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

Regular Meeting

December 18, 2019

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

BOARD OF EDUCATION

Regular Meeting

December 18, 2019

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

- I. **A. Administration Updates** 4:30 pm Salem Campus—Building 2, Room 172

- II. **Regular Session** 5:15 pm Building 2, Room 170, Board Room
 - A. Call to Order
 - B. Pledge of Allegiance
 - C. Roll Call
 - D. Comments from the Audience
 - E. **Approval of Minutes**— Workshop and Regular Board Meeting of November 20, 2019 1–8
 - F. **Reports**
 - 1. Reports from the Associations
 - a. Riley Dunagan Associated Students of Chemeketa (ASC)
 - b. Justus Ballard Chemeketa Faculty Association 9
 - c. Terry Rohse Chemeketa Classified Employees Association 10
 - d. Adam Mennig Chemeketa Exempt Employees Association 11
 - 2. Reports from the College Board of Education

 - 3. Reports from the Administration
 - a. Jim Eustrom
 - G. **Information**
 - 1. Cultural Competency House Bill Update 12–14
Jessica Howard, President/Chief Executive Officer

 - 2. Presentation of 2018–2019 Audit Report 15
Miriam Scharer, Vice President/Chief Financial Officer

 - 3. College Policies #2260—Sales of Goods; Sales of Food and Non-Alcoholic Beverages; Production, Sales, and Service of Alcoholic Beverages; and Distribution of Merchandise or Services; #2320—Transporting Ill/Injured Persons; and #2330—Emergency Medical Plan 16–20
Jessica Howard, President/Chief Executive Officer

 - 4. Academic Calendar for 2020–2021 21–22
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

5.	2018–2019 Financial Aid and Veterans Services Update Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley		23–24
6.	2019–2020 Faculty Sabbatical Leave Recommendation One Term Spring 2020 Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley		25–26
7.	Statement of Budget Principles 2020–2021 Miriam Scharer, Vice President/Chief Financial Officer		27–30
H. Standard Reports			
1.	Personnel Report David Hallett, Vice President—Governance and Administration		31–32
2.	Budget Status Report Miriam Scharer, Vice President/Chief Financial Officer		33–36
3.	Purchasing Report Miriam Scharer, Vice President/Chief Financial Officer		37
4.	Capital Projects Report Miriam Scharer, Vice President/Chief Financial Officer		38
5.	Recognition Report Jessica Howard, President/Chief Executive Officer		39–42
I. Separate Action			
1.	Approval of Retirement Resolutions No. 19-20-12, Steve R. Richardson, and No. 19-20-13, Shirley M. Lamkey David Hallett, Vice President—Governance and Administration	[19-20-119]	43–45
2.	Approval of College Policy #5230—Hazing Policy David Hallett, Vice President—Governance and Administration	[19-20-126]	45a–45c
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 Advisory Committees for 2019–2020 Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley	[19-20-120]	46–76
2.	Approval of College Policies #1710—Conflict of Interest and Ethics; #1750—Harassment/ Discrimination; and #1753—Consensual Relationships Jessica Howard, President/Chief Executive Officer	[19-20-121]	77–85
3.	Approval of Chemeketa Cooperative Regional Library Service (CCRLS) Leased Lit Fiber Contract Award Miriam Scharer, Vice President/Chief Financial Officer	[19-20-122]	86

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4. Approval of Building 5 HVAC Electrical Upgrade, Installation, and Ductwork Replacement Contract Award Miriam Scharer, Vice President/Chief Financial Officer	[19-20-124]	87
5. Acceptance of 2018–2019 Audit Report Miriam Scharer, Vice President/Chief Financial Officer	[19-20-125]	88
K. Appendices		
1. Mission – Vision – Values – Core Themes		89
2. Campus Map		90–91
3. District Map		92
L. Future Agenda Items		
M. Board Operations		
N. Adjournment		

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

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

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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.

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APPROVAL OF BOARD MINUTES

Prepared by

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

Minutes of the board meeting of November 20, 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
December 18, 2019

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

November 20, 2019

I. WORKSHOP

Diane Watson, Chair, called the workshop to order at 4:33 pm. The workshop was held at the Salem Campus in the Board Room, Building 2, Room 170.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Holly Nelson, Executive Dean, Regional Education and Academic Development (for Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus); and Miriam Scharer, Vice President/Chief Financial Officer, College Support Services.

A. High School Partnerships (HSP) Update

Holly Nelson introduced Sara Hastings, director of High School Partnerships. Sara used a PowerPoint presentation to guide her presentation. HSP is housed in Building 50 but offerings are also offered in Building 49, 51 and at the Woodburn Center. HSP employees in attendance were introduced—Bonnie Booth, Jessica Hilfiker, Alejandra Gallegos Verdin, Matt Keeling, Elena Martinez, Karl Meiner, and Kevin Olson.

Sara shared an overview of Winema programs including Early College, Woodburn GED Options, Winema High School Completion, Expanded Options for Underage General Population 16–17, and Adult High School Diploma; and outside collaborations and partnerships were shared including 34 school districts, with the top three being Salem-Keizer School District, Summit Learning Charter/Summit Community College High School District in Estacada, and Stayton School District. Statistics were shared for student demographics; student headcount and gender by academic year. Early College faculty Karl Meiner, English; and Kevin Olson, Language Arts; and Matt Keeling, lead faculty in High School Completion, shared their experiences and perspectives with working with HSP students. Karl Meiner said he helps students find their voice and have a sense of belonging; Matt Keeling appreciates the collaboration with faculty on the Salem campus to provide the same course and college experience to high school students; and Kevin Olson said the values he imparts to students is to build community, value and respect one another, work hard to achieve their academic goals, and that they are noticed and their questions will be answered.

Jessica Hilfiker and Alejandra Gallegos are academic advisors in the GED and high school completion programs, respectively. Jessica works with six high schools, with Dayton joining on last year. Last year's graduation rate was 66 percent; 25 percent did not graduate but returned this year. As students near graduation, campus tours and career workshops are offered every five weeks, students get their Chemeketa IDs, financial aid workshops are offered twice a year where they meet individually with each student to complete financial aid and/or Oregon Promise applications, and scholarship workshops are offered annually. Forty-five (45) transition scholarships were issued last year. Alejandra reported there are 20 GED students in

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Woodburn, 19 are sponsored by Woodburn High School. Alejandra noted they are seeing more younger students coming to the High School Completion program (sophomores and juniors). Having these students longer will help staff make stronger connections to student services and help them mature as college students.

Bonnie Booth was a GED instructor, but she is now the advisor for Early College which supports students in grades 10–12 who take college classes to meet high school requirement for graduation. Bonnie is also the advisor for the mentoring program. This year there are ten student volunteer mentors. The objective is to provide peer-to-peer support to juniors and seniors, the new generation of college students. Three of the student volunteers, Zach Leskowsky, Geordyn Allyn, and Flor Maciel shared what they do as mentors and what the program has done for them.

The board thanked Sara Hastings, the HSP staff, and students for their informative presentation.

A recess was taken at 5:25 pm.

II. A. EXECUTIVE SESSION

Executive Session called to order at 5:34 pm in the board dining room on the Salem Campus, Building 2, Room 172. Executive Session was held in accordance with ORS 192.660(2)(d) negotiations.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Holly Nelson, Executive Dean, Regional Education and Academic Development (for Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus); and Miriam Scharer, Vice President/Chief Financial Officer, College Support Services.

Executive Session ended at 5:53 pm.

II. B. ADMINISTRATION UPDATES

Open session reconvened at 5:54 pm. Updates were shared or discussed with the board on follow-up on Policy 1753; board accident insurance from Zurich Services; debrief of the Oregon Community College Association (OCCA) conference; attendance to the Association of Community College Trustees (ACCT) National Legislative Summit in February; shortened December 18 board meeting; reschedule of February 19 board meeting; board calendar preview; affirmed President's Goals for 2019–2020; statewide governance/legislative activities; 50th anniversary gala on June 6; enrollment; April 24 college inservice day; program preview/alerts on truck driving, diesel, anesthesia tech, and applied baccalaureate programs; staffing updates; HVAC status; PERS employer incentive fund; Northwest Innovations doing business name change; and board agenda preview.

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A recess was taken at 6:56 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Diane Watson, Chair, reconvened the board meeting at 7:05 pm. The meeting was held at the Salem Campus in the Board Room, Building 2, Room 170.

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. Absent: Ron Pittman (excused).

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

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

D. COMMENTS FROM THE AUDIENCE

None

E. APPROVAL OF MINUTES

Ken Hector moved and Jackie Franke seconded a motion to approve the minutes of October 23, 2019.

The motion CARRIED.

F. REPORTS

Reports from the Associations

Riley Dunagan, ASC coordinator, said the report stands as written. Riley highlighted the activities for tomorrow's Indigenous People day and encouraged all to attend. Justus Ballard, Terry Rohse, and Adam Mennig, association presidents from, faculty, classified, and exempt associations, respectively, said their reports stand as written.

Reports from the College Board of Education

Neva Hutchinson attended the Oregon Community College Association (OCCA) Fall Conference and the 5–10-year employee recognition breakfast.

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Ken Hector attended a SEDCOR employer tour with Jessica Howard, Representatives Rick Lewis and Boshart Davis, Johnny Mack, and Nick Harville from SEDCOR. Visits included Freres Lumber in Lyons, Silver Mountain Packing in Sublimity, and GK Machine in Donald. Ken also attended two Silverton Chamber Business Group meetings; an annual Veterans Day celebration at Silverton Middle School; and Chemeketa's 5–10-year employee recognition breakfast.

Jackie Franke attended the annual Family Building Blocks (FBB) luncheon as a guest of R. Taylor, who is on the FBB board of directors; Council of Government event planning; dues; and special board meeting; and the OCCA fall conference at Salishan.

Ed Dodson attended the Mid-Willamette Education Consortium (MWEC) kick-off meeting; the second annual Fall Art Show; the OCCA conference; the 5–10-year employee recognition breakfast; and the All-Staff Forum.

Diane Watson attended the OCCA fall conference; a Keizer Library committee meeting; and the 5–10-year employee recognition breakfast.

Reports from the Administration

Holly Nelson reported on two events—the third annual Migrant Parent Institute on Saturday, November 9. Over 700 people attended the day-long event where 14 Career and Technical Education (CTE) programs were highlighted and 12 faculty participated in demos and hands-on activities for students and their family members. Thanks to Adriana Barrera, Cassie Belmodis, Mike Evans, Joel Gisbert, Manuel Guerra, Johnny Mack, CTE deans, Leo Rasca, Linda Ringo-Reyna, and Stacey Wells.

Early Childhood Education hosted an event that was held at three locations (Chemeketa, Yamhill Valley Campus and Western Oregon University) with over 90 attendees. The film “No Small Matter” was shown, which is a documentary that brings public attention and stories around the human capacity for early intelligence and the potential for quality early care and education to benefit America's social and economic future.

G. INFORMATION

Advisory Committees for 2019–2020

Holly Nelson reported in place of Johnny Mack, executive dean for Career and Technical Education. Holly shared some background about advisory committees noting they are made up of local employers who volunteer their time to help keep the programs current and relevant. Academic deans R. Taylor, Sandi Kellogg, Larry Cheyne, Paul Davis and Amy Early for Marshall Roache, were in the audience and introduced. A member of the Computer Information Systems Advisory Committee, Daniel Palacios, IT manager from State of Oregon, was in the audience and introduced. Daniel has been on the CIS Advisory Committee for ten years.

Holly shared that an appreciation event will be held sometime spring term to thank all the committee members who serve on advisory committees. Ed Dodson noted there are 308 members on the 29 advisory committees. Diane thanked all the advisory committee members

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for making the CTE programs current and strong. Board action to approve the advisory committees will be requested next month.

2019–2020 Key Dates for Planning, Budget, and Assessment

Miriam Scharer briefly reviewed a summary of key dates of internal activities related to the planning, budget and assessment. She drew attention to the gray shaded items which relate to board review or action.

College Policies #1710, Conflict of Interest and Ethics; #1750, Harassment/Discrimination; and #1753, Consensual Relationships

Rebecca Hillyer presented three policies that were reviewed by the President's Advisory Council. She briefly reviewed the changes and additions. Board action will be requested in December.

H. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written.

Budget Status Report

Miriam Scharer referred to the Statement of Resources and Expenditures and said three of the five state payments have been received. However, tuition and fee revenue is down significantly from last year. Some of it is due to changes made in the way courses are structured with revenues and expenses for adjunct costs going into self-support. Ken Hector asked about the high number in Miscellaneous Revenue. Miriam said the increase is due to timber tax revenue that continues to come in.

The Budget Status Report reflects the college is in line with last year. There is nothing significant to report on the Status of Investments. Property taxes will start to come in. The funds in the Local Government Investment Pool (LGIP) should start to grow. The college will be strategizing investments in order to take advantage of the higher rate in LGIP account than available in some of the other investments.

Miriam drew attention to the consent calendar for the approval of the Learning Management System contract award to replace the current Blackboard e-learn system with the Canvas Learning Management System by Instructure, Inc. It will go live this summer.

Capital Projects Report

Rory Alvarez said the report stands as written. His staff is gearing up for the work in Building 5 and other winter projects. Ken Hector asked about the repair done on the baseball fence and if the new covering is vented to prevent further damage during high winds. Rory will check David Abderhalden to see if that was done.

College Safety Activities and Planning

J.D. Wolfe, associate vice president of College Support Services, said the report stands as written. He highlighted a few of the activities, specifically No. 11, Marion County Sheriff office housed in Building 14; No. 13, upgraded security at Brooks Center; No. 15, cyber phishing

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campaign; and No. 16, upgraded Salem Campus security camera system; and No. 17, new Emergency and Risk Manager, John McIlvain.

Student Success Data Points

Fauzi Naas shared statistics on course pass rates and completion of a key measure on the Strategic Plan Placement in the three categories of Remedial Math, Reading, and Writing; Career and Technical; and Lower Division Transfer. He referred to the 11 x 17 handout entitled Course Pass Rates in the board folder and reviewed and discussed the numbers.

Recognition Report

Jessica Howard acknowledged all the employees in the written report. Jessica presented a plaque to Betsy Earls from OCCA for her eight years on the Chemeketa Board of Education.

I. SEPARATE ACTION

Approval of Retirement Resolutions No. 19-20-11, Timothy “Tim” A. Merzenich; and No. 19-20-12, John R. Whitney

Ken Hector read the retirement resolution for Timothy “Tim” A. Merzenich; and Neva Hutchinson read the retirement resolution for John R. Whitney.

Ken Hector moved and Jackie Franke seconded a motion to approve Retirement Resolutions No. 19-20-11 for Timothy “Tim” A. Merzenich and No. 19-20-12 for John R. Whitney.

The motion CARRIED.

J. ACTION

Betsy Earls moved and Ed Dodson seconded a motion to approve action item Nos. 1–2:

1. Approval of 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~~ [19-20-117]
2. Approval of the Learning Management System Contract Award [19-20-118]

The motion CARRIED.

K. APPENDICES

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

L. FUTURE AGENDA ITEMS

None were heard.

M. BOARD OPERATIONS

None were heard.


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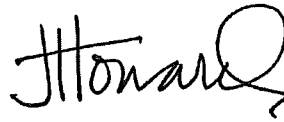
N. ADJOURNMENT

The meeting adjourned at 8 pm.

Respectfully submitted,



Board Secretary


Board Chair

President/Chief Executive Officer

12/18/2019

Date

CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Justus Ballard, President—Chemeketa Faculty Association

UPDATE FROM THE FALL OEA-CCC MEETING

The Oregon Education Association Community College Council (OEA-CCC) met on November 8 and 9 at Clackamas Community College.

Oregon State Senator Michael Dembrow attended the meeting and provided some insights and updates regarding the OEA-CCC's legislative priorities.

As mentioned in the CFA's September report, funding a health insurance pool for higher education part-time faculty continues to be a priority for the upcoming short session. There was broad support for this in the long session, but the walkout by Republican senators near the end of the session stalled the progress on the issue. Senator Dembrow suggested that in order to regain the momentum, legislators needed to hear more personal experiences from faculty who would be directly affected by the passage of this legislation. The CFA will continue to encourage its part-time members to contact their legislators and share their stories.

There is also some cautious optimism about increasing funding for higher education. The OEA and other higher education unions, as well as the OCCA, are already preparing to push for this immediately following the end of the short session.

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

WELCOME NEW CLASSIFIED EMPLOYEES AND NEW POSITIONS

- November 13, 2019, Adrian Lutz was hired as Executive Assistant in the General Education and Transfer Studies department. Adrian formerly worked as a Department Specialist at the Woodburn Center.
- November 18, 2019, Madelyne Lind was hired as an Instructional Technician in the Business, Technology, Early Childhood Education and Communications department.
- December 2, 2019, Lindsey Powers was hired as an Instructional Technician in the Business Technology, Visual Communications department.
- December 6, 2019, Cameron Walther was hired as a Technology Analyst I in the Information Technology department.
- December 16, 2019, Judith Gonzalez was hired as a Department Technician II in the Agricultural Sciences & Wine Studies department.
- December 16, 2019, Audrey Roberson was hired as Department Technician II in the Human Resources department.

CCA SPONSORED EVENTS

- On December 5, 2019, the association was happy to contribute to the annual Holiday Social. The gathering was attended by approximately 400 guests, including several members of the Board of Education. The event was live streamed to about 30 staff and faculty who were not able to attend in person.
- On December 6, 2019, the association hosted a dinner and informational gathering for Chemeketa's night custodial workers. CCA Board members Terry Rohse, Aaron King, Mary Schroeder, Teka Harp, Trina Butler, Tim King and Kami Blackwell attended. Legal representative Kevin Keaney went over some of the details of the new contract and answered questions from the approximately 25 employees who attended.

CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

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

An exempt association employee lunch meeting was held on Wednesday, December 4. Phillip Hudspeth, Director of the Chemeketa Foundation, and two students spoke about the impact of exempt association scholarships and the importance of giving to the fund. A sock drive was held to help the homeless population in the area. Homelessness has tripled in the past ten years and there is a huge need. The most requested item is socks. All donations will go to Arches, where homeless people go for a shower, to wash their clothes, get a coat or socks (if they have any). They also help find resources and clothes for job interviews. They really try to help get people off the streets and we are delighted to help out.

The association made a \$500 donation for the Holiday Social.

The association welcomes new exempt member, Adrian Lutz, who is the new executive assistant for General Education and Transfer Studies.

CULTURAL COMPETENCY HOUSE BILL UPDATE

Prepared by

Vivi Caleffi Prichard, Diversity and Equity Officer
Jessica Howard, President/Chief Executive Officer

INSTITUTIONAL HISTORY AND CONTEXT REGARDING CULTURAL COMPETENCY WORK

Chemeketa Community College has prioritized diversity for many years. Former President Gretchen Schuette memorialized Chemeketa's commitment by creating the college's iconic diversity statement: "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."

Diversity, equity, and inclusion are consistently expressed values of the college. Those values shape its vision, mission, core themes, and strategic initiatives.

Long-standing internal groups such as the Multicultural Committee have helped to shape a culture of inclusion and college systems that strive to equitably support all students. Indeed, the college's first diversity plan was developed in 1995 by the Multicultural Committee, which is now known as Diversity Advisory Council (DAC). The "directions for the future" articulated within the plan have been progressively realized over the years, including the integration of intercultural awareness within the curriculum through the Difference, Power and Responsibility (DPR) program; the creation of a Multicultural Student Center; the establishment of cultural competency and related training for students, staff, faculty and community; and the increase in the diversity of students and staff.

Through the visioning, planning, and commitment of a caring and compassionate community, the college has been able to establish the groundwork for what is yet to come. What follows constitutes a report of Chemeketa's recent efforts to date in promoting behavioral change and practical application of cultural competency.

HB 2864—CULTURAL COMPETENCE AT POST-SECONDARY INSTITUTIONS

In 2017, Oregon's House Bill 2864 passed, requiring each public institution of higher education to establish a process for recommending and providing oversight for the implementation of cultural competency standards for the institution and its employees.

The following document summarizes Chemeketa's current efforts in promoting behavioral change and practical application of cultural competence in relation to the expectations set by HB 2864.

SECTION 1			
December 31, 2019 Requirements			
Text from legislation	“Each public institution of higher education shall establish a process for recommending, and providing oversight for the implementation of cultural competency standards for the public institution of higher education and the institution’s employees.”	Status (met, unmet, in development)	Met
Institutional Summary	<p>Chemeketa’s Diversity Advisory Council “advises the College President and Diversity & Equity Officer on policies, practices, programs and activities designed to sustain an environment of equity and belonging.”</p> <p>A subcommittee of DAC serves in an advisory capacity to the Diversity and Equity Officer in the planning of cultural competency trainings and events, and works collaboratively with other key stakeholders at the college to promote professional practices that foster an inclusive climate.</p> <p>In June of 2019, the college implemented the Cultural Competence Certificate, which provides recognition for Chemeketa employees who engage in professional development addressing cultural awareness. The activities in this program promote awareness of self and others, while building skills to respond effectively to people from all cultures, economic statuses, language backgrounds, races, ethnic backgrounds, disabilities, religions, genders, gender identification, sexual orientations, veteran statuses and other characteristics in a manner that recognizes, affirms and values their worth, and preserves the dignity of individuals, families, and communities.</p>		
Text from legislation	“Include broad range of institutional perspectives and give equal weight to the perspectives of administrators, faculty members, staff and students.”	Status (met, unmet, in development)	Met

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Institutional Summary	<p>The Diversity Advisory Council includes employees from various areas of the college, including at least two student representatives, faculty, classified, and exempt staff. Current members are:</p> <p>Jessica Howard, President – sponsor Nette Abderhalden, Executive Assistant – secretary Judy Allen, Department Technician II – co-chair Doc Plaisance, Faculty – chair-elect Cary Ballew-Renfro, Department Specialist – past chair Omobusola (Busola) Olofin, Student – member Janel Urbina, Student – member Alissa Hattman, Faculty – member Adrianna Barrera, Faculty – member Almir Methadzovic, Instructional Specialist – member Jon Mathis, Title IX Coordinator – member Kristine Medyanik, Coordinator – member Peter Davis, Faculty – member Eric Colon-Cortez, Faculty – member Vivi Caleffi Prichard, Diversity & Equity Officer – ex-officio Alice Sprague, Associate Vice President of Human Resources – ex-officio Beth Perlman, Instructional Coordinator/Analyst II – ex-officio Karen Alexander, Student Accessibility Services Director – ex-officio Linda Ringo-Reyna, Student Services Coordinator/Analyst – ex-officio Patricia Antoine, Faculty – ex-officio</p> <p>There are specific operational and behavioral agreements intended to balance power and give equal weight to all perspectives.</p>
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December 31, 2020 Requirements

- Require that the institution provide continuing training and development opportunities that foster the ability of the institution’s faculty, staff and administration to meet cultural competency standards.
- Propose institution-wide goals that seek to improve the cultural inclusion climate for students, faculty, staff and administration from diverse backgrounds.
- Require preparation of a biennial report that is presented to the appropriate board regarding the institution’s progress toward achieving the goals set forth in this legislation.
- Recommend mechanisms for assessing how well the institution meets cultural competency standards.
- Ensure that the institution clearly communicates to new faculty, staff and administrators the institution’s commitment to including meeting cultural competency standards in professional development.

PRESENTATION OF 2018–2019 AUDIT REPORT

Prepared by

Katie Bunch, Director—Business Services
Miriam Scharer, Vice President/Chief Financial Officer
Jessica Howard, President/Chief Executive Officer

Representatives from the audit firm of Kenneth Kuhns & Company will be in attendance to make the presentation of the college financial audit.

Action to accept the report by the College Board of Education will be requested during the December board meeting.

COLLEGE POLICIES #2260—SALES OF GOODS; SALES OF FOOD AND NON-ALCOHOLIC BEVERAGES; PRODUCTION, SALES, AND SERVICE OF ALCOHOLIC BEVERAGES; AND DISTRIBUTION OF MERHANDISE OR SERVICES; #2320—TRANSPORTING ILL/INJURED PERSONS; AND #2330—EMERGENCY MEDICAL PLAN

Prepared by

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

SALES OF GOODS; SALES OF FOOD AND NON-ALCOHOLIC BEVERAGES;
PRODUCTION, SALES, AND SERVICE OF ALCOHOLIC BEVERAGES; AND DISTRIBUTION
OF MERHANDISE OR SERVICES—POLICY #2260

This policy was last reviewed by the board in January, 2017. The main changes add “Sales of” to headings and eliminate the redundancy of the word “program” in the first paragraph. Additionally, numerous grammatical edits appear throughout the policy.

TRANSPORTING ILL/INJURED PERSONS—POLICY #2320

This policy was last reviewed by the board in July, 2016. The one change in the first sentence replaces the word “conveyance” with “transportation” so it is more easily understood.

EMERGENCY MEDICAL PLAN—POLICY #2330

This policy was last reviewed by the board in July, 2016. There were no edits recommended to this policy by the Safety and Risk Management department or the President’s Advisory Counsel.

For the above noted policies, the new language is underlined and the former language has been stricken with lines through the text. These policies were reviewed by the President’s Advisory Council and will be recommended for approval by the College Board of Education at the January board meeting.

Administrative Series—2000

SALES OF GOODS; SALES OF FOOD AND NON-ALCOHOLIC BEVERAGES; PRODUCTION, SALES, AND SERVICE OF ALCOHOLIC BEVERAGES; AND DISTRIBUTION OF MERCHANDISE OR SERVICES

Sales of Goods

The sales of goods on Chemeketa Community College owned and/or controlled properties are restricted to the Chemeketa Bookstore, other college operated stores, the Gretchen Schuette Art Gallery, and the following college programs: Visual and Performing Arts ~~program~~, Athletics ~~program~~, Agricultural Sciences and Wine Studies program, and Student Retention and College Life. All other sales of goods are prohibited unless approved by the director of Auxiliary Services.

Sales of Food and Non-Alcoholic Beverages

The sales of food and non-alcoholic beverages on college owned and/or controlled properties are restricted to the college food service vendor and vending machine contractor. All other food sales are prohibited unless approved by the college's food service provider.

Production, Sales, and Service of Alcoholic Beverages

The production, sales, and service of alcoholic beverages are regulated by both State¹ and Federal² law and subject to licensing and reporting requirements.

Production of alcoholic beverages on college owned and/or controlled property is restricted to the Chemeketa Wine Studies ~~P~~programs.

Distribution and sale of college produced alcoholic beverages to the public or third parties is restricted to the ~~C~~college's ~~F~~food ~~S~~service vendor and/or Chemeketa Wine Studies ~~P~~programs.

Service of alcoholic beverages on college owned and/or controlled properties and/or college sponsored events is restricted to the ~~C~~college's ~~F~~food ~~S~~service vendor or Chemeketa Wine Studies ~~P~~programs. Serving alcoholic beverages as part of a course of instruction or program is restricted to the Chemeketa Wine Studies ~~P~~programs and Community Education.

¹ Oregon Liquor Control Commission

² Alcohol and Tobacco Tax and Trade Bureau

Administrative Series—2000

**SALES OF GOODS; SALES OF FOOD AND NON-ALCOHOLIC BEVERAGES;
PRODUCTION, SALES, AND SERVICE OF ALCOHOLIC BEVERAGES; AND
DISTRIBUTION OF MERCHANDISE OR SERVICES** (continued)

Distribution of Merchandise or Services

The distribution of merchandise or services on college owned and/or controlled property is permitted as part of college-sponsored health fairs, job fairs, college fairs, and wellness activities. All other distribution of merchandise or services is prohibited unless approved by the director of Auxiliary Services.

July 17, 1985

Adopted College Board of Education

September 17, 2008; April 21, 2010;

January 15, 2014; January 18, 2017

Revised College Board of Education

Administrative Series—2000

TRANSPORTING ILL/INJURED PERSONS

Ill and injured persons shall be transported for treatment by a person of their own arranging, appropriate public ~~conveyance~~ transportation, or ambulance, as needed, at their expense. Chemeketa Community College employees shall not transport such individuals unless a clear and present danger exists and then only to the closest safe location. Response to ill/injured persons shall be in accordance with Emergency Medical Plan Policy and Procedure #2330.

July 17, 1985

Adopted College Board of Education

March 15, 2006; May 19, 2010;

July 24, 2013; July 20, 2016

Revised College Board of Education

Administrative Series—2000

EMERGENCY MEDICAL PLAN

Chemeketa Community College will maintain an emergency medical plan in conformance with Oregon Administrative Rules.¹

July 17, 1985

Adopted College Board of Education
March 15, 2006; May 19, 2010;
June 26, 2013; July 20, 2016

Revised College Board of Education

¹ OAR 437-002-0161, et al.

ACADEMIC CALENDAR FOR 2020–2021

Prepared by

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

The proposed academic calendar for 2020–2021 continues last year's pattern.

Summer term begins June 22. A standard eight-week session is planned from June 22–August 15, a ten-week session from June 22–August 29, and a five-week session from June 22–July 25. Summer term will continue to be a four-day work week for July and August.

Fall term begins September 28. This term is eleven weeks in length ending December 12. A three-week break is planned between fall and winter terms.

Winter term begins January 4. This term is also eleven weeks in length and ending on March 20. A one-week break is planned between winter and spring terms.

Spring term begins March 29. This term is also an eleven-week term ending June 12.

With holidays and closure days, the college is closed on the following days:

July 3
September 7
November 11, 26, 27
December 23, 24, 25, 30, 31
January 1
January 18
February 15
May 31

Fall Employee inservice is September 14–25. Tuesday, September 15, is a college-wide inservice day and the college is closed.

Friday, April 30, is a college-wide spring inservice day and the college is closed.

The Chemeketa Board of Education will be asked to approve the Academic Calendar for 2020–2021 at the January board meeting.

Academic Year Calendar 2020--2021						
	Summer Term 2020			Fall Term 2020	Winter Term 2021	Spring Term 2021
	Intensive Courses 5 weeks Jun 22-Jul 25	Standard 8 weeks Jun 22-Aug 15	Specific Programs 10 weeks Jun 22-Aug 29			
College-wide Inservice (College closed to the public)				Sep 28-Dec 12	Jan 4-Mar 20	Mar 29-Jun 12
Employee Inservice				Sep 15		Apr 30
Beginning of Term	Jun 22	Jun 22	Jun 22	Sep 28	Jan 4	Mar 29
Academic Year and Other Holidays	Jul 3	Jul 3	Jul 3	Sep 7 Nov 11 Nov 26 & 27 Dec 24 & 25 Dec 31 & Jan 1	Jan 18	May 31
College Closure				Dec 23 & 30	Feb 15	
Summer Friday Closure	Fridays Jul 10-Aug 28	Fridays Jul 10-Aug 28	N/A			
Winter Break/Spring Break				Dec 14-Jan 1	Mar 22-Mar 26	
Review & Final Exams	Final exams given during last class period Jul 25	Final exams given during last class period Aug 15	Final exams given during last class period Aug 29	Dec 7-12	Mar 15-20	Jun 7-12
End of Term				Dec 12	Mar 20	Jun 12
Graduation: TBA						

2018–2019 FINANCIAL AID AND VETERANS SERVICES UPDATE

Prepared by

Ryan West, Director—Financial Aid and Veterans Services
Manuel Guerra, Executive Dean—Student Development and Learning Resources
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

FINANCIAL AID

In 2018–2019, the college received 21,168 Free Application for Federal Student Aid (FAFSA) applications and 71 Oregon Student Aid Application (ORSAA) applications. This represents a 6.1 percent decrease in FAFSAs and an 8.4 percent decrease in ORSAAs from the previous year (2017–2018). A total of 6,488 students were awarded \$41,282,102 in financial aid from all sources. This reflects a 1.8 percent increase in the number of students awarded and a 1.6 percent increase in the amount of financial aid dollars over the previous year. The college continues to see a decline in loan borrowing. 63.8 percent of all aid disbursed in the 2018–2019 school year was in the form of a grant, scholarship or tuition waiver.

Chemeketa's 3-year cohort default rate is currently 18.2 percent. The rate last year was 20.1 percent. The department is utilizing services both within the college as well as an external provider to manage the cohort default rate and ensure that it stays below 30 percent. Although not in danger of sanctions, this current rate still reflects 571 students who defaulted on loan obligations.

This past year the processes and communication for students was streamlined which has resulted in significantly more students being awarded financial aid earlier than previous years. This has also helped build some capacity to process financial aid faster for students who apply later in the college application process.

VETERANS SERVICES

Chemeketa's Veterans Campus Grant (SB 143) spending ends winter term 2020, and the Veterans' Services Department will be applying for the second round of grant funding as it becomes available early 2020. Through this grant, the Veterans' Resource Center has been able to produce many programs that have addressed post-traumatic stress disorder (PTSD) training for Chemeketa faculty and staff, the Veterans' Professional Development Day, Financial Education workshop with Edward Jones, and the State of Oregon's first Student Veterans' Conference for the 2018–2019 academic year. Daily, the Veterans' Resource Center serves 15–18 Veterans by providing space to study, network opportunities with Veteran Service agencies, computer stations, access to free printing, and a space to unwind with reading and coffee corners.

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The Veterans' Services Department served an unduplicated count of 344 Veterans for 2019 and has generated over 1.3 million dollars in revenue in tuition and fees for 2018–2019. Programming efforts have been expanding by hosting the 2019 Mid-Willamette Valley Stand Down that served almost 200 community Veterans with over 20 different services. The department has also embraced a variety of programs that focus on Veteran scholarships, higher education transferability, education workshops, employment opportunities, and community services.

**2019–2020 FACULTY SABBATICAL LEAVE RECOMMENDATION
ONE-TERM SPRING 2020**

Prepared by

Theresa Yancey, Sabbatical Review Committee Co-Chair
Peter Hoelter, Sabbatical Review Committee Co-Chair
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

In spring 2019, the College Board of Education approved six (6) applications for a total of sixteen (16) terms of sabbatical leave for the 2019–2020 academic year, leaving sixteen (16) terms of leave for one-term spring 2020 sabbaticals. Due to program needs, one faculty member postponed their sabbatical leave until the following academic year. This left nineteen (19) terms of leave for one-term spring 2020 sabbaticals.

Three (3) additional applications were submitted in fall 2019 for one-term spring 2020 sabbatical leaves. As noted in the collective bargaining agreement, “if all eligible leaves are not awarded by the April board meeting, applications for a spring leave will be accepted until October 1.”

The Sabbatical Review Committee reconvened fall 2019 and used the criteria and guidelines developed jointly by the faculty association and the college to review the applications. The committee, by consensus, recommended the three (3) applications be approved. Members of Instruction and Student Services concurred with the committee recommendation.

Board action will be requested at the January Board meeting for the following faculty:

Sheeny Behmard—Mathematics, 1 term (Spring)

Proposes to collaborate with Chemeketa Press to write a textbook for MTH243 using open source materials. Applicant also proposes developing lectures implementing R (an open source programming language for statistical computing and graphics), which will allow students to gain first-hand experience with the programming language and its application in the real world.

Silvia Herman—Language, 1 term (Spring)

Proposes researching grammar instruction and assessment to refresh and reinforce their understanding of teaching language courses that are proficiency oriented and focus on communicative interactions, and to revise final oral assessments for second year courses. Applicant also plans to enhance their proficiency in Spanish in a culturally authentic context by traveling to Spain to take a course on language pedagogy at the Don Quijote Language School.

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Laura Scott—Developmental Education, 1 term (Spring)
Proposes to collaborate with developmental writing faculty, reference librarians and Chemeketa Press to compile new texts and readers/readings for WR080 and WR090 courses. These texts will continue to emphasize equity in their themes and authorship, and be free or low-cost to students. As work continues on pre- and pre-pre-pathways, the new materials will also take into account possible contextualization with proposed Guided Pathways “meta-majors” or groupings of potential “meta-majors”.

3 applicants
3 terms
(19 terms available)

STATEMENT OF BUDGET PRINCIPLES 2020–2021

Prepared by:

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

The Statement of Budget Principles 2020–2021 is presented for the board’s information and review. These principles will be used in developing and guiding the decisions for the 2020–2021 budget.



Budget Principles and Financial Environment
2020–2021 Fiscal Year

The college's budget principles and financial environment are reviewed each fall as the budget cycle begins. The budget principles and some of the known key factors that affect the college's resources and expenses for the 2020–2021 budget are as follows:

Budget Principles

Although it may affect programs and operations, our 2020–2021 budget will –

1. Ensure the college's strategic priorities and mission are fulfilled through the core themes of Academic Quality, Access, Community Collaborations, and Student Success
2. Consider decisions through the college values of Collaboration, Diversity, Equity, Innovation, and Stewardship
3. Maintain the following:
 - a. Enrollment, progression and completion targets
 - b. Staffing and facilities at sufficient levels to protect the college's infrastructure and ensure compliance with regulations and laws
 - c. Sufficient fund balance to –
 - i. Protect against unanticipated resource declines or cost increases that could jeopardize the future of Chemeketa
 - ii. Provide the flexibility to take advantage of opportunities
 - iii. Maintain a balanced operating budget to ensure the long-term fiscal health of the college
4. Invest in initiatives, strategies, programs and operations that will positively impact student completion and success.
5. Seek cost-sharing and revenue-producing opportunities that support our mission and strategic priorities such as grants, partnerships, self-support ventures and foundation assistance that may augment operations.

Financial Environment

Resources:

State legislative appropriation: The legislature appropriated \$640.9 million to all community colleges for the 2019–2021 biennium; an approximate 12 percent increase over the previous biennium and the largest appropriation in Oregon community college history. During the 2020 short legislative session, Oregon community colleges plan to advocate for additional funding for Career & Technical Education (CTE) programs to help fund costly equipment needs.

State support and distribution of resources (includes property taxes): The Higher Education Coordinating Commission (HECC) remains interested in exploring strategies for aligning state investments and goals across postsecondary education, though no changes are currently under consideration for the funding formula. Any changes made to the formula would impact the college's share of state resources.

Economic growth: The U.S. economic expansion continues with nearly all leading indicators suggesting continued growth although at a more modest pace than in previous years. Oregon's strong economy continues with state economists predicting a stable economic outlook with healthy rates of economic growth. National, state and local unemployment rates are at historically low levels. Many employers in our district continue to compete for qualified candidates leading to wage inflation and reduced hiring requirements among hard to fill positions.

Enrollment: Enrollment impacts all three of our major sources of revenue, tuition and fees, state funding and property taxes. Tuition and fees are impacted directly while state funding and property taxes are impacted through an enrollment-based funding distribution formula. The college is experiencing its ninth consecutive year of declining enrollment from the peak in 2010–2011 and we are below enrollment levels of the mid 1990's. For the 2019–2020 fiscal year, the college budgeted for a three percent decline in enrollment yet so far, we are experiencing a decline of approximately five percent. Some of the enrollment loss has been by design as we realigned credit requirements in our CTE programs and eliminated courses offered in the high schools through our College Credit Now program. The college continues our commitment to implementing Guided Pathways as a student success initiative; which will further realign academic plans for our students and impact enrollment. Efforts to increase enrollment include a focus on evaluating enrollment management activities, developing a Strategic Enrollment Management plan, and the development and assessment of new program offerings based on workforce, partnership and community needs. These efforts have the potential to offset some of the declines we have experienced. However, the impact is not expected to be immediate, therefore we are projecting a further decline in enrollment of three percent for our 2020–2021 budget.

Tuition and fee revenue: During the 2018–2019 academic year, the college updated the Tuition, Universal Fee and Differential Fee Rate Setting Guidelines. This work resulted in increases for the 2019–2020 academic year per credit tuition and universal fee rates of \$4 and \$6 respectively. The tuition rate is now \$91 per credit and the universal fee rate is now \$24 per credit. These increases resulted in incremental movement of the college's annualized in-district cost per student for the year to the lower end of the identified comparator colleges. The college's intention is to align our annualized in-district tuition and fee rates to be competitive in the college's market area and with comparator colleges within three academic years. For 2019–2020, the college also implemented a differential fee of \$5 per credit on high cost programs and courses. Changes to the tuition, universal fee and differential fee rates will be recommended to the College Board of Education at the January 2020 board meeting.

Expenses:

Employee costs typically comprise approximately 80 percent of the college's general fund expenditures, and changes in compensation and benefits directly impact our budgeting scenarios.

1. As the college strives to retain and recruit qualified employees in this competitive labor market, wage inflation continues to have significant impact on our costs. Other cost impacts

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will include unfunded mandates such as the Oregon minimum wage rate increases and Oregon's Pay Equity law

2. The college's two highest cost fringe benefits, Public Employee Retirement System (PERS) and health care, are also significant concerns.
 - a. Net employer PERS rates for the college increased by an average of 3.1 percent of payroll for the 2019–2021 biennium. Equivalent increases are expected in the coming years. The college plans to help mitigate the additional costs through more moderate rate increases and by utilizing other designated reserves.
 - b. Increased health insurance costs are currently capped by statute at approximately three percent per year through our Oregon Employee Benefit Board plans and our current employee contracts limit the impact to the college. However, any increase in costs impact our employees which continues to be a concern as part of our general compensation package.

Capital construction and deferred maintenance, such as our Agricultural Complex and our aging infrastructure, are additional significant costs for the college and we are challenged to continue to update facilities and fund construction during a period of increased construction costs.

PERSONNEL REPORT

Prepared by

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

NEW HIRES AND NEW POSITIONS

Wendy J. Barrows, Instructional Specialist-10 months—Business Technology, Early Childhood Education and Visual Communications, Career and Technical Education Division, replacement, 100 percent, 10-month assignment, Range B-3, Step 5.

Penny C. Feltner, Instructional Specialist-10 month—Academic Development, Regional Education and Academic Development Division, replacement, 100 percent, 10-month assignment, Range B-3, Step 3.

Madelyne S. Lind, Instructional Technician-10 months—Business Technology, Early Childhood Education and Visual Communications, Career and Technical Education Division, new position, 65 percent, 10-month assignment, Range B-2, Step 2.

Lindsey S. Powers, Instructional Technician-10 months—Business Technology, Early Childhood Education and Visual Communications, Career and Technical Education Division, replacement, 100 percent, 10-month assignment, Range B-2, Step 1.

Albert S. Zapata, Custodian I—Capital Projects and Facilities, College Support Services Division, replacement, 100 percent, 12-month assignment, Range A-2, Step 2.

POSITION CHANGES

Adriande “Adrian” Lutz, Executive Assistant—General Education and Transfer Studies Division, replacement, 100 percent, Range B-4, Step 7, from Department Specialist—Woodburn campus, Regional Education and Academic Development Division.

Zachary A.M. Yamada, Instructor-Computer Information Systems—Business Technology, Early Childhood Education, and Visual Communications, Career and Technical Education Division, replacement, 100 percent, Range F-9, Step 5, from Systems Analyst—Information Technology, College Support Services Division.

RETIREMENTS

Shirley M. Lamkey, Instructional Technician-10 months—Applied Technologies, Career and Technical Education Division, effective January 31, 2020.

Steve R. Richardson, Director-Chemeketa Press—Governance and Administration, President’s Office Division, effective November 8, 2019.

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SEPARATIONS

Nicole Dickerson, Student Services Specialist—Yamhill Valley campus, Regional Education and Academic Development Division, effective November 15, 2019.

Susana Garcia, Department Technician 1-11 months—Academic Development, Regional Education and Academic Development Division, effective December 6, 2019.

Julianna S. Pilafian, Student Services Specialist—Yamhill Valley campus, Regional Education and Academic Development Division, effective November 14, 2019.

Daniel J. “Dan” Stover, Instructional Coordinator/Analyst II—Chemeketa Center for Business and Industry, Career and Technical Education Division, effective November 15, 2019.

David H. Sunderland, Instructor-Farm Business Management—Agricultural Sciences and Wine Studies, Regional Education and Academic Development Division, effective November 18, 2019.

BUDGET STATUS REPORT

Prepared by

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

The financial reports of the general fund and investments for the period from July 1, 2019, through November 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 November 30, 2019

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

Fund 100000 - General Fund Unrestricted

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET	VARIANCE TO BUDGET
Resources:				
Property Taxes	22,320,000	16,243,372	72.77%	(6,076,628)
Tuition and Fees	23,290,000	12,325,141	52.92%	(10,964,859)
State Appropriations - Current	33,800,000	25,259,854	74.73%	(8,540,146)
Indirect Recovery	1,900,000	644,404	33.92%	(1,255,596)
Interest	1,200,000	421,306	35.11%	(778,694)
Miscellaneous Revenue	450,000	351,250	78.06%	(98,750)
Transfers In	200,000	-	0.00%	(200,000)
Fund Balance	9,000,000	9,772,897	108.59%	772,897
Total Resources	92,160,000	65,018,224	70.55%	(27,141,776)
Expenditures:				
Instruction	36,212,831	11,249,257	31.06%	24,963,574
Instructional Support	12,143,540	4,749,781	39.11%	7,393,759
Student Services	8,048,693	3,196,689	39.72%	4,852,004
College Support Services	16,524,353	6,480,889	39.22%	10,043,464
Plant Operation and Maintenance	6,930,583	2,417,514	34.88%	4,513,069
Transfers and Contingency	10,800,000	1,885,788	17.46%	8,914,212
Total Expenditures	90,660,000	29,979,918	33.07%	60,680,082
Unappropriated Ending Fund Balance	1,500,000			

Chemeketa Community College
Budget Status Report
As of November 30, 2019

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	8,167,151.00	3,291,886.61	4,601,137.45	274,126.94
6120	Classified Salaries	12,272,459.00	4,747,821.38	6,763,110.06	761,527.56
6124	Part-Time Hourly & Student Wages	1,447,065.00	510,606.38	-	936,458.62
6130	Faculty Salaries	17,004,758.00	5,672,856.77	10,506,594.16	825,307.07
6132	Part-Time Faculty	7,000,000.00	1,653,732.43	391,032.04	4,955,235.53
6510	Fixed Fringe Benefits	9,419,193.00	3,683,405.85	-	5,735,787.15
6511	Variable Fringe Benefits	14,767,996.00	4,890,832.47	-	9,877,163.53
6512	Other Fringe Benefits	380,000.00	136,637.00	-	243,363.00
	Subtotal Personnel Services	70,458,622.00	24,587,778.89	22,261,873.71	23,608,969.40

34.90%

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,746,421.00	438,100.40	-	1,308,320.60
720	Equipment \$500-\$4,999	285,530.00	52,371.07	-	233,158.93
7300	Legal Services	106,176.00	17,980.98	40,600.00	47,595.02
7310	Insurance	619,162.00	506,739.82	-	112,422.18
7320	Maintenance	445,720.00	107,375.11	3,372.71	334,972.18
7330	Communications	873,853.00	293,884.14	-	579,968.86
7340	Space Costs	1,887,134.00	483,062.62	33,932.14	1,370,139.24
7350	Staff Development	128,991.00	68,022.53	-	60,968.47
7360	Travel	373,140.00	107,209.81	-	265,930.19
7370	Other Services	2,773,381.00	1,326,374.91	555,913.31	891,092.78
7550	Capital Outlay	161,870.00	105,230.09	-	56,639.91
8150	Transfers Out	4,800,000.00	1,885,787.70	-	2,914,212.30
8500	Contingency	6,000,000.00	-	-	6,000,000.00
	Subtotal Non-Personnel Services	20,201,378.00	5,392,139.18	633,818.16	14,175,420.66
	Report Totals	90,660,000.00	29,979,918.07	22,895,691.87	37,784,390.06

26.69%

33.07%

STATUS OF INVESTMENTS AS OF NOVEMBER 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 11-30-2019</u>
Oregon Short-Term Fund - General	11-30-2019	On demand	\$37,279,053.37	2.45%
Oregon Short-Term Fund - Capital	11-30-2019	On demand	\$10,140,159.29	2.45%
<u>Other Investments</u>	<u>Investment Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Yield</u>
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%
Treasury Note – United States Treasury	11-18-2019	11-30-2020	\$2,027,908.52	1.548%
Corporate Note – Wells Fargo Bank	11-19-2019	12-07-2020	\$2,038,530.00	1.797%

13 week Treasuries 1.56% as of 11/29/2019

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

PURCHASING REPORT

Prepared by

Gail Williams Pickett, Contract Management Analyst
Miriam Scharer, Vice President/Chief Financial Officer

PRINTING OF CLASS SCHEDULES AND COLLEGE CATALOG (INSIDE PAGES) AND BINDING OF ENTIRE COLLEGE CATALOG

A Request for Proposal for Printing of Class Schedules and College Catalog (Inside Pages) and Binding of Entire College Catalog will be advertised in January 2020, on the college's Procurement Services Website and on the State of Oregon Procurement Information Network (ORPIN). A recommendation for contract award will be made to the College Board of Education at its February meeting.

PRINTING OF MARKETING AND COMMUNICATIONS COLLATERAL FOR PROGRAMS AND SERVICES

A Request for Proposal for Printing of Marketing and Communications Collateral for Programs and Services will be advertised in January 2020, on the college's Procurement Services Website and on the State of Oregon Procurement Information Network (ORPIN). A recommendation for contract award will be made to the College Board of Education at its February meeting.

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

PLANNING AND PRE-PLANNING CAPITAL PROJECTS

- **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.
- **Agricultural Complex**
Both the construction management contractor and consultants are currently working to evaluate the cost of the project. The results will determine if a continued search for areas for cost savings will be necessary.
- **Building 9 Boilers**
The college is working with Energy Trust of Oregon and PAE, an engineering consultant, to create a plan to replace the aging boilers that serve Building 9. There are added incentives right now for this work. The college is looking at all the options and pricing available to upgrade this older equipment.
- **Advising and Counseling Carpet and Paint**
New carpet was installed and new paint applied during the planned furniture moves that occurred December 5–13, in the Advising and Counseling office on the first floor of Building 2. This project took place simultaneously with a substantial rearrangement of furniture in the office which provided a unique opportunity to complete the work.
- **Storage Yard Improvements**
An expanded gravel foundation and drainage improvements are being planned in the facilities storage yard located on the south portion of Salem campus. Plans have been created by the engineer and bids are currently being solicited.

