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 composed of thick, rounded lines.

Regular Meeting

February 26, 2020

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

BOARD OF EDUCATION

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3. Reports from the Administration
 - a. Jim Eustrom

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| 2. Approval of Proposed Student Tuition for 2020–2021
Miriam Scharer, Vice President/Chief Financial Officer | [19-20-135] | 71–73 |
| 3. Approval of Resolution No. 19-20-20, Adopting the
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Consent Calendar Process (Items will be approved by the consent calendar process unless withdrawn at the request of a member of the board.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.)

- | | | |
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| 1. Approval of 2020–2021 Proposed Budget Calendar
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Chemeketa Community College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, protected veteran status, age, gender, gender identity, sexual orientation, pregnancy, whistleblowing, victim of domestic violence, genetic information, or any other status protected by federal, state, or local law in any area, activity or operation of the college. The college also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under federal, state, or local laws.

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

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

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

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

INTRODUCTION OF STUDENT ATHLETES

Prepared by

Cassie Belmodis, Dean—Health, Human Performance and Athletics
Don Brase, Executive Dean—General Education and Transfer Studies
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

The Chemeketa student athletes listed below represent the seven athletic programs at the college. Chemeketa is a member of the Northwest Athletic Conference (NWAC), which includes 36 community colleges from Oregon, Washington, British Columbia, and Idaho. The Chemeketa Storm Athletic Program provides quality and competitive athletic opportunities for student athletes in the classroom, labs, and the athletic arena. The college's athletic program focuses on academic progress, retention, persistence, completion and competition as everyday goals.

WOMEN'S PROGRAM REPRESENTATIVES

Sport	Name	Year	Degree
Soccer	Lesley Bermuez-Herrera	FR	AAOT
Softball	Ally Wessel	SO	AAOT
Volleyball	Kelli Temple	FR	AAOT
Cross Country	Hannah Caldwell	FR	AGS

MEN'S PROGRAM REPRESENTATIVES

Sport	Name	Year	Degree
Soccer	Jose Ochoa-Delgado	FR	AAOT
Basketball	Zac Schmerber	SO	AAOT
Baseball	Austin Gerding	SO	AAOT

ABBREVIATIONS

AAOT—Associate of Arts Oregon Transfer

AGS —Associate of General Studies

ASOT/Bus—Associate of Science/Oregon Transfer in Business

ASOT/CS—Associate of Science/Oregon Transfer in Computer Science

AAS—Associate of Applied Science

RS—Red Shirt

FR—Freshman

SO—Sophomore

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WOMEN'S SOCCER

Coach: Sara Landis

Assistant Coach: Febe Samona,

No.	Name	Year	High School/City, State	Degree
0/2	Alyssa Brund	SO	Churchill/Eugene, OR	AGS
1	Mariah Jacobson	FR	Junction City/Junction City, OR	AAOT
4	Jennifer Alvarez	FR	North Salem/Salem, OR	AAOT
5	Nathalia Rios Carreon	FR	Woodburn/Woodburn, OR	AAOT
6	Teresa Avalos	FR	Dayton/Dayton, OR	AAOT
8	Jordyn Applegate-Quit	SO	Dallas/Dallas, OR	AAOT
9	Natalie Cedillo Rodriguez	FR	Sprague/Salem, OR	AAOT
10	Alyssa Smart	FR	Stayton/Stayton, OR	AAOT
11	Sandrea Eckoff	FR	St. Viti Gymnasium Zeven/ Elsdorf, Germany	AAS
12	Isabella Van Horn	FR	Yamhill Carlton/Yamhill, OR	AAOT
14	Miriam Barbosa Herrera	FR	Woodburn/Woodburn, OR	AAOT
16	Yirina Sharabarin	SO	Canby/Canby, OR	AAOT/Nursing
18	Hannah Chappell	SO	Junction City/Junction City, OR	AGS
20	Jackie Macias	FR	McKay/Salem, OR	AAOT
21	Kyndra Knuth	SO	Amity/Amity, OR	AGS
22	Lesly Bermudez-Herrera	FR	McKay/Salem, OR	AAOT
24	Allyson McOmie	FR	Thurston/Springfield, OR	AAOT
26	Izland Samuel	FR	Stayton/Sublimity, OR	AGS
27	Zendy Garibay	FR	McKay/Salem, OR	AAOT

