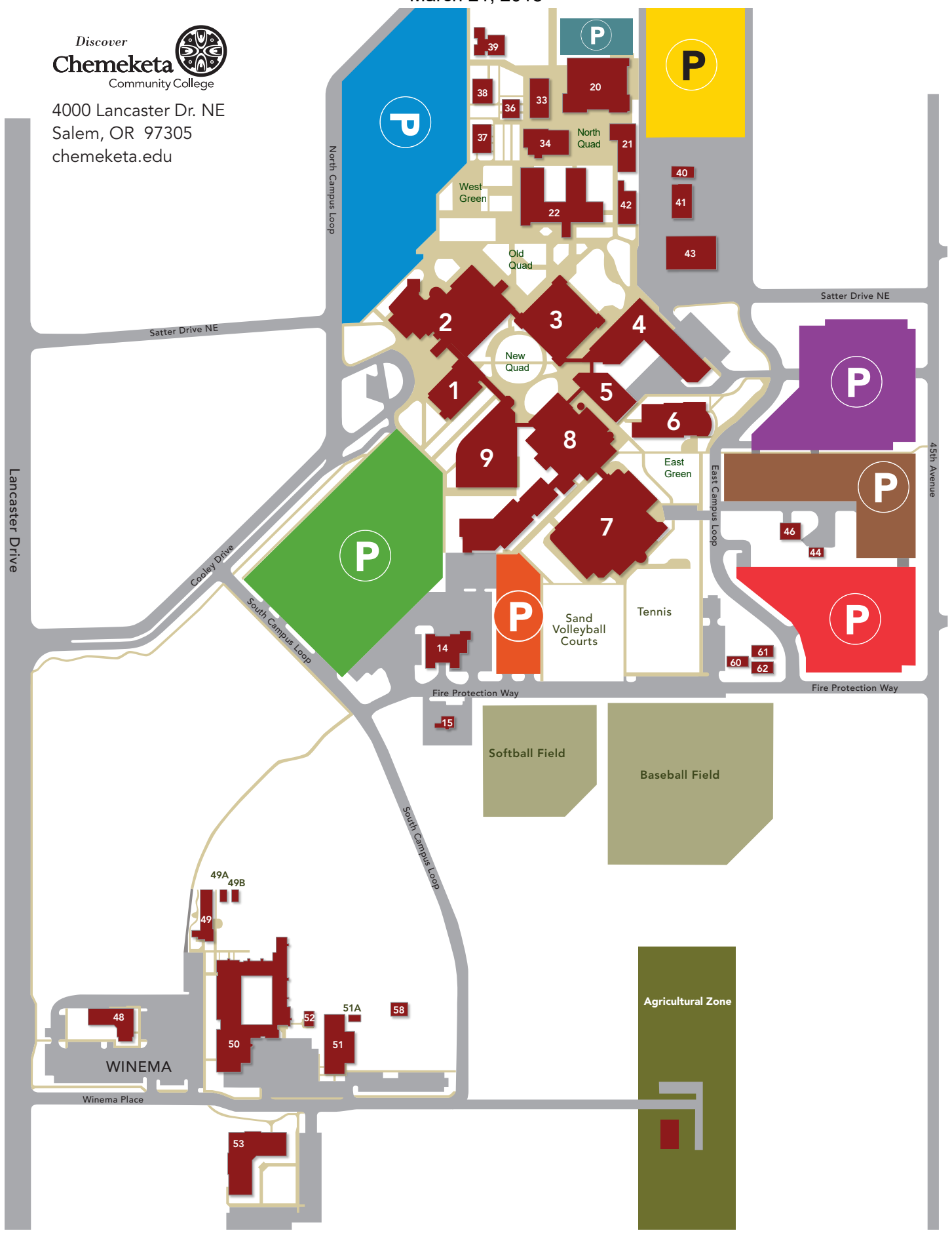
**Innovation** – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

**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  
March 21, 2018



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





Appendix-2  
March 21, 2018

**Salem Campus**

**Building and Primary Function(s)**

- 001 1st Floor: Bookstore,
- 001 2nd Floor: Faculty Offices
- 002 1st Floor: Advising & Counseling; Career Center; Convenience Store; Disability Services; Food Court; Information Center; Multicultural Center; Planetarium; Public Safety; Student Retention & College Life; Student Support Services; Testing Services
- 002 2nd Floor: Business Services; CAMP; Chemeketa Completion Program; Enrollment Center; Graduation Services; Financial Aid; TRIO; Talent Search; Upward Bound; Tutoring Services; Veteran's Services; College Support Service's; Human Resources; Presidents Office; Public Information, Marketing and Student Recruitment.
- 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; eLearning & Academic Technology; Curriculum Resource Center & Scheduling; Opportunity Center; Teaching & Learning; 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
- Disability Services—2/174
- 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 Center—2/179
- Student Clubs—2/176
- Student Identification Cards—1/First Floor
- Student Accessibility Services—2/174**
- Study Skills—2/210
- 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**

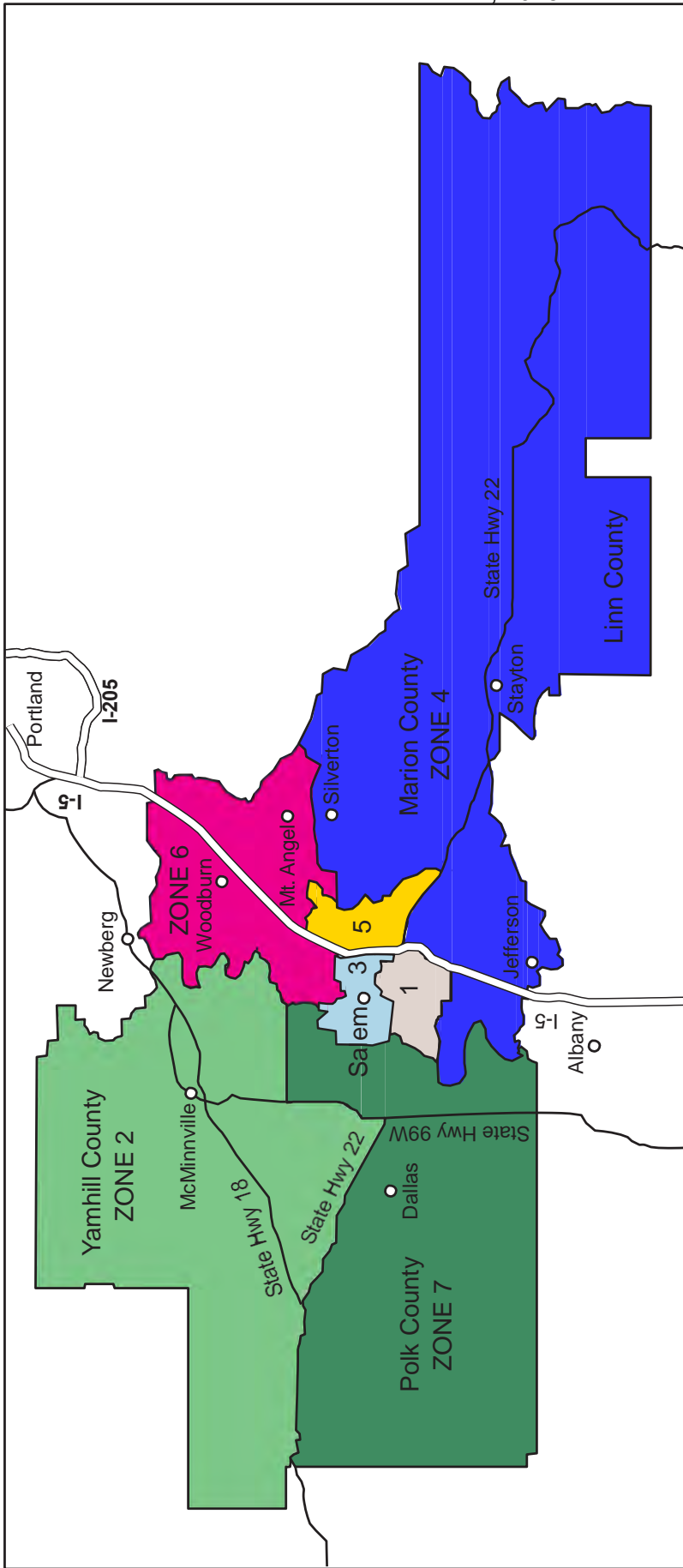
- Dental Programs—8/109
- eLearning & Academic Technology—9/106
- Emergency Services—19
- Health, & Human Performance—7/103
- Health Sciences—8/114
- Humanities & Communications—1/204
- Applied Technologies—20/203
- Math, Science—9/105
- Agricultural Sciences—60
- Nursing—8/113
- Pharmacy Technology—8/113
- 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
ZONE 2	Ron Pittman
ZONE 3	Neva Hutchinson, Vice Chairperson 2017-2018
ZONE 4	Ken Hector, Chairperson 2017-2018
ZONE 5	Jackie Franke
ZONE 6	Diane Watson
ZONE 7	Betsy Earls

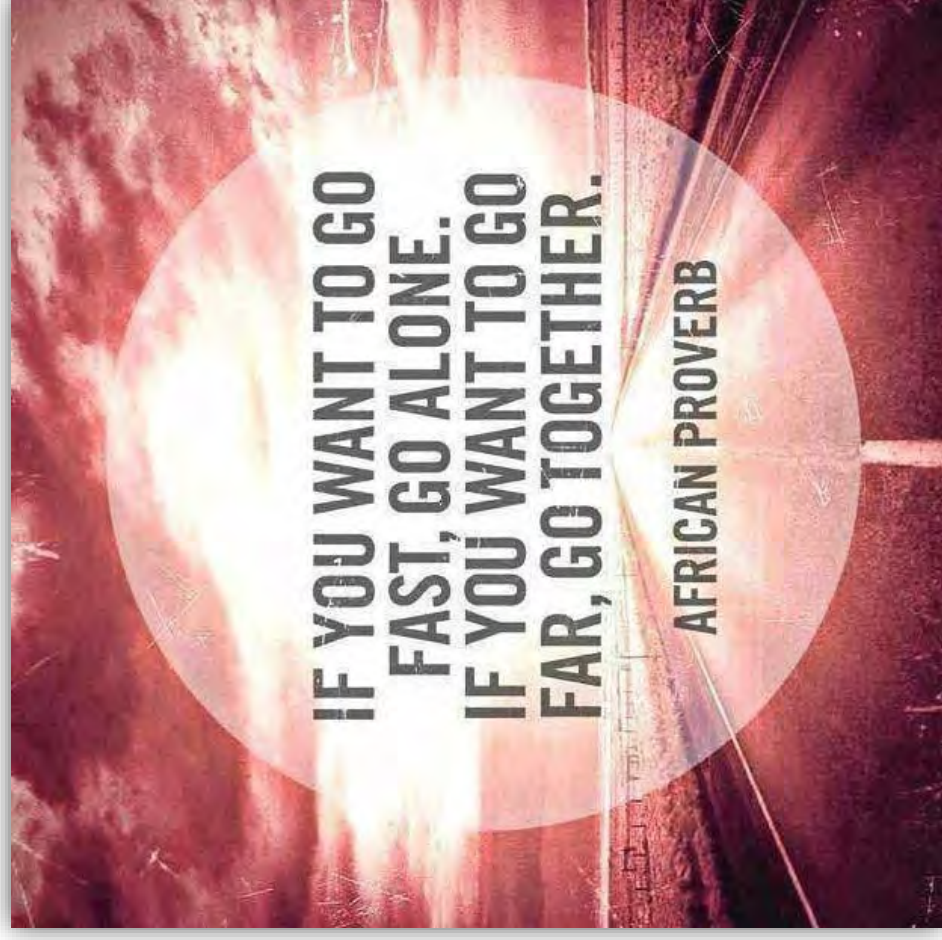
**Handouts**  
**March 21, 2018**

# Accreditation Update

**March 2018  
Board Meeting**

# ***Without their talent, expertise, and contributions...***

- Julie Huckestein
- Jim Eustron
- Deborah Sipe
- Mary Ellen Scofield
- Julie Peters
- Don Brase
- Fauzi Naas
- Gary West
- Miriam Scharer
- J.D. Wolfe
- Brian McCartney
- Terri Jacobson
- Lori Jones
- Maria Dooley
- Sheila Runkle
- Committee members across the college



***... this work would have not been achieved.***

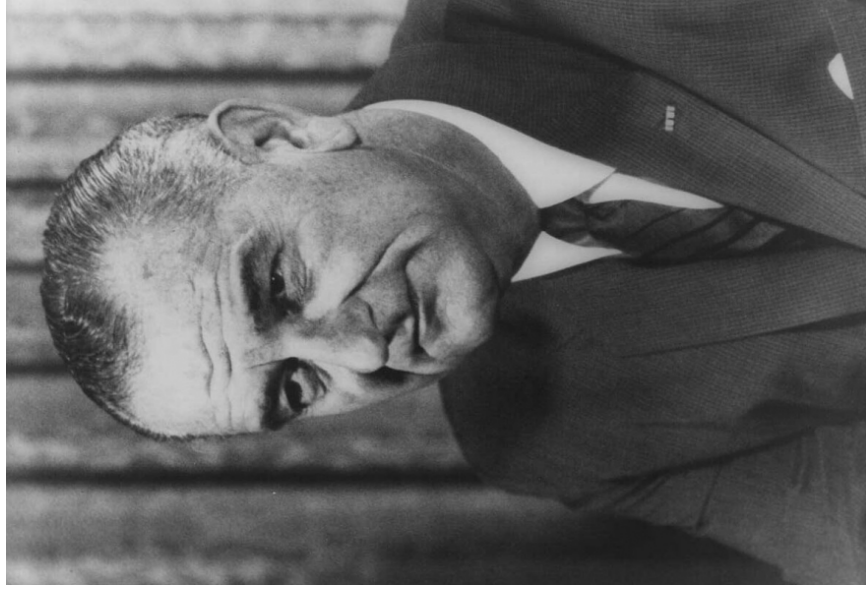
# **Workshop Topics**

- **Accreditation: “The Big Picture”**
- **NWCCU Accreditation Cycle**
- **Summary of written report**
- **Mid-cycle visit agenda**
- **Years 3-7 “Next Steps”**

# Accreditation “Big Picture”

Higher Education Act signed 1965 by President Lyndon Johnson

- Expand the federal government’s role in higher education policy
- Provision of federal financial assistance to students- specifically those from lower- and middle-income families

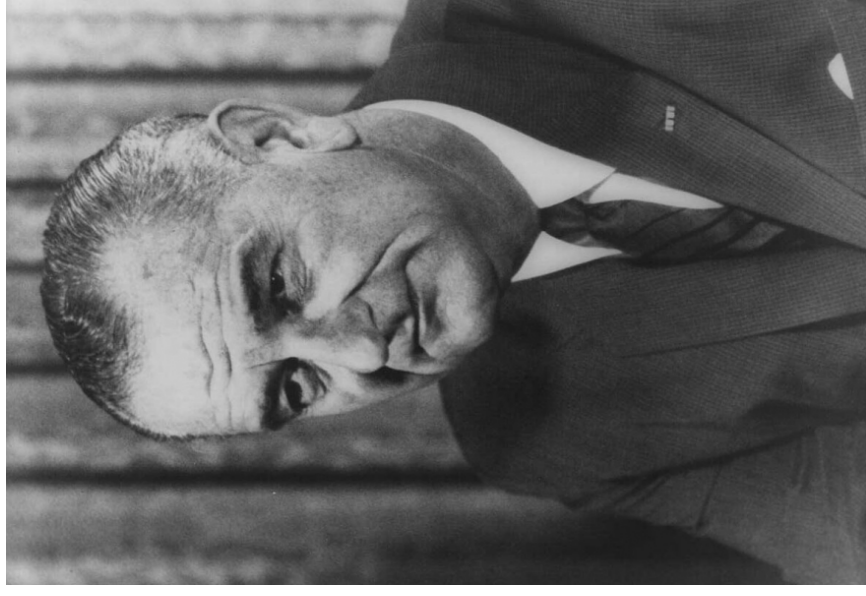


# Accreditation “Big Picture”

Higher Education Act signed 1965 by President Lyndon Johnson

## Important Functions of Accreditation

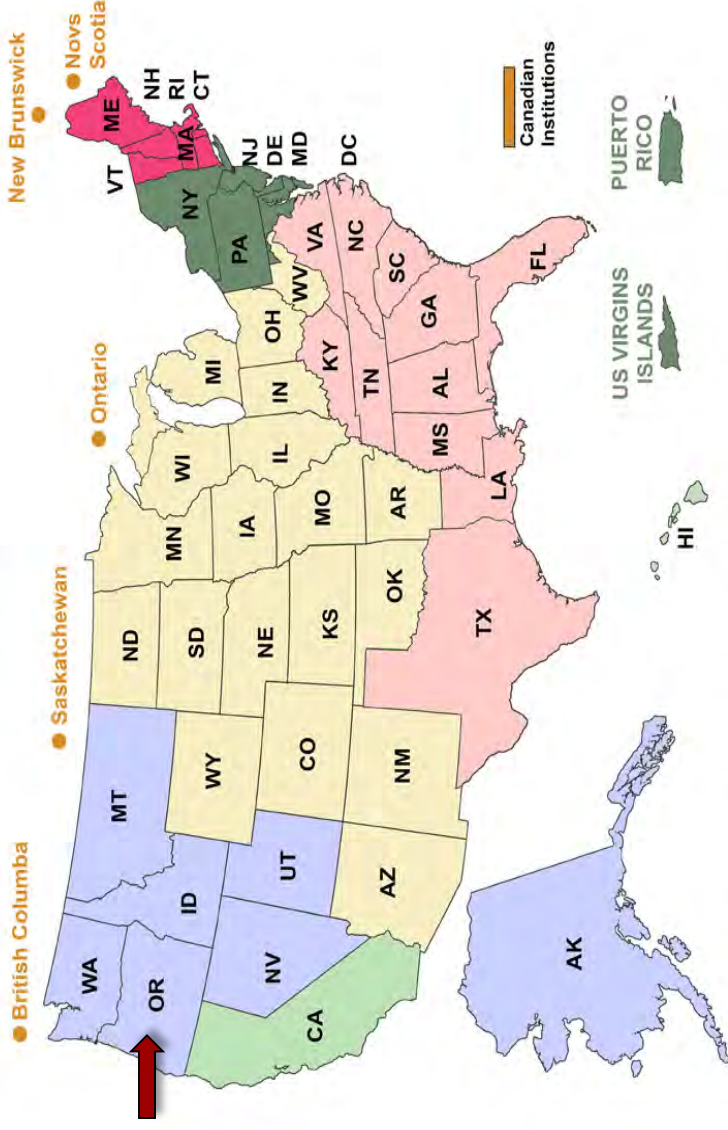
- Assess the **quality** of academic programs at institutions of higher education
- Create a **culture of continuous improvement** of academic quality at colleges and universities and stimulate a general raising of **standards** among educational institutions
- **Involve faculty and staff** comprehensively in institutional evaluation and planning
- **Establish criteria** for professional certification and licensure and for upgrading courses offering such preparation



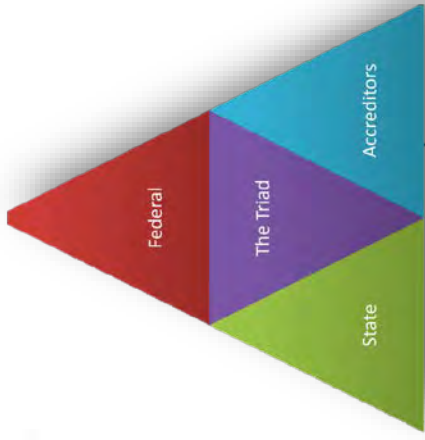


# Accreditation “Big Picture”

## MAP OF 6 REGIONS OF ACCREDITATION



- MSCHE:** The Middle States Association of Colleges and Schools
  - NEASC:** The New England Association of Schools and Colleges
  - HLC-NCA:** The Higher Learning Commission of the North Central Association of Colleges and Schools
  - NWCCU:** The Northwest Commission of Colleges and Universities
  - SACS:** The Southern Association of Colleges and Schools
  - WASC:** The Western Association of Schools and Colleges
- A red arrow points to NWCCU.



# Accreditation “Big Picture”

Higher Education Act signed 1965 by President Lyndon Johnson

- Reauthorized by Congress 9 times in the past 52 years (usually every 4-6 years)
- Overdue for reauthorization (2014)



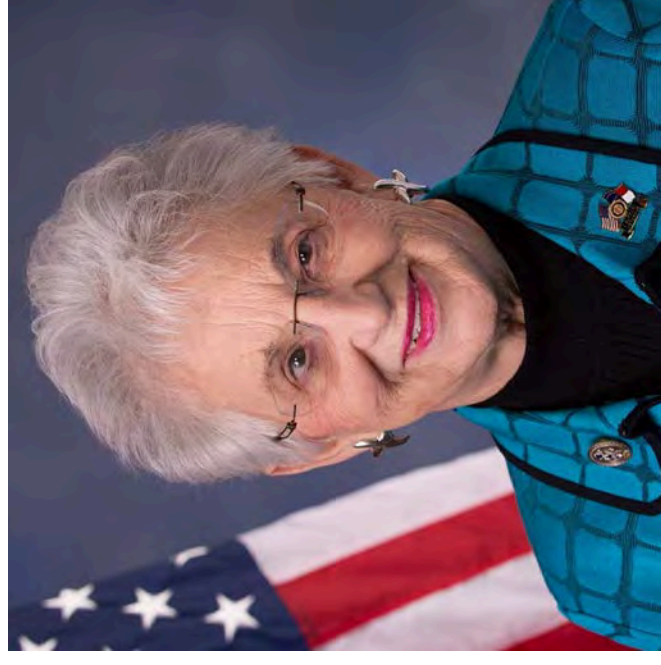
# Accreditation “Big Picture”

**Higher Education Act signed 1965 by President Lyndon Johnson**

December 2017, Representative Virginia Foxx (Chair of the House Committee on Education and Workforce) introduced a comprehensive revision of the HEA

**PROSPER Act**

*“Promoting Real Opportunity, Success, and Prosperity through Education Reform Act”*



# Accreditation “Big Picture”

## PROSPER Act

### Financial Aid

- Existing federal loan program → ONE Loan (and one grant) program
- No origination fee, but no federal subsidy to pay loan interest while in school
- Loans and grants disbursed monthly, not lump sum
- Cap on annual and lifetime borrowing limits
- Increase income based repayment to 15% of income
- Eliminate Public Service Loan Forgiveness program

# Accreditation “Big Picture”

## PROSPER Act

### Consumer Information and Data

Create a new College Dashboard website that would provide students and families with data on **enrollment, completion, cost, and financial aid.**

Provide aggregated information on the **average debt of borrowers at graduation** and the **average salary of students** who received federal financial aid both **five and ten years after graduation** for each program at Title IV institutions.

# Accreditation “Big Picture”

## PROSPER Act

### Institutional Risk-Sharing

Replace the cohort default rate with a **program-level loan repayment rate** which **requires that programs have at least a 45 percent repayment rate** in order to be eligible for Title IV funds.

Shift the financial risk of student non-completion to the institution by reforming the return to Title IV process. **The institution would be responsible for repaying unearned aid when a student withdraws.** (100%, 75%, 50%, or 20%. *Institution can charge the student up to 10%*)

# Accreditation “Big Picture”

## PROSPER Act

### **“Strengthens Accountability through Accreditation:**

To streamline federal requirements placed on accreditors and focus accreditors on reviewing student outcomes, the bill replaces the current 10 statutory accreditation standards with a **requirement that accreditors have standards that assess the institution’s success in relation to the institution’s mission with respect to student learning and educational outcomes**. The bill also increases institutional accountability, without involvement by the Secretary, by **requiring accreditors to have a system in place where they annually identify institutions or programs accredited by the agency that may be experiencing difficulties accomplishing their missions with respect to their established student learning and educational outcome goals.**”

# Accreditation: Current “Landscape”

## Peer-reviewed institutional accountability

- Insufficient regulation of under-performing institutions
- Over-regulation limits innovation

Politicization of Higher Education – our Climate

STUDENT ACTION NEWS

### Call for More Federal Oversight

The Education Department needs to better monitor colleges' finances to prevent another costly fiasco like the 2014 collapse of Corinthian Colleges, says the agency's Office of Inspector General

Paul Fain // March 1, 2017

IN COMMENTS: 0

### Department of Education nudges college accreditors to get tougher

Department of Education | Education | Department of Education

NEWS ■ Education

### Does Higher Education Accreditation Need Fixing?

Posted to Education April 27, 2017 by Leo Doran



(New NWCCU logo)

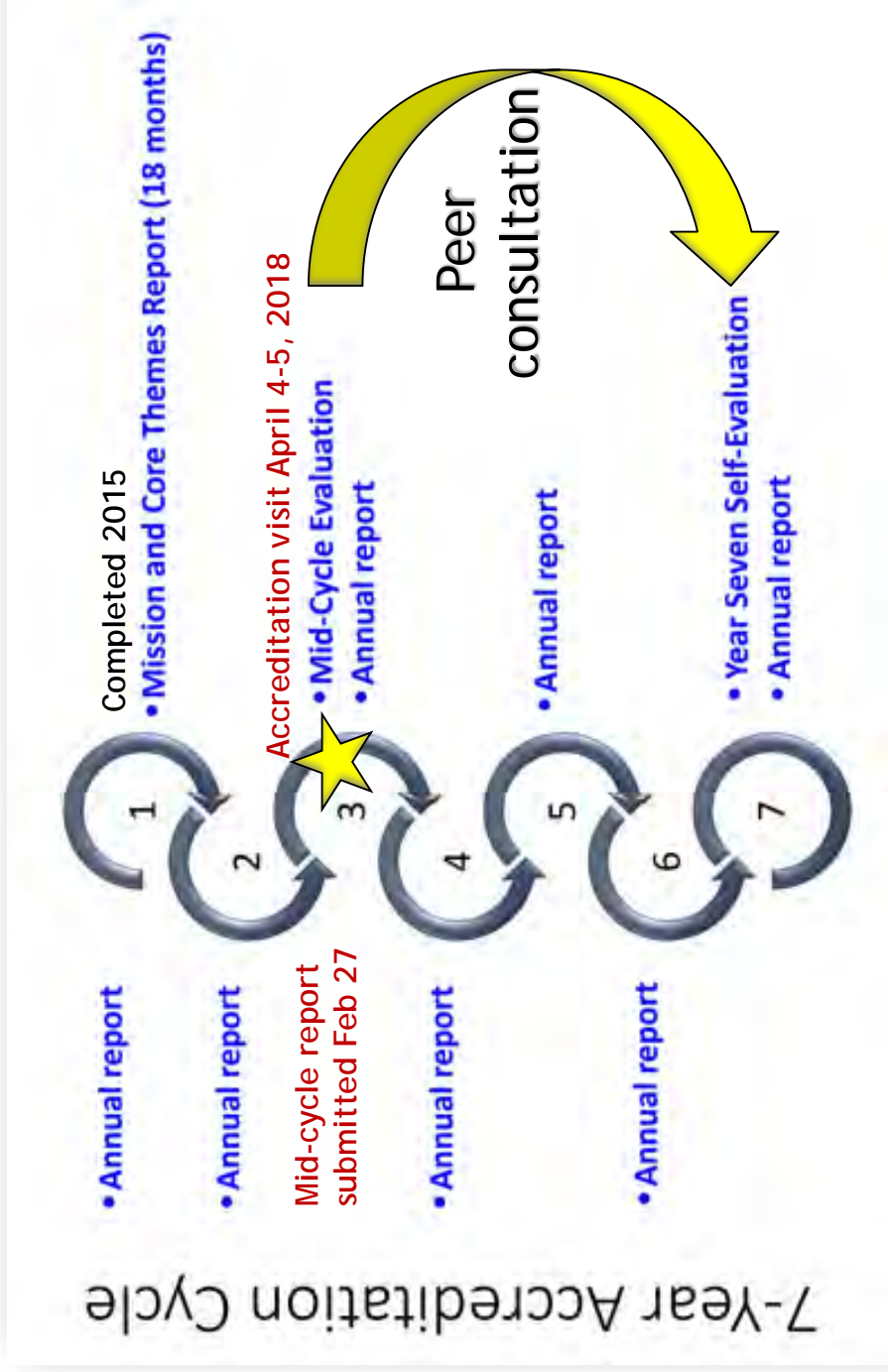


# NWCCU 2018

## Areas of accountability

- Graduation and completion
- Retention/persistence
- Loan default and repayment rates
- Student achievement measures
- Heightened cash monitoring (2 levels)  
*[Unexpected closures]*
- Increased oversight of SARA (statewide authorization of reciprocity agreements)- distance education crossing state borders
- Consumer protection emphases

# Accreditation process (7 year cycle)



# Year 3: Mid-cycle Report

Submitted February 27, 2018

**Theme:** Readiness to provide evidence (outcomes) of mission fulfillment & sustainability in Year 7 report

**Intent:** To assist institutions in determining if their process of outcomes assessment will lead them to a successful Year 7 report – a formative evaluation

**Focus: Assessment**

- Institutional Assessment for Mission Fulfillment
- Student Learning Outcomes Assessment
  - To assess achievement
  - To improve programs

# Components of Report

## Part 1 - Institutional Assessment Plan

- Describe process for assessing mission fulfillment
- Discuss whether core themes, objectives are still valid
- Determine if these provide sufficient evidence of mission fulfillment

## Part 2 - Two representative examples of how we have operationalized our mission and core themes with focus on student learning:

- Developmental Writing
- Medical Assisting

## Part 3 – Discussion of what still needs to be done

# Mid-cycle Report Highlights

## Part 1 - Institutional Assessment Plan

- Describe process for assessing mission fulfillment
- Discuss whether core themes, objectives are still valid
- Determine if these provide sufficient evidence of mission fulfillment

### Mission

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

### Core Themes

- Academic Quality (Academic Standards Council)
- Access (Diversity Advisory Council)
- Community Collaborations (President's Advisory Council)
- Student Success (Student Success and Completion Advisory Council)

*Specific indicators and targets*

*Strategic Plan (Executive Team + Board, annual review)*

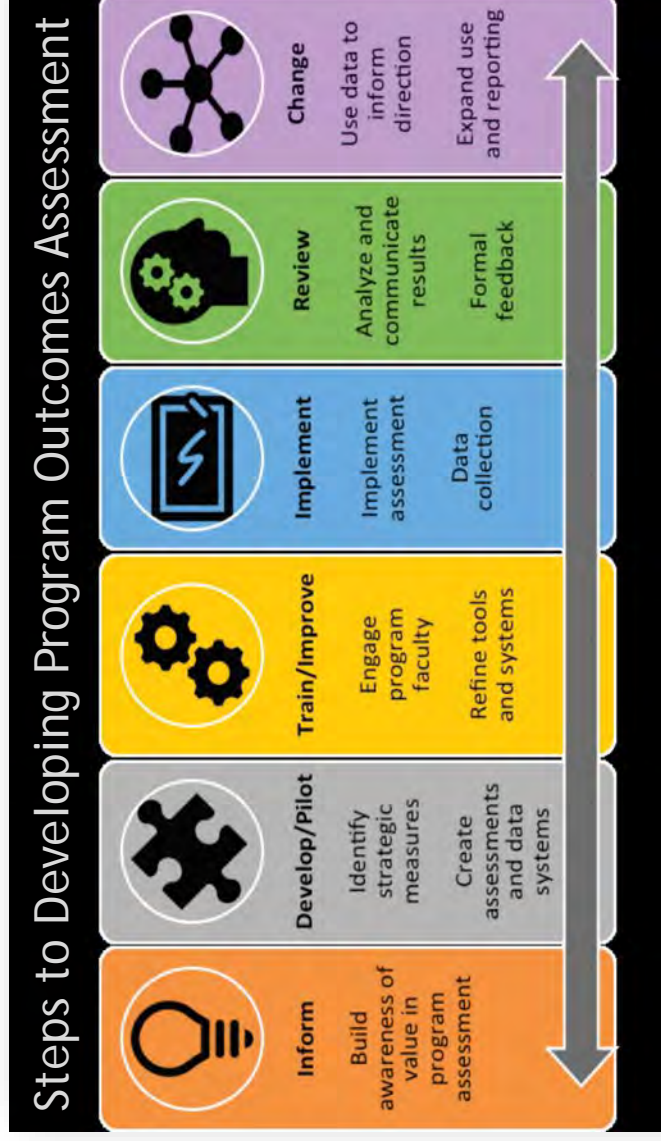
*The "Placemat"*

*Program Reviews- assessment plan, results, annual plan*

# Mid-cycle Report Highlights

## Part 1 - Institutional Assessment Plan

- Describe process for assessing mission fulfillment
- Discuss whether core themes, objectives are still valid
- Determine if these provide sufficient evidence of mission fulfillment



✓ Yes, core themes and objectives still valid

✓ Yes, provide evidence of mission fulfillment

# Mid-cycle Report Highlights

Part 2 - Two representative examples of how we have operationalized our mission and core themes with focus on student learning:

## Developmental Writing

Academic Quality Objective → Continuous improvement

Indicators: Program Review, Assessment Plan,  
Annual Plan Completed, SLO assessment results

Student Success Objectives → Completion and Progression

Indicators: Completion rates and progression data

# Mid-cycle Report Highlights

Part 2 - Two representative examples of how we have operationalized our mission and core themes with focus on student learning:

## Medical Assisting

Academic Quality Objective → Courses and programs align with academic and industry standards

Indicator: *Advisory Committee engagement*

Student Success Objective → Students attain their educational intent

Indicator: *Certification Pass Rates*



# Mid-cycle Report Highlights

## Part 3 – Discussion of what still needs to be done

- **Core Theme Measures**
  - Refine measures
  - Improve core theme measures document
    - Similar format as the “placemat”
- **Student Learning Assessment**
  - Continue progress toward useful SLO assessment results
  - Consider assessment in light of state initiatives
    - Guided Pathways, Unified Standard Transfer Agreement
  - Identify institutional measures of student learning assessment
- **Data Improvements**
  - Improve familiarity and access to data
  - Improve assessment data collection systems
  - Improve collection/distribution of assessment results

# Mid-cycle Visit

- **Wednesday, April 4<sup>th</sup> (full day)**  
**Thursday, April 5<sup>th</sup> (half day-flight out at 4:47pm)**
- **2 peer evaluators + 1 observer**
  - **Ms. Sally Jackson (Chair)**  
Director of Planning, Institutional Effectiveness, & Research  
*Spokane Falls Community College*
  - **Dr. Richard Middleton-Kaplan**  
Dean of Arts and Sciences  
*Walla Walla Community College*
  - **Ms. Cynthia Requa (Observer)**  
Institutional Effectiveness  
*South Seattle College*

# Mid-cycle Visit

Wednesday, April 4<sup>th</sup> (full day)

Thursday, April 5<sup>th</sup> (half day-flight out at 4:47pm)

## Tentative Schedule

April 4<sup>th</sup> (Wednesday)

- **Breakfast at 8:30am (Bldg 8, Rm 222)**
  - Attendees: Executive Team, Jess Stahl, Mary Ellen Scofield, Paul Davis, Abby Hoffer, Lori Jones
- **Working: Bldg 2, Rm 220, 9:30am-?**
- **Scheduled meetings throughout the day with:**
  - Leadership team
  - Those responsible for core themes
  - Administrators responsible for mid-cycle report
  - Those responsible for data review
  - Leadership and/or faculty responsible for student learning outcomes
  - Members responsible for the assessing, planning, and performing the two examples (Developmental Writing and Medical Assisting)

April 5<sup>th</sup> (Thursday)

- Evaluators will meet in the morning amongst themselves
- They will let us know what time they want to present their observations
- Presentation in Bldg 2, Rm 170 (Board Room)

# Accreditation: Next Steps

## NWCCU Rubrics

Criterion	Initial	Emerging	Developed	Highly Developed
Assessment implementation	Not clear that assessment data is collected	Evidence collected Faculty have discussed relevant criteria for reviewing	Evidence is collected and faculty use relevant criteria	Evidence collected Criteria determined Faculty discuss multiple sets of data Data is used
Alignment	No clear relationship between outcomes and curriculum	Some alignment between curriculum and outcomes	Clear alignment between curriculum and outcomes	Curriculum, grading, and support services are aligned with outcomes
Results of student learning outcomes are used to inform academic planning	Minimal evidence	Evidence of intermittent use of student learning outcomes assessment for academic planning	Evidence that the majority of program use student learning outcomes assessment for academic planning	Evidence that the majority of programs engage in ongoing and systematic use of student learning outcomes assessment for planning

# Accreditation: Next Steps