CURRENT AND COMPLETED CAPITAL PROJECTS

- **Building 49 Restoration**
Multiple age related issues are currently being addressed at Building 49. Water damage caused by roof leaks required removal of wall surfaces and insulation in one classroom and one office. The wall panel material was installed with an asbestos based adhesive which required removal and abatement by a certified contractor. Additionally, the asbestos containing flooring in the kitchen area is being removed while the contractor is on site. The roof and gutter system, which caused this damage, will also be repaired or replaced.

See Appendix–2; Campus Map pages 90–91.

RECOGNITION REPORT

Prepared by

Jessica Howard, President/Chief Executive Officer

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

Cross-country student athlete, HANNAH CALDWELL, was awarded an NAACP scholarship at the NAACP awards ceremony on October 23. *(Core Theme: Student Success—Students' progress and complete their educational goals.)*

MICHAEL BUDKE, academic coordinator for Corrections, wrote an article "College Behind Bars: The Necessity of Running A College Inside Prisons," that was published in The EvoLLLution. A copy of the article in the board folder. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

MICHAEL BUDKE and JORDAN BERMINGHAM recently presented at the National Conference on Higher Education in Prison (<http://www.higheredinprison.org/>). Their presentation, titled 'Lessons Learned from Four Years' Experience Administering Second Chance Pell (SCP), provided guidance and recommendations to current and aspiring SCP providers. There were over 100 attendees. Chemeketa Community College is the only Oregon college able to administer SCP, and a national leader in educational programming inside correctional facilities. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

GRECIA GARCIA PEREZ, student services specialist, and student ASHLEY C. DURAN-FAJARDO, have adapted an open educational resource (OER) book entitled "A Different Road to College," created by Alise Lamoreaux from Lane Community College and adapted it to a Chemeketa Community College edition specifically relevant to Chemeketa's student population and services. *(Core Theme: Student Success—Students' progress and complete their educational goals.)*

The COLLEGE ACCESS PROGRAMS coordinated Chemeketa's Inaugural First Generation College Student Celebration on November 7. They collaborated with several departments including Student Retention and College Life, Student Development and Learning Resources, Diversity and Equity, and Marketing/Public Relations. Staff and faculty from around the college shared their first-generation experience and information about student services. Over 300 students, staff, and faculty participated in the fun event. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

The third annual Migrant Parent Institute and Migrant Youth Forum was held at Chemeketa on Saturday, November 9. Thanks to CASSIE BELMODIS, MIKE EVANS, MANUEL GUERRA, LINDA RINGO-REYNA, STACEY WELLS, who organized the event. Over 250 students registered for Youth Forums which included CTE sessions in the areas of nursing, dental

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December 18, 2019

assisting, EMT, fire science, criminal justice, machining, robotics, visual communications, and computer information science, but over 500 parents and community members attended the Institute. Thanks to faculty who participated in demos and hands-on activities for the students and visitors—CHRIS ARBUCKLE, STEVE GRECO, JULIAN HARKEMA, DANA NOLA, DEBORAH PILLETTE-STEPHENS, MANDY REININGER, ABIGAIL ROLINS, REBECCA SALINAS-OLIVEROS, CONNIE RIECKE, SHELDON SCHNIDER, CHUCK SEKAFETZ, and BARB SIGURDSON. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

On December 7, four Chemeketa Public Safety Officers, BRYAN BAGWELL, BRADLEE DAVIS, SHEILA LORANCE and DONALD TWIST joined 100+ Law Enforcement Officers for the annual Shop-with-a-Cop event at the South Salem Walmart. There were over 600 children from the community, including 35 children from parents of Chemeketa students. Each child was teamed up with an officer and was able to shop for Christmas gifts totaling \$35. This is the second year that Public Safety has been involved. The event is hosted by a local nonprofit "Believe in Your Community" which has also helped several Chemeketa students in need. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

Thanks to the Holiday Social Committee planning members HOLLY COOK (coordinator), KAREN ALEXANDER, DEE DIXON, JOEL GISBERT, ASHLEY HACKETT, LYNN IRVIN, TIM KING (co-chair), AMY McKINLEY, ADAM MENNIG, KAREN MUNOS, VIVI CALEFFI PRICHARD, BRIAN RADER, TERRY ROHSE (co-chair), JAMIE WENIGMANN, MEREDITH SCHREIBER, ALICE SPRAGUE, and STEVE VINCENT for organizing the Holiday Social on December 5. For the first time ever, a pay portal was set up so that the Holiday Social meal tickets could be purchased online. Special recognition to KAREN ALEXANDER for designing and spearheading the "sNOw More Hunger" campaign to benefit the Chemeketa Food Pantry. In addition, Foundation staff JAMIE WENIGMANN and PHILLIP HUDSPETH were incredibly helpful with the "sNOw More Hunger" campaign as they took donations and "sold" bags of food for the Chemeketa Food Pantry. Special thanks to KERRY BURTIS, the CHEMEKETA CAROLERS, and BRIAN McCARTNEY with his Brass Ensemble for providing entertainment; ADAM MENNIG, who was the emcee; and staff from FACILITIES, MEDIA SERVICES, Auditorium assistant SEAN WARNER, and NORTHWEST INNOVATIONS. Food gift certificates from donations by the classified, faculty, and exempt associations, and the sale of raffle tickets were given to families in need and have a Chemeketa connection. *(Value: Collaboration)*

LINDA HERRERA, retired Diversity and Equity Officer and current member of the Foundation Board, was appointed to the Board of Trustees for Western Oregon University. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

Foundation staff MARIE HULETT and JAMIE WENIGMAN are thanked for coordinating a benefit event with the Salem Holiday Market on Friday, December 13. This was the opening night of the three-day Holiday Market which had wine tasting, hors d'oeuvres, and early shopping specials with proceeds from admission fees going to the Chemeketa Student Relief Fund. Thanks to college employees ANA ANGEL, MEGAN COGSWELL, PAUL DAVIS, NATALIA EROFEEF, ROBERT LAHUE, JOHNNY MACK, EMILY MILLER, OTILIA MORALES, MICHAEL PARUCH, CONNIE RIECKE, JOLEEN SCHILLING, MARIAH TILMAN, LANA TUSS, and ESTHELA ZENDEJASA who staffed a Chemeketa booth in shifts to promote college

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programs. Also thanks to other departments who participated throughout the weekend, including KERRY BURTIS and the CHEMEKETA CAROLERS; MEGAN GONZALEZ and the criminal justice students who coordinated traffic; GRECIA GARCIA PEREZ and student leaders who worked ticket booths and coordinated food pantry item donations, along with Facilities staff DEE DIXON, HECTOR DELGADO, and JOHN THOMAS, who transported the food barrels over the three days; and PAM DITTERICK and EARLY CHILDHOOD EDUCATION students who staffed the kids' corner activity booth. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

Thanks to the many faculty and staff who have been heavily involved in the instructional and service area program reviews which occur on a five-year cycle and encourages programs and service areas to reflect as a group on performance in relation to the college's mission and core themes. A total of 71 out of 86 academic program (49/52) and service (22/34) reviews and presentations have been completed. The program and service reviews listed below have occurred since June 2018. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

1. **Horticulture Program Review** developed by faculty February–September 2018. October 2018 presentation by Program Chair JOLEEN SCHILLING, Horticulture student ERIK LINDQUIST and Horticulture program graduates ELLEN SELANDER, SAM SLATER, ALISON THOMAS, and HILLERY KEAIRNES.
2. **English for Speakers of Other Languages (ESOL) Program Review** developed by faculty September 2017–September 2018. October 2018 presentation by faculty JANNIE CROSSLER-LAIRD, Program Chair, GENEVIEVE HALKETT, DINA VALDIVIA, MELODY ABARCA-MILLAN, JOHN WHITNEY, MARY HUGHES, CHRISTINE NILE, and CHEILA RAMIREZ.
3. **High School Partnerships Program Review** developed by staff and faculty February–September 2018. October 2018 presentation by Dean JONATHAN TUCKER, Program Coordinator PEGGY MORRISON, faculty JUDITH ANDERSON, JESSICA HILFIKER, JEFF MCCABE, JESSICA WRIGHT, MATT KEELING, ALEJANDRA GALLEGOS, KEVIN OLSON, KARL MEINER and students ABBY KEPFORD, BEN SIGLER, and TONY SAAVEDRA.
4. **Automotive Technology Program Review** developed by staff and faculty June–November 2018. November 2018 presentation by faculty BRIAN MCLEARN, Program Chair, SAM OLHEISER, BRIAN COVEY, and DOUG ROGERS, and staff DANIEL PERKINS.
5. **Education Program Review** developed by faculty August 2018–January 2019. January 2019 presentation by lead education faculty SARA CSAKY, education faculty and Dean of Education, Languages and Social Sciences CECELIA MONTA, and education students SAMANTHA LAWSON, ASHLEY DURAN, NAYELI CRUZ, MICHELLE LOEZA, CHARCY RAMOS, and LORY CRUZ.

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- 6. Student Recruitment, Enrollment, and Graduation Services Program Review** developed by staff July 2018–January 2019. February 2019 presentation by director MELISSA FREY and staff EME SMITH, JAMES MCNICHOLAS, HEATHER MISENER, KARYNA HARO-GONZALEX, EFRAIN ALONSO, DENISE THOMPSON, KEKELI GBOFU, JOANNE GASCA, KIM BAIN, KAREN MUNOZ, CRISTINA BARBA, CINTIA RAMOS CARREON, ALCINA GARCIA, FATIMA PETERS, MEAGAN USSELMAN, and KATIE RAMSDELL.
- 7. Physical Science Program Review** developed by faculty September 2017–March 2019. May 2019 presentation by faculty ERIK JENSEN and CHRIS NELSON.
- 8. Chemeketa Press Program Review** developed by staff May 2018–March 2019. May 2019 presentation by Director STEVE RICHARDSON and staff BRIAN MOSHER, RONALD COX, and STEPHANIE LENOX, and faculty LAYLI LYSS, LAURA MACK, and LISA HEALEY.
- 9. Anthropology Program Review** developed by faculty June 2017–March 2019. May 2019 presentation (with Sociology) by Program Chair JENNIFER MONTGOMERY.
- 10. Sociology Program Review** developed by faculty June 2017–February 2019. May 2019 presentation (with Anthropology) by Program Chair CARLOS LOPEZ and faculty PATRICIA ANTOINE.
- 11. Dental Assisting Program Review** developed by faculty June 2018–April 2019. May 2019 presentation by Program Chair LYNN GEORGE and faculty JILLIAN LOMAX and KARA JOHNSON.
- 12. Financial Management Program Review** developed by staff November 2018–July 2019. August 2019 presentation by Business Services Director KATIE BUNCH, Budget and Finance Director RICH MCDONALD and staff TOM HOWARD, MICHELE HILL, BRAD TEDROW, and KEVIN WALTHER.
- 13. Hemodialysis Program Review** developed by staff and faculty October 2018–June 2019. October 2019 presentation by Faculty Lead REBECCA DOUGHERTY and Yamhill Valley Campus CTE Director PAUL DAVIS.
- 14. ABE-GED Program Review** developed by faculty and staff October 2018–September 2019. October 2019 presentation by Adult Basic Skills Director CHRIS KATO, faculty MONICA WILLIS, DAVID HARDESTY, BRYAN ROLLINS, staff BETTY JONES, and GED program graduates REBECCA BUHR, JASON WILLITS, DIANA SHEWELL, STEPHANIE MILBOURN, AND REBECCA METTERT.
- 15. Grants Program Review** developed by staff January–September 2019. December 2019 presentation (with Organizational Effectiveness) by Grants Director GAELLEN McCALLISTER and Faculty Coordinator DOROTHY MOORE.
- 16. Organizational Effectiveness Program Review** developed by staff January–October 2019. December 2019 presentation (with Grants) by Organizational Effectiveness Director JULIE PETERS and staff GARY WEST.

Separate Action-1
December 18, 2019

**APPROVAL OF RETIREMENT RESOLUTIONS
NO. 19-20-12, STEVE R. RICHARDSON, AND NO. 19-20-13, SHIRLEY M. LAMKEY
[19-20-119]**

Prepared by

David Hallett, Vice President—Governance and Administration

The College Board of Education honors employees who retire after years of service to the college. Attached are resolutions honoring Steve R. Richardson who retired effective November 8, 2019, and Shirley M. Lamkey who retires effective January 31, 2020.

It is recommended that the College Board of Education adopt Resolutions No.19-20-12, Steve R. Richardson, and No. 19-20-13, Shirley M. Lamkey.

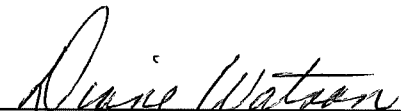
Separate Action-1
December 18, 2019

**RETIREMENT RESOLUTION NO. 19-20-12,
STEVE R. RICHARDSON**

WHEREAS, Steve R. Richardson began his 29-year, 2-month association, as a salaried employee, with Chemeketa Community College in September, 1990; and

WHEREAS, Steve R. Richardson gave dedicated service to Chemeketa Community College currently as Director-Chemeketa Press, Governance and Administration Division; therefore,

BE IT RESOLVED, that upon his retirement date of November 8, 2019, the College Board of Education hereby honors and commends Steve R. Richardson for his loyalty, dedication and personal commitment to Chemeketa Community College.



Diane Watson
Board Chairperson



Jessica Howard
President/Chief Executive Officer


Separate Action-1
December 18, 2019

**RETIREMENT RESOLUTION NO. 19-20-13,
SHIRLEY M. LAMKEY**

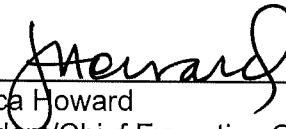
WHEREAS, Shirley M. Lamkey began her 15-year, 4-month association, as a salaried employee, with Chemeketa Community College in September, 2004; and

WHEREAS, Shirley M. Lamkey gave dedicated service to Chemeketa Community College currently as Instructional Technician-10 months, Applied Technologies Department of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon her retirement date of January 31, 2020, the College Board of Education hereby honors and commends Shirley M. Lamkey for her loyalty, dedication and personal commitment to Chemeketa Community College.



Diane Watson
Board Chairperson



Jessica Howard
President/Chief Executive Officer

Separate Action-2
December 18, 2019

APPROVAL OF COLLEGE POLICY #5230—HAZING POLICY
[19-20-126]

Prepared by

Rebecca Hillyer, General Counsel
Manuel Guerra, Executive Dean—Student Development and Learning Resources
David Hallett, Vice President—Governance and Administration

HAZING POLICY—POLICY #5230

This entire policy is underlined since it is new. The college prohibits hazing against any targeted individual by a student organization, club, team, or any other college-affiliated student group. Individuals engaged in hazing conduct as defined by Oregon law and this college policy are subject to discipline. This policy was developed in accordance with new Oregon House Bill 2519 and Oregon Statutes.

It is recommended that the College Board of Education approve college Policy #5230—Hazing Policy, to become effective immediately.

Student Services Series—5000

HAZING POLICY

Hazing is dangerous and demeaning to the individual targeted and contradicts Chemeketa Community College's mission statement. Therefore, any act deemed hazing under Oregon law or this policy is strictly prohibited. No individual, student organization, club, team, or any other College-affiliated student group is permitted to plan, engage in, or condone hazing, on or off Chemeketa's owned and/or controlled property.¹

"Haze" means:²

- a) To subject an individual to whipping, beating, striking, branding or electronic shocking, to place a harmful substance on an individual's body or to subject an individual to other similar forms of physical brutality;
- b) To subject an individual to sleep deprivation, exposure to the elements, confinement in a small space or other similar activity that subjects the individual to an unreasonable risk of harm or adversely affects the physical health or safety of the individual;
- c) To compel an individual to consume food, liquid, alcohol, cannabis, controlled substances or other substances that subject the individual to an unreasonable risk of harm or adversely affect the physical health or safety of the individual; or
- d) To induce, cause or require an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

This policy is not intended to prohibit or sanction the following conduct:

- a) Customary public athletic events, contests, or competitions that are sponsored by the College; or
- b) Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

Chemeketa encourages all members of the college community who believe that they have witnessed, experienced, or are aware of Hazing conduct that violates this policy to report the violation to the Dean of Students. Individuals failing to intervene to prevent an act or failing to report an act may also violate this policy.

Chemeketa will provide annual training for students that sets forth the harmful effects of hazing, and the relevant laws and college policies prohibiting hazing.

Should the college become aware of hazing by a student organization or any of its members, the college may immediately suspend the organization or group pending an investigation into the allegations. Allegations of hazing are resolved in accordance with the student conduct process.

¹ Oregon Statutes 2019 HB2519

² ORS 163.197

Separate Action-2
December 18, 2019

Policy #5230 POL
(Continued-2)

Student Services Series—5000

HAZING POLICY (continued)

Students and/or student organizations found responsible for violating this policy are subject to the full range of disciplinary sanctions. For more information, refer to *Chemeketa Community College Students Rights and Responsibilities*.