WOMEN'S BASKETBALL

Head Coach: Kevin McCarrell

Assistant Coach: Hannah Dahline

No.	Name	Year	High School/City, State	Degree
1	Isabella Van Horn	FR	Yamhill Carlton/Yamhill, OR	AAOT
2	Daiiauzhane Morris	FR	Roosevelt/Portland, OR	AGS
3	Anita Lao	FR	McKay/Keizer, OR	AGS
4	Alyssa Smart	FR	Stayton/Stayton, OR	AAOT
10	Alexa Bender	FR	Stayton/Stayton, OR	AGS
11	Leva Mike	FR	McKay/Salem, OR	AGS
13	Dana Romero Montano	FR	North Salem/Salem, OR	AAOT
14	Paige Leann Wombacher	FR	Lebanon/Lebanon, OR	AGS
15	Kalan McGlothlan	SO	Pendleton/Pendleton, OR	AGS
20	Emalee Pippin	FR	Mt. Home/Mt. Home, ID	AAOT
25	Makin Clarke	FR	Ogden/Ogden, UT	AAOT
30	Hannah Kerlegan	SO	West Albany/Albany, OR	AAOT
34	Jordan Thomas	FR	Hermiston/Hermiston, OR	AGS

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VOLLEYBALL

Head Coach: Paul Carter

Assistant Coaches: Reilly Rosecrans, Jodi Hack

No.	Name	Year	High School/City, State	Degree
1	Duran Jelden	FR	Harrisburg/Harrisburg, OR	AAOT
2	Kaelyn Worst	SO	Cascade/Aumsville, OR	AAOT
3	Cassidy Dill	SO	Crook County/Prineville, OR	AGS
4	Kelli Temple	FR	Oregon City/Oregon City, OR	AAOT
5	Regan Luoma	FR	Sprague/Visalia, CA	AAOT
6	Marsted Hall	FR	Marist/Eugene, OR	AAOT
7	Hannah Arritola	SO	Kennedy/Mt. Angel, OR	AAOT
8	Tylee Bundy	FR	Stayton/Stayton, OR	AAOT
9	Shelby Halfman	FR	Blanchet/Salem, OR	AGS
10	Bailey Backer	SO	West Albany/Albany, OR	AAOT
12	Jayden Yoder	FR	Newberg/Newberg, OR	AGS/Dental Assisting
13	Molly Steel-Miller	FR	South Salem/Salem, OR	AGS

SOFTBALL

Head Coach: Kevin Witt

Assistant Coaches: Cecelia Hellbusch, Alicia Cozad

No.	Name	Year	High School/City, State	Degree
1	Emily Campbell	FR	Stayton/Stayton, OR	AGS
2	Kasidee Parazoo	FR	Scio/Scio, OR	AGS/Dental Assisting
3	Sydney Lake	SO	Lincoln/Portland, OR	AGS
4	Adrian Lee	SO	Dallas/Dallas, OR	AAOT
5	Kira Sneddon	SO	Lebanon/Lebanon, OR	AAOT
6	Alexa Bailey	FR	Sam Barlow/Gresham, OR	AGS
7	Janessa Parnell	FR	Dallas/Dallas, OR	AAOT
8	Brittnee Benson	SO	Yamhill Carlton/Sheridan, OR	AAOT
10	Jade Burns	SO	Irrigon/Hermiston, OR	AAOT
11	Halie Bowman	FR	Phoenix/Talent, OR	AAS/Paramedic
12	Cate-Lynn Jacks	FR	Dayton/Dayton, OR	AAOT
13	Ally Wessel	SO	Lebanon/Lebanon, OR	AAOT
14	Katie Boruff	SO	Santiam Christian/Albany, OR	AAOT
15	Erin Cole	SO	Central/Monmouth	AGS
17	Joey Miller	SO	Clackamas/Clackamas, OR	AGS
18	Heather Arp	FR	Blanchet Catholic/Salem, OR	AAOT
20	Jayden Yoder	SO	Newberg/Newberg, OR	AGS
22	Hannah Jagow	FR	Southridge/Beaverton, OR	AAOT
30	Aunika Farley	SO	Central/Independence, OR	AAOT

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WOMEN'S CROSS COUNTRY/DISTANCE TRACK

Head Coach: LisAnn Saxe

Assistant Coach: Mee Mee Crosslair-Laird

No.	Name	Year	High School/City, State	Degree
	Hanna Caldwell	FR	McKay/Salem, OR	AGS
	Breana Castell	FR	Silverton/Silverton, OR	AS
	Sandra Eckoff	FR	St. Viti Gymnasium Zeven/ Elsdorf, Germany	AAOT
	Noemi Gonzalez	FR	McKay/Salem, OR	AAOT
	Ashley Norton	FR	Sprague/Salem, OR	AGS
	Sarah Tumstill	FR	Lebanon/Lebanon, OR	AGS

MEN'S SOCCER

Head Coach: Cristian Curiel

Assistant Coach: Paulo Costa Reis

No.	Name	Year	High School/City, State	Degree
1	Alex Garcia-Martinez	FR	McMinnville/McMinnville, OR	AGS
2	Oswaldo Barajas	FR	Woodburn/Woodburn, OR	AGS
3	Jesus Rodriguez	FR	Woodburn/Woodburn, OR	AGS
4	Pedro Hernandez	FR	Woodburn/Woodburn, OR	AGS
5	Adalberto Lopez	FR	North Salem/Salem, OR	AAOT
6	Alex Jimenez	FR	Central/Monmouth, OR	AGS
7	Kevin Hernandez	FR	Stayton/Stayton, OR	AGS
8	Miguel Bravo	FR	McNary/Salem, OR	AAOT
9	Benjamin Garcia Guitierrez	FR	North Salem/Salem, OR	AAOT
10	Isaac Vargas Urena	FR	McNary/Salem, OR	AGS
11	Juan Marcos Rangel	FR	McKay/Salem, OR	AGS
12	Bahvdeep Bains	FR	McNary/Salem, OR	AGS
14	Jose Gomez	SO	Stayton/Stayton, OR	AGS
15	Nicolas Reynaga	FR	McMinnville/McMinnville, OR	AAOT
16	Salvador Perez	FR	Woodburn/Woodburn, OR	AGS
17	Sebastian Ruelas	SO	South Salem/Salem, OR	AGS
18	Samuel Mexicano	SO	McKay/Salem, OR	AGS
20	Jesus Lopez Bravo	FR	McNary/Salem, OR	AAOT
21	Edwin Silva	FR	Woodburn/Woodburn, OR	AGS
22	Damian Segura	FR	North Salem/Salem, OR	AGS
23	Yeon Hyuk Kwak	FR	Han Yan, S. Korea/JenJu, N-A Republic of Korea	AAOT
31	Jose Ochoa	FR	Woodburn/Woodburn, OR	AAOT
33	Joseph Barrientos	FR	South Albany/Albany, OR	AGS

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MEN'S BASKETBALL

Head Coach: David Abderhalden

Associate Head Coach: Jeff Williams

Assistant Coach: Justin Sherwood

No.	Name	Year	High School/City, State	Degree
1	Avery Ames	SO	Juan Diego Catholic/Salt Lake City, UT	AAOT
3	Jaloni Garner	SO	Renton/Seattle, WA	AGS
5	Deondre Russ	SO	Renton/Seattle, WA	AGS
10	Austin Defort	SO	Tigard/Tigard, OR	AGS
11	Josiah Castillo	FR	McKay/Salem, OR	AGS
13	Tre Carlisle	SO	Camas/Camas, WA	AGS
15	Javaun Jones	FR	Hillcrest Prep/Seattle, WA	AGS
20	Noah Richards	FR	Sisters/Sisters, OR	AGS
22	Bryson Williams	FR	Fife/Tacoma, WA	AAOT
23	Dalton Renne	SO	Banks/Hillsboro, OR	AAOT
24	Zac Schmerber	SO	Westview/Portland, OR	AAOT

BASEBALL

Head Coach: J.J Mascolo

Assistant Coaches: Shawn Domke, Daniel Zav

No.	Name	Year	High School/City, State	Degree
	Braden Allision	FR	West Salem/Salem, OR	AAOT
	Blake Arritola	SO	West Salem/Salem, OR	AAOT
	Caleb Beach	FR	West Albany/Shedd, OR	AAOT
	Robert Benson	FR	McNary/Keizer, OR	AAOT
	Bryce Bridge	FR	Neah-Kah-Nie/Rock Away, OR	AAOT
	Austin Brown	SO	McKay/Salem, OR	AAOT
	Blake Buchheit	SO	West Salem/Salem, OR	AAOT
	Justin Duso	FR	Pendleton/Pendleton, OR	AAOT
	Chase Elliot	SO	Thurston/Springfield, OR	ASOT/Bus
	Elijah Enomoto-Hoale	FR	South Salem/Salem, OR	AAOT
	Connor Fajardo	SO	Southridge/Beaverton, OR	AGS
	Tristan Fergus	SO	Dayton/Dayton, OR	AGS
	Austin Gerding	SO	Philomath/Philomath, OR	AAOT
	Colby Grace	FR	Rex Putnam/Portland, OR	AGS
	Cameron Hagan	SO	West Salem/Salem, OR	AAOT
	Zach Hart	FR	Pleasant Hill/Pleasant Hill, OR	AAOT
	Kaleb Kantola	FR	Central/Independence, OR	AGS
	Eric Kessler	FR	Dallas/Dallas, OR	AGS

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	Ethan Krupp	FR	Crescent Valley/Corvallis, OR	AAOT
	Javon Logan	FR	Regis/Stayton, OR	AGS
	Miles Norman	SO	La Salle/Portland, OR	AAOT
	Dalton Renne	SO	Banks/Hillsboro, OR	AAOT
	Carl Rumbauh	FR	McNary/Keizer, OR	ASOT/Bus
	Erik Swanson	FR	West Salem/Salem, OR	AAOT/Pre-Engineering
	Ryan Thompson	SO	McNary/Keizer, OR	AGS
	Brendon Vogler	FR	Philomath/Philomath, OR	AGS

INTRODUCTION OF STUDENT LEADERS

Prepared by

Mike Evans, Dean—Student Retention and College Life
Manuel Guerra, Executive Dean—Student Development and Learning Resources
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

The Chemeketa Student Leadership Program provides students with work-based learning opportunities to develop strong leadership skills, while serving the college community. Students participate in an all-day training in September, as well as ongoing training throughout the academic year.

STUDENT LEADER REPRESENTATIVES

Leadership Team	Name	Year	Degree
College Access Programs Tutor	Linda Ochoa Delgado	SO	AAOT
International Programs	Meriby Salgado Ydrac	SO	AAOT
Student Computer Center	David Salas Perez	SO	AAS
Advising Peer Assistant	Jarret Whitenack	SO	AAOT
Associated Students of Chemeketa	Israel Cortez Ramirez	SO	AAOT
Retention Hub Mentors	Jennifer Rojas	SO	AAOT
Yamhill Valley Campus	Courtney Myatt	SO	AAOT/Nursing
Student Parent Resource Center	Cesar Chavez	SO	AAS

ABBREVIATIONS

AAOT—Associate of Arts Oregon Transfer
AGS —Associate of General Studies
ASOT/Bus—Associate of Science/Oregon Transfer in Business
ASOT/CS—Associate of Science/Oregon Transfer in Computer Science
AAS—Associate of Applied Science
ECE—Early Childhood Education
HTM—Hospitality and Tourism Management
CIS—Computer Information Systems
HS—High School
FR—Freshman
SO—Sophomore
JR—Junior
SR—Senior

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ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

Supervisor: Joel Gisbert

Name	Year	High School/City, State	Degree
Wylie Thompson	FR	Sprague/Salem, OR	AAOT
Jonathan Felix Martinez	SO	Corvallis/Corvallis, OR	AAOT
Antonio Martinez	FR	Central/Independence, OR	AAOT
Riley Dunagan	SO	Silverton/Silverton, OR	AAS/CIS
Israel Cortez	SO	McKay/Salem, OR	AAOT
Sam Hiebenthal	SO	McNary/Keizer, OR	AAOT
Sam Brennan	SO	North Salem/Salem, OR	AAOT
Yoshi Enomoto	SO	Tokyo, Japan	AAOT
Josh Wray	FR	Sprague/Salem, OR	AAOT
Janel Urbina	SO	North Salem/Salem, OR	AAOT

LGBTQ+ SAFE ZONE AND CLUB RESOURCE CENTER

Supervisor: Joel Gisbert

Name	Year	High School/City, State	Degree
Glenmy Gomez	SO	Estacada/Estacada, OR	AAS/Visual Communications
Nicole Jauregui	SO	North Salem/Salem, OR	AAOT

COLLEGE ACCESS PROGRAMS ASSISTANTS

Supervisors: Yesica Navarro, Lupe Najar

Name	Year	High School/City, State	Degree
Jessica Bedolla Yopez	FR	South Salem/Salem, OR	AAOT
Alondra Garcia-Arellano	FR	Central/Independence, OR	AAOT
Ariadne Hernandez	FR	West Salem/ West Salem, OR	AAOT
Gerardo Gutierrez Contreras	SO	Woodburn/Woodburn, OR	AAOT
Cielo Larios-Rodriguez	SO	Roberts Learning Center/ Salem, OR	AAS/Paramedic
Peter Luey	FR	North Salem/Salem, OR	AAS/CS
Paris Mailuw	FR	Sprague/Salem, OR	AAOT
Josefina Martinez	SO	Chemeketa—HEP/ Salem, OR	AAOT
Zuany Robles	FR	McNary/Keizer, OR	AAOT
Kim Subee	SR	Roberts/Salem, OR	AAOT/AAS Electronics
Maija-Lisa Weinberg Cartwright	FR	Albany/Albany, OR	AAOT

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COLLEGE ACCESS PROGRAMS TUTORS

Supervisors: Angela Archer, Hayley Gibbs

Name	Year	High School/City, State	Degree
Monserrate Aballay	SO	Sprague/Salem, OR	AS
Erasmus Arellano Leon	SO	McNary/Salem, OR	AAOT
Jacob Carsley	SO	Blanchet Catholic/Salem, OR	AAOT
Mazirati Aguilar	SO	Jefferson High School/Jefferson, OR	AAOT/Nursing
Anthony Chavez	SO	McNary/Salem, OR	AAOT
Adam Barnett	SO	Wenatchee CC/Wenatchee, WA	AAOT
Victoria Rodriguez	SO	Woodburn Arts & Communications Academy/Woodburn, OR	AAOT
Maria Quesada	SO	Silverton/Silverton, OR	AAS/Anesthesia Tech
Isaac Parker	FR	West Salem/Salem, OR	AAOT

COLLEGE ASSISTANCE MIGRANT PROGRAM (CAMP)

Supervisors: Liliana Landa-Villalba

Name	Year	High School/City, State	Degree
Mazirati Aguilar	SO	Jefferson/Jefferson, OR	AAOT/Nursing
Larry Andrade	SO	Gervais/Gervais, OR	AAOT/Nursing
Aylin Bustamante	SO	The Dalles/The Dalles, OR	AAOT
Noe Campos Perez	SO	North Salem/Salem, OR	AAOT/CS
Alex Franco	SO	North Salem/Salem, OR	AAOT/CS
Natividad Ortiz	SO	John F. Kennedy/Mt. Angel, OR	AAOT
Gabriela Quintana	SO	The Dalles/The Dalles, OR	AAS/Emergency Services
Andrea Soto Gonzalez	SO	North Salem/Salem, OR	AAOT
Dolores Zavala	SO	North Salem/Salem, OR	AAOT
Anthony Chavez	SO	McNary/Salem, OR	AAOT
Yesenia Gomez	SO	John F. Kennedy/Mt. Angel, OR	AAOT/Nursing
Yonathan Sosa Rodriguez	SO	McKay/Salem, OR	AAOT
Jesus Hernