

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 background of the entire page is a light green gradient.

Regular Meeting

**October 23, 2019**

CHEMEKETA COMMUNITY COLLEGE  
4000 Lancaster Drive NE  
Salem, Oregon

**BOARD OF EDUCATION**



Regular Meeting

**October 23, 2019**

CHEMEKETA COMMUNITY COLLEGE  
4000 Lancaster Drive NE  
Salem, Oregon

- I. Workshop** **4:30 pm** **Salem Campus—Building 2, Room 170 Board Room**
- A. Integrated Education and Training (IET) and Supplemental Nutrition Assistance Program (SNAP) Training and Employment Program (STEP)  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley 1
- II. A. Executive Session** **5:30 pm** **Building 2, Room 172**  
Executive Session is called in accordance with ORS 192.660(2) (a) employment issues; (b) complaints; (d) negotiations; (e) real property; (h) legal rights; and (i) president/chief executive officer evaluation.
- B. Administration Updates**
- III. Regular Session** **7 pm** **Building 2, Room 170**
- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Separate Action
1. Approval of Retirement Resolutions [19-20-111] 48–50  
No. 19-20-08, Maria M. Dooley and  
No. 19-20-09, Margaret L. Byers  
David Hallett, Vice President—Governance and Administration
- E. Comments from the Audience
- F. Approval of Minutes— Workshop and Regular Board Meeting of September 18, 2019 2–10
- G. Reports
1. Reports from the Associations
- a. Riley Dunagan Associated Students of Chemeketa (ASC) 11–12
- b. Justus Ballard Chemeketa Faculty Association 13
- c. Terry Rohse Chemeketa Classified Employees Association 14–15
- d. Adam Mennig Chemeketa Exempt Employees Association 16–17
2. Reports from the College Board of Education
3. Reports from the Administration
- a. Jim Eustrom

## H. Information

1. Results of the 2018 Certification and Licensure Examinations 18–19  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley
2. College Policies #1630—Endorsements; #2010—Concept of 20–24  
Administrative Organization; and #2110—President of the College/  
Chief Executive Officer and ~~Clerk of the College Board of Education~~  
Jessica Howard, President/Chief Executive Officer

## I. Standard Reports

1. Personnel Report 25–26  
David Hallett, Vice President—Governance and Administration
2. Budget Status Report 27–31  
Miriam Scharer, Vice President/Chief Financial Officer
3. Purchasing Report 32  
Miriam Scharer, Vice President/Chief Financial Officer
4. Capital Projects Report 33  
Miriam Scharer, Vice President/Chief Financial Officer
5. College Advancement Report July 2019–September 2019 34–39  
David Hallett, Vice President—Governance and Administration
6. Summer Term Enrollment Report 40–42  
David Hallett, Vice President—Governance and Administration
7. Recognition Report 43–44  
Jessica Howard, President/Chief Executive Officer
8. President’s Report 45–47  
Jessica Howard, President/Chief Executive Officer

## 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 #1530—Budget Officer; [19-20-112] 51–55  
#1540—Custodian of Funds; #1610—Chemeketa  
Community College Board of Education Member  
Travel; and #1620—Depository of Funds  
Jessica Howard, President/Chief Executive Officer

2. Approval of On Call General Carpentry Services Contract Award Miriam Scharer, Vice President/Chief Financial Officer	[19-20-113]	56
3. Approval of Grants Awarded July 2019–September 2019 David Hallett, Vice President—Governance and Administration	[19-20-114]	57–58
4. Acceptance of Program Donations July 1, 2019 Through September 30, 2019 David Hallett, Vice President—Governance and Administration	[19-20-115]	59
<b>K. Appendices</b>		
1. Mission – Vision – Values – Core Themes		60
2. Campus Map		61–62
3. District Map		63
<b>L. Future Agenda Items</b>		
<b>M. Board Operations</b>		
<b>N. Adjournment</b>		

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

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

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

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

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

Workshop-A  
October 23, 2019

**INTEGRATED EDUCATION AND TRAINING (IET) AND  
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)  
TRAINING AND EMPLOYMENT PROGRAM (STEP)**

**Prepared by**

Adam Mennig, Academic Coordinator—IET/STEP/Career Pathways  
Holly Nelson, Executive Dean—Regional Education and Academic Development  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley

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The workshop will focus on the college's progress to increase access and success for underrepresented populations through the Integrated Education and Training (IET) program and Supplemental Nutrition Assistance Program (SNAP) Training and Employment Program (STEP) efforts.

The IET portion will highlight how faculty, student services, and community organizations are collaborating in ways that allow second language learners and academically underprepared students to attain careers and job advancement in a reduced time. The model, which focuses on contextualized reading, writing, math and/or language development coursework concurrently with core career technical education coursework, may offer useful insights in the college's efforts to implement guided pathways and pre-guided pathways. The presentation will share program data, and discuss future programming plans. In addition to learning how this program is addressing local workforce needs, students and faculty will share their experiences with IET.

The second half of the workshop will highlight participation in a statewide-consortia of all community colleges focused on serving students in poverty through Oregon's STEP program, administered by the Department of Human Services. As a college serving a district with high rates of poverty, it's imperative that Chemeketa engages in efforts targeted at increasing economic mobility for individuals in the community. The STEP program, which serves students district-wide, is using a skills-based approach to support SNAP recipients as they access and complete a General Education Diploma (GED), English to Speakers of Other Languages (ESOL), and college programming; make progress on their career pathway; and enter careers offering pathways out of poverty.

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**APPROVAL OF BOARD MINUTES**

**Prepared by**

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

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Minutes of the board meeting of September 18, 2019, are submitted for review by the board.

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

Minutes  
October 23, 2019

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

September 18, 2019

**I. WORKSHOP**

Diane Watson, Chair, called the workshop to order at 4:30 pm. The workshop was held at the Woodburn Center, 120 E. Lincoln Street, Room 110.

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

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

**A. Updates for Woodburn Center**

Elias Villegas, dean of the Woodburn Center, welcomed the board and staff to the Woodburn Center. The Woodburn staff in attendance introduced themselves—Adrian Lutz, department technician; Irma Guzman, office assistant; Francisca Sandoval Juarez, academic advisor; and Cleo Alvarez, counselor. Elias used a PowerPoint to guide his presentation which covered immigration patterns, the Woodburn School District racial breakdown, the Woodburn Center demographics by ethnicity, age, and gender, 2018–2019 headcount and FTE by term, student profile by race and ethnicity for full- and part-time students, faculty ethnicity, and student enrollment by city. Other slides he shared and reviewed included degree intent for fall 2019 students, the seven instructional sites in Woodburn, academic support services offered, iStart Intake program, Career Days, visiting local schools to “plant the seeds for college”, community partners, community events, and the Peer Mentor program.

Sara Csaky, faculty for the Bilingual Education program, was introduced and she shared her background. Sara shared some aspects she uses in her classes: 1) promote flexibility for different learning styles; 2) respect every individual and what they bring to the classroom; 3) create collaboration; 4) work in groups to create community; 5) connect theory with the real world; and 6) having a culturally responsive pedagogy. Sara played a short video of two students Jennifer Alonzo and Alan Mateo, who completed the Bilingual Education program and are now teachers at Mark Twain Elementary and Lincoln Elementary schools. Four students, Cameron Foster, Berenice Santiago, Gabriela Paniagua, and Clarissa Garcia shared their background and positive experiences at the Woodburn Center; and Beverly Koutney, past Chemeketa instructor and retirement coordinator for the Chemeketa Center for Learning in Woodburn, shared some of the activities and classes offered through the Center for Learning.

On behalf of the board, Diane Watson thanked Elias and the Woodburn Center staff, faculty, and students for their informative presentation and for hosting the board meeting.

The workshop ended at 5:20 pm, and a recess was taken.



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## II. A. THERE WAS NO EXECUTIVE SESSION

Diane Watson, Chair, reconvened the open meeting at 5:30 pm at the Woodburn Center, 120 E. Lincoln Street, Room 107.

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

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

## II. B. ADMINISTRATION UPDATES

Updates were shared or discussed with the board on meeting feedback and follow-up from the September 5 board work session; draft of board goals for 2019–2020; the upcoming Association of Community College Trustees (ACCT) Conference; the proposal submitted and attendance at the Oregon Community College Association (OCCA) Fall Conference; board calendar preview; fall kickoff debrief; legislative updates including the Senate Education Committee hearing, Governor signing the Education Savings Credit bill, and community college caucus meeting; WOU Salem location; program update on the noncredit truck driving program; Governance/ Administration and College Support Services staffing; Building 5 HVAC; final 2019–2020 tuition and fees for Oregon community colleges; and board agenda preview.

A recess was taken at 6:40 pm.

## III. REGULAR SESSION

### A. CALL TO ORDER

Diane Watson, Chair, reconvened the board meeting at 7:02 pm. The workshop was held at the Woodburn Center, 120 E. Lincoln Street, Room 110.

### B. PLEDGE OF ALLEGIANCE

Diane Watson led the group in the Pledge of Allegiance.

### C. ROLL CALL

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

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

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**Board Representatives in Attendance:** Justus Ballard, Chemeketa Faculty Association; Terry Rohse, Chemeketa Classified Association; and Adam Mennig, Chemeketa Exempt Association. Absent: Riley Dunagan, Associated Students of Chemeketa (ASC).

Diane Watson presented Neva Hutchinson with a card and gift thanking Neva for serving as board chair for 2018–2019.

**D. COMMENTS FROM THE AUDIENCE**

None were heard.

**E. APPROVAL OF MINUTES**

Jackie Franke moved and Ken Hector seconded a motion to approve the minutes of July 24, 2019, and the board work session September 5, 2019.

The motion CARRIED.

**F. REPORTS**

**Reports from the Associations**

There was no Associated Student of Chemeketa (ASC) report. Justus Ballard and Adam Mennig said the faculty and exempt reports stand as written.

Terry Rohse, Chemeketa Classified Association, referred to the green sheet which is the classified written report. Terry thanked the committee that put together the classified retreat— Jake Baker, Sheila Brown, Trina Butler, Teka Harp, and Mary Schroeder, chair, as well as the administration for their support and assistance. The speakers were great and it was the best retreat they've had. Terry also acknowledged Allison Stewart Hull, Sean Warner, and Amy McKinley for their help in organizing and setting up the Employee Art Show and all the talented employees who had their art pieces on display.

**Reports from the College Board of Education**

Ed Dodson attended three graduations including the Emergency Medical Services (Paramedic), Oregon State Penitentiary (OSP), and Fire Science; Mid-Willamette Valley Education Council (MWEC) Executive Council; SEDCOR Awards luncheon; fall inservice activities including kickoff morning, Tech Fair, Employee Art Show, Family Night, and Third-Year Faculty Celebration. Ed had lunch with Jessica and took her on a Zone 1 visit around the perimeter of his zone noting points of interest, and they drove by South Salem and Sprague high schools.

Betsy Earls attended four West Salem Rotary meetings, two West Salem Neighborhood meetings, and Family Night at Eola.

Ron Pittman hosted Jessica for a Zone 2 visit around McMinnville. They met with the mayor, city manager, and the board chair of the Yamhill County Commission. Ron attended fall kickoff and the Third-Year Faculty Celebration.

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Neva Hutchinson attended the SEDCOR Awards luncheon, fall kickoff, Third-Year Faculty Recognition, and Family Night. Neva had lunch with Jessica at Rockin' Rogers and drove her around Zone 3, which includes northeast Salem and Keizer.

Ken Hector attended a number of graduations including the EMS (Paramedic), Fire Science, Santiam Correctional Institution (SCI), and OSP; community events/meetings, including the retirement for Andy Bellando, superintendent of Silver Falls School District, three Silverton Chamber Business Group meetings, SEDCOR awards lunch, and Marion County Commissioner Kevin Cameron; legislative activities, including a meeting/short tour with Congressman Kurt Schrader and a campus tour with Representative Raquel Moore-Green; participated in three ACCT Public Policy Committee conference calls; and attended fall inservice activities, including kickoff morning and Family Night. Ken and Jessica attended a Silverton Rotary lunch followed by a Zone 4 visit around Silverton where they met with Silver Falls School District superintendent Dan Bush and principal Wade Lockett, Silver Falls Fire District Chief Bill Miles, and Silverton Chamber executive director Stacy Palmer.

Jackie Franke attended community events including Strong Families, Resilient Communities Call to Action meeting, Jan Ree/Hayesville Association picnic and Neighborhood Association meeting, Family Building Blocks event, Council of Governments special meeting, hosted a table for Catholic Community Services, and assisted with the Deloitte Golf tournament that supports CASA; attended fall kickoff activities; and met with Senator Denyc Boles.

Diane Watson attended college events including the EMS and SOAR graduations; fall kickoff, Third-Year Faculty Recognition, and Family Night; a short visit with Congressman Schrader who attended the Veterans event; Keizer Greeters at Willamette Valley Vineyards with Jessica; Diane's Zone 6 visit with Jessica included lunch with Keizer Mayor Cathy Clark and attendance at the Mexican Fiesta in Woodburn where scholarships were awarded to the queen and first princess.

### **Reports from the Administration**

Jim Eustrom reported he and Jessica Howard have attended a number of academic program meetings and retreats to give Jessica an opportunity to meet faculty and staff and hear about their plans for the year. There has been an increase in student traffic in Counseling and Advising as well as Financial Aid in order to get ready for fall term. Facilities was commended for the many summer projects including office moves, addressing the impact of the HVAC fail in Building 5 and roofing issues Buildings 2 and 9. Jim also commended Amanda Patrick, scheduler, for her efforts in relocating classes for summer and fall terms as a result of the HVAC.

## **G. INFORMATION**

### **Risk Management/Insurance Report**

Miriam Scharer introduced Rebecca Hillyer, legal counsel, who has filled in for the vacant risk manager. Rebecca introduced Kathy Bowen, risk management advisor with USI Insurance Services. Using a PowerPoint presentation, Kathy Bowen reviewed the client service team and the 2019 renewal highlights; the current insurance program and the associated premium costs; workers' compensation overview (with SAIF); PACE Premium and exposure comparison; PACE

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Premium history totals over the last seven years; premium history comparison in property, general liability and auto, equipment breakdown, international package, and crime over the last four years. Kathy reviewed the bar graphs for property and casualty claims review total incurred; property and casualty claims review total count spanning the last five years; the Workers' Compensation claims overview, and an overview of USI Services. Kathy fielded questions from board members throughout their presentation. Kathy was thanked for the detailed information.

**2019 iStart Higher Education Coordinating Commission (HECC) Summer Bridge**

Jim introduced Lilliana Landa-Villaba, coordinator of CAMP and TRiO Programs, and she also coordinated the summer bridge program. Lilliana noted this is the second year of the summer bridge program which has been renamed iStart. Although the funding by HECC was cut in half, the goal was still to serve double the number from last year. In 2018, 212 students participated and this year there were 359 iStart students. There were four week-long sessions held at the Salem Campus, and one session at Yamhill Valley and at the Woodburn Center. Lilliana noted it has been a team effort to offer this program and she acknowledged Student Retention and College Life, College Access Programs, Student Retention and Marketing, CAPS navigators, Exec Team, and the many faculty, classified, and exempt staff who provided assistance.

The main goal of iStart is to work closely with each student to prepare them to become Chemeketa students, including filling out their financial aid application, meeting with an advisor, registering for fall classes, meeting Chemeketa staff, and helping them feel comfortable and develop a sense of belonging. Students earn a free one credit class, CG100, Preparing for College.

Lilliana noted that out of the 359 students who participated, 339 have registered for fall term (94 percent). Of the 152 students who registered but did not attend iStart program, only 78 have registered (51 percent). Chemeketa staff will be contacting the students who have not registered to follow-up and provide assistance, if needed. Lilliana shared some student feedback based on a survey that was done at the end of each session. The survey focused on three main questions—1) Did they feel more prepared to be college students? Overall rating was 4.73 out of 5; 2) Did they meet staff who would help them feel supported while in college? Overall rating was 4.52 out of 5; and 3) Did they make friends? Overall rating was 4.04.

Jim Eustrom asked what attracts students to take one week out of the summer to attend iStart. Lilliana said perhaps the one free college credit, or the offer of one-on-one assistance to help them through the many processes to be a student which may be quite confusing, or word of mouth from friends. This year student leaders from last year's cohort were recruited to mentor the iStart students which was a tremendous help. Manuel Guerra, executive dean, reiterated that more students were served this year with half the funding so it is more about the individualized help to prepare them to be Chemeketa students ready to start fall term.

Mike Evans, dean of Student Life and College Retention, thanked Lilliana for coordinating this program in addition to managing the CAMP grant. The board commended Lilliana, Mike, and everyone involved with the iStart program.

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**College Policies #1530, Budget Officer; #1540, Custodian of Funds; #1610, Chemeketa Community College Board of Education Member Travel; and #1620, Depository of Funds**  
Rebecca Hillyer presented four policies that were reviewed by David Hallett and a subcommittee made up of Ed Dodson, Jackie Franke, and Diane Watson. Board action will be requested in October.

## **H. STANDARD REPORTS**

### **Personnel Report**

David Hallett said the report stands as written. David introduced Marie Hulett, Executive Director of the Foundation, Marketing, and Public Relations, who was in the audience.

### **Budget Status Report**

Miriam Scharer referred to the Statement of Resources and Expenditures and noted the State Appropriations line includes two state payments; one is the deferred eighth payment plus the first state payment for this biennium. The Transfer and Contingency line reflects an increase of the additional state appropriation for this biennium of \$1.2 million. Any transfer of funds from contingency would be brought to the board.

In the Budget Status Report, only encumbrances for filled salaried positions are shown; adjunct encumbrances will appear in the October report. The Status of Investments reflects a slight decrease in interest rates from 2.75 to 2.6.

The last report is the Preliminary Progress Report for last fiscal year 2018–2019. A number of adjustments and expenses still need to be posted; the final comprehensive audit report will be presented in December. Miriam pointed out the Preliminary Ending Fund Balance of \$9,982,306, but is anticipating a balance around \$9.7 million.

One final report in the board folder is the Oregon Community College 2019–2020 Tuition and Fees comparison sheet; it does not include differential fees. The delay in sharing this with the board was due to the increase in funding which resulted in a few colleges who reduced their tuition rates. In the first year of the three-year strategy to realign tuition rates with comparator colleges, Chemeketa is third lowest.

### **Purchasing Report**

Three Invitations to Bid (ITB) have gone out for On Call General Carpentry Services, Building 5 HVAC Units, and Building 5 HVAC and Ductwork Installation. However, the HVAC units may be purchased through a cooperative agreement. Recommendations will be brought back next month for board approval. Terry Rohse asked about the scope of the work and the cost difference between going out to bid for on-call carpenter services versus hiring additional employees. Rory Alvarez said a contract is currently in place for three on-call carpenters. They handle bigger projects that the two current employees can't handle. Miriam or Rory will follow-up with Terry.