Annually, on or before December 31st each year, Chemeketa shall report to the legislature the number of hazing incidents reported and the number of hazing incidents investigated.

Adopted College Board of Education

Revised College Board of Education

Action-1
December 18, 2019

**APPROVAL OF ADVISORY COMMITTEES FOR 2019–2020
[19-20-120]**

Prepared by

Johnny Mack, Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

Advisory committees play a significant role in the development of Chemeketa’s educational programs. Each year, recognized and respected specialists representing a cross-section of their occupational fields, are recruited from throughout the college’s district to serve three-year terms on career and technical advisory committees. The members, with their understanding of the needs of employers and employees in the community, provide assistance in developing and maintaining programs and curricula which reflect the needs of the workplace. There are close to 300 community members serving on college advisory boards.

It is recommended that the College Board of Education approve the advisory committee membership lists for the 2019–2020 academic year.

**Chemeketa Community College
Advisory Committees
2019–2020**

Role

Advisory committees play a vital role in advancing the college's preparation of a quality workforce to meet our district's employment needs. The committees serve as highly effective resources for continuous program improvement and evaluation. The influence of advisory committees in assisting the college to make wise decisions concerning the direction of career and technical education at Chemeketa is significant.

Advisory committees are composed of recognized and respected community members who represent a cross-section of their occupational field. College staff and current students also attend meetings to provide input on educational and workforce issues. Together, advisory committee members develop and implement an annual plan of work to assist programs in meeting the needs of career and technical students and to reflect the requirements of the work world.

Advisory Committees

- Accounting
- AgriBusiness Management
- Anesthesia Technician
- Automotive Technology
- Building Inspection Technology
- Business Management
- Business Technology
- Computer Information Systems
- Criminal Justice
- Dental Assisting
- Drafting Technology
- Early Childhood Education
- Electronic Technologies and Robotics
- Emergency Medical Technology
- Fire Protection
- Health Information Management
- Hemodialysis Technician
- Horticulture
- Hospitality and Tourism Management
- Human Services
- Machining Technology
- Medical Assisting
- Nursing Education
- Occupational Skills Training
- Pharmacy Technology
- Speech Language Pathology Assistant
- Visual Communications
- Welding Technology
- Wine Studies

Action-1
December 18, 2019

**Accounting Advisory Committee
2019–2020**

Degrees and Certificates

Accounting Associate of Applied Science

Accounting Baccalaureate Preparation Certificate of Completion

Accounting Certificate of Completion

Payroll Certificate of Completion

Tax Preparation Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Jackson	Vickie	AccurAccounts, Inc.	Keizer
Vice Chair	Ray	Becky	NW Senior & Disability Services	Salem
Member	Blanchard	Michael	Johnson, Glaze & Co. CPAs, P.C.	Salem
Member	Miller	Alex	Alex Miller, CPA	Newberg
Member	Minto	Kristi	Hoots, Baker & Wiley PC	Salem
Program Dean	Taylor	R.	Chemeketa Community College	Salem

Action-1
December 18, 2019

**AgriBusiness Management Advisory Committee
2019–2020**

Non-credit Workforce Training

Role on Committee	Last Name	First Name	Organization	City
Chair	Kolb	Sean	NWFCS	Salem
Vice Chair	Tietze	Deke	Columbia Bank	Salem
Member	Burkhead	Jenni	J Farms, LLC	Amity
Member	Duerst	Douglas	IOKA Farms, Inc.	Silverton
Member	Dusschee	Dan	Freedom Hill Vineyard	Dallas
Member	Goddik	Arne	Arne Goddik Farms	Dayton
Member	Kuenzi	Terry	Kuenzi & Company, LLC	Salem
Member	Quiring	Ron	Quiring Farms	Rickreall
Member	Pearmine McGargar	Molly	Pearmine Farms, Inc.	St. Paul
Member	Gamroth	Dennis	Pacific Risk Management, Inc.	Salem
Member	Belike	Terry	Belike Family Farms	Brooks
Member	Fitts	Joseph	Aldrich Advisors	Salem
Member	Stein	Ralph	Yamhill Vineyards	Yamhill
Ex-Officio Faculty	Sunderland	David	Chemeketa Community College	Salem
Ex-Officio Faculty	LaVine	Phil	Chemeketa Community College	Salem
Program Director	Sandrock	Jessica	Chemeketa Community College/Eola	Salem

**Anesthesia Technician Advisory Committee
2019–2020**

Degrees and Certificates

Anesthesia Technology Associate of Applied Science

Role on Committee	Last Name	First Name	Organization	City
Member	Bay	Nathan	Kaiser Permanente	Salem
Member	Clark	Lisa	Capalla Health	Unknown
Member	Craft	Gregory	Salem Health	Salem
Member	Douglas	Angela	Salem Health	Salem
Member	Dumanovsky	Alex	OAG PC Groups	Portland
Member	Hoover	Denise	Salem Health	Salem
Member	Johnson	Minda	River Road Surgery Center	Salem
Member	Scott	Jeanine	Salem Health	Salem
Member	Turner	Nancy	NW Permanente Medical Group	Keizer
Member	Vorderstrasse	Chris	Salem Health	Salem
Program Dean	Kellogg	Sandi	Chemeketa Community College	Salem

**Automotive Technology Advisory Committee
2019–2020**

Degrees and Certificates

Automotive Technology Associate of Applied Science

Automotive Body Repair Certificate of Completion

Automotive Entry Level Technician Certificate of Completion

Automotive Machining Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Pastre	Chris	Capitol Auto Group	Salem
Member	Bowyer-Gottfried	Amy	Oregon State Police	Salem
Member	DeLess	Steven	Capitol Toyota	Salem
Member	Gutierrez	Jose	Capital Transmission	Salem
Member	Jensen	Craig	Davison Auto Parts	Silverton
Member	Lucas	Shawn	Capitol Chevrolet Cadillac	Salem
Member	Peterson	Robert	Brooks Automotive	Brooks
Member	Ragan	Margaret	Northwest Automotive Trades Association	Portland
Member	Rife	Robert	AJ's Automotive	Salem
Program Dean	Cheyne	Larry	Chemeketa Community College	Salem

**Building Inspection Technology Advisory Committee
2019–2020**

Degrees and Certificates

Building Inspection Technology Associate of Applied Science
Building Inspector Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Member	Carlson	Dan	City of Wilsonville	Wilsonville
Member	Cuno	Ted	City of Woodburn	Woodburn
Member	Jones	Daryl	City of Silverton	Silverton
Member	Kennedy	Jeff	City of Independence	Independence
Member	Phelps	Jason	City of Hillsboro Building Department	Hillsboro
Member	Piercy	Janell	City of Portland, Bureau of Development Services	Portland
Chair	Tamerhoulet	Rebai	City of Salem	Salem
Program Director	Miller	Glen	Chemeketa Community College/Polk	Dallas
Ex-Officio	Salinas-Oliveros	Rebecca	Chemeketa CWE	Salem
Member	Scheid	Randy	Deschutes County	Redmond
Member	Stevenson	Mark	Josephine County	Grants Pass

Action-1
December 18, 2019

**Business Management Advisory Committee
2019–2020**

Degrees and Certificates

Management Associate of Applied Science

Procurement and Supply Chain Management Associate of Applied Science

Procurement Management Certificate of Completion

Retail Management Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Molyneaux	Erin	Phiz Spa	Salem
Vice Chair	Bevington	Al	New York Life Insurance	Salem
Member	Cobos	Pam	MaPS Credit Union	Salem
Member	DeSantis	Ken	DeSantis Landscapes	Salem
Member	Jackson	Jay	DAS Policy	Salem
Member	Lamb	Sue	Dallas Retirement Village	Dallas
Member	Morris	John	Oregon State University College of Business	Corvallis
Program Dean	Taylor	R.	Chemeketa Community College	Salem

**Business Technology Advisory Committee
2019–2020**

Degrees and Certificates

Administrative Office Professional Associate of Applied Science
Accounting Administrative Assistant Associate of Applied Science Degree Option
Medical Administrative Assistant Associate of Applied Science
Virtual Office Assistant Associate of Applied Science Degree Option
Business Software Certificate of Completion
Business Technology Certificate of Completion
Office Fundamentals Certificate of Completion
Virtual Office Assistant Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Zavala	Sara	Marion County Sheriff's Office	Salem
Member	Adkins	Michele	Salem Electric	Salem
Member	Alderin	Stefanie	Westech Engineering, INC	Salem
Member	Gregg	Mel	City of Salem - Human Resources	Salem
Member	Sime	Kathy	Salem Police Dept	Salem
Program Dean	Taylor	R.	Chemeketa Community College	Salem

**Computer Information Systems Advisory Committee
2019–2020**

Degrees and Certificates

Computer Systems and Information Technology Associate of Applied Science
Computer Programming Certificate of Completion
Systems Administrator and Network Security Certificate of Completion
Web Developer Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Gawne	Andrew	Dept. of Consumer and Business Services	Salem
Vice Chair	Birkel	Judson	South Salem High School	Salem
Member	Bradfield	Eric	Salem Keizer Public Schools	Salem
Member	Casady	Chad	PH Tech	Salem
Member	Palacios	Dan	Dept. of Consumer and Business Services	Salem
Member	Rich	Kevin	Bookbyte	Salem
Member	Sheridan	Brian	Bookbyte	Salem
Member	Zavala	Francisco	Linn Benton Lincoln ESD	Albany
Program Dean	Taylor	R.	Chemeketa Community College	Salem

**Criminal Justice Advisory Committee
2019–2020**

Degrees and Certificates

Corrections Associate of Applied Science
Criminal Justice Associate of Applied Science
Juvenile Justice Associate of Applied Science
Law Enforcement Associate of Applied Science
Basic Corrections Certificate of Completion
Basic Law Enforcement Certificate of Completion
Juvenile Corrections Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Daniel	Mark	Mt. Angel Police Department	Mt. Angel
Member	Arthur	Dylan	Oregon Board of Parole & Post-Prison Supervision	Salem
Member	Fergus	Levi	Newberg-Dundee Police Department	Newberg
Member	Haines	Isaiah	Monmouth Police Department	Monmouth
Member	Hightower	Tracie	Oregon Youth Authority	Salem
Member	Landers	Jeremy	Marion County Sheriff's Office	Salem
Member	Miller	Skip	Salem Police Department	Salem
Member	Taylor	Don	Turner Police Department	Turner
Program Dean	Roache	Marshall	Chemeketa Community College	Brooks

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December 18, 2019

**Dental Assisting Advisory Committee
2019–2020**

Degrees and Certificates

Dental Hygiene Bachelor of Science (Oregon Institute of Technology partnership)

Dental Assisting Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Carriger	Haylee	Kaiser Permanente	Salem
Vice Chair	Estrada	Melissa	NW Dental Arts & Sleep Therapy	Salem
Member	Frankel	Jennifer	NW Dental Arts & Sleep Therapy	Salem
Member	Snyder	Dr. Luisa	Private Practice	Salem
Member	Ray	Dr. Tricia	Private Practice	Salem
Member	Woolsey	Dr. Matthew	Private Practice	Dallas
Member	Zimmerman	Rachel	Dr. Eyre-Dental Practice	Salem
Program Dean	Kellogg	Sandi	Chemeketa Community College	Salem

**Drafting Technology Advisory Committee
2019–2020**

Degrees and Certificates

Computer-Assisted Drafting (CAD) Associate of Applied Science

Architectural Drafting Certificate of Completion

Computer-Assisted Drafting (CAD) Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	DeLeon	Eric	OBEC Consulting Engineers	Salem
Member	Benthin	Lyndsay	Jacobs	Corvallis
Member	Crabb	Sean	MSC Engineers, Inc.	Salem
Member	Dibble	Robert	Oregon Department of Transportation	Salem
Member	Galindo	Jahaziel	Galindo Drafting & Design LLC	Salem
Member	Merritt	Josh	Lenity Architecture	Salem
Member	Reichelderfer PE	Barry	Evergreen Engineering, Inc.	Eugene
Member	Tallan	Todd	Westech Engineering	Salem
Member	Washburn	Christopher	Valley Fabrication Corp.	Salem
Program Dean	Cheyne	Larry	Chemeketa Community College	Salem

**Early Childhood Education Advisory Committee
2019–2020**

Degrees and Certificates

Early Childhood Education Associate of Applied Science
Early Childhood Education Certificate of Completion
Infant/Toddler Certificate of Completion
Preschool Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Weatherly	Cheryl	Salem-Keizer Head Start	Salem
Member	Barrows	Wendy	Mid-Willamette Valley Community Action Head Start	Salem
Member	Cagle	Mary Jane	North Salem High School	Salem
Member	Hamilton	Tanya	Family Building Blocks	Salem
Member	Harnisch	Lisa	Early Learning Hub	Salem
Member	Hawkins	Heather	Parent of student in lab school	Salem
Member	Suefert	Julie	Community Action Head Start	Salem
Member	Vandehey	Shannon	Community Action Child Care Resources	Salem
Program Dean	Taylor	R.	Chemeketa Community College	Salem

**Electronic Technologies and Robotics Advisory Committee
2019–2020**

Degrees and Certificates

Electronic Engineering Technician Associate of Applied Science
Computer Electronics Associate of Applied Science Option
Industrial Electronics Associate of Applied Science Option
Process Control Technology Associate of Applied Science Option
Renewable Energy Management Associate of Applied Science Option
Electronics Certificate of Completion
Process Control Certificate of Completion
Network Technology Essentials Certificate

Role on Committee	Last Name	First Name	Organization	City
Chair	Cunningham	Joseph	Oregon Department of Transportation	Salem
Vice Chair	Grunberg	Keith	Hunter Communications	Keizer
Member	Baily	Scott	Test Products International	Beaverton
Member	Bennett	Joan	Retired Industry Member	Salem
Member	Blair	Ray	CISCO Systems	Lake Oswego
Member	Haider	Laer	Oregon DHS, OHA	Salem
Member	Halleen	Eric	Fortinet	Salem
Member	Harris	Blain	Dallas Glass	Dallas
Member	Hughes	David	FLIR Systems	Wilsonville
Member	Luebbers	Dominic	Oregon State Police	Salem
Member	Pashley	Brian	Micro Systems Engineering, Inc.	Lake Oswego
Member	Rosanbalm	Michael	AF7U	Aumsville
Member	Scott	John	Truitt Bros. Inc.	Salem
Member	Vargas	Eric	Oregon Department of Transportation	Salem
Program Dean	Cheyne	Larry	Chemeketa Community College	Salem

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**Emergency Medical Technology Advisory Committee
2019–2020**

Degrees and Certificates

Paramedicine Associate of Applied Science

Role on Committee	Last Name	First Name	Organization	City
Chair	Brumfield	Todd	Dallas Fire Department	Dallas
Member	Bauscher	Will	Corvallis Fire Department	Corvallis
Member	Black	Matt	Falck Ambulance	Salem
Member	Bohrer-Clancy	Jesse	Silverton Hospital	Silverton
Member	Fleck	Don	Public Member	Mt. Angel
Member	Grimes	Toni	Woodburn Ambulance	Woodburn
Member	Hanifan	Amy	McMinnville Fire Department	McMinnville
Member	Mauer	Adam	Santiam Hospital	Stayton
Member	Mayfield	Mike	Polk County Fire District #1	Independence
Member	McMann	Kyle	Marion County Fire District #1	Salem
Member	Russell	Ryan	Keizer Fire District	Keizer
Member	Schulze	Damon	Sheridan Fire District	Sheridan
Program Dean	Roache	Marshall	Chemeketa Community College	Brooks

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December 18, 2019

**Fire Protection Technology Advisory Committee
2019–2020**

Degrees and Certificates

Fire Prevention Associate of Applied Science

Fire Suppression Associate of Applied Science

Fire Service Supervision and Management Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Blanco	Hector	Keizer Fire District	Keizer
Member	Cane	Jason	Oregon Office of State Fire Marshall	Salem
Member	Hadley	Greg	Salem Fire Department	Salem
Member	Haven	Alex	Newberg Fire	Newberg
Member	Hoxie	Sean	Dallas Fire Department	Dallas
Member	Hume	Alan	Sublimity Fire District	Sublimity
Member	McMann	Kyle	Marion County Fire District #1	Salem
Member	Olsen-Fink	Julie	DPSST	Salem
Member	Schulze	Damon	Sheridan Fire District	Sheridan
Program Dean	Roache	Marshall	Chemeketa Community College	Brooks

**Health Information Management Advisory Committee
2019–2020**

Degrees and Certificates

Health Information Management Associate of Applied Science

Role on Committee	Last Name	First Name	Organization	City
Member	Brainard	Susan	Santiam Hospital	Stayton
Chair	Robinson	Alice	Legacy Health	Salem
Member	Burkett	Floyd	Department of Corrections OSCI/SCI/MCCF/OSP-M	Salem
Member	Deaton	Kathy	WVP Medical Group	Dallas
Member	Layton	Michelle	Salem Clinic	Salem
Member	Smith	Adriene	Salem Clinic	Salem
Vice Chair	Spears	Lisa	WVP Boulder Creek Clinic	Salem
Program Dean	Kellogg	Sandi	Chemeketa Community College	Salem

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December 18, 2019

**Hemodialysis Technician Advisory Committee
2019–2020**

Degrees and Certificates

Hemodialysis Technician Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Member	Beatty	Kendall	Fresenius Medical Care	Beaverton
Member	Chan	Dexter	Fresenius Medical Care	Portland
Member	Gomez	Debbie	Fresenius Medical Care	Portland
Member	Kaczor-Roach	Stacy	DaVita	Salem
Member	Mohindra	Misha	Not Listed	Corvallis
Member	Rodriguez	Trish	DaVita	Portland
Member	Sheeley	Kyle	DaVita	McMinnville
Member	Stowell	Casey	Fresenius Medical Care	Mt Lakes/ Portland
Program Director	Davis	Paul	Chemeketa Yamhill Valley Campus	McMinnville

**Horticulture Advisory Committee
2019–2020**

Degrees and Certificates

Horticulture Associate of Applied Science
Horticulture Associate of Science

Role on Committee	Last Name	First Name	Organization	City
Chair	Tancredi	Val	Retired	Salem
Chair	Zielinski	Josh	Alpha Nursery	Salem
Member	Bailey	Rod	Alder Springs Enterprises	Salem
Member	Colman	Bruce	Woodburn Nursery and Azaleas	Woodburn
Member	Fernandez-Salvador	Javier	OSU Marion County Extension	Salem
Member	Fischer	Jim	Retired	Salem
Member	Hibbard-Swanson	Jared	Marion-Polk Food Share	Salem
Member	Knobloch	Brenda	Salem-Keizer Education Foundation	Salem
Member	Stone	Jeff	Oregon Association of Nurseries	Wilsonville
Member	Weeks	Bradley	Weeks Berry Nursery	Keizer
Ex-Officio Faculty	Schilling	Joleen	Chemeketa Community College	Salem
Program Director	Sandrock	Jessica	Chemeketa Community College/Eola	Salem

**Hospitality and Tourism Management Advisory Committee
2019–2020**

Degrees and Certificates

Hospitality and Tourism Management Associate of Applied Science
Event Management Certificate of Completion
Food and Beverage Management Certificate of Completion
Lodging Management Certificate of Completion
Tourism and Travel Management Certification of Completion
Hospitality and Tourism Management Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Member	Campuzano	Kara	Salem Conference Center	Salem
Member	Zebisch	Monty	Independence Hotel	Independence
Member	Dodge	Ron	Oregon Department of Education	Salem
Member	Erickson	John	MERC	Portland Metro
Member	Fahey	Ryan	Spirit Mountain	Grand Ronde
Member	Fitzgerald	Kristi	Confetti Cupcake	McMinnville
Member	Huey	Sean	Spirit Mountain	Grand Ronde
Member	Jaworski	Chris	COHO Services	Willamette Valley
Member	Knapp	Jeff	Visit McMinnville	McMinnville
Member	McColly	Marla	ORLA	Wilsonville
Member	Melton	Ginger	Aimbridge Hospitality	Salem
Member	Neskahi	Kinji	Hilton	Salem
Member	Nieto-Centeno	Courtney	Independence Hotel	Independence
Member	Paraskevas	Alex	Sedcor	Independence
Member	Thompson	Krista	Kiwanda Hospitality Group	Pacific City
Member	Bakun	Irena	ORLA	Wilsonville
Member	Perle	Ben	Atticus Hotel	McMinnville
Member	Popkin	Wendy	ORLA	Wilsonville
Member	Sittisuphachoke	Jeff	Spirit Mountain	Grand Ronde
Member	Tzeo	Meuy	Holiday Inn Express	Keizer
Director	Paul	Davis	Chemeketa	McMinnville

**Human Services Advisory Committee
2019–2020**

Degrees and Certificates

Addiction Studies Associate of Applied Science

Social Services Associate of Applied Science

Addiction Counselor Certification Preparation Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Member	Blea	Phillip	Marion County Behavioral Health	Salem
Member	Davis	Trish	Marion County Behavioral Health	Salem
Member	Deets	Kyle	Catholic Community Services	Salem
Member	Erb	Ashley	Shangri-La	Salem
Member	Hill	Beth	Shangri-La	Salem
Member	Jenne	Maureen	Emergence Addiction & Behavioral Therapies	Eugene
Member	Lief	Jennifer	Polk County Mental Health & Addiction Services	Dallas
Member	Northcott	Kevin	Bridgeway Recovery Services	Salem
Member	Pritt	Tanya	Milestones Family Recovery	Corvallis
Member	Salazar-Allen	Jackie	Partnerships in Community Living, Inc.	Salem
Member	Walker	Che	Partnerships in Community Living, Inc.	Monmouth
Member	Winningham	Robert	Western Oregon University	Monmouth
Program Dean	Kellogg	Sandi	Chemeketa Community College	Salem

**Machining Technology Advisory Committee
2019–2020**

Degrees and Certificates

Computer-Aided Design/Computer-Aided Manufacturing (CAD/CAM)

Associate of Applied Science

Basic Manufacturing Technician Certificate of Completion

Computer-Aided Manufacturing (CAM) Fundamentals Certificate of Completion

Computer Numerically Controlled (CNC) Operator Certificate of Completion

Manual Machine Operator Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Benjamin	John	SECO Tools Inc	Tualatin
Member	Amsden	Chris	Allied Systems	Sherwood
Member	Braswell	Alen	ATI Cast Products	Salem
Member	Burns	Ron	River City Machine	Salem
Member	Davis	Jeremiah	A-dec	Newberg
Member	Domeyer	Kaleb	DWFritz Automation, Inc.	Salem
Member	Hickman	Jim	West Salem Machinery	Salem
Member	Jones	Travis	Innovative Manufacturing and Design	Salem
Member	Keyser	Mike	Hill Brothers Machine	Salem
Member	Mead	Brian	Allied Systems	Sherwood
Member	Ulven	Mike	Ulven Companies	Hubbard
Member	Witmer	Steve	DMG Mori	Wilsonville
Member	Yager	Phillip	Northwest UAV	McMinnville
Program Dean	Cheyne	Larry	Chemeketa Community College	Salem

**Medical Assisting Advisory Committee
2019–2020**

Degrees and Certificates

Medical Assisting Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Powers	Nichole	Kaiser Permanente	Salem
Vice Chair	Deaton	Kathy	WVP Medical Group	Dallas
Member	Armstrong	Janette	Salem Health	Salem
Member	Blair	Tashina	Grand Ronde	Grand Ronde
Member	Dodson	Stacie	Samaritan Health	Corvallis
Member	Easterly	Kenna	Willamette Valley Clinics	McMinnville
Member	Eldridge	Michelle	WVP Medical Group	Salem
Member	Irving	Loretta	OSCI	Salem
Member	Kunis	Debbie	West Hills Healthcare	McMinnville
Member	Opitz	Heather	West Hills Healthcare	McMinnville
Member	Pollard	Kimberly	Salem Clinic	Salem
Member	Strong	Alexis	Silver Falls Dermatology & Allergy	Stayton
Member	Turnidge	Pearl	Willamette ENT	Salem
Member	Lares	Judy	Woodburn Pediatric	Woodburn
Member	Martinez	Celina	Woodburn Pediatric	Woodburn
Member	King	Marcie	WVMC	McMinnville
Member	Alinari	Shelli	Santiam Health	Corvallis
Member	Bone	Michael	WVMC	McMinnville
Member	A	Melissa	Cascade Foot Center	Salem
Member	McGregor	Wendy	WVP Health	Salem
Member	Behrend	Lisa	PMC	McMinnville
Member	Maxwell	Bailie	PMC	McMinnville
Member	Nichols	Caitlin	Silver Falls Dermatology	Salem
Program Director	David	Paul	Chemeketa Yamhill Valley Campus	McMinnville

**Nursing Education Advisory Committee
2019–2020**

Degrees and Certificates

Nursing Associate of Applied Science
Practical Nursing Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Member	McCallum	Angi	Dallas Retirement Village	Dallas
Vice Chair	Sheets	Gerilyn	Silverton High School	Silverton
Member	Blair	Damion	Oregon State Hospital	Salem
Member	Carver	Sabrina	Providence Benedictine Nursing Center	Mt. Angel
Member	Fifer	Pamela	George Fox University School of Nursing	Newberg
Chair	Irving	Loretta	Oregon Department of Corrections	Salem
Member	Raikes	Christopher	Oregon State Hospital	Salem
Member	Rivera	Amanda	McKay High School Health Occupations	Salem
Member	Rothenberger	Katrina	Marion County Health Department	Salem
Member	Scheel	Julianne	Willamette Valley Medical Center	McMinnville
Member	Shubin	Desi	Willamette Valley Medical Center	McMinnville
Member	Stenger	Cynthia	Samaritan Health Services	Corvallis
Chair	Wolfe	Sarah	Salem Hospital	Salem
Program Dean	Kellogg	Sandi	Chemeketa Community College	Salem

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December 18, 2019

**Occupational Skills Training Advisory Committee
2019–2020**

Degrees and Certificates

Occupational Skills Training Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Mallery	Elizabeth	South Salem Vocational Rehabilitation Services	Salem
Member	Canida	Karla	Salem-Keizer School District	Salem
Member	Garren	Steve	Oregon DMV	Salem
Member	Johnson	Neil	WorkSource Oregon	Salem
Member	Machado	Jessica	US Dept Veterans Affairs	Salem
Member	Marinos	Deborah	Adaptability for Live	Silverton
Member	Nichols	Marilyn	Oregon State Hospital	Salem
Member	Persels	Dawn	Department of Corrections	Salem
Member	Punzel	Sandy	Retired Industry Member	Silverton
Member	Sisemore	Linda	North Salem Vocational Rehabilitation Services	Salem
Member	Ulrich	Marilyn	Oregon Employment Department Trade Act.	Salem
Member	Young	Cheryl	Marion-Polk Food Share	Salem
Program Dean	Cheyne	Larry	Chemeketa Community College	Salem

Action-1
December 18, 2019

**Pharmacy Technology Advisory Committee
2019–2020**

Degrees and Certificates

Pharmacy Management Associate of Applied Science
Pharmacy Technician Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Christopher	Elizabeth	Pharmacy Technician	Salem
Member	McCain	Kristyn	Fred Meyer	Salem
Vice Chair	Aysheh	Nesreen	Pharmacy Technician	Salem
Member	Grant	Amber	Pill Box	Silverton
Member	Wells	Kenneth	Oregon State University	Junction City
Member	Zimmerman	Steven	Salem Hospital	Salem
Program Dean	Kellogg	Sandi	Chemeketa Community College	Salem

**Speech-Language Pathology Assistant Advisory Committee
2019–2020**

Degrees and Certificates

Speech-Language Pathology Assistant Associate of Applied Science
Speech-Language Pathology Assistant Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Price	Jennie	Intermountain ESD	Pendleton
Vice Chair	Ginley	Susan	Portland State University	Portland
Member	Charlton	Reese	Mighty Oaks Speech Therapy Center	Albany
Member	Allman	Shannon	Hermiston School District	Hermiston
Member	Gage	Susan	Salem Keizer School District	Salem
Member	Roberts	Heidi	Shepherd Health Care System	Hermiston
Member	Regan	Valerie	Private Practice, Adjunct	Portland
Program Director	Davis	Paul	Chemeketa Yamhill Valley Campus	McMinnville

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December 18, 2019

**Visual Communications Advisory Committee
2019–2020**

Degrees and Certificates

Graphic Design Associate of Applied Science
Interactive Media Associate of Applied Science Option

Role on Committee	Last Name	First Name	Organization	City
Chair	Lyon	Jessica	Pivot	Turner
Member	Bolesky	Jeremy	Leopold Ketel & Partners	Portland
Member	Cardwell	Duane	Cardwell Creative	Salem
Member	Mair Lowery	Matt	Wire Creative	Milwaukie
Member	Schelar	Brooke	Common Era Collective	Salem
Member	Thomas	Vin	Fixel	Salem
Member	Wright	Mike	Willamette University	Salem
Program Dean	Taylor	R.	Chemeketa Community College	Salem

**Welding Technology Advisory Committee
2019–2020**

Degrees and Certificates

Welding Fabrication Associate of Applied Science
Welding Certificate of Completion
Arc Welding Certificate of Completion
MIG Welding Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Vice Chair	Johnson	Marty	Self-employed	Salem
Member	Bender	Bob	Retired Industry Member	Salem
Member	Fery	Eric	Ag Chains Plus, Inc.	Sublimity
Member	Harris	Sam	GK Machine	Salem
Member	Jones	Douglas	Zephyr Engineering	Salem
Member	Torresdal	Jerald	Salem-Keizer School District-CTEC	Silverton
Program Dean	Cheyne	Larry	Chemeketa Community College	Salem

**Wine Studies Advisory Committee
2019–2020**

Degrees and Certificates

Vineyard Management Associate of Applied Science
Winemaking Associate of Applied Science
Vineyard Operations Certificate of Completion
Wine Hospitality Operations Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	O'Brien	Betty	Elton Vineyards	Salem
Member	Beck	Jeanne	Crawford Beck Vineyard	Amity
Member	Boskov	Bree	Oregon Wine Board	Portland
Ex-Officio Faculty	Brose	Johnny	Chemeketa Community College/Eola	Salem
Member	Casteel	Ted	Bethel Heights Vineyards	Salem
Member	Chambers	Marie	Oregon Wine Board	Portland
Member	Clair	Christine	Willamette Valley Vineyards	Turner
Member	Crank	Don	Hawks View Vineyards	Sherwood
Member	Davis	Andrew	The Radiant Sparkling Wine Company, LLC	Carlton
Member	Spearman-Eskelsen	Nicole	Salem Keizer Public Schools	Salem
Member	Ford	Lowell	Illahe Vineyards	Salem
Recording Secretary	Jensen	Megan	Chemeketa Community College/Eola	Salem
Member	Keegan	Eugenia	Jackson Family Wines	Yamhill
Member	Moore	Shane	Northwest Vineyard Service	Amity
Member	Olson	Mary	Airlie Winery and Dunn Forest Vineyard	Monmouth
Member	Panichkul	Victor	Stoller Family Estate	Dayton
Member	Skinkis	Patricia A.	Oregon State University	Corvallis
Member	Thomson	Steve	Cristom Vineyards	Salem
Member	West	Paden	Isabelle Meunier Consulting	McMinnville
Program Director	Sandrock	Jessica	Chemeketa Community College/Eola	Salem
Member	Vidrine	Cheney	Union Wine Company	Tualatin
Member	Weichold	Karl	Erath Vineyards	Dundee

**APPROVAL OF COLLEGE POLICIES #1710—CONFLICT OF INTEREST AND ETHICS;
#1750—HARASSMENT/DISCRIMINATION; AND #1753—CONSENSUAL RELATIONSHIPS
[19-20-121]**

Prepared by

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

CONFLICT OF INTEREST AND ETHICS—POLICY #1710

This policy was last reviewed by the board in January, 2016. The main changes are to the headings and grammatical edits. In paragraph number one the word “any” was added to the last sentence for clarification. In paragraph two, line five “are involved” was added, again helping clarify who is considered a relative by statute.

HARASSMENT/DISCRIMINATION—POLICY #1750

This policy was last reviewed by the board in December, 2016. There are two substantial edits to this policy. The first edit is on the second page under the heading “Basis for Determination”. This edit represents changes in case law around the topic of Harassment/ Discrimination. The last major edit is on page three under the heading “Retaliation”. The group working on this policy wanted the retaliation statements to be the same as the language in all the college’s policies. This retaliation statement is now consistent with other college policies.

CONSENSUAL RELATIONSHIPS—POLICY #1753

This policy was last reviewed by the board in June, 2016. The definition of retaliation was changed to be consistent with other policies. Also, the definition of student was changed to include the 12 preceding months and not just currently enrolled students.

For the above noted policies, the new language is underlined and the former language has been stricken with lines through the text. These policies were reviewed by the President’s Advisory Council.

It is recommended that the College Board of Education adopt college policies #1710—Conflict of Interest and Ethics; #1750—Harassment/Discrimination; and #1753—Consensual Relationships to become effective immediately.

College Board of Education Series—1000

CONFLICT OF INTEREST AND ETHICS

Chemeketa Community College employees, officers, and agents, ~~or otherwise~~, irrespective of whether they are compensated for such services (e.g., college administration, staff, faculty, board members, volunteers, and agents of the college) are considered “public officials” per Oregon Ethics Law.¹

Public officials are prohibited from the following:

1. ~~FINANCIAL AND/OR PERSONAL GAIN~~ **Financial and/or Personal Gain**
Using their office for *financial and/or personal gain* or to avoid a *financial and/or personal detriment* for themselves or their family members. Family members are considered to be: spouse; children; siblings; spouse of siblings; parents; persons ~~of~~ to whom the public official have a legal duty to support; persons ~~of~~ to whom the public official provides benefits through the public official’s public employment; and any person who provides benefits to a public official or candidate through the person’s employment.
2. ~~CONFLICT OF INTEREST~~ **Conflict of Interest**
A conflict of interest may exist whenever any action, decision, or recommendation by the public official in their official capacity, may lead to the private financial and/or personal gain or avoid a financial and/or personal detriment of the public official, family member of the public official, or a business with which any of the family members as defined in paragraph one (1) above are involved. When a conflict of interest may occur, the public official must provide notification of such conflict of interest and withdraw from any such action. Refer to college Procedure #1710 PRO for additional information about conflict of interest disclosure and/or withdrawals.
3. ~~GIFTS~~ **Gifts**
Public officials are prohibited from soliciting or accepting, directly or indirectly, honoraria, rebates, gifts, monies, gratuities, services, promises of contract for future award, or compensation from any single source that could reasonably be known to have a financial, personal, administrative, or other interest. A gift is defined as something of economic value given to a public official or their family members without payment or other consideration of equivalent value. Gifts may include, but are not limited to, meals, textbooks for personal use, and trips.

¹ ORS 244 Government Ethics Law and Oregon Government Ethics Law—Guide for Public Employees and 2011–2015 Legislative Update Supplement

College Board of Education Series—1000

CONFLICT OF INTEREST AND ETHICS (continued)

This prohibition does not apply to the receipt of an honorarium, or a certificate, plaque, commemorative token, or other item with a value of less than \$50, or honoraria received for services performed in relation to the public official's private profession, occupation, avocation, or expertise.

June 26, 1991

Adopted College Board of Education

February 15, 2006; September 23, 2009;

January 20, 2016

Revised College Board of Education

College Board of Education Series—1000

HARASSMENT/DISCRIMINATION

Chemeketa Community College is committed to maintaining a workplace in which everyone can achieve their full potential without being impeded by unlawful discrimination or harassment. The intent of this policy is to impress upon everyone at every level the seriousness of this commitment and strongly encourage everyone to report any conduct that they perceive to be discriminatory or harassing in nature.¹

Harassment or discrimination is prohibited when it is based on any of the following protected classes:

- Race²
- Color²
- Ethnic origin¹²
- National origin¹²
- Religion²
- Age⁴
- Disability³
- Sex (see Sexual Harassment, Discrimination and Misconduct Policy #1751)^{2, 6, and 13}
- Sexual orientation (See see Sexual Harassment, Discrimination and Misconduct Policy #1751)^{11 and 13}
- Gender identity/expression (See see Sexual Harassment, Discrimination and Misconduct Policy #1751)^{11 and 13}
- Family relationships⁹
- Marital status¹¹
- Pregnancy and related conditions⁷
- Citizenship status⁵
- Protected Veterans status⁸
- Tobacco usage during non-working hours¹⁰
- Genetic information¹⁴
- Victim of domestic violence¹⁵
- Whistle blower¹⁶

¹ See also Policies 1751, 1752, and 1753.

² The Civil Rights Act of 1964—Title VII and ORS 659A.006

³ The Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Americans with Disabilities Act Amendment of 2008 and ORS 659A.112

⁴ Age Discrimination in Employment Act of 1967, Older Workers Benefit Act of 1990 and ORS 659A.030

⁵ Immigration Reform and Control Act of 1986

⁶ Equal Pay Act of 1963 and ORS 659A.029

⁷ Pregnancy Discrimination Act of 1978 and ORS 659A.029

⁸ The Veterans Reemployment Act of 1974, the Uniform Service Employment and Reemployment Rights Act of 1994

⁹ The Civil Rights Act of 1964 §1981, 1983 and ORS 659A.309

¹⁰ ORS 659A.315

¹¹ ORS 659A.006

¹² The Civil Rights Act of 1964 §1981, 1983

¹³ Title IX of the Education amendment of 1972

¹⁴ ORS 659A/Genetic Information Non-Discrimination Act 2008 (GINA) § 202.

¹⁵ ORS 659A.270

¹⁶ ORS 659A.199

College Board of Education Series—1000

HARASSMENT/DISCRIMINATION (continued)

Any conduct relating to these protected classes is prohibited when:

Submission to such conduct is made, either implicitly or explicitly, a term or condition of employment or academic performance; or

1. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic performance; or
2. Such conduct is severe or pervasive and has the purpose or effect of the following:
 - Unreasonably interfering with any individual's work or academic performance; or
 - Creating an intimidating, hostile, or offensive work or academic environment.

Basis for Determination

Chemeketa will make the determination of harassment/discrimination based on ~~whether a "reasonable person" in the same situation as the person making the claim would have found the behavior to be a violation of this policy~~ the preponderance of the evidence standard, the totality of the situation, and from the reasonableness of the complainant's (or the person making the complaint) perspective.

Examples

Conduct that could be a violation of this policy includes, but is not limited to:

Verbal Actions

- Jokes that stereotype a protected class
- Teasing that stereotypes a protected class
- Comments that stereotype a protected class
- Hostile comments about a protected class
- Name-calling or nicknames

Physical Actions

- Displaying or distributing offensive pictures
- Physical violence or hostility based on a protected classes
- Gesturing based on a protected class
- Encroaching on a person's physical space
- Repeated unwelcome social invitations, phone calls, texting, social media contact, email, or notes

Applicability

This policy applies to all college employees and students, anyone serving in a supervisory capacity on behalf of the college, and vendors and members of the general public.

College Board of Education Series—1000

HARASSMENT/DISCRIMINATION (continued)

Sanctions

Any employee engaging in behavior prohibited by this policy is subject to discipline, up to and including, termination, subject to any association contract, or state or federal law.

Any student engaging in behavior prohibited by this policy is subject to the disciplinary processes as set forth in Chemeketa's Students' Rights and Responsibilities handbook.

Any vendor engaging in behavior prohibited by this policy may have their contract cancelled, within the terms and conditions of their contract.

Any member of the general public engaging in behavior prohibited by this policy may be trespassed from campus.

Retaliation

~~It is critical that everyone feel free to come forward with complaints or concerns regarding inappropriate conduct. Retaliation against any person for making a complaint or for providing information concerning a complaint is prohibited. Any acts of retaliation may result in a sanction as outlined in the sanction portion of this policy.~~

Chemeketa prohibits retaliation against an individual or group of individuals involved in any of the following:

- Filing a complaint or report under this policy
- Filing an external complaint
- Participating in a disciplinary process
- Providing information concerning a complaint or participating in an investigation
- Opposing in a reasonable manner an action believed to constitute a violation of this policy

Retaliation can take many forms, including, but not limited to, verbal or physical abuse, threats of violence, and/or intimidation. Actions are considered retaliatory when they have a materially adverse effect on the working, academic, or college-controlled living environment of an individual, or that hinder the individual from effectively carrying out their college responsibilities. Individuals engaging in retaliatory acts are subject to discipline as described in this policy.

June 26, 1991

Adopted College Board of Education

November 15, 2000; July 26, 2006;
October 17, 2007; October 21, 2009;
April 17, 2013; December 20, 2016

Revised College Board of Education

College Board of Education Series—1000

CONSENSUAL RELATIONSHIPS

General Statement

Chemeketa Community College is committed to providing its students, employees, and clients with an environment focused on learning and growth. The college has a responsibility to promote an atmosphere of professionalism, respect, and trust and to prevent any appearance of impropriety.

Employees involved in a consensual relationship with other employees or students potentially jeopardize this commitment. When one person in the relationship has power over the other because of their position at the college, a consensual relationship can raise questions of fairness, may undermine the integrity of decisions, and can also create a hostile and unacceptable environment for others.

Intent of Policy

While the college is not interested in intruding on the personal lives of employees, consensual relationships can affect the ability of an employee to carry out the responsibilities of ~~his/her~~ their job and affect the performance of others. This policy is intended to balance the interests of the college, of students, and of employees.

Policy

Employees involved in a consensual relationship, or in what appears to be a consensual relationship, with another employee or student are prohibited from supervising or making grading decisions related to that person.

Examples of relationships that prevent an employee from supervising or making grading decisions are as follows:

- Supervisor in a consensual relationship with a person ~~he/she~~ they supervises;
- Faculty member and a student enrolled in ~~his/her~~ their class;
- Employee in a position to make or influence decisions about students while in a consensual relationship with a student.

Applicability

This policy applies to all college employees, ~~or~~ anyone serving in a supervisory capacity on behalf of the college, and vendors when they are interacting with college personnel.

Sanctions

Any person who engages in behavior prohibited by this policy is subject to discipline that may include termination, subject to any association contract that may apply. In the case of vendors, violation of college policy may be a breach of the contract between the college and the vendor.

College Board of Education Series—1000

CONSENSUAL RELATIONSHIPS (continued)

Retaliation

~~It is critical that everyone feel free to come forward with complaints or concerns regarding inappropriate conduct. Retaliation against any person for making a complaint or for providing information concerning a complaint is prohibited. Any acts of retaliation may result in a sanction as outlined in the sanction portion of this policy.~~

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Compliance

In consensual relationships involving employees, or employees and students, it is the responsibility of the person with the most power or perceived power to make explicit arrangements to assure that the decision-making processes will be fair and without favoritism. Employees should work with their supervisor in making arrangements to ensure compliance with this policy.

Pre-existing consensual relationship with a student

If an employee has a pre-existing consensual relationship with a student, the student should be discouraged by the employee from the following:

- Enrolling in courses taught by the employee;
- Entering into work situations in which ~~he/she~~ the student would be supervised by the employee.

If a student enrolls in a course or works under the supervision of an employee where a consensual relationship exists, it is the responsibility of the employee to make explicit arrangements with ~~his or her~~ their supervisor to ~~assure~~ ensure compliance with this policy.

College Board of Education Series—1000

CONSENSUAL RELATIONSHIPS (continued)

Pre-existing consensual relationship with an employee

If an employee has a pre-existing consensual relationship with another employee and a reassignment occurs which requires one of the employees to exercise supervisory, appointment, or grievance adjustment authority over the other, it is the responsibility of the person with the most power to make explicit arrangements with ~~his or her~~ their supervisor to ~~assure~~ ensure compliance with this policy.

Definitions

Consensual Relationship

A close personal relationship of a romantic or sexual nature between willing participants who both are of legal age and possess legal capacity.

Employee

Any person employed by Chemeketa Community College, including managers, classified staff, salaried or adjunct faculty, ~~hourly~~, part-time hourly, and student employees.

Pre-existing Relationship

A consensual relationship that exists prior to one party to the relationship having a position of power over the other party.

Student

~~Any person currently enrolled in a Chemeketa course.~~

A student is anyone who has enrolled in any Chemeketa course, regardless of the number of credits, within the 12 months preceding the relationship. In the event there is an alleged violation of this policy, an individual's student status will be determined based on the context associated with the complaint.

July 26, 2006

Adopted College Board of Education
February 17, 2010; May 15, 2013; June
22, 2016

Revised College Board of Education

**APPROVAL OF CHEMEKETA COOPERATIVE REGIONAL LIBRARY
SERVICE (CCRLS) LEASED LIT FIBER CONTRACT AWARD
[19-20-122]**

Prepared by

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

CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE (CCRLS) LEASED LIT FIBER

A Request for Proposal for a Leased Lit Fiber System was advertised on the college's Procurement Services Website, the Universal Service Administration Company Website, and the State of Oregon Procurement Information Network (ORPIN) on October 11, 2019.

Three proposals were received and opened immediately following the solicitation closing on December 9, 2019, at 2 pm. The firms that submitted proposals were:

Granite Government Solutions, Quiney, MA
Comcast Business Communications, LLC Tigard, OR
Wave Division Holdings, LLC, d/b/a Wave Business, Woodburn, OR

All three proposals were determined to be responsive and subsequently evaluated in accordance with the solicitation document's evaluation criteria. Some of the evaluation criteria included the network design and service routes, network integrity, trouble reporting system, response time and cost.

It is recommended that the College Board of Education approve the award of the contract for the CCRLS Leased Lit Fiber system to Wave Division Holdings, LLC, doing business as Wave Business, the most responsive and responsible proposer, for a period not to exceed five years, for an estimated contract value of \$360,000, contingent upon protests, if any, of unsuccessful proposers and successful contract negotiations.

**APPROVAL OF BUILDING 5 HVAC ELECTRICAL UPGRADE, INSTALLATION,
AND DUCTWORK REPLACEMENT CONTRACT AWARD
[19-20-124]**

Prepared by

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

**BUILDING 5 HVAC ELECTRICAL UPGRADE, INSTALLATION, AND DUCTWORK
REPLACEMENT**

An Invitation to Bid for the Building 5 HVAC Electrical Upgrade, Installation, and Ductwork Replacement was advertised on the college's Procurement Services Website, the State of Oregon Procurement Information Network (ORPIN), and in the Daily Journal of Commerce on November 25, 2019. Bids were received from the following contractors:

	<u>Base Bid</u>
Hydro-Temp Mechanical, Incorporated, Wilsonville, OR	\$636,700
CJ Hansen Company, Incorporated, Salem, OR	\$985,250

It is recommended that the College Board of Education approve the award of a contract in the amount of \$636,700 for the Building 5 HVAC Electrical Upgrade, Installation, and Ductwork Replacement project to the lowest responsible and responsive bidder, Hydro-Temp Mechanical, Incorporated, contingent upon protests, if any, of unsuccessful bidders.

Action-5
December 18, 2019

**ACCEPTANCE OF 2018–2019 AUDIT REPORT
[19-20-125]**

Prepared by

Katie Bunch, Director—Business Services
Miriam Scharer, Vice President/Chief Financial Officer

The 2018–2019 college financial audit report is being submitted to the College Board of Education for approval. The approved audit report will be provided to legal counsel, executive team, and board representatives.

It is recommended that the College Board of Education accept the 2018–2019 college financial audit as submitted by Kenneth Kuhns & Company.

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.

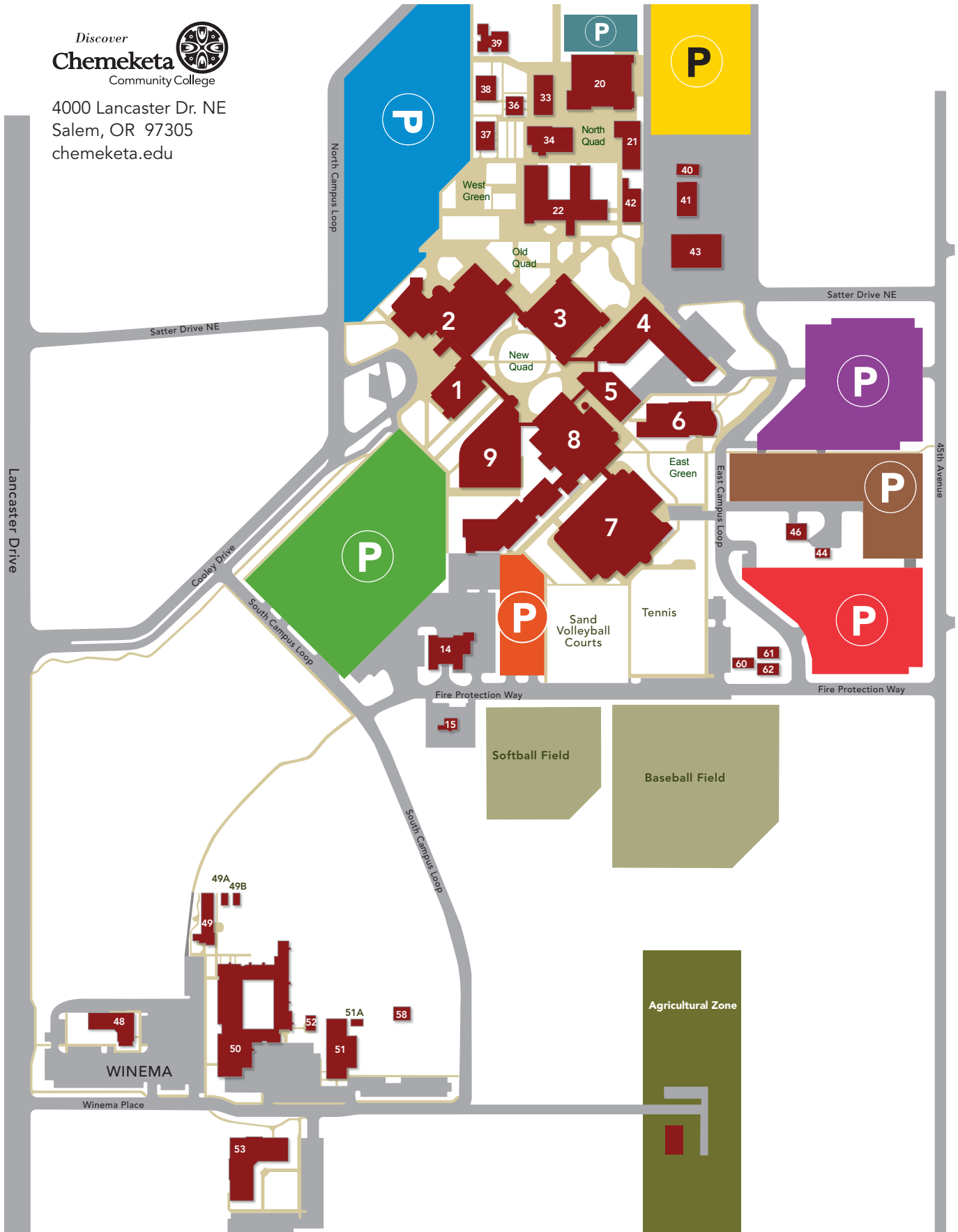
Innovation – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

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
December 18, 2019



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



Appendix-2
December 18, 2019

Salem Campus

Building and Primary Function(s)

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

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

Area or Service—Building/Room

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

- Mail Room—43
- Multicultural Center—2/177A
- Northwest Innovations—42
- Online Courses—9/106
- Parking Permits—2/173
- Planetarium—2/171
- Posting Notices on Campus—2/176
- President's Office—2/216
- Public Information—2/208
- Registration—2/200
- Student Center—2/179
- Student Clubs—2/176
- Student Identification Cards—1/First Floor
- Student Accessibility Services—2/174**
- Study Skills—2/210
- Testing Center—2/101 (Testing
Annex—3/267)
- Transcripts—2/200
- Transfer Information—2/110
- Tutoring Center—2/210
- Vending Machine Refunds—Bookstore
- Veterans' Services—2/200
- Writing Center—9/210

Instructional Department Offices

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

Restrooms

SINGLE OCCUPANCY

- Building 2—First floor
- Building 4—Second floor
- Building 5—Second floor
- Building 6—First floor
- Building 8—First floor
- Building 20—First floor

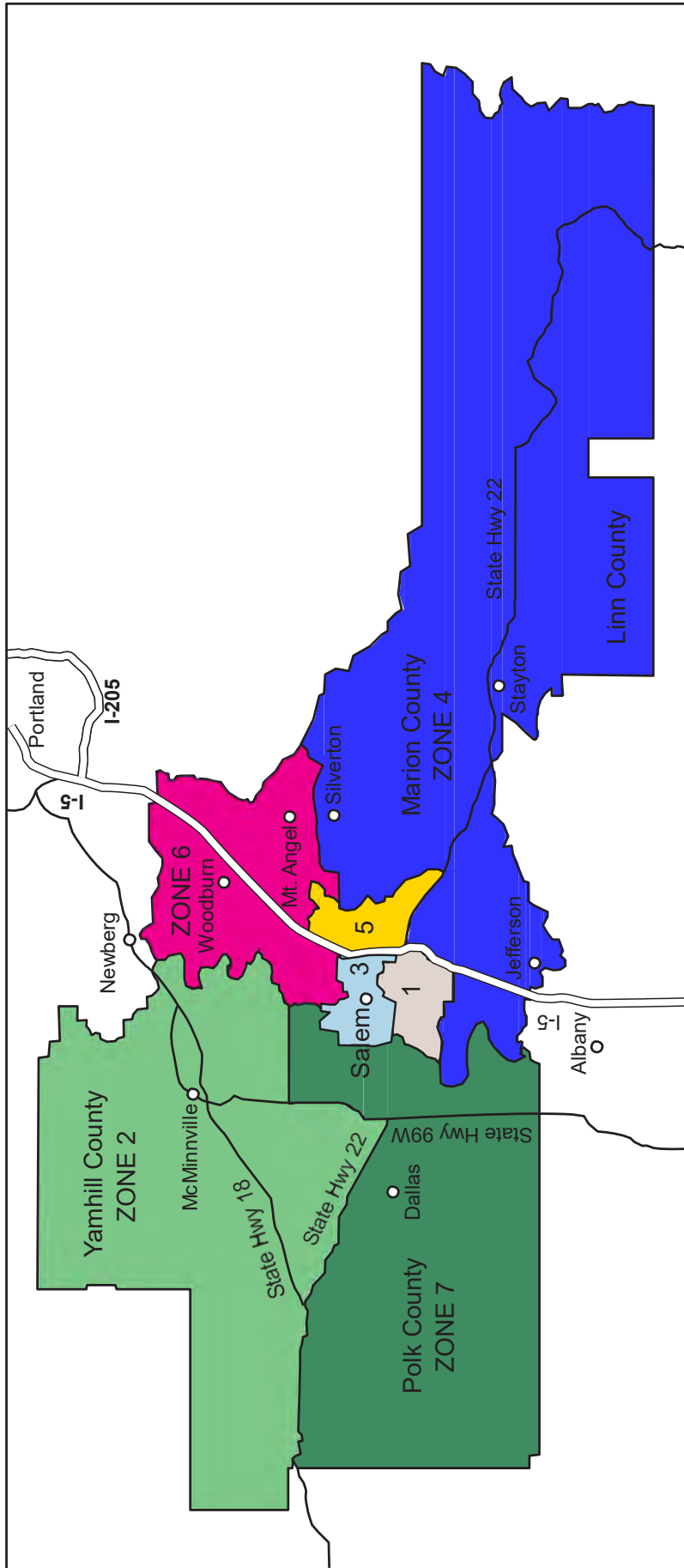
- Building 36—First floor
- Building 37—First floor
- Building 38—First floor
- Building 40—Second floor
- Building 50—First floor
- Building 51—First floor

MOTHER'S ROOM

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



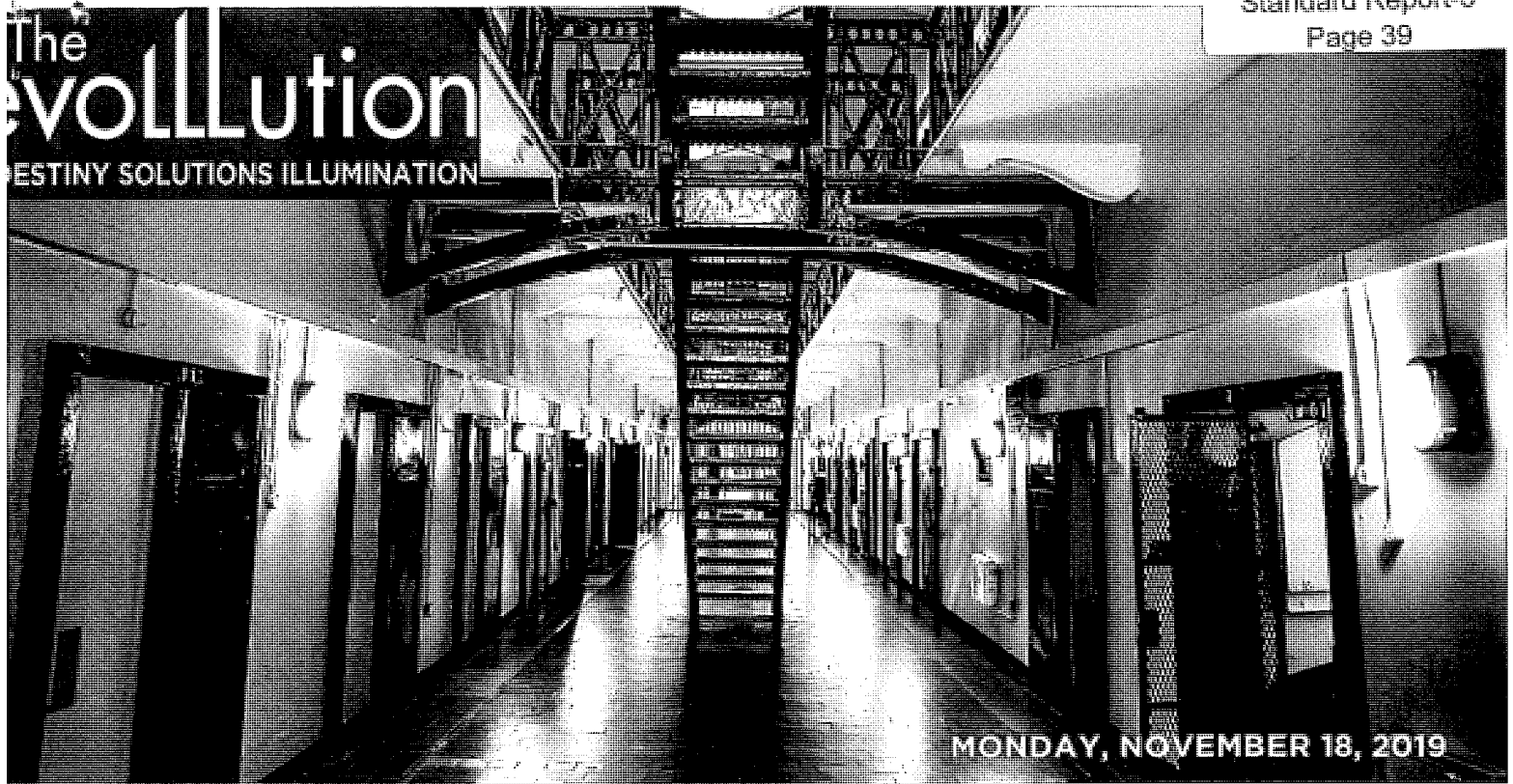
Chemeketa Community College
District Boundary and Board Zones



Board Members

ZONE 1	Ed Dodson, 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
December 18, 2019



MONDAY, NOVEMBER 18, 2019

EXTENDING LIFELONG LEARNING

College Behind Bars: The Necessity of Running A College Inside Prisons

MICHAEL BUDKE

PROGRAM COORDINATOR FOR CORRECTIONS EDUCATION, CHEMEKETA COMMUNITY COLLEGE

Offering college courses inside prisons may be a foreign concept to some, but it actually has a long and complicated history. In 1994, the Violent Crime Control and Law Enforcement Act overturned a section of the Higher Education Act of 1965 and prohibited incarcerated individuals from receiving federal Pell grants. As a result, many prison higher education programs no longer had the funding to continue and were forced to shut down. In 2016, however, the U.S. Department of Education selected 67 colleges and universities to participate in the Second Chance Pell (SCP) Grant pilot program, reopening the door for higher education opportunities inside prisons (U.S. Department of Education, 2016). My school, Chemeketa Community College, was privileged to be one of the schools selected to participate. Our results have corroborated studies that show educational opportunities for incarcerated individuals reduce recidivism, resulting in an overall cost savings, stronger communities and safer prison environments. Setting up these programs, however, is not without challenges.

Some believe that those who have committed a crime don't deserve the right to an education. From the victim's perspective it may seem unjust that someone could commit a crime, go to prison, and come back better than they were before. However, bettering oneself is precisely the concept of corrections. The fact is that 95% of people incarcerated in state prisons are released back into their communities, and without new tools at their disposal they are likely to fall back into the activities that sent them to prison in the first place (Hughes & Wilson, 2002). According to a 2018 U.S. Department of Justice report, an estimated 68% of individuals released from prison were arrested again within the first three years.

Education has been proven effective in breaking this cycle of crime. A study funded by the U.S. Department of Justice and conducted by the RAND Corporation found that incarcerated individuals who participated in correctional education were 43% less likely to return to prison within three years than those who did not participate (Davis, Bozick, Steele, Saunders,

The evOLLution

A DESTINY SOLUTIONS ILLUMINATION

& Miles, 2013). Our numbers for the College Inside program at Chemeketa Community College are even more striking. Since the program's inception in 2007—we existed prior to the SCP grant—the recidivism rate for our 293 graduates is only 4.8%. Comparing this to the recidivism rate of 24.6% for the entire state of Oregon, which is already a national leader, shows how education can be an effective means in keeping individuals out of prison (Green, 2017).

The decrease in the number of reoffenders results in a large cost savings for tax payers. It costs \$44,021 per year to incarcerate an individual in the state of Oregon (Vera Institute of Justice, 2015), while the maximum Pell grant award for an entire year is currently only \$6,195 (Federal Student Aid, 2015). Since graduates of our program are more than five times less likely to reoffend than the average incarcerated individual in Oregon, these cost savings are being realized on a large number of individuals. To put it succinctly, it costs far less to educate someone than it does to incarcerate him or her.

The benefits of college programs inside prisons extend far beyond the immediate monetary

The EvoLLLution is an online newspaper dedicated to non-traditional higher education. It is the brainchild of Destiny Solutions, a company that enables postsecondary institutions to deliver world-class customer service, grow enrollments and capture new markets while increasing operational efficiency.

savings. The lower recidivism results in less future victims and makes communities safer and better. Prison college education programs also result in greater safety within correctional facilities. In a 2009 report, the Correctional Association of New York interviewed staff at multiple correctional facilities and found there were lower incidents of disciplinary infractions among those who were enrolled in college classes (Correctional Association of New York, 2019). The staff also said they believed the impact extended to those who were not involved in the college programs because the existence of the programs provided an incentive for better behavior. We've seen a similar impact with our program as the rules for entry encourage good behavior. We require at least 18 months of clear conduct prior to entering the program and will remove anyone who receives a disciplinary report while enrolled. Very few students have been removed for disciplinary reasons and many have talked about the college opportunity as motivation to stay out of trouble.

There is also a ripple effect among the families of our students. According to a study conducted by the U.S. Education Department National Center for Education Statistics, the children of individuals who complete college

are more likely to do so as well (Cataldi, Bennett, & Chen, 2018). At our graduation ceremonies, I've witnessed the impact the educational achievement of our students has had on their children and other family members. Many of our students have reported that their enrollment in our program inspired their family members to take college classes as well. We are exposing them to a world that many were not privileged enough to experience before.

While the reasons for offering college classes inside prisons are numerous, setting up these programs with a focus on graduation can prove to be challenging. One of the biggest challenges is scheduling. We have limited classroom availability and almost all of our students work jobs within the prison system during the day. This means that classes must typically be held at night or on the weekends, planning around the Department of Corrections' (DOC) count and meal times.

Scheduling is not limited to when and where to hold classes, it also involves determining which classes to hold so that everyone is on track to graduate. We try to use a cohort model to bring students along in the curriculum at the same pace, but plans are often disrupted by

The evOLLution

A DESTINY SOLUTIONS ILLUMINATION

a variety of circumstances, like changing release dates, losing students, or enrolling students with different educational backgrounds. We are always evaluating numbers to make sure we have enough students to cost-effectively offer a class, but without exceeding our classroom space. Even when a schedule seems set, the unexpected may happen. We once had to delay the start of a term for two weeks due to riots in the general population, resulting in an institutional lockdown and the suspension of all outside programs.

Replicating a college curriculum with limited resources and security requirements is also challenging. We worked with the DOC security manager and our Dean of Math and Science, for example, to determine which science labs we could hold inside the prisons. A limitation in the types of materials we can bring in made certain classes, like chemistry, impossible to recreate. Due to our instructors' strong commitment to security polices and the cooperation of DOC, however, we gained approval to have full scale labs in biology, geology and physics.

With no online access available to our students, many normal college activities become more complicated. To allow our students

to do their own research, for instance, we purchased a large offline research database and set it up on a network of computers connected to a server. We then staff certain times that students can come to the computer lab to conduct research and type papers. Without online access, even simple things, like communicating their end of the term grades or where they are in the financial aid process, can be time-consuming.

It's also a challenge to provide students in prison the same resources that students receive on the main campus. We carry boxes of books from facility to facility and set up study sessions with volunteer incarcerated tutors. We received DOC approval to develop a student store where students can purchase or rent necessary school supplies like calculators, graph paper and rulers. I often wear many hats to provide services that are typically performed by entire departments on the main campus. From academic advising, to ordering transcripts, to navigating the financial aid process, the services that are needed are seemingly endless.

While the challenges are numerous, we've been able to overcome them and graduate the majority of our students. Of the students who received SCP grants

during the 2016-17 year, 65.2% of them graduated within 150% of normal program time. This far exceeds the national average for all students (not just incarcerated ones) of 25% for first-time, full-time undergraduate students at public two-year institutions (National Center for Education Statistics, 2019). Our students also perform remarkably well, with the last graduating class finishing with an average GPA of a 3.50. We wouldn't be able to achieve these numbers without resilient instructors and staff, committed students, and extraordinary relationships with incredibly supportive people at the DOC.

Creating a college inside prisons is tough, but the positives far exceed the negatives. The resulting reduction in recidivism, corresponding cost savings, better communities, and safer correctional facilities makes it all worth it. The funding of such programs may have a long and tumultuous history, but the results of programs like the one we have at Chemeketa Community College are proving why the financial commitment is so necessary. The question is not how can we afford to fund such programs, it is how can we afford not to?

The EvoLLLution is an online newspaper dedicated to non-traditional higher education. It is the brainchild of Destiny Solutions, a company that enables postsecondary institutions to deliver world-class customer service, grow enrollments and capture new markets while increasing operational efficiency.