The fourth item is an Emergency Contract Declaration for the Building 5 HVAC, Ductwork and Control System Replacements Architectural and Engineering Services (A&E). This is rarely done; however, this is a critical classroom building and part of the skybridge loop so the

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emergency clause in statute and procurement rules to declare an emergency was put in place so the college can contract with architects and engineers to assess what happened, determine next steps, and design a plan. The college is required to notify the board that an emergency is being declared, present findings, and have discussion. An award was made to FFA Architecture & Interiors, Inc., for an estimated contract amount of \$276,700.

**Capital Projects Report**

Rory Alvarez, director of Facilities and Operations, said the report stands as written. However, Rory reported the rain has caused some problems with the Building 2 roof (water damage to walls and insulation, ceiling grid collapse, and a fire panel failed) and has prevented the asphalt crack seal and re-stripe of the blue parking lot, which is about 60 percent complete. It will need to dry out before work can be completed.

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

John Goodyear, executive director of CCRLS, reported the Grand Ronde library has submitted its membership application to the Polk, Yamhill and Marion (PYM) directors. They referred it to committee and it will be brought back in the next month or two. It would then go to the CCRLS Council. Libraries get a three-year grace period to meet library standards; however, since they already meet the standards, they will not need the grace period. John provided an update on the Salem Library temporary move due to seismic retrofit work at the current location. Salem Library will be moving to the ground floor of the Capital Press building on Broadway. They will have to downsize and the majority of material will be in storage. Tentatively, the move will take place in February 2020.

**Recognition Report**

Jessica Howard acknowledged all the employees in the written report.

**I. SEPARATE ACTION**

**Approval of Revision of the Administrative Handbook for Exempt Employees**

David Hallett reported the handbook has been reviewed and revised by a small group of exempt employees. Changes were noted by cross-outs for deleted language and underlines for new language.

Ken Hector moved and Ron Pittman seconded a motion to approve the Administrative Handbook for Exempt Employees for 2019–2021 as presented.

The motion CARRIED.

**Approval of Appointment of Budget Committee Members for Zone 4, Resolution No. 19-20-06 and Zone 6, Resolution No. 19-20-07**

David Hallett reported there are two budget committee vacancies: Zone 4, Mike Stewart, and Zone 6, Gustavo Gutierrez-Gomez. Both incumbents have agreed to serve another three-year term.

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Betsy Earls moved and Neva Hutchinson seconded a motion to approve the three-year re-appointment of Mike Stewart for Zone 4 and Gustavo Gutierrez-Gomez for Zone 6 to the Chemeketa Budget Committee effective July 1, 2019–June 30, 2022.

The motion CARRIED.

**J. ACTION**

Ron Pittman moved and Neva Hutchinson seconded a motion to approve consent calendar items No. 1–3:

1. Approval of College Policies #2230, Animals/Pets on College Facilities and #2240, Solicitation of Funds [19-20-108]
2. Approval of College Policies #1150, Duties and Responsibilities of the Chemeketa Community College Board of Education; #1160, Chemeketa Community College Board of Education Delegation of Administrative Authority; #1510, Auditor for Chemeketa Community College Board of Education; and #1520, Legal Counsel [19-20-109]
3. Approval of Contract Award for On Call Painting Services [19-20-110]

The motion CARRIED.

**J. APPENDICES**

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

**K. FUTURE AGENDA ITEMS**

None were heard.

**L. BOARD OPERATIONS**

None were heard.

**M. ADJOURNMENT**

The meeting adjourned at 8:25 pm.

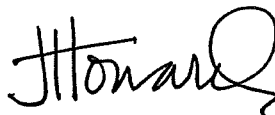
Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

October 23, 2019

Date

## **ASSOCIATED STUDENTS OF CHEMEKETA (ASC)**

### **Prepared by**

Riley Dunagan, ASC Executive Coordinator

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### ASC PAST EVENTS

#### Pancake Feed

- ASC welcomed students and staff to the fall term with a pancake feed on September 25. Throughout the morning approximately 200 students and staff joined in the Student Center to enjoy pancakes and learn about clubs, activities, resources, and services to help them succeed in college.

#### ASC Listening Session

- ASC organized a listening session on October 15, inviting students to share their ideas around student success and Chemeketa services. ASC received a lot of great feedback from students, which is currently being reviewed.

#### Night Strike

- Night Strike is coordinated by Israel Cortez (Community Engagement Coordinator) and Jerry Clark. Those who signed up to volunteer met at 5 pm on October 17 in Building 2, Room 178. Food was provided for all of the volunteers before leaving for Portland to help serve the needs of the community's homeless under the Burnside Bridge.

#### Council of Clubs

- The annual fall term Council of Clubs meeting took place on October 18. Sam Brennan (Clubs Coordinator) and club representatives met to discuss club funding and duties.

### ASC CURRENT EVENTS

#### Civil Discourse Event

- A civil discourse event is being organized by Wylie Thompson (Political Engagement Coordinator) which will occur on October 29 from 11 am–2 pm in the Student Center. The event will give students the opportunity to gain skills and learn to respect others' views and opinions, while having a civil discussion about controversial issues related to gun control.

#### Halloween Club Fair

- Sam Brennan (Clubs Coordinator) is organizing this year's Halloween Club Fair which will take place on October 30 from 11 am–2 pm in the Student Center. This event will give students the opportunity to learn about the active clubs at Chemeketa and how they can get involved.



## ASC FUTURE EVENTS

### Night Strike

- Night Strike is coordinated by Israel Cortez (Community Engagement Coordinator) and Jerry Clark. Those who sign up to volunteer will meet at 5 pm on December 2 in Building 2, Room 178. Food will be provided to all the volunteers before leaving for Portland to help serve the needs of the community's homeless under the Burnside Bridge.

## MULTICULTURAL STUDENT SERVICES (MSS)

### MSS PAST EVENTS

#### National Day Without Stigma

- The National Day Without Stigma event encouraged students and staff to seek out mental health resources when in need. The event focused around reducing stigmas associated with seeking help with mental health. Butcher block paper was provided for students to write and share their stories about mental health as well as a sign-up sheet to start an Active Minds chapter at Chemeketa. The event occurred on October 9 from 12:30–2:30 pm in the Multicultural Center.

#### Get Yourself Tested (GYT) Event

- Marion County Health Professionals presented statistics and alarming rates of Sexual Transmitted Diseases (STDs) affecting populations in Marion and Polk counties. Free and onsite STD testing was provided for students along with free food as well. The event occurred on October 23 from 10 am–4 pm in the Multicultural Center.

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

**Prepared by**

Justus Ballard, President—Chemeketa Faculty Association

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THE BEST OF TIMES, THE WORST OF TIMES

The first three weeks of fall term are among the best weeks of the academic year. The second three weeks of fall term are among the worst.

In the winter and spring, students know what to expect, and they have a better grasp of the concepts of course workload and how to pace themselves.

In the fall, though, the college is inundated with students who are new to the college experience and who bring an interesting mix of enthusiasm and nervous energy into the classrooms. It's a lot of fun for everyone involved for about three weeks.

Starting in week 4, there are major assignments due, there are midterms to be taken, and there is a noticeable increase in the number of empty seats in any given classroom. All the energy of the previous three weeks has completely burnt out. Students will wander through the darkness of the next three weeks, occasionally stumbling and perhaps even falling. The exuberance and hopeful anxiety of their younger days has been nearly extinguished, but hopefully their struggles will lead them to the sort of hard-earned wisdom that comes from experiencing something unpleasant. This is not really a lot of fun for everyone involved, but at least it doesn't last very long.

This report is being written on the Monday of week four, and it is perhaps an exaggeration of reality. But only slightly.

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

### **Prepared by**

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

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

Terry Rohse, President—Chemeketa Community College Classified Employees Association

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### **WELCOME NEW CLASSIFIED EMPLOYEES AND NEW POSITIONS**

- Fantini Hernandez became the new Department Technician I in the office of Human Resources on September 16, 2019. Fantini has studied five languages and speaks three of them fluently.
- Claudia Gallegos became the Instructional Specialist in Academic Progress & Regional Education Services at Yamhill Valley Campus on September 23, 2019. Claudia was born and raised in Southern California, but she “loves Oregon!” She graduated from Western Oregon University with a BS in Psychology and a BA in Spanish. In her spare time, Claudia loves spending time outdoors, either hiking or rock climbing.
- Ian Snyder was promoted from part-time Department Technician in Athletics to a Department Technician II in CSSD on October 7, 2019.
- Daniel Stover became the new Instructional Coordinator/Analyst II at CCBI on October 7, 2019. Originally from the East coast, Daniel has spent close to a decade in the Pacific Northwest. He has experience in the engineering, construction, high-tech, utility, and education sectors. When not working, he and his wife “love to road trip looking for quilt shops, baseball parks and finding bargains on old singer sewing machines.”
- Sonney Wolfe was hired as the new Financial Services Technician I in Business services on October 8, 2019. Sonney spent the last twelve years serving community college students in administrative and instructional roles.
- Laura Moreno became the new Student Services Assistant (Part-time) as of October 9, 2019. Her position is temporary through June 6, 2020.
- Rita Martinez Salas will be promoted from part-time hourly to full-time as the new Instructional Assistant at the Yamhill Valley Campus on October 19, 2019. Rita is a lifetime resident of Yamhill County and a former Chemeketa student. She has worked in higher education for more than 10 years; working at Portland State University and Linfield College. She is a self-professed “book nerd with a hard-core reading habit!” who “spends lots of time with my family, which includes our two teenage boys, an anxious basset hound, and 2 parakeets.”
- On October 31, 2019, Margaret Byers will be retiring after 27 years working at the Chemeketa Bookstore. Margaret started her career at Chemeketa as a Head Cashier and worked her way up to Operation Supervisor. She remembers that “the first day we moved into the new Bookstore was the week before rush!” Margaret plans to travel, farm, enjoy her grandchildren and whatever else comes along, only she won't be starting her days at 4:30 am.

#### NEW EMPLOYEE LUNCH

On Thursday, October 10, 2019, the CCA hosted a New Classified Employee lunch where an estimated 40 people gathered and helped the association welcome recent Chemeketa hires during a provided lunch. This also gave them an opportunity to speak about their previous work, family and personal interests. Other classified staff and CCA board members and union stewards were there to introduce themselves and share their work locations and years at the college. The board also shared the upcoming member events in the next couple of months, and opportunities for them to help on committees.

#### LUNCH AND LEARN

The board will be hosting a “Lunch and Learn” event on Tuesday, October 15, to discuss the new contract with members and prospective members. The event will be live-streamed to the Woodburn Center, Polk Center, CCBI, and Yamhill Valley Campus.

## CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

### Prepared by

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

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Exempt employees Dee Dixon, Johnny Mack, Lynn Irvin, Meredith Schreiber and Sherrie Osborn all helped plan the 2019 kickoff and inservice activities. A special thanks to Doug Moxley for all his help with the morning program and the 50-year celebration!

David Hallett, Rebecca Hillyer, Marie Hulett, Allison Stewart Hull, and Lynn Irvin participated in this year's employee art show held during inservice at the Gretchen Schuette Art Gallery.

The association is honored to welcome new exempt employees Grisha Alpernas, Director, Information Technology; Murray Gabbard, Dean of Life and Physical Science; Marie Hulett, Executive Director, Institutional Advancement; Chris Potts, Associate Dean, Counseling and Career Services; and Timor Saffary, Dean of Math, Engineering and Computer Science.

A warm welcome to new exempt board member-at-large, Kate Hoerauf. whose biography did not make it into the September report and please see the updated biography for Angie Miller.

### KATE HOERAUF, MEMBER-AT-LARGE



Kate Hoerauf works in the Financial Aid office on the Salem campus, and is committed to serving students and promoting student success. Kate and her husband Darrell, have one of the best kids ever—Brice is a junior at South Salem High and is looking forward to college and a successful career. Kate and her family enjoy traveling to the East Coast to visit and spend time with her family. Away from her desk, she enjoys camping and exploring during the summer months in central Oregon. She also loves to find new foods/recipes to eat healthy and stay active. Kate loves to help others and appreciates every opportunity at Chemeketa and how important it is to help our students succeed.

ANGIE MILLER, MEMBER-AT-LARGE



Angie has worked at Chemeketa since 1996, when she started as a work-study student. Originally, hired to work as a camera operator with CTV classes; she quickly moved into a part-time hourly position working in media delivery and the media department; finally ending in the Library. She has worked in the Library for the last 18 years. She is currently the Library Circulation Coordinator.

Angie loves working at Chemeketa because each day offers variety and an opportunity to help students succeed and achieve their dreams.

Angie and husband, Geoff, are the proud parents of seven-year old triplets. Xander, Tyson, and Alexis, who are their pride and joy and help keep life interesting and exciting. In their free time, they love to spend time as a family camping and boating at Detroit Lake and taking trips to Disneyland.

## RESULTS OF THE 2018 CERTIFICATION AND LICENSURE EXAMINATIONS

### Prepared by

Megan Cogswell, Coordinator—Apprenticeship  
Sandi Kellogg, Dean—Health Sciences  
Larry Cheyne, Dean—Applied Technologies  
Marshall Roache, Dean—Emergency Services  
Paul Davis, Director—Yamhill Valley Campus Career and Technical Education  
Johnny Mack, Executive Dean—Career and Technical Education  
Holly Nelson, Executive Dean—Regional Education and Academic Development  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley

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### APPRENTICESHIP PROGRAM

Apprenticeship programs require a certain number of hours of on-the-job training (7,200–8,000 hours) and related training (four years of coursework) before apprentices are referred to take exams in the plumbing, inside wire electrical, and Heating Ventilation and Air Conditioning (HVAC) programs. For HVAC, testing for the limited energy class B (LE/B) license is not required, though highly recommended. Sheet metal workers do not test and journey out after completing the required hours.

June 2018–June 2019 Apprenticeship program completions:

- Inside Wire Electricians: 44 apprentices earned licenses and journeyed out
- Plumbers: 27 apprentices earned licenses and journeyed out
- HVAC/R: four apprentices journeyed out; two earned LE/B licenses
- Sheet Metal: two apprentices completed the program and received a journey card

### DENTAL ASSISTING PROGRAM

Twenty students graduated from the Dental Assisting Program in June 2018. Reports show that all 20 students were eligible to sit for the Dental Assisting National Board (DANB) certification examination. This exam includes three components: Radiation Health and Safety, Infection Control, and General Chairside. All 20 students successfully passed all three portions of the exam on the first attempt. Chemeketa graduates' average scores exceeded the national average on all three portions of the exam.

### EMERGENCY MEDICAL TECHNOLOGY (EMT) PROGRAM

Twelve students completed the EMT-Paramedic program, sat for and passed the state/national written and practical certification examinations in January 2018. The next cohort of 17 students completed the EMT-Paramedic program in July 2018. Sixteen students sat for the state/national written and practical certification examinations and 14 passed with two still in the process, for an overall current pass rate of 90 percent between the two classes. One Advanced EMT class was offered and 16 students have taken the state/national written and practical test. To date, nine have passed the test and were certified; seven are still in the process. Seven sections of the EMT class (168 students) were completed by the end of 2018. Currently, complete national certification and state licensure information is unavailable for these students. In general, across

Information-1  
October 23, 2019

the State of Oregon, Chemeketa's student pass rates continue to be very high compared to the rest of the nation.

#### MEDICAL ASSISTING PROGRAM

During the 2018–2019 academic year, 56 students completed the Medical Assisting program and took the National Center for Competency Testing (NCCT) exam for Medical Assistants. Fifty-four students passed the exam, for a pass rate of 96 percent. The national pass rate was 61 percent. Chemeketa graduates' mean test scores were 82.22 compared to the national mean of 70.42. In addition to taking the Medical Assistant exam, students are eligible to sit for the Phlebotomy Technician exam. Forty-five students elected to take the Phlebotomy Technician exam and forty-two successfully passed, with a pass rate of 93 percent compared to the national pass rate of 78 percent.

#### NURSING PROGRAM

In June 2018, 38 students completed the Practical Nursing (PN) certificate program and 36 completed the Associate of Applied Science (AAS) Nursing degree. All of these graduates were qualified to take the National Council Licensing Examination (NCLEX) for the students' respective categories of nursing. Reports through December 31, 2018, indicate that 19 PN graduates attempted the NCLEX-PN and 19 passed, for a pass rate of 100 percent. For the period January 1, 2018–December 31, 2018, the national average for the first-time pass rate on the NCLEX-PN was 85.91 percent.

Reports through December 31, 2018, indicate that 36 of the AAS graduates attempted the NCLEX-Registered Nurse (RN) and 36 passed on the first attempt for a pass rate of 100 percent. For the period January 1, 2018–December 31, 2018, the national average for the first-time pass rate on the NCLEX-RN was 85.11 percent.

#### PHARMACY TECHNICIAN PROGRAM

Twenty-nine Pharmacy Technician graduates from two cohorts were eligible to become Certified Pharmacy Technicians (CPhT) through the National Pharmacy Technician Certification Board examination (PTCB) or the national Exam for the Certification of Pharmacy Technicians (ExCPT) in 2018. Of the 29 program graduates, 29 took a national certification examination and 23 passed, for an overall pass rate of 79.3 percent. The national average pass rate was 55–57 percent.

#### WELDING TECHNOLOGY PROGRAM

In June, 2019, 27 students in the Welding Technology program participated in the American Welding Society (AWS) certification processes for vertical and overhead welds. Students can opt to take up to four different weld certifications. The college administered a total of 82 welding exams with the following results:

##### Flux Core Arc Welding (FCAW or "Arc")

- 27 attempted vertical exams; 25 passed
- 17 attempted overhead exams; 16 passed

##### Shielded Metal Arc Welding (SMAW or "MIG")

- 23 attempted vertical exams; 17 passed
- 15 attempted overhead exams; 14 passed



**COLLEGE POLICIES #1630—ENDORSEMENTS; #2010—CONCEPT OF ADMINISTRATIVE ORGANIZATION; AND #2110—PRESIDENT OF THE COLLEGE/CHIEF EXECUTIVE OFFICER AND CLERK OF THE COLLEGE BOARD OF EDUCATION**

**Prepared by**

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

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**ENDORSEMENTS—POLICY #1630**

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

**CONCEPT OF ADMINISTRATIVE ORGANIZATION—POLICY #2010**

This policy was last reviewed by the board in July 2016. The only recommended change from the subcommittee of board members is giving the board its formal title to keep with current policy standards.

**PRESIDENT OF THE COLLEGE/CHIEF EXECUTIVE OFFICER AND CLERK OF THE COLLEGE BOARD OF EDUCATION—POLICY #2110**

This policy was last reviewed by the board in July 2016. There are several substantive changes to this policy. The first is the removal of the title “Clerk of the College Board of Education,” as this title is no longer used in statute. Chief Executive Officer (CEO) is spelled out making it more formal. Number four on page one changes the first word from “Studying” to “Reviewing,” which is more accurate. The last change is the addition of the last sentence. The subcommittee wanted a president’s duty listed that they will use discretion when dealing with sensitive matters.

For the above noted policies, the new language is underlined and the former language has been stricken with lines through the text. These policies will be recommended for approval by the College Board of Education at the November board meeting.

College Board of Education Series—1000

## **ENDORSEMENTS**

The Chemeketa Community College Board of Education, as a nonpartisan, policy-making body, shall not endorse any candidate(s) seeking local, state, or national elected office. The College Board of Education shall not endorse any local, state, or national issue, unless the issue directly relates to college operations or would otherwise impact the college.

As individuals, College Board of Education members may make endorsements, but must make it clear they are not acting on behalf of the College Board of Education.

June 26, 1991

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*Adopted Board of Education*

February 15, 2006; October 21, 2009;

March 18, 2015

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*Revised*

Administrative Series—2000

## CONCEPT OF ADMINISTRATIVE ORGANIZATION

The basic authority for the administration of Chemeketa Community College resides in the office of the college president/chief executive officer. The college president/chief executive officer derives authority from the Chemeketa Community College Board of Education. The college president/chief executive officer is responsible for the formulation of college policies requiring College Board of Education approval; all recommendations for College Board of Education action; and the implementation of College Board of Education policies, college procedures, and other actions.

The college president/chief executive officer may delegate functions to employees. These duties and responsibilities are outlined as a guide to incumbents in these positions. They do not in any way limit the responsibility or basic authority of the college president/chief executive officer for the administration of any part of the district's function.

The college president/chief executive officer shall be responsible for preparing an administrative organization chart and updating it annually. A copy of the organizational chart will reside in the office of the college president/chief executive officer, and will be posted on the internal website and available on request.

July 17, 1985

*Adopted College Board of Education*

March 15, 2006; February 17, 2010;

March 20, 2013; July 20, 2016

*Revised College Board of Education*

Administrative Series—2000

**PRESIDENT OF THE COLLEGE/CHIEF EXECUTIVE OFFICER AND CLERK OF  
THE COLLEGE BOARD OF EDUCATION**

**General Responsibility**

The Chemeketa Community College president/chief executive officer shall serve as the chief executive officer ~~and clerk for the College Board of Education~~. The administration of Chemeketa Community College ~~the college~~ in all of its aspects shall be delegated to the president/chief executive officer. The president/chief executive officer shall perform other administrative duties as may be assigned by the College Board of Education. When acting as the chief executive officer ~~and clerk~~, the president/~~CEO~~ chief executive officer serves the College Board of Education in areas of specific board interest.

**RESPONSIBILITIES AND DUTIES**

A. The college president/chief executive officer assists the College Board of Education by:

1. Being responsible for implementing/administering the general policies of the college as approved by the College Board of Education, the rules and regulations of the Higher Education Coordinating Commission and laws of the State of Oregon as defined in the statutes.<sup>1</sup>
2. Initiating policies for the College Board of Education consideration and developing related administrative procedures and evaluating the effectiveness of ~~board~~ College Board of Education policies and college procedures.
3. Administering the planning, development, and maintenance of a positive educational program in conformity with the adopted policies of the College Board of Education.
4. ~~Studying~~ Reviewing the needs of the college for new construction, maintenance, and recommending needs to the College Board of Education.
5. Keeping the College Board of Education regularly informed of the progress and conditions of the college.

B. The college president/chief executive officer is responsible for:

1. Preparing all agendas for meetings of the College Board of Education.
2. Attending all meetings of the College Board of Education and participating in all its deliberations.

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<sup>1</sup> ORS Chapter 341

Administrative Series—2000

**PRESIDENT OF THE COLLEGE/CHIEF EXECUTIVE OFFICER AND CLERK OF  
THE COLLEGE BOARD OF EDUCATION** (Continued)

3. Informing the College Board of Education about the appointment of all contracted employees.
4. Employing qualified college personnel, defining duties, terms and conditions and providing contracts as required and overseeing all personnel actions.
5. Conducting continuous studies of the development and needs of the college and keeping the College Board of Education and the public informed.
6. Supervising the preparation and administration of the annual budget with recommendations for adoption.
7. All other responsibilities not explicitly retained by the College Board of Education through policy and/or statute.

C. The college president/chief executive officer serves as:

1. The college and district representative to meetings and conferences with federal, state, and local accrediting associations and other agencies requiring college participation. The college president/chief executive officer may delegate this responsibility if necessary.
2. The college and district representative to meetings, conferences, and public events deemed to be of value to the college. The college president/chief executive officer may delegate a portion of this service to other college officials in accordance with the best interests of the college.
3. Ex-officio member or guest of, and has a right to attend, all committee or organizational meetings held in college facilities or related to college activities.
4. For meetings and activities related to labor relations, or other sensitive matters, the college president/chief executive officer should exercise discretion.

July 17, 1985

*Adopted Board of Education*

March 15, 2006; February 17, 2010

July 20, 2016

*Revised College Board of Education*

## PERSONNEL REPORT

### Prepared by

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

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### NEW HIRES AND NEW POSITIONS

Claudia Gallegos, Instructional Specialist—Yamhill Valley campus, Regional Education and Academic Development Division, replacement, 100 percent, 12-month assignment, Range B-3, Step 3.

Fantini Hernandez, Department Technician I—Human Resources, Governance and Administration Division, replacement, 100 percent, 12-month assignment, Range B-1, Step 1.

Daniel J. Stover, Instructional Coordinator/Analyst II—Chemeketa Center for Business and Industry, Career and Technical Education Division, replacement, 100 percent, 12-month assignment, Range C-2, Step 3.

### POSITION CHANGES

Elaine M. Kervorkian, Department Technician I-10 months—Faculty Secretaries, Instruction and Student Services Division, temporary replacement, 100 percent, Range B-1, Step 11, from Department Technician I-10 months—Math, Engineering and Computer Science, General Education and Transfer Studies Division.

Hector Lopez-Delgado, Maintenance/Trades Technician I—Capital Projects and Facilities, College Support Services Division, replacement, 100 percent, Range B-1, Step 4, from Maintenance/Trades Assistant—Capital Projects and Facilities, College Support Services Division.

### RETIREMENTS

Margaret L. Byers, Financial Services Analyst I—Bookstore and Auxiliary Services, College Support Services Division, effective October 31, 2019.

Maria M. Dooley, Administrative Coordinator—Instruction and Student Services Division, effective October 31, 2019.

### SEPARATIONS

Abby M. Grewatz, Instructional Specialist-10 months—Academic Development, Regional Education and Academic Development Division, effective September 13, 2019.

John E. Hadley, Instructional Coordinator/Analyst II—Instructional Research, Governance and Administration Division, effective September 30, 2019.

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Peter B. Hale, Technology Analyst II—Student Recruitment, Enrollment and Graduation Services, Student Development and Learning Resources Division, effective September 12, 2019.

Alicia C. Jabin, Instructional Specialist-10 months—Business and Technology, Early Childhood Education and Visual Communications, Career and Technical Education Division, effective June 30, 2019.

## **BUDGET STATUS REPORT**

### **Prepared by**

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

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The financial reports of the general fund and investments for the period from July 1, 2019, through September 30, 2019, 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 September 30, 2019
- Quarterly Update of Other Funds



**Chemeketa Community College  
Statement of Resources and Expenditures  
As of September 30, 2019**

Fund 100000 - General Fund Unrestricted

	<u>ADJUSTED BUDGET</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>% OF BUDGET</u>	<u>VARIANCE TO BUDGET</u>
<b>Resources:</b>				
Property Taxes	22,320,000	202,428	0.91%	(22,117,572)
Tuition and Fees	23,290,000	8,227,942	35.33%	(15,062,058)
State Appropriations - Current	33,800,000	18,091,913	53.53%	(15,708,087)
Indirect Recovery	1,900,000	342,606	18.03%	(1,557,394)
Interest	1,200,000	109,819	9.15%	(1,090,181)
Miscellaneous Revenue	450,000	258,569	57.46%	(191,431)
Transfers In	200,000	-	0.00%	(200,000)
Fund Balance	9,000,000	-	0.00%	(9,000,000)
<b>Total Resources</b>	<b><u>92,160,000</u></b>	<b><u>27,233,277</u></b>	<b>29.55%</b>	<b><u>(64,926,723)</u></b>
<b>Expenditures:</b>				
Instruction	36,152,193	4,955,523	13.71%	31,196,670
Instructional Support	12,204,178	2,644,269	21.67%	9,559,909
Student Services	8,048,693	1,817,816	22.59%	6,230,877
College Support Services	16,524,353	4,015,558	24.30%	12,508,795
Plant Operation and Maintenance	6,930,583	1,278,423	18.45%	5,652,160
Transfers and Contingency	10,800,000	838,403	7.76%	9,961,597
<b>Total Expenditures</b>	<b><u>90,660,000</u></b>	<b><u>15,549,992</u></b>	<b>17.15%</b>	<b><u>75,110,008</u></b>
<b>Unappropriated Ending Fund Balance</b>	<b>1,500,000</b>			

**Chemeketa Community College**  
**Budget Status Report**  
**As of September 30, 2019**

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	8,167,151.00	1,930,880.82	5,877,241.65	359,028.53
6120	Classified Salaries	12,272,459.00	2,815,492.31	8,524,084.68	932,882.01
6124	Part-Time Hourly & Student Wages	1,447,065.00	240,569.98	-	1,206,495.02
6130	Faculty Salaries	17,004,758.00	2,239,202.41	13,990,758.01	774,797.58
6132	Part-Time Faculty	7,000,000.00	752,908.73	-	6,247,091.27
6510	Fixed Fringe Benefits	9,419,193.00	2,189,285.81	-	7,229,907.19
6511	Variable Fringe Benefits	14,767,996.00	2,506,001.68	-	12,261,994.32
6512	Other Fringe Benefits	380,000.00	84,130.00	-	295,870.00
	<b>Subtotal Personnel Services</b>	<b>70,458,622.00</b>	<b>12,758,471.74</b>	<b>28,392,084.34</b>	<b>29,308,065.92</b>
					<b>18.11%</b>

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,736,421.00	169,109.47	-	1,567,311.53
720	Equipment \$500-\$4,999	270,530.00	6,156.24	17,549.21	246,824.55
7300	Legal Services	106,176.00	3,660.98	40,600.00	61,915.02
7310	Insurance	619,162.00	513,663.25	-	105,498.75
7320	Maintenance	445,720.00	52,715.84	10,159.97	382,844.19
7330	Communications	873,853.00	138,340.91	-	735,512.09
7340	Space Costs	1,887,134.00	215,778.52	45,933.25	1,625,422.23
7350	Staff Development	128,491.00	40,216.82	-	88,274.18
7360	Travel	372,140.00	51,091.19	-	321,048.81
7370	Other Services	2,799,881.00	760,662.57	677,103.60	1,362,114.83
7550	Capital Outlay	161,870.00	1,721.18	95,282.00	64,866.82
8150	Transfers Out	4,800,000.00	838,403.03	-	3,961,596.97
8500	Contingency	6,000,000.00	-	-	6,000,000.00
	<b>Subtotal Non-Personnel Services</b>	<b>20,201,378.00</b>	<b>2,791,520.00</b>	<b>886,628.03</b>	<b>16,523,229.97</b>
					<b>13.82%</b>
	<b>Report Totals</b>	<b>90,660,000.00</b>	<b>15,549,991.74</b>	<b>29,278,712.37</b>	<b>45,831,295.89</b>
					<b>17.15%</b>

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

<u>Oregon State Treasurer Investments</u>	<u>Investment Ending Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Rate as of 9-30-2019</u>
Oregon Short-Term Fund - General	9-30-2019	On demand	\$15,202,290.84	2.45%
Oregon Short-Term Fund - Capital	9-30-2019	On demand	\$10,099,651.03	2.45%
<u>Other Investments</u>	<u>Investment Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Yield</u>
Discount Note – Federal Natl Mtg Assn	09-14-2018	10-24-2019	\$2,964,416.67	2.445%
Discount Note – Federal Home Loan Bank	09-14-2018	11-15-2019	\$2,975,775.42	2.476%
Corporate Note – Wells Fargo Bank	09-14-2018	12-06-2019	\$2,997,065.83	2.737%
Corporate Note – Toyota Motor Credit Corp.	09-14-2018	01-10-2020	\$2,993,053.33	2.699%
Discount Note – Federal Home Loan Bank	09-14-2018	02-11-2020	\$2,986,763.75	2.587%
Discount Note – Federal Farm Credit Bank	09-14-2018	03-05-2020	\$2,953,665.00	2.600%
Corporate Note – Bank of America	11-20-2018	04-21-2020	\$2,968,206.76	3.150%
Corporate Note – Westpac Banking Corp.	11-26-2018	05-26-2020	\$2,962,740.00	3.154%
Corporate Note – JP Morgan Chase	01-11-2019	06-23-2020	\$1,991,610.00	3.145%
Corporate Note – Bank of Nova Scotia	02-08-2019	07-14-2020	\$2,974,840.00	2.853%
Corporate Note – Australia & New Zealand Bank Group	03-22-2019	08-19-2020	\$1,989,177.78	2.655%
Corporate Note – Toronto Dominion Bank	04-24-2019	09-17-2020	\$2,022,035.00	2.578%
Corporate Note – JP Morgan Chase	02-08-2019	10-15-2020	\$2,069,732.57	2.930%

13 week Treasuries 1.84% as of 9/30/2019

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

**Chemeketa Community College  
 Quarterly Update of Other Funds  
 July 1, 2019 - September 30, 2019**

	<b>FUND #</b>	<b>RESOURCES</b>	<b>OBLIGATIONS</b>	<b>BALANCE</b>
Auxiliary Services	680	\$ 5,208,520	\$ 1,471,457	\$ 3,737,063
Self-Supporting Services	2000	14,374,189	8,573,107	5,801,082
Intra-College Services	2800	8,243,893	2,071,534	6,172,359
Student Government, Clubs & Newspaper	7200	133,616	2,251	131,365
Athletics	7500	113,607	87,710	25,897
<b>TOTAL</b>		<b>\$ 28,073,825</b>	<b>\$ 12,206,059</b>	<b>\$ 15,867,766</b>

	<b>FUND #</b>	<b>BUDGET</b>	<b>OBLIGATIONS</b>	<b>BALANCE</b>
Reserve Funds	2650 & 670000	\$ 1,140,000	\$ -	\$ 1,140,000
Regional Library	2600	4,166,000	2,475,284	1,690,716
Capital Development	6000-6500	23,000,000	2,494,357	20,505,643
Student Financial Aid	4200	66,512,500	11,820,888	54,691,612
Special Projects	3000	14,575,000	3,036,230	11,538,770
Debt Service	590	40,500,000	-	40,500,000
<b>TOTAL</b>		<b>\$ 149,893,500</b>	<b>\$ 19,826,759</b>	<b>\$ 130,066,741</b>

## **PURCHASING REPORT**

### **Prepared by**

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

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### **CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE (CCRLS) LEASED LIT FIBER**

A Request for Proposal for a Leased Lit Fiber (Fiber) System will be advertised on the college's Procurement Services Website, the Universal Service Administration Company Website, and the State of Oregon Procurement Information Network (ORPIN) in October 2019. A recommendation for contract award will be made to the College Board of Education at its December 2019 meeting.

Purchasing the Fiber will allow the 15-member libraries to network directly with the CCRLS library hub in Building 9 (hub). Once the network is complete, the hub can maintain and upgrade the interlibrary software system from a single point. The delivery of shared electronic library resources will be more efficient, e.g., eBooks; research databases; and historical photographs. New Fiber connections at the smaller libraries gives them an opportunity to significantly increase their internet speed.

The "School and Libraries (E-rate) Program" will pay for 80 percent of the costs associated with networking the libraries and 80 percent of the monthly network fees.

### **BUDGET DEVELOPMENT AND FINANCIAL FORECASTING SOFTWARE**

A Request for Proposal for Budget Development and Financial Forecasting Software will be advertised on the college's Procurement Services Website and the State of Oregon Procurement Information Network (ORPIN) in October 2019. A recommendation for contract award will be made to the College Board of Education at its December 2019 meeting.

This budgeting system software solution will provide a single, unified tool that manages data, calculations, workflow, and has the reporting capabilities typically needed in the budget process. Key features in the system should include budgeting, including fixed and variable fringe benefits costing, alternative scenarios, a multi-user environment, multi-year forecasting, a workflow management process, and the ability to track strategic initiatives and performance management objectives.

## CAPITAL PROJECTS REPORT

### Prepared by

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

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### PLANNING AND PRE-PLANNING CAPITAL PROJECTS

- **Agricultural Complex**  
Design development continues with partners on the final design. The design team is working with the college to identify areas for cost savings while maintaining all essential functions of the program. Upon approval of these changes, and the associated cost analysis, the design team will begin creating construction documents. The design team intent is to have 75 percent of the drawings to the college this month. The drawings will provide the ability to evaluate the cost of the project and determine if the need to continue to search for areas for cost savings is necessary.
- **Building 2 Roof Replacement**  
Removal and replacement of the Building 2 roof has been substantially completed. Remaining work includes portions of the flashing and a final coating. Some quality control issues have been identified and the contractor is working with the facilities department to reach resolutions.
- **Asphalt Crack Seal**  
The blue parking lot crack sealing is complete and expected to temporarily extend the life of the lot. Extensive subgrade improvements will be required in the future.
- **Building 5 Heating, Ventilation and Air Conditioning (HVAC)**  
Building 5 HVAC failed in August. Facilities is working with procurement and a design team on a new plan that would consist of HVAC, controls, and new grid throughout the building.

See Appendix–2; Campus Map pages 61–62.

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**COLLEGE ADVANCEMENT REPORT  
JULY 2019–SEPTEMBER 2019**

**Prepared by**

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

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

**GRANT ACTIVITIES  
JULY 2019–SEPTEMBER 2019**

**Prepared by**

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

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**GRANTS SUBMITTED JULY 2019–SEPTEMBER 2019**

<b>Grantor</b>	<b>Department</b>	<b>Description</b>	<b>Amount</b>
Stanley Smith Horticultural Trust	Agricultural Sciences	Submitted August 15. Will fund purchase of a hoop house (greenhouse) for the outdoor Woody Ornamentals Lab within the new Agricultural Complex. The hoop house will be used to further ornamental horticulture research and education. New, one-year grant.	6,093
U.S. Department of Agriculture	Agricultural Sciences	Submitted August 21. National Institute of Food and Agriculture, Agriculture and Food Research Initiative (NIFA/AFRI) supports design and installation of the half acre Woody Ornamentals Demonstration and Learning Lab, plus activities to prepare highly qualified workers for the nursery industry. New, 5-year grant.	273,295
Portland General Electric	Capital Projects and Facilities	Submitted August 30. Drive Change Fund will upgrade Chemeketa's electric vehicle (EV) charging infrastructure at Salem campus and CCBI by replacing two and adding five new EV stations (14 ports). New software will streamline user access and usage monitoring.	72,758



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Procter & Gamble	Dental Assisting	Submitted September 29. P&G Fund for Higher Education supports the employability of students by providing a Digital Impression system allowing students to design and create 3D computerized models of dental crowns and other dental prostheses.	20,000
<b>Total</b>			<b>\$372,146</b>

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

<b>Grantor</b>	<b>Department</b>	<b>Description</b>	<b>Amount</b>
Oregon Office of Emergency Management	Emergency and Risk Management	Submitted April 9. In partnership with Marion County Emergency Management, supports equipment for use by the Marion County Joint Information Center (Salem campus) and Secondary Emergency Operations Center (Brooks Center). New, one-year grant.	72,550
<b>Total</b>			<b>\$72,550</b>

**GRANTS DECLINED JULY 2019–SEPTEMBER 2019**

<b>Grantor</b>	<b>Department</b>	<b>Description</b>	<b>Amount</b>
American Welding Society	Welding	Notified June 5. Six-month evening welding certificate program for IET students.	25,000
IME Becas	Language and Social Sciences	Notified July 17. Would have served students of Mexican heritage pursuing degrees in teacher education.	5,500
National Science Foundation	Mathematics	Notified September 3. In partnership with Oregon State University (OSU), would have supported transfer pathway to OSU's biological data science (BDS) program. Chemeketa was to develop and offer a new BDS course. Students completing the course would have been eligible for paid summer research experiences at OSU. New, 3-year grant.	57,382
<b>Total</b>			<b>\$87,882</b>

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**GRANTS AWARDED JULY 2019–SEPTEMBER 2019**

<b>Grantor</b>	<b>Department</b>	<b>Description</b>	<b>Amount</b>
Campus Compact of Oregon	CAMP	Notified June 19. Connect2Complete Equitable Pathways Specialist will assist the CAMP program by providing student support and intervention strategies. **	20,095
Campus Compact of Oregon	Woodburn Center	Notified July 10. Provides two College Access Corp AmeriCorps members who coordinate and mentor college students mentoring middle and high school students. *	19,827 x 2 = 39,654
U.S. Department of Education	High School Equivalency Programs (HEP)	Notified August 6. Supports students earning high school equivalency diploma (HSED), transitioning into postsecondary education or training program, upgraded employment or the military. Renewal grant. ***	471,307
Campus Compact of Oregon	Student Development and Learning Resources and GETS	Notified August 13. Connect2Complete provides two Equitable Pathways Specialists (Salem and YVC) to support Guided Pathways work by monitoring student progress, identifying barriers to completion, and providing interventions as needed. **	20,095 x 2 = 40,190
TRiO Talent Search (TS)	TRiO	Notified Sept 10. Supplemental TS award will make it possible for TS students to explore, discover, and hone STEM interests while mastering key prerequisites.	38,880
<b>Total</b>			<b>\$610,126</b>

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

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\*\* A combination of College funds and grant funding are provided to the Connect2Complete AmeriCorps member who will receive a total of \$14,000 distributed over 10.5 months and an education award of \$6,095 paid by Campus Compact of Oregon College Access Corps. If selected to host the member, the College's portion of the agreement is \$9,000

\*\*\* The U.S. Department of Education grant proposal was erroneously omitted from the April–June, 2019 Board Report.

## CHEMEKETA COMMUNITY COLLEGE FOUNDATION QUARTERLY REPORT

### Prepared by

Phillip Hudspeth, Director—Foundation  
Marie Hulett, Executive Director—Institutional Advancement  
David Hallett, Vice President—Governance and Administration

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### FOOD PANTRY SIGNAGE

Fundraising for the Student Relief Fund which supports the Chemeketa Food Pantry and Student Emergency Fund remains a priority for the Foundation. In an effort to recognize the broad level of support for the Chemeketa Pantry, the Foundation has designed and placed a sign adjacent to the pantry. The sign attempts to acknowledge employees, community members, and corporate and community partners who support this valuable student resource.

### HOLIDAY MARKET

Over the last two years, the Foundation and the college have participated in the Salem Holiday Market. The college has been asked again to participate in this year's market, Friday, December 13. This will be the third year that the Salem Saturday Market added a special Friday evening opportunity for the community to shop early. Proceeds from the event will go to support the Student Relief Fund and Chemeketa's Food Pantry. The Holiday Market will be held at the State Fairgrounds in the Jackman Long and Columbia buildings and opens on Friday evening, December 13, from 5:30–8:30 pm. The cost is \$8 for individuals and \$15 for couples and includes light hors d'oeuvres, entertainment, wine tasting and special offers from all participating vendors.

### ROSA FOUNDATION SCHOLARSHIP

The Foundation recently established a new scholarship funded by the ROSA Foundation to support Yamhill County students at Chemeketa. A member of the ROSA Foundation had attended a Hispanic Cultural Celebration at YVC and inquired about supporting scholarships for Chemeketa students. He was referred to the Foundation Office. The ROSA Foundation will fund scholarships for part-time and full-time transfer students for the 2019–2020 academic year. The ROSA Foundation intends to increase the number of scholarships awarded for the 2020–2021 academic year. Ultimately, the ROSA Foundation would like to have their scholarship follow Chemeketa scholarship recipients to their four-year institution.

### ESTATE PLANNING SEMINAR THIS FALL

Foundation board member/secretary and Estate Planning Attorney, Maria Schmidlkofer will present an estate planning seminar titled "Legacy, Love & Estate Planning: Wills and Trusts Explained." The seminar will be held at the Chemeketa's Yamhill Valley Campus, Friday, on October 11, 12–1:30 pm. Maria is recognized statewide for her expertise in this subject matter; her presentations receive high praise from attendees

## **SUMMER TERM ENROLLMENT REPORT**

### **Prepared by**

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

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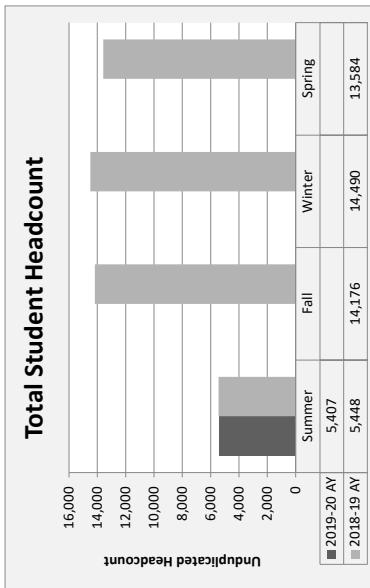
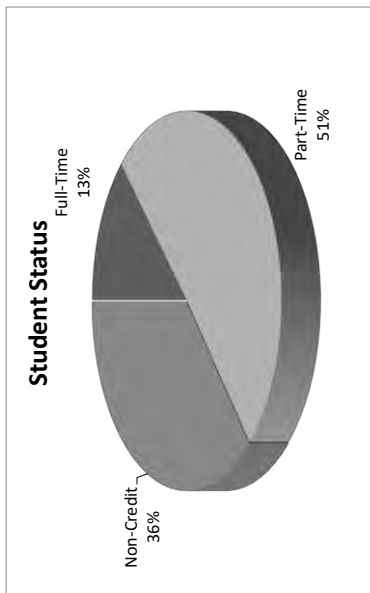
Items included in this report:

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

Summer 2019  
Student, FTE and Enrollment Profile  
All Locations

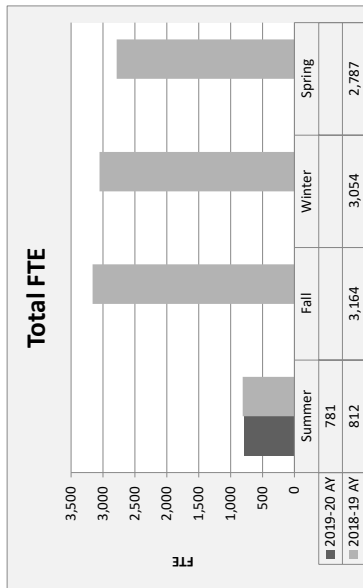
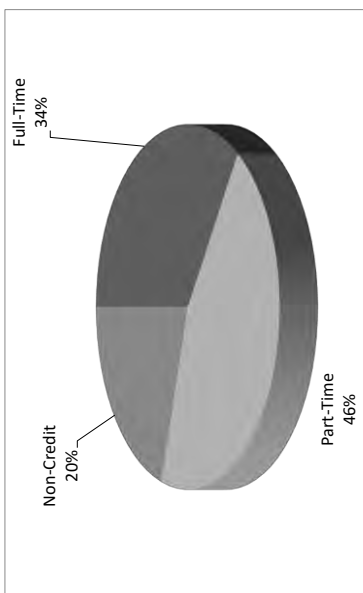
**Summer 2019**  
**STUDENTS (unduplicated headcount)**

<b>Total Students</b>	<b>5,407</b>
<b>Full-Time</b>	<b>2,739</b>
12.8%	50.7%
<b>Part-Time</b>	<b>1,976</b>
36.5%	36.5%
<b>Non-Credit</b>	<b>781</b>



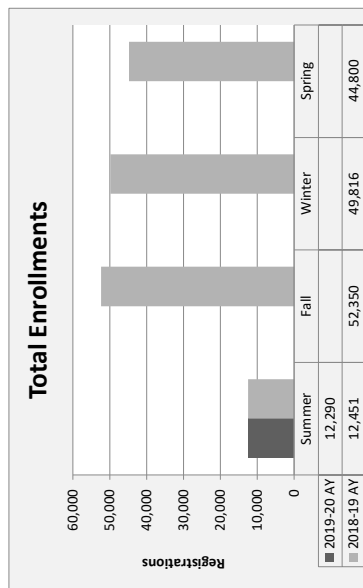
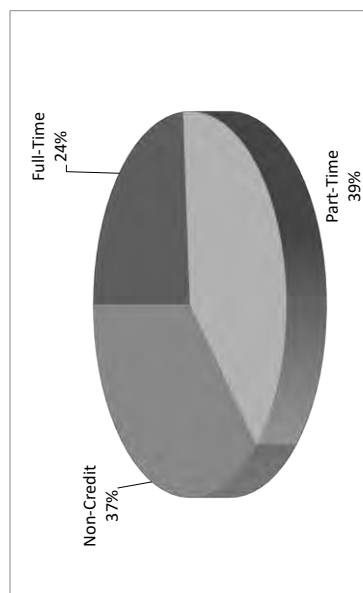
**FTE**

<b>Total FTE</b>	<b>781</b>
<b>Full-Time</b>	<b>267</b>
34.2%	45.5%
<b>Part-Time</b>	<b>355</b>
20.3%	20.3%
<b>Non-Credit</b>	<b>159</b>



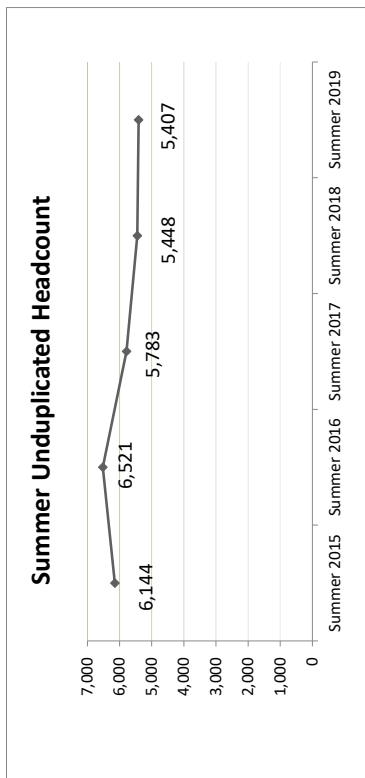
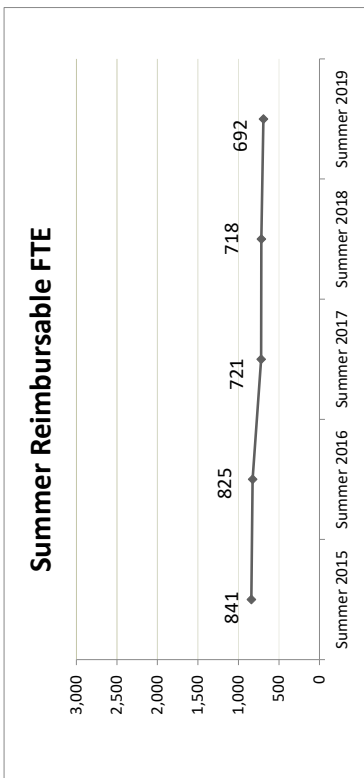
**ENROLLMENTS (duplicated headcount)**

<b>Total Enrollments</b>	<b>12,290</b>
<b>Full-Time</b>	<b>2,935</b>
23.9%	39.0%
<b>Part-Time</b>	<b>4,796</b>
37.1%	37.1%
<b>Non-Credit</b>	<b>4,559</b>



Summer 2019  
Student, FTE and Enrollment Profile  
All Locations

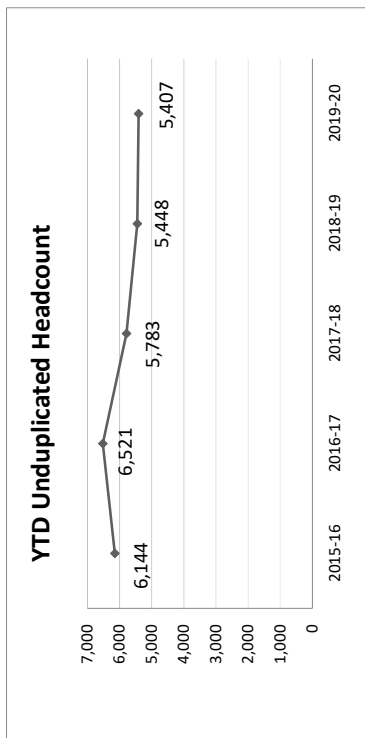
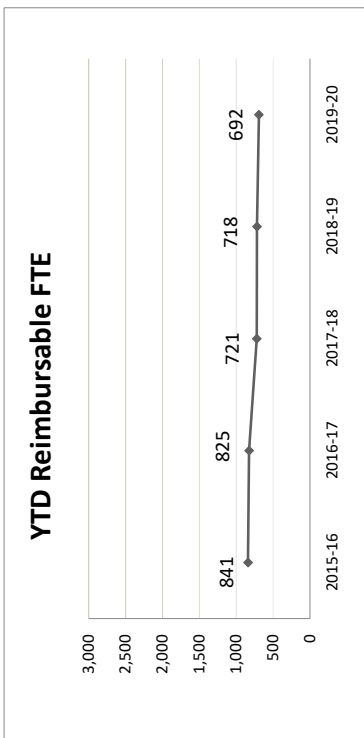
Summer-to-Summer Comparison			
Summer Term FTE and Headcount	Summer 2018	Summer 2019	% Change
Reimbursable FTE	718	692	-3.6%
Non-Reimbursable FTE	94	89	-4.7%
Total FTE	812	781	-3.8%
Unduplicated Headcount	5,448	5,407	-0.8%



Rate of Change from Summer to Summer				
	2015 to 2016	2016 to 2017	2017 to 2018	2018 to 2019
Change in Reimbursable FTE	↑ 6.1%	↓ -12.7%	↓ -0.3%	↓ -3.6%
Change in Unduplicated HC	↑ 6.1%	↓ -11.3%	↓ -5.8%	↓ -0.8%

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

Year-to-Date			
Year-to-Date FTE and Headcount	2018-19	2019-20	% Change
YTD Reimbursable FTE	718	692	-3.6%
YTD Non-Reimbursable FTE	94	89	-4.7%
YTD Total FTE	812	781	-3.8%
YTD Unduplicated Headcount	5,448	5,407	-0.8%



Rate of Change YTD to YTD				
	2015-16 to 2016-17	2016-17 to 2017-18	2017-18 to 2018-19	2018-19 to 2019-20
Change in YTD Reimbursable FTE	↑ 6.1%	↓ -12.7%	↓ -0.3%	↓ -3.6%
Change in YTD Unduplicated HC	↑ 6.1%	↓ -11.3%	↓ -5.8%	↓ -0.8%

## RECOGNITION REPORT

### Prepared by

Jessica Howard, President/Chief Executive Officer

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

SHANNON OTHUS-GAULT, physical science instructor, and NICOLE DICKERSON, student services specialist, at YVC volunteered for the Earth and Space Science Day at the Salem library focusing on climate change. *(Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

Sabor Latino, a community event was held at YVC on Saturday, September 7. It focused on celebrating Latino culture and providing a resource fair to community members. The event was planned by JORGE ANAYA, HANNA DEMASTER, and JOSE GARCIA, and day of support from CECELIA MONTO and our BILINGUAL EDUCATION STUDENTS; AARON BACA, NICOLE DICKERSON, DANIELLE HOFFMAN, HILDA KETCHUM, AND YVC'S MEDIA TEAM. *(Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

New Student Preview Day was held on Friday, September 20, to welcome new students and provide a number of workshops to get them ready for fall term. Thanks to GUY CRAIG, DENISE GALEY, and MERCEDES WINGO for organizing the event and to the many presenters: BLANCA AGUIRRE, TIFFANY BORDEN, AILEEN COLLINS, MARIA CRUSE, SARA, CSAKY, PAUL EVANS, KIP CARLSON, JOHN DEDRICK, SAGE FREEMAN, GRECIA GARCIA PEREZ, LORI GILLESPIE, JOEL GISBERT, SILVIA HERMAN, TETER KAPAN, GARY KUHN, ED LAZZARA, KIM MARTIN, CATHY MARTELL-STRAIGHT, KIM MARTIN, JON MATHIS, KRISTINE MEDYANIK, CECELIA MONTO, YESICA NAVARRO, JENNIFER SADOUK, JUAN SALDANA, REBECCA SALINAS-OLIVEROS, KATHY SAUNDERS, MICHIE SHARPE, as well as staff in ADVISING AND COUNSELING, CAREER SERVICES, CHEMEKETA ONLINE, COLLEGE ACCESS PROGRAMS, FINANCIAL AID, LIBRARY, READING, WRITING AND STUDY SKILLS, STUDENT COMPUTER CENTER, and TUTORING. *(Core Theme: Student Success—Students progress and complete their educational goals.)*

Mental Health Awareness Week was October 7–10. Thanks to BLANCA AGUIRRE, TIFFANY BORDAN, KIM MARTIN, and KAREN STEVENS for organizing the Mental Health Awareness Week activities which included Campus and Community Resources on Monday, October 7; Counseling Center Open House on Tuesday, October 8; Question Persuade, Refer (QPR) on Wednesday, October 9; and Breaking the Stigma of Mental Illness and Mindfulness Training on Thursday, October 10. Volunteers and presenters included CLEO ALVAREZ, VIVI CALEFFI PRICHARD, EUSEBIO HERRERA-PEREZ, JEFFREY HOWARD, CHRIS POTTS, LINDA



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RINGO-REYNA, DENISE THOMPSON, and MERCEDES WINGO. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

The CHEMEKETA EDUCATION PROGRAM was featured in the 2019 Oregon Educator Equity Report that is prepared annually for the Governor, highlighting the program as a state-wide model, and also noting the significant contribution the college made in licensing testing through the Oregon Department of Education funded “Oregon Educator Licensure Assessments (ORELA) Teacher Licensing Test Pilot Project” and the newly created opportunity for heritage Spanish-speaking students to study and receive the Oregon Seal of Biliteracy. The program has been very successful. From Pacific University alone 20 students have graduated in the last two years and now are bilingual teachers in our local area, and there are currently 32 students that will be graduating in the next 1–2 years. The Oregon Educator Equity Report reflects well on Chemeketa as a leader in building a culturally diverse teaching workforce in the state of Oregon. The link to the complete report is:

<https://www.oregon.gov/eac/Documents/2019%20Educator%20Equity%20Report.pdf>.

CECELIA MONTO, dean of Education, Languages and Social Sciences, sits on the Oregon Educator Equity Advisory Group and is a contributing writer of the report. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Thanks to VIVI CALEFFI PRICHARD and the planning committee of ROSALBA AGUILAR, GRECIA PEREZ GARCIA, and ESTHELA ZENDEJAS for organizing the fifth annual Binational Health Fair that was held on Saturday, October 12, in the Building 7 gymnasium. Volunteers included MANUEL GUERRA, CAMP, NURSING and DENTAL STUDENTS, STUDENT LEADERS from Marketing and Foundation and Student Retention and College Life; and staff from HEALTH AND HUMAN PERFORMANCE, SCHEDULING, NORTHWEST INNOVATIONS, PUBLIC SAFETY, and FACILITIES. In addition, over 90 volunteers from several local non-profit organizations provided information about health and social resources as well as free preventative dental screenings and exams, flu shots, vision, blood pressure, hearing, bone density, pre-diabetes, and HIV testing. ITIN renewal assistance, OHP assistance, and free immigration consultation was also available. Over 400 people attended. *(Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

JOSE GARCIA, Juntos coordinator, was presented with an Early Career Service Award at the Extension Professional's Organization (ESP) National Conference. The award is designed to pay tribute to a new Extension professional who has exhibited the potential for leadership and excellence in Extension program planning, delivery, evaluation, and/or administration during the first 10 years of their career. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

## PRESIDENT'S REPORT

### Prepared by

Jessica Howard, President/Chief Executive Officer

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Concerning our statewide partners in governance and leadership of Oregon's community colleges, the following operational and strategic activities and programs have been underway since the last President's Report in May of 2019

### OREGON COMMUNITY COLLEGE ASSOCIATION

*OCCA is a board-governed membership organization formed to support the 17 community colleges and their locally elected boards. Its purpose is to provide leadership, advocacy, and support for the colleges with the governor, legislature, federal delegation, and partners such as the Higher Education Coordinating Commission, the Workforce Talent Development Board, employer groups, labor groups, and other non-profit organizations.*

- On July 30, OCCA hosted 40 newly elected local college board members at a new board member training held on Chemeketa's campus (in the TV studio) to orient all participants on board roles and responsibilities, ethics and public meeting law, and the president/board member relationship. It also provided an overview on issues, trends, advocacy, and financing for community colleges.
- The OCCA Executive Committee held its summer retreat on August 8, at the association office in Salem. It determined that three goals from 2018–2019 would be carried forward and focused upon for long-term planning: 1) Secure adequate funding to fulfill the mission of community colleges and achieve our goals; 2) Continue strengthening OCCA as an organizational entity; and 3) Support student success (re: equity, eliminating achievement gaps, ensure that students are prepared to engage with the world they encounter). The resulting Board Goals and Proposed Actions document was conceived for 2019–2027.
- OCCA held its first regular meeting of the 2019–2020 academic year on October 11, at Blue Mountain Community College (CC). It included the following items/reports/actions:
  - A report provided by Quinn Thomas, the marketing firm that assisted OCCA with lobbying on behalf of community colleges during the 2019 legislative session. The 2019–2020 legislative session advocacy plan has three overarching strategic goals: enable student success, build advocacy capacity and effectiveness, and increase influence with decision-makers.
  - Oregon School Boards Association (OSBA), which is immersed in the Student Success Act (HB 3427). Community colleges are encouraged to: 1) participate in this fall's public forums to assist in the public strategic planning process; 2) work with high schools concerning Measure 98 funding/Career and Technical Education (CTE); and 3) to engage with high school concerning dual credit, youth re-engagement, and the other ways in which our sectors connect.
  - OCCA committees. Chemeketa is represented for this academic year, thus, Board of Trustee Member, Ed Dodson, is the chair of the Nominating Committee, and Jessica Howard is serving on the Member Services Committee.

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- Visits to community college boards. Executive Director Cam Preus will be joining presidents and local boards at local college board meetings throughout this academic year.
- The approval of OCCA Board Goals and Proposed Actions (see above).
- The college continues to be actively engaged with the legislature.
- Jessica Howard testified recently during Legislative Committee Days, providing testimony at the Senate Education Committee concerning accelerated learning and transfer.
- Jessica Howard participated in a higher education meeting addressing next steps after the long session, which centered upon what constitutes a realistic Continuing Service Level amount. OCCA advises that community colleges need to identify more champions in the state senate.

#### HIGHER EDUCATION COORDINATING COMMISSION

*Composed of a state agency and a 14-member volunteer commission appointed by the governor, the HECC is the single state entity responsible for higher education in Oregon. The HECC develops and implements policies and programs to ensure well-coordinated programs to foster student success.*

- The commission rejected the petition to remove the northern portion of Lake County from Central Oregon Community College's (CC) taxing district. At the same time, it directed HECC staff to work with local stakeholders to facilitate a move of the territory from Central Oregon CC to Klamath CC's district.
- A draft timeline has been put in place for rule development and program approval for community colleges to offer applied baccalaureate degrees. HECC will create a Rules Advisory Committee, including representatives from OCCA, community colleges, the Alliance of Independent Colleges, Oregon Health & Science University (OHSU), public universities, a workforce board member, and private higher education. Two meetings are expected prior to rules being submitted to the Secretary of State in December. After a 50-day public comment period, public hearings will be held and rules finalized. The Oregon Administrative Rules (OAR) are likely to be adopted at the HECC meeting on February 13, 2020, allowing Applied Baccalaureate Program proposals to be submitted to HECC beginning February 14, 2020. Applied Baccalaureate programs would then be eligible for approval by HECC at its April 9, 2020 meeting.
- The HECC and the Workforce Talent and Development Board convened the Adult Learner Advisory Committee (ALAC) for its first meeting on September 23. Chemeketa is represented on this group by Executive Dean, Holly Nelson. The group will be focused on helping Oregon achieve the adult attainment goal of 300,000 adult Oregonians earning credentials of value while reducing attainment gaps by half, by 2030.
- The HECC co-hosted 11 Equity Roundtable Meetings with leaders from communities of color around the state between August 21 and September 20, 2019. One such meeting took place at Chemeketa on August 28 with many native community members and Chemeketa staff Vivi Caleffi Pritchard, Cy Hill, and Jessica Howard in attendance. An Equity Leadership Council will be convened in December with representatives from higher education and community leaders from around the state.

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## COMMUNITY COLLEGES AND WORKFORCE DEVELOPMENT

*CCWD is the office within the HECC that provides coordination, leadership, and resources to Oregon community colleges.*

- Patrick Crane, CCWD Director, advised OPC that the HECC is planning to release a Request for Proposal (RFP) for First-Generation Student Success grants in January 2020, with the goal of having grant agreements in place with successful grantees by July 1, 2020. Total award amount available is approximately \$1.6M per year.
- The Oregon Transfer Articulation Committee (OTAC) will review the Major Transfer Map (MTM) for Elementary Education at its October 18 meeting; approval is expected. The next steps will be for Memorandum of Understandings for the first three MTMs (Biology, English Literature, and Elementary Education) to be signed by all 24 public institutions before the end of 2019.

## OREGON PRESIDENTS' COUNCIL

*A council of the 17 Oregon community college district presidents and campus presidents, OPC meets regularly to strengthen our community college network and position in the state.*

- Birgitte Ryslinge, Oregon Coast CC, is the chair of OPC for the 2019–2020 academic year; Cathy Kemper-Pelle from Rogue CC is the co-chair.
- OPC held its annual retreat in August, hosted by Chemeketa CC and led by incoming chair Ryslinge. OPC welcomed three new president members: Dennis Bailey (Blue Mountain CC), Laurie Chesley (Central Oregon CC), and Jessica Howard (Chemeketa CC). Areas of focus for this academic year are: accelerated learning, affinity group relationships, applied baccalaureate, capital construction match, co-experiential learning, CTE equipment, current service level, cybersecurity, Guided Pathways cohort 3, hunger and homelessness, Pathways to Opportunity, re-entry and prison education, and transfer.
- OPC's first regular meeting of this academic year was held at Blue Mountain CC in Pendleton on October 10–11. Discussion topics included the areas of focus established at the retreat, as well as the Adult Learner Advisory Committee, Pathways to Opportunity asks of the Strategic Fund, and a proposal regarding Docu-sign.

The next meeting of the Oregon Presidents Council will be on November 6, in association with the OCCA annual conference. Both will be held at the Salishan Resort in Gleneden Beach.

Separate Action-1  
October 23, 2019

**APPROVAL OF RETIREMENT RESOLUTIONS  
NO. 19-20-08, MARIA M. DOOLEY AND NO. 19-20-09, MARGARET L. BYERS  
[19-20-111]**

**Prepared by**

Jessica H. Howard, President—President's Office

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The College Board of Education honors employees who retire after years of service to the college. Attached are resolutions honoring Maria M. Dooley and Margaret L. Byers who retire effective October 31, 2019.

It is recommended that the College Board of Education adopt Resolution No. 19-20-08, Maria M. Dooley and No. 19-20-09, Margaret L. Byers.

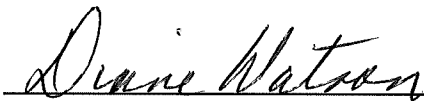
Separate Action-1  
October 23, 2019

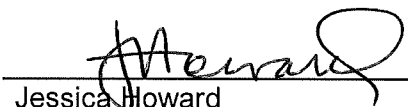
**RETIREMENT RESOLUTION NO. 19-20-08,  
MARIA M. DOOLEY**

WHEREAS, Maria M. Dooley began her 22-year, 2-month association, as a salaried employee, with Chemeketa Community College in August, 1997; and

WHEREAS, Maria M. Dooley gave dedicated service to Chemeketa Community College currently as Administrative Coordinator, Instruction and Student Services Division; therefore,

BE IT RESOLVED, that upon her retirement date of October 31, 2019, the College Board of Education hereby honors and commends Maria M. Dooley for her loyalty, dedication and personal commitment to Chemeketa Community College.

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

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


Separate Action-1  
October 23, 2019

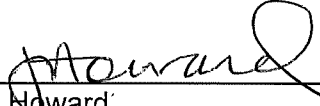
**RETIREMENT RESOLUTION NO. 19-20-09,  
MARGARET L. BYERS**

WHEREAS, Margaret L. Byers began her 27-year, 3-month association, as a salaried employee, with Chemeketa Community College in August, 1992; and

WHEREAS, Margaret L. Byers gave dedicated service to Chemeketa Community College currently as Financial Services Analyst I, Bookstore of College Support Services Division; therefore,

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

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

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

**APPROVAL OF COLLEGE POLICIES #1530—BUDGET OFFICER; #1540—CUSTODIAN OF FUNDS; #1610—CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION MEMBER TRAVEL; AND #1620—DEPOSITORY OF FUNDS [19-20-112]**

**Prepared by**

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

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**BUDGET OFFICER—POLICY #1530**

This policy was last reviewed by the board in March 2015. The main change makes the gender designation neutral. The statutory reference is also updated.

**CUSTODIAN OF FUNDS—POLICY #1540**

This policy was last reviewed by the board in March 2015. The only change makes the gender designation neutral.

**CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION MEMBER TRAVEL—POLICY #1610**

This policy was last reviewed by the board in March 2015. Several changes to this policy reflect actual current practices. In the first paragraph, the College Board of Education is given its formal name since it is the first time referenced in the policy. In the second paragraph, the need for the chair and vice chair approval is eliminated and allows the board to make these decisions. In the third paragraph, the board chair and vice chair approval is eliminated, again giving the authority to the board as a whole. Since the board will be making the decision in the first place, the appeal process was eliminated. The last paragraph expands travel reimbursement, at the current college rate, to and from all meetings where the board member is representing the college and not just college board meetings.

**DEPOSITORY OF FUNDS—POLICY #1620**

This policy was last reviewed by the board in March 2015. The only suggested edit to this policy is changing the wording “depositories” to “banks”.

It is recommended that the College Board of Education adopt college policies #1530—Budget Officer; #1540—Custodian of Funds; #1610—Chemeketa Community College Board of Education Member Travel; and #1620—Depository of Funds to become effective immediately.



College Board of Education Series—1000

**BUDGET OFFICER**

The Chemeketa Community College Board of Education shall designate the college president/chief executive officer or ~~his/her~~ their designee as the district budget officer and supervise the preparation of the annual college budget.<sup>1</sup>

June 26, 1991

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*Adopted Board of Education*

February 15, 2006; September 23, 2009;

March 18, 2015

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*Revised*

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<sup>1</sup> ~~ORS 294.331~~ ORS 341.703(1)

College Board of Education Series—1000

### **CUSTODIAN OF FUNDS**

The Chemeketa Community College Board of Education shall designate the college president/chief executive officer or ~~his/her~~ their designee to serve as custodian of funds of the district. It shall be the duty of the custodian of funds to administer, dispose, and invest said funds in accordance with Oregon law. The custodian of funds shall report monthly to the College Board of Education the status of all college funds and the investments thereof.<sup>1</sup>

June 26, 1991

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*Adopted Board of Education*

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

---

*Revised*

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<sup>1</sup> ORS 341.703

College Board of Education Series—1000

**CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION MEMBER TRAVEL**<sup>1</sup>

Members of the Chemeketa Community College Board of Education are authorized to attend and participate in meetings and conferences of organizations of which ~~the college~~ Chemeketa Community College is a member or has related educational and business interests.

Requests for out-of-state travel for college purposes shall be discussed and approved by the College Board of Education ~~chair and vice chairperson in advance~~, except where emergency travel might be necessary.

Reimbursement for in-state and out-of-state travel expenses relating to College Board of Education matters, by members shall not exceed budgeted travel funds. Cost will be monitored and when appropriate prior approval for travel may be required. The College Board of Education ~~chairperson and vice chairperson are~~ is authorized to make decisions necessary regarding travel cost. ~~Any appeal of their decision may be forwarded to the entire College Board of Education for review and final determination.~~

~~Upon request, reimbursement for travel to and from College Board of Education meetings will be made at the current college rate.~~

Upon request, reimbursement for travel to and from meetings representing the College Board of Education will be made at the current college rate.

June 26, 1991

---

*Adopted Board of Education*

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

---

*Revised*

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<sup>1</sup> ORS 341.283(6) (See also Policy #1110.)

College Board of Education Series—1000

**DEPOSITORY OF FUNDS**

The Chemeketa Community College Board of Education shall designate a qualified ~~depositories~~  
bank for college funds.<sup>1</sup>

June 26, 1991

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*Adopted Board of Education*

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

---

*Revised*

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<sup>1</sup> ORS ~~295.001 et al~~ 295.008 and Policy #6040

Action-2  
October 23, 2019

**APPROVAL OF ON CALL GENERAL  
CARPENTRY SERVICES CONTRACT AWARD  
[19-20-113]**

**Prepared by**

Mariah Martínez, Procurement Analyst  
Miriam Scharer, Vice President/Chief Financial Officer

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An Invitation to Bid for On Call General Carpentry Services was advertised on September 4, 2019, on the college's Procurement Services website, the State of Oregon Procurement Information Network (ORPIN), and in the Daily Journal of Commerce. Bids were opened immediately following Bid Closing at 2 pm on September 25, 2019. Bids were received from the following contractors:

A & S Construction Corporation, Portland, OR  
Advanced Tribal, LLC., Salem, OR  
Blue Spruce Builders Inc, Dallas. OR  
Cedar Mill Construction Company LLC., Tualatin, OR  
Joseph Muller Construction, Springfield, OR  
PRT Construction LLC, Gresham, OR

As the solicitation afforded for multiple contract awards, it is recommended that the College Board of Education approve the award of four contracts to provide On Call General Carpentry Services to A & S Construction Corporation, Portland, Oregon; Advanced Tribal, LLC., Salem, Oregon; Cedar Mill Construction Company, LLC, Tualatin, Oregon; and Joseph Muller Construction, Springfield, Oregon, the lowest, responsive, and responsible bidders, for a period not to exceed 5 years, for an estimated combined contract value of \$700,000.00.

**APPROVAL OF GRANTS AWARDED  
JULY 2019–SEPTEMBER 2019  
[19-20-114]**

**Prepared by**

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

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

<b>Grantor</b>	<b>Department</b>	<b>Award Description</b>	<b>Amount</b>
Campus Compact of Oregon	CAMP	Notified June 19. Connect2Complete Equitable Pathways Specialist will assist the CAMP program by providing student support and intervention strategies. **	20,095
Campus Compact of Oregon	Woodburn Center	Notified July 10. Provides <b>two</b> College Access Corp AmeriCorps members who coordinate and mentor college students mentoring middle and high school students. *	19,827 x 2 = 39,654
U.S. Department of Education	High School Equivalency Programs (HEP)	Notified August 6. Supports students earning high school equivalency diploma (HSED), transitioning into postsecondary education or training program, upgraded employment or the military. Renewal grant. ***	471,307
Campus Compact of Oregon	Student Development & Learning Resources and GETS	Notified August 13. Submitted July 30. Connect2Complete provides <b>two</b> Equitable Pathways Specialists (Salem and YVC) to support Guided Pathways work by monitoring student progress, identifying barriers to completion, and providing interventions as needed. **	20,095 x 2 = 40,190

Action-3  
October 23, 2019

TRIO Talent Search (TS)	TRIO	Notified Sept 10. Supplemental TS award will make it possible for TS students to explore, discover, and hone STEM interests while mastering key prerequisites.	38,880
<b>Total</b>			<b>\$610,126</b>

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

\*\* A combination of College funds and grant funding are provided to the Connect2Complete AmeriCorps member who will receive a total of \$14,000 distributed over 10.5 months and an education award of \$6,095 paid by Campus Compact of Oregon College Access Corps. If selected to host the member, the College's portion of the agreement is \$9,000.

\*\*\* The U.S. Department of Education grant proposal was erroneously omitted from the April–June, 2019 Board Report.

**ACCEPTANCE OF PROGRAM DONATIONS  
JULY 1, 2019 THROUGH SEPTEMBER 30, 2019  
[19-20-115]**

**Prepared by**

Shawn Keebler, Administrative Assistant—Foundation  
Jamie Wenigmann, Development Coordinator—Foundation  
Phillip Hudspeth, Director—Foundation  
David Hallett, Vice President—Governance and Administration  
Jessica Howard, President/Chief Executive Officer

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**Item:** Engineering samples  
and test equipment  
**Donor:** Garmin AT  
**Declared Value:** \$12,754.00  
**Program:** Electronics Program

**Item:** Framed Painting by  
Ka'ila Farrel-Smith  
**Donor:** Kenneth Bierly  
**Declared Value:** \$677.90  
**Program:** Multicultural Center

**Item:** Baby Trend Infant Car  
Seat  
**Donor:** Gail Williams Pickett  
**Declared Value:** \$90.00  
**Program:** STEPS Program

**Item:** 2012 Chevrolet Traverse  
LTZ  
**Donor:** Angela and Ben Garvie  
**Declared Value:** \$4,000.00  
**Program:** Automotive Program



# MISSION • VISION • CORE THEMES • VALUES

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

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

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

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

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

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

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

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

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

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

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

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

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

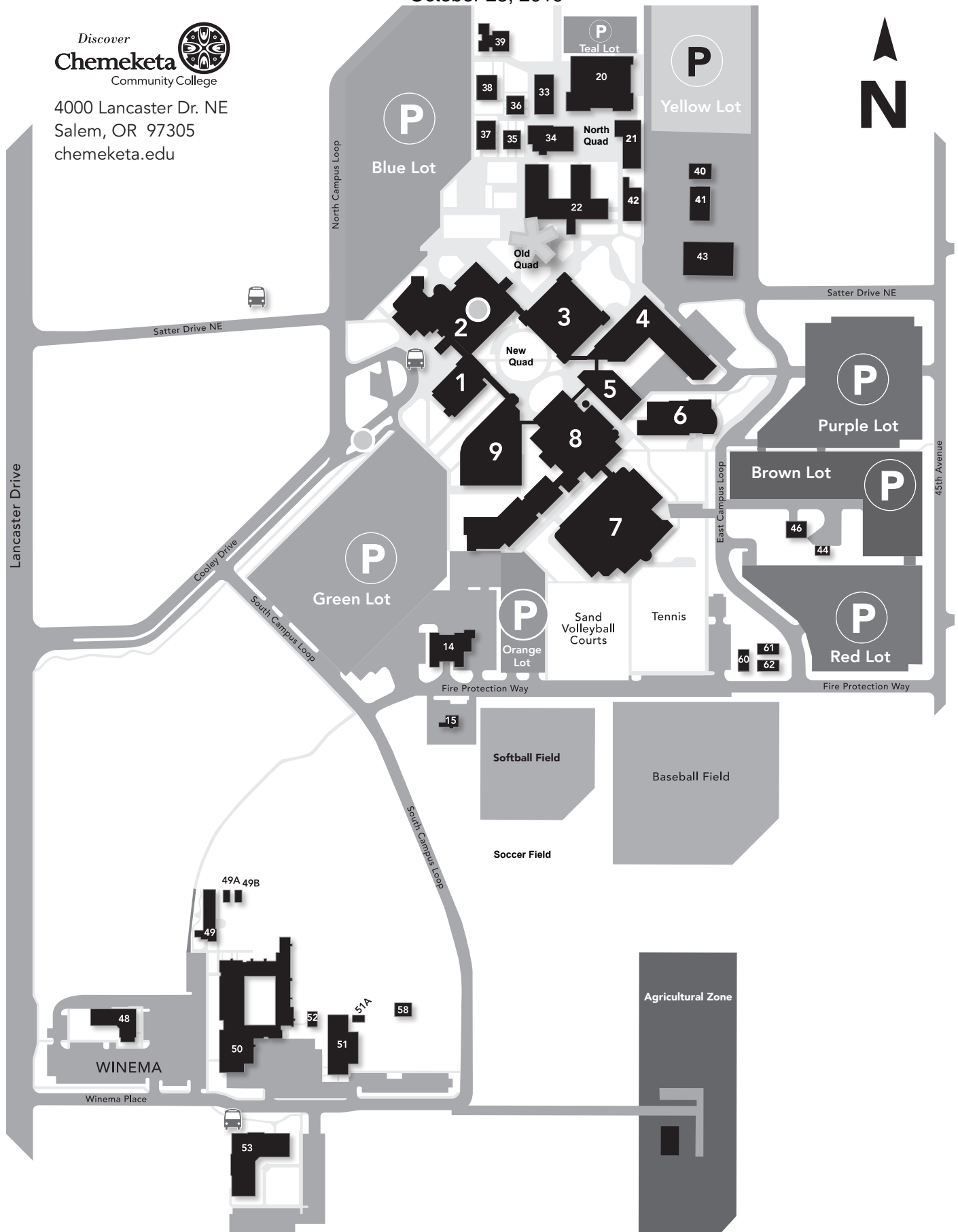
**Innovation** – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

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

Appendix-2  
October 23, 2019



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



Building directory on reverse side

## Appendix-2 October 23, 2019

### Building and Primary Function(s)

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

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

### Area or Service—Building/Room

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

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

### Instructional Department Offices

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

### Restrooms

#### SINGLE OCCUPANCY

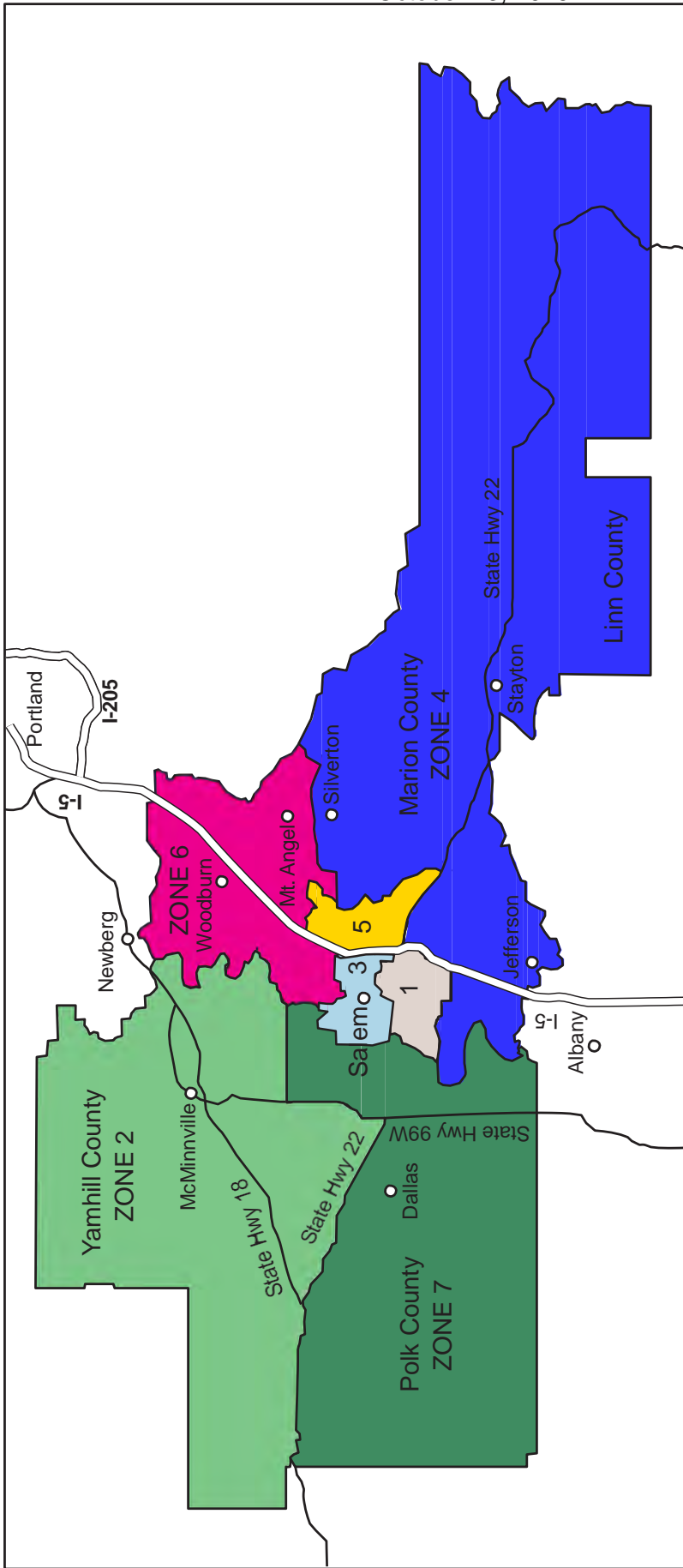
- Building 2—First floor
- Building 4—Second floor
- Building 5—Second floor
- Building 6—First floor
- Building 8—First floor
- Building 20—First floor
- Building 36—First floor
- Building 37—First floor
- Building 38—First floor
- Building 40—Second floor
- Building 50—First floor
- Building 51—First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

#### MOTHER'S ROOM

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



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



**Board Members**

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

**Handouts**  
**October 23, 2019**

# College Board of

## Education Workshop

*Integrated Education and Training (IET)  
and Supplemental Nutrition Assistance Program  
(SNAP) Training and Employment Program (STEP)*

Adam Mennig, Academic Coordinator

October 23, 2019

# Overview

1. Data to ground the conversation
2. Integrated Education and Training Overview
  - a. What is it and how it works
  - b. Who is involved—partnerships and people
  - c. Impact & Implications of the work
3. SNAP Training & Employment Program
  - a. Overview, Partnerships, Impact

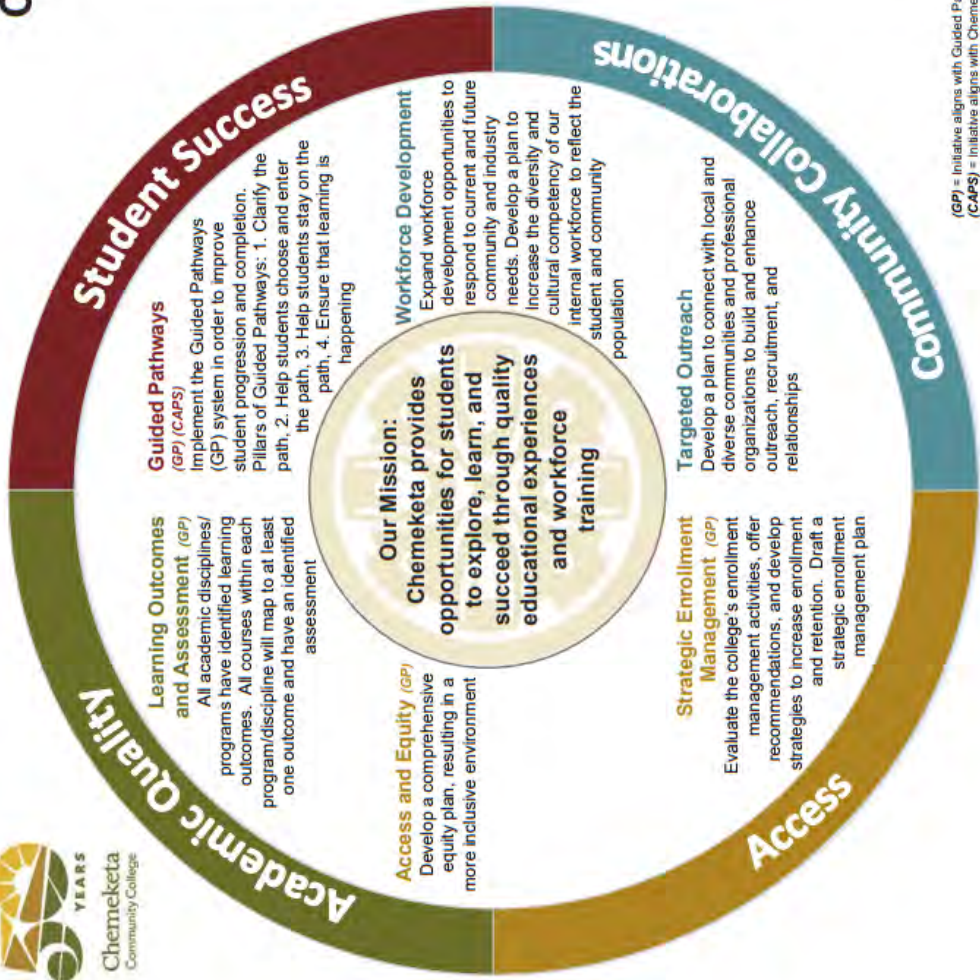
# Connection to the Placemat



## Chemeketa Community College 2019-20 Strategic Initiatives

### Key Institutional Measures

Course Completion:	2018-19	3 Yr. Average
Percent of successful completion in all credit courses (C or better) by category		
• Career Technical Education (CTE)	87.3%	87.3%
• Lower Division Collegiate (Transfer)	79.8%	80.0%
• Post-Secondary Remedial (Dev RD, WR, MTH)	63.6%	64.6%
High Enrollment Courses:	2018-19	3 Yr. Average
Percent of successful completion in the 10 highest enrolled courses (C or better) by category		
• Career Technical Education (CTE)	82.8%	83.9%
• Lower Division Collegiate (Transfer)	76.7%	77.3%
• Post-Secondary Remedial (Dev RD, WR, MTH)	63.5%	64.5%
Persistence (1 <sup>st</sup> Term to 2 <sup>nd</sup> Term):	2018-19	3 Yr. Average
Percent of first-time, full- and part-time, credential-seeking students who persist from their first to second term		
• Fall 2018 to Winter 2019	80.8%	80.5%
• Winter 2019 to Spring 2019	59.7%	62.9%
• Spring 2019 to Summer 2019	27.3%	29.7%
Retention (Fall to Fall):	2018-19	3 Yr. Average
Percent of fall 2017 cohorts of first-time, full- and part-time, degree-seeking students who are retained from fall to fall		
• Fall 2017	58.5%	56.4%
Graduation:	2018-19	3 Yr. Average
Percent of fall 2016 cohort of full-time, degree-seeking students who graduate within 150% of allotted time		
• Fall 2016	22.5%	23.8%
Transfer:	2018-19	3 Yr. Average
Percent of fall 2014 cohort of first-time, full-time, AAOT-seeking students who transfer to a 4-year institution within 200% of allotted time (graduates and non-graduates)		
• Fall 2014	36.0%	38.3%



(GP) = Initiative aligns with Guided Pathways work  
(CAPS) = Initiative aligns with Chemeketa Accelerated Pathways to Success (DHSI Grant) work



# Workforce Development Need

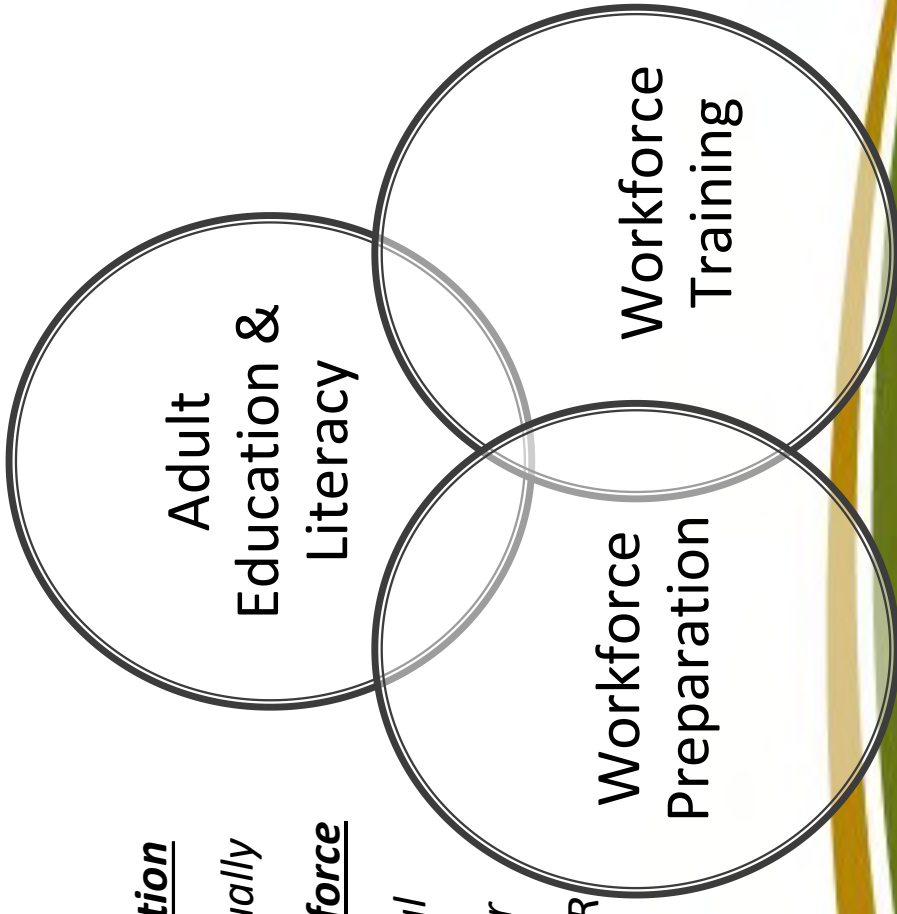
*There are 442,000 Oregonians  
age 25 and older that are  
unemployed or are working  
and making less than \$15/hr  
without a post-secondary  
credential*



# ***Integrated Education and Training (IET)***

# Definition: Integrated Education and Training

“...a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement” (Final WIOA regulations at 34 CFR §463.35).



# Why Integrated and Education Training (IET)?

- Access to CTE programs
- Building career pathways from developmental education
  - Pre-Pathways for our Guided Pathways Work
- Increasing access to a more diverse population of students
- Connections to being a Hispanic Serving Institution (HSI)

# What Programs are Good Candidates for an IET?

- Those that address a community need
- Strong link to Jobs .....and an Educational Pathway
- Areas where students struggle to meet minimum entry requirements
- Retention of students in programs with higher core skills

# Programs and Departments Supporting

## This Work

**Advising/Counseling**

Welding

Medical Assisting

**Reading/Writing/Study Skills**

**Polk Center**

**GED**

**Health Sciences**

Early Childhood Education

Apprenticeship

**Ag Science**

**Yamhill Valley Campus**

Career Pathways

**Business Services**

ESOL

Marketing

**Willamette Workforce Partnership**

**Library**

# People Involved

Mary Hughes

**Glen Miller**

Noel Cobb

Christine Nile

Luisana Chavez

**Chris Kato**

**Shannah Steele**

Larry Cheyne

**Jennifer Sadouk**

Genevieve Halkett

**Angelica Macias**

Ana Angel

Michelle Kelley

Pam Ditterick

**Pillar Torres-Barrera**

Loredana James  
Melody Abarca-Millan

**Mitch Smith**

**Brian Keechle**

**Robert LaHue**

**Megan Cogswell**

R. Taylor

Sandi Kellogg

Trina Butler

Tamara Trattner

**Jessica Sandrock**

**Paul Davis**

Kathryn Ellis

Abby Hoffer

**Melissa VanDyke**

Denise Schill

Erika Lanning

Holly Nelson

Brad Tedrow

Laura Leon-Cipriano

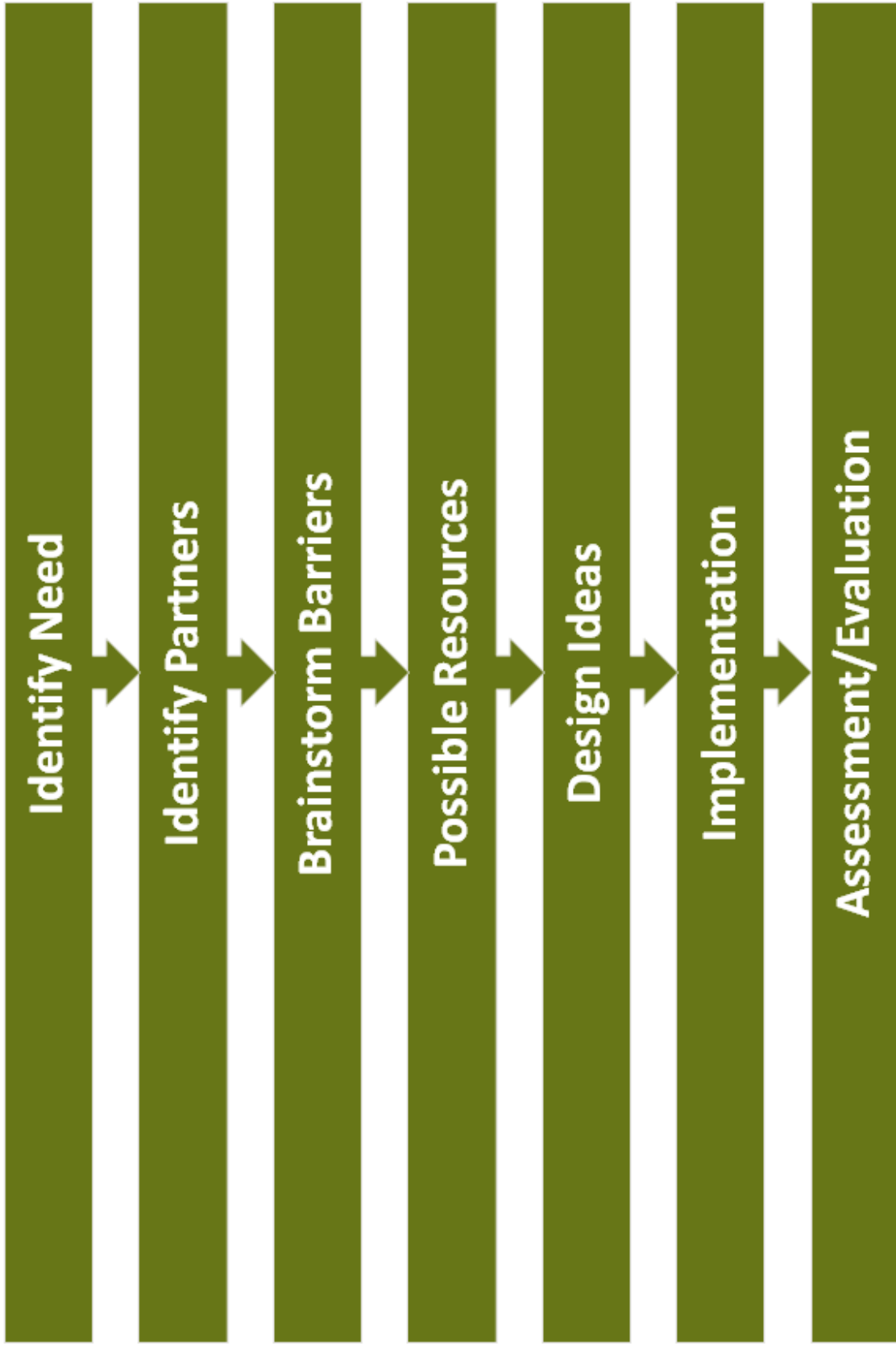
Mike Myers

Michael Connor

Daniel Adams

**Heather Misener**

# IET Project Planning Process

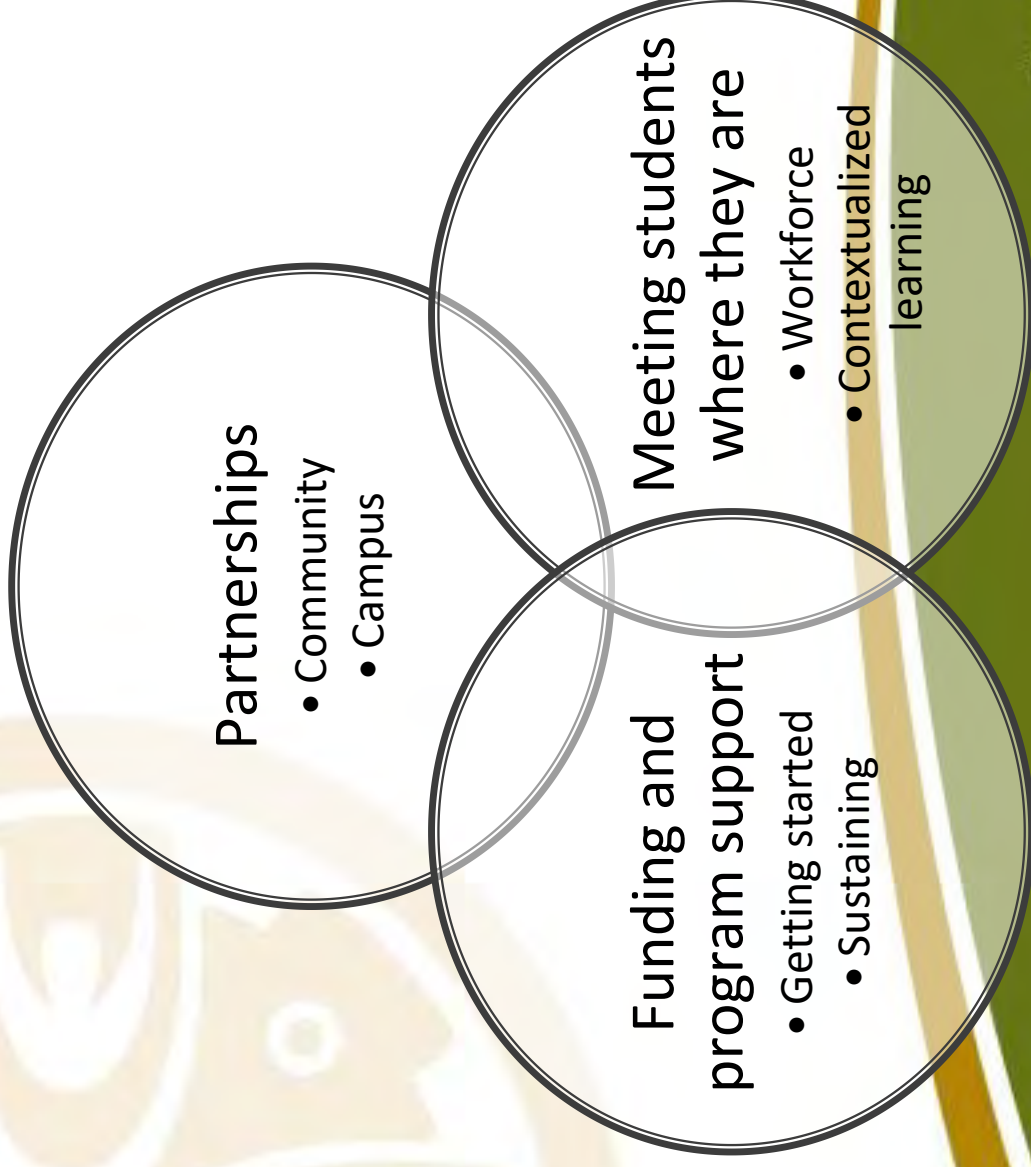




# Braided Funding To Support IET

Source	Utilization
State Career Pathways Grant	Instructional costs, and instructional materials
Willamette Workforce Partnership	Instructional costs, M&S for Healthcare Cohorts
Marion & Polk Early Learning Hub Inc.	Classroom Sets of texts for ECE cohorts
Title II, IELCE Civics Grant	Contextualized Support Instruction
Self-Support	Instructional costs, and instructional materials
STEP Grant	Student Scholarships
General Fund	Program coordination

# A Specific Example: ECE An Overview



# Partnerships: Community

## Employers & Community Partners



Oregon Child Development Coalition  
CULTIVATING OUR CHILDREN'S FUTURE



# Partnerships: Campus

- Faculty, administrators and staff worked together in new ways.
  - CTE Program (ECE in this case)
  - ESOL and ABE/GED Program
  - Reading, Writing, Study Skills Program
  - Career Pathways

**More...listening, challenging, testing, accommodating and collaborating!**



# Meeting Students Where They Are: Workforce

Early childhood educators often enter the field without prior education and face barriers to entering and competing college programs.

- Employed full time
- Parents
- Low wage earners

In our district students may also:

- not meet course prerequisites
- Speak a language other than English as their first language

# Meeting Students Where They Are: Contextualized Learning

Targeted Academic Support in Reading, Study Skills, Writing, and Language Acquisition (ESOL)

- Goal: students reach college level reading and writing by Term 3
- ▣ Collaboration Time with ECE and Support faculty (1hr/week)
- ▣ Shared Syllabus and E-Learn Shells

# Funding



## ▣ Program Funding

- College general fund - prioritizing this work
- State Career Pathways Funding
- Community Partnerships
- Leverage SNAP 50/50 (STEP)

# Student Supports



- ▶ Student Orientation and Assessment
- ▶ Logistics (Books, rooms, CRNs, registration process, data collection)



# Funding and Student Supports Cont.



## Critical Components:

- ▣ Advising
  - One-on-one support
  - Troubleshooting issues
  - Directing to resources (FAFSA, SNAP, Scholarships)

# IET: A Student Perspective



# Faculty Perspective

*Jennifer Sadouk - Reading, Writing, Study Skills Faculty*

*Pam Ditterick - Early Childhood Education Faculty*

*Brian Keechle - Welding Faculty*

# Initial Results

Cohort	Cohort Size	% Hispanic	Overall Certificate Completion %	Hispanic Completion %
Salem - 1	30	80%	76.7%	79.2%
YVC	18	44%	72.2%	87.5%
MIG Welding	7	57.1%	71.4%	75%
Salem -2	24	75%	In Progress	In Progress

# Results Leading to More Partnerships



Received \$43,000 from our Local Workforce Board to initiate IET models in CNA1 and Medical Assisting, as well as support CNA2 programming

# Sustaining our Momentum & Next Steps

## **Engaged and committed faculty**

- Recruit and train more instructors

## **Funding**

- Seeking grants, continued community partnerships, Leveraging state Career Pathways and STEP grant funding

## **Recruitment**

- Identifying potential student marketing opportunities, working with Workforce Board

## **Lessons Learned**

- Each cohort / groups (even within same institution) have different needs—Salem vs Yamhill
- Data driven decision throughout program design / adjustment

## **Applying the model to other CTE areas and informing Pre-guided pathways work**

- Supporting Pre-pathways initiatives; Truck Driving; Ag Management; ECE; Supporting gateway courses



# ***SNAP Training and Employment Program (STEP)***



# The Work of STEP

*Providing Support to SNAP (food stamp) recipients as they access education and training, build skills, earn credentials, and enter into careers that offer economic mobility*

# Who is Eligible for Services?



*Individuals receiving SNAP  
but not TANF*

# Consider This

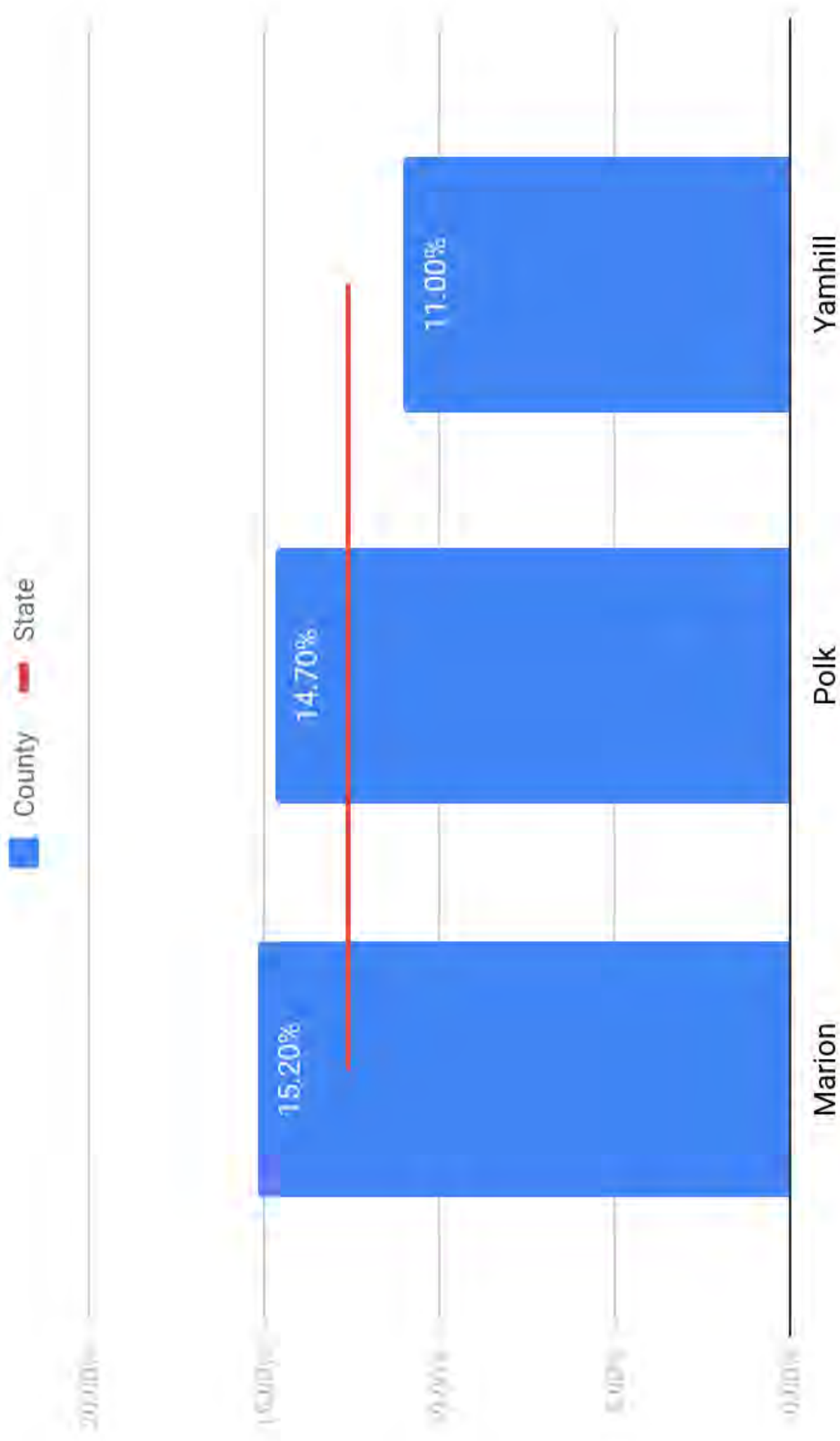
**Approximately 2 in 3** community college students  
experience food insecurity

**About 1/2** of community college students  
experience housing insecurity

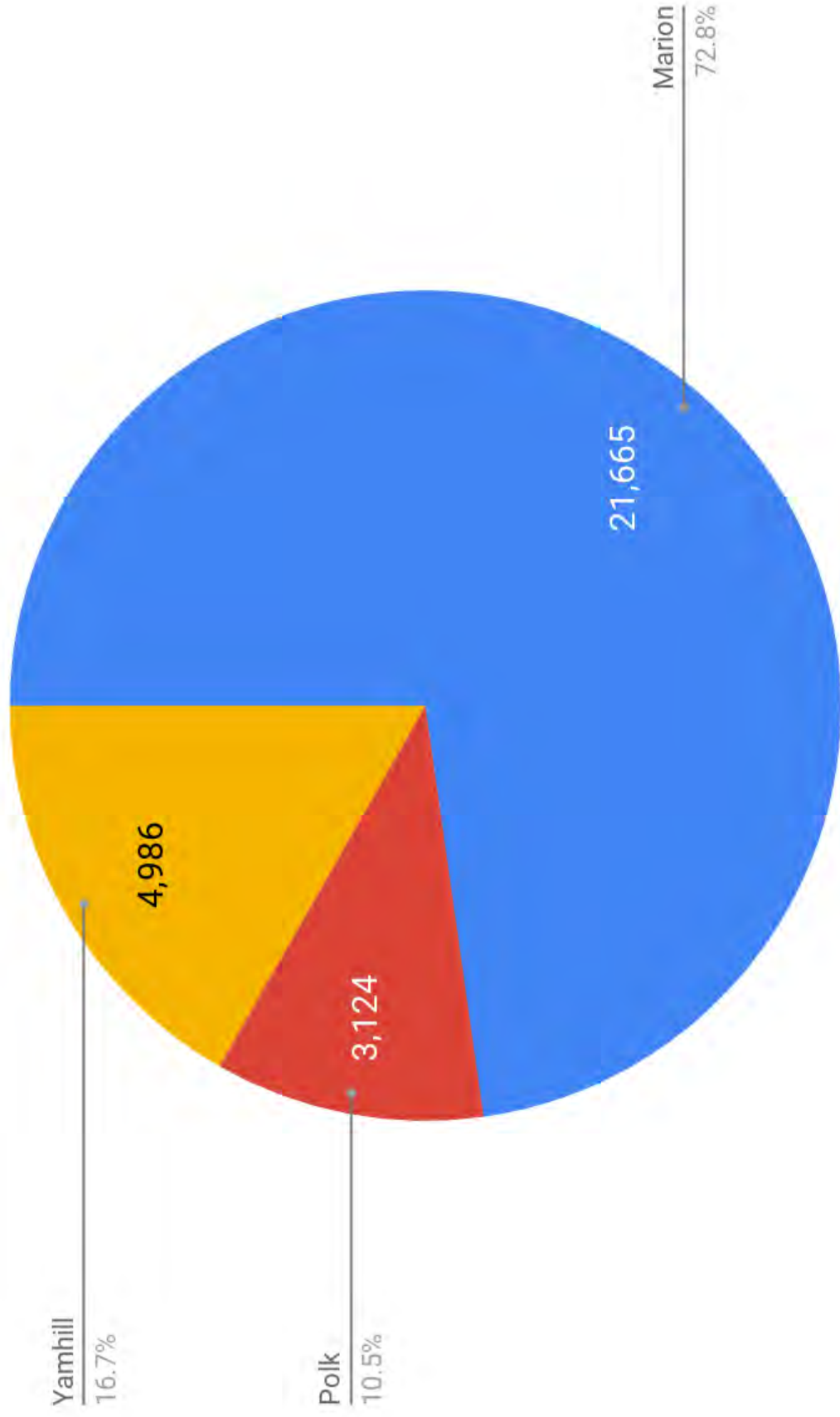
**13% to 14%** of community college students  
experience homelessness

Hungry and Homeless in College: Results from a National Study of Basic Needs Insecurity in Higher Education (Goldrick-Rab 2017,1)

# Poverty Rates By County



# Number of Households Receiving Food Stamps By County (August 2019)



# How is STEP Funded?

*Third-party match grant, administered federally by Food and Nutrition Services, and in Oregon by the Department of Human Services.*

*Colleges are reimbursed for 50% of their expenses to expand and enhance services for SNAP (food stamp) recipients.*

*Chemeketa is part of a consortia of all 17 community colleges. PCC has taken the lead*

# Growth of Community College Consortia

Fiscal year 2017 funding

**6 colleges**

Budget of \$2.393 million, with reimbursement of \$1.196 million

Targets to serve  
**484** individuals in  
**787** unduplicated activities

Fiscal year 2018 funding

**9 colleges**

Budget of \$3.144 million, with reimbursement of \$1.572 million

Targets to serve  
**780** individuals in  
**1,155** unduplicated activities

Fiscal year 2019 funding (anticipated)

**14 colleges**

Budget of \$5.06 million, with reimbursement of \$2.53 million

Targets to serve  
**1,131** individuals in  
**5,402** unduplicated activities

This Year all 19 Oregon Community Colleges are members with a budget over \$8million

# Growth of Partnerships Locally



WILLAMETTE WORKFORCE  
PARTNERSHIP





# What Services we Provide at Chemeketa

- *Help Navigating Chemeketa systems*
- *Assistance in paying for education and training including GED , English Courses, and Career Technical Programs*
- *Assistance with transportation and other support services*
- *Academic and Career Coaching*



**FUNDING FOR SCHOOL**

**Chemeketa S.T.E.P.**  
SNAP Training & Employment Program

**You may qualify if:**

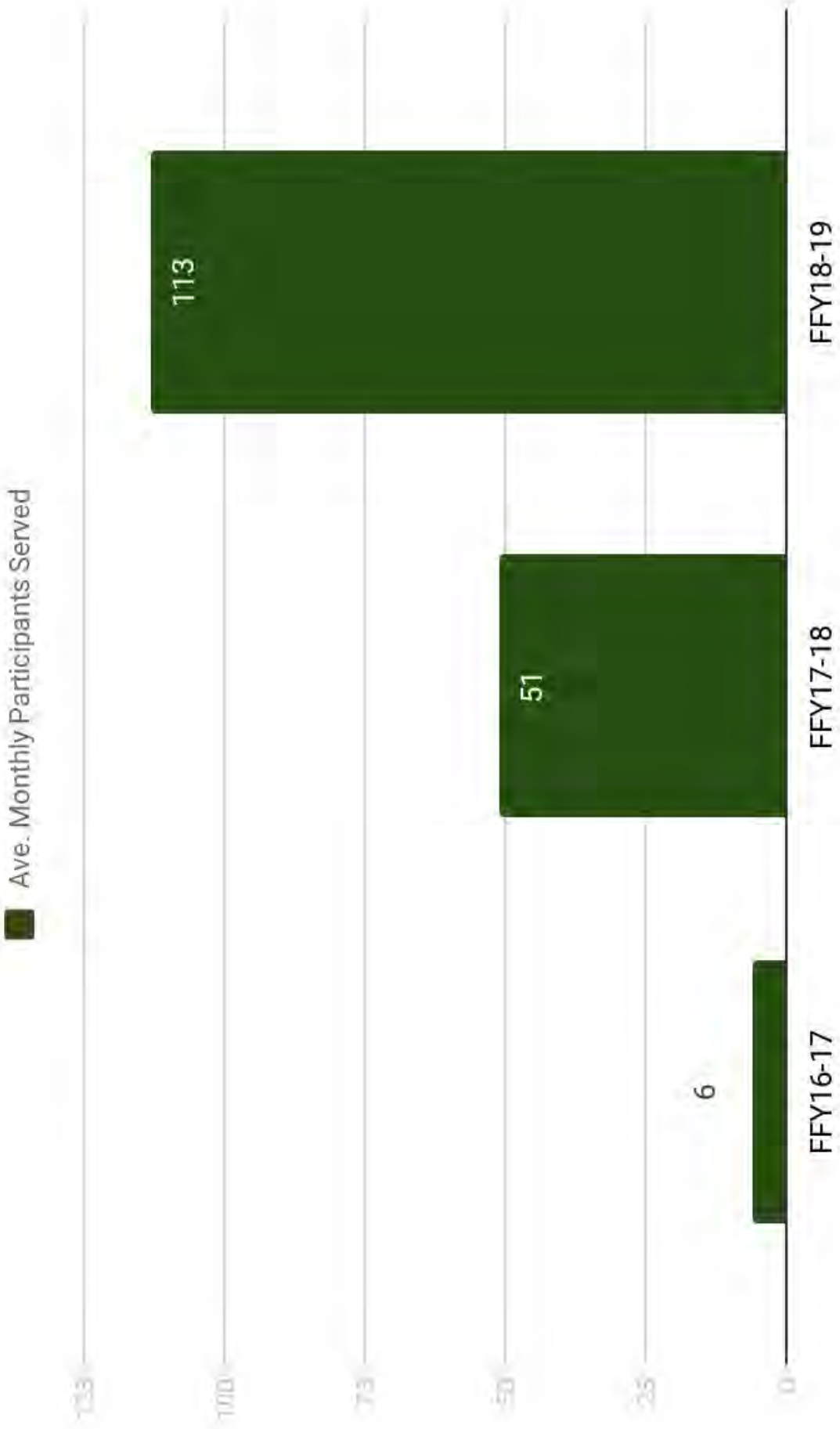
- you receive SNAP** (food stamps)
- but not TANF** (cash assistance)

**AND**

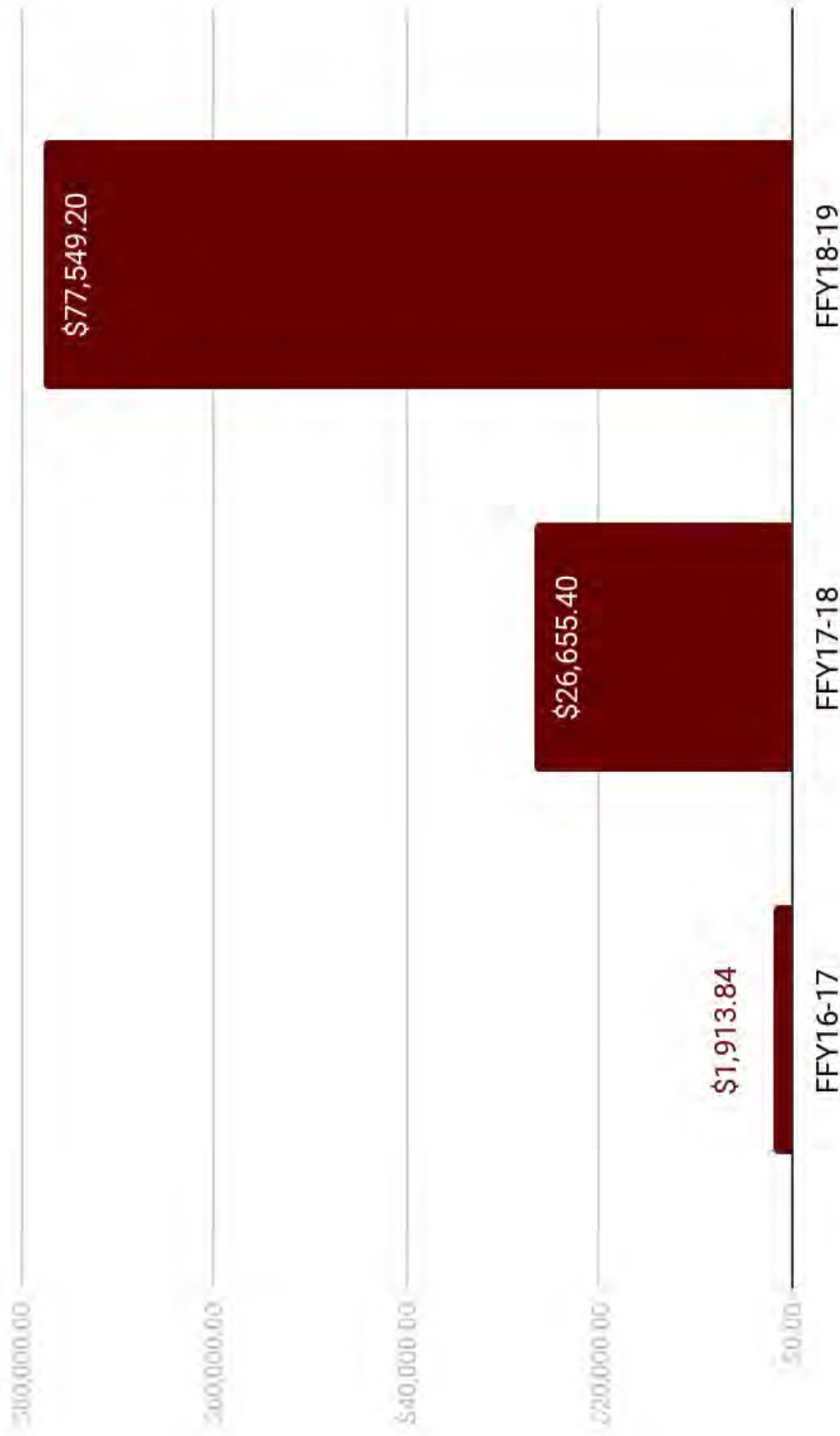
**you want to:**

- Earn your GED®
- Take English Language Classes, or
- Chemeketa Career Technical classes / Apprenticeship Programs

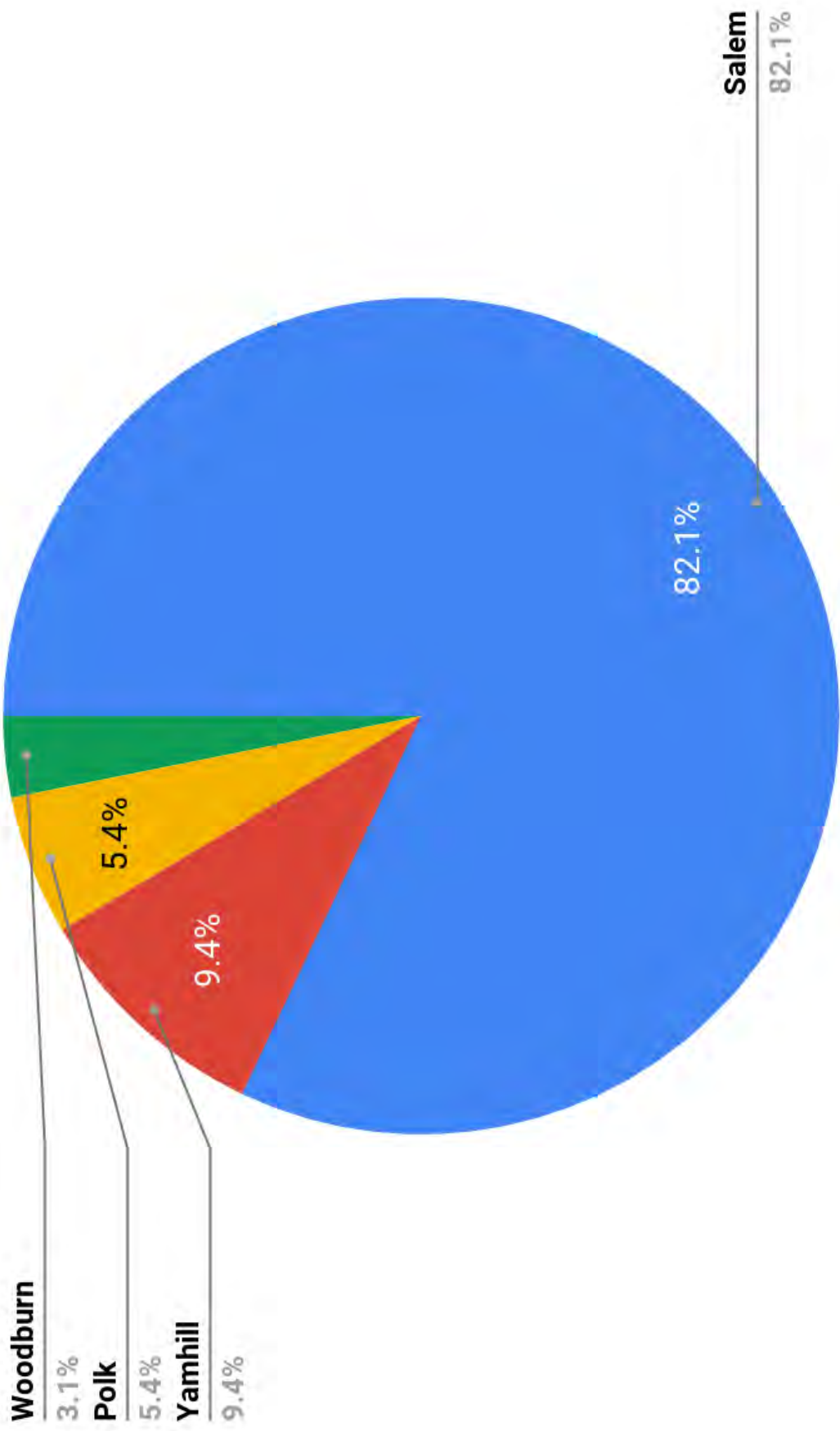
# Growth In Students Served



# Growth in Support Services Awarded to Students



# 2018-19 Students By Location



# Additional Data

- 45% of GED students enrolled Salem Fall 2019 term are STEP participants
- Students enrolled in ECE, EMT, Human Services, Horticulture, Accounting, Business Management, Pre-nursing, Electronics, Drafting, Visual Communications
- 2018-19
  - 39% of GED Graduates on the Salem Campus were STEP Participants
  - 25% of GED Graduates on the Yamhill Campus were STEP Participants

**Thank You!**



# COMMUNITY COLLEGE STEP CONSORTIA PROJECT

- ◆ Community College STEP Consortia (Oregon's SNAP 50/50 Employment and Training program) is a statewide project, with PCC leading a consortium of community colleges.
- ◆ SNAP 50/50 is a reimbursement, third-party match grant, administered federally by Food and Nutrition Services and in Oregon by the Department of Human Services. Colleges are reimbursed for 50% of their expenses to expand, enhance, or create new services for SNAP recipients.
- ◆ The goal of the project is to increase equitable opportunity and economic mobility for SNAP students.
- ◆ STEP is designed to increase resources and support available to SNAP recipients, so they can advance in their college and career pathway. Success coaching and student support funding (for tuition, tools, and books) is available to support students as they build their skills, complete their GED, increase English communication fluency, earn college CTE certificates and degrees, and access internships and jobs.
- ◆ Community colleges are part of multiple alliances, those operating at the local level with DHS and other STEP providers, and those with the other community colleges in the state. This positions the project as a meaningful resource and partner in the continuum of services to increase economic mobility and reduce poverty. All 17 community colleges are on track to be part of the Consortia by 2019, to ensure that all low-income Oregonians have access to the resources and support to build their skills, earn college credentials, and connect to family wage careers.

## Fiscal year 2017 funding

### 6 colleges

Budget of \$2.393 million, with reimbursement of \$1.196 million

Targets to serve

**484** individuals in

**787** unduplicated activities

## Fiscal year 2018 funding

### 9 colleges

Budget of \$3.144 million, with reimbursement of \$1.572 million

Targets to serve

**780** individuals in

**1,155** unduplicated activities

## Fiscal year 2019 funding (anticipated)

### 14 colleges

Budget of \$5.06 million, with reimbursement of \$2.53 million

Targets to serve

**1,131** individuals in

**5,402** unduplicated activities



# PROJECT OVERVIEW

The **Community College Consortia** uses **Oregon's Community College Career Pathways framework and a skills-based approach** to support SNAP recipients as they access education and training, build skills, earn credentials, and enter into careers that offer economic mobility. The project includes new, enhanced, and expanded services that increase SNAP recipients' opportunities to **enter and advance in a career pathway**. Participants complete an in-depth assessment to identify what services, skills, and resources are needed. Students also complete a College and Career Plan. Services are described below.



**Career coaching:** individualized success coaching and case management, educational guidance and career advising, college navigation, and wrap-around support for equitable college and career success.



**Vocational training:** high-quality education resulting in a credential that prepares students for in-demand career opportunities; focus and priority is for students starting on their career pathway and progressing towards a stackable Career Pathways certificate, but is also open to others needing support in a Career and Technical Education or workforce program that leads to an industry-recognized credential, certificate, or degree.



**ABE/GED/ESL/remediation:** GED, ESL, on-ramps, and skill building courses and services that builds skills needed to enter and progress in college and the workforce.



**Job search and job search training:** support, workshops, and services designed to help participants find the right career path, prepare for and find jobs that will offer pathways out of poverty and into living wage careers.



**Work experience.** Work-based learning opportunities and connection with employers; job shadow, internship, co-op education, and externship placement.

Students can be enrolled in multiple components at one time, depending upon their individual plan. Existing resources and workforce development services in each community will be leveraged, with opportunities to align programs and services to best serve the participant.

## Outcomes

The CC Consortia is tracking the federally required outcomes: job placements (subsidized and unsubsidized); GED/HS completions; credential completion; demographic information; and component engagement/completion. To better measure the impact and return on investment, each community college in the Consortia is also tracking additional outcomes to quantify student success. The Consortia aligned these metrics with CLASP's Alliance for Quality Career Pathways metrics and WIOA measures, to look at skills attainment, progression, and college completion.

This information can be used to analyze the value of Oregon's Career Pathways Initiative and other investments that support college completion and career advancement for under-skilled and underserved populations.

## National Attention

The use of Oregon's Community College Career Pathways framework and model, the consortia structure and alliances between community colleges and local partners, and our development of additional metrics and outcomes has garnered national attention from leading policy groups and FNS. We have also been providing technical assistance to numerous states, community colleges, and national entities.

For more information, or if you are interested in participating in this work, please contact Kate Kinder, [skinder@pcc.edu](mailto:skinder@pcc.edu).

**Interested to find out if your student qualifies for services?**

Contact: \_\_\_\_\_



# Integrated Education & Training

Chemeketa Community College



## Overview:

We offer IET programming that allows second language learners and academically underprepared students to attain careers and job advancement. We do this through the implementation of contextualized Reading, Writing, Math and/or Language Development coursework concurrently with core Career Technical Education courses, reducing students' time to completion.

## Funding:

While IET programming is effective at accelerating marginalized students' progress toward completion, the model requires more resources than traditional instructional approaches. To date, we have relied on braided funding streams to pilot IET programs. It is likely we will seek Adjunct Funds through the program planning process, in order to sustain and expand programming.

Source	Utilization
State Career Pathways	Instructional costs, and instructional materials
Willamette Workforce Partnership	Instructional costs, M&S for Healthcare Cohorts
Marion & Polk Early Learning Hub Inc.	Classroom Sets of texts for ECE cohorts
Title II, EL Civics Grant	Contextualized Support Instruction
Self-Support	Instructional costs, and instructional materials
STEP Grant	Student Scholarships
General Fund	Program coordination

## Data:

Starting Term	Cohort	# Served	% Hispanic	Overall Grad %	Hispanic Grad %
Winter 2016	ECE – Salem1	30	80%	76.7%	79.2%
Spring 2017	ECE – YVC1	18	44.4%	72.2%	87.5%
Winter 2018	ECE – Salem2	24	75%	54.2%**	66.7%**
Fall 2018	MIG Welding	7	57.1%	71.4%	75%
Spring 2019	CNA1 – Salem	7	85.7%	42.9%	33.3%

\*\*Incomplete data, final results available Summer2020 to allow 150% of program length

## Cohorts In-Progress:

Starting Term	Cohorts
Spring 2019	ECE Salem3; Medical Assisting

## Future Plans:

Starting Term	Cohorts
Fall 2019	MIG Welding (16 students)
Winter 2020	CNA1; Trade Skills Fundamentals
TBD	Truck Driving; Ag Management; ECE; Supporting Pre-pathways initiatives; Supporting gateway courses (i.e. Anatomy & Physiology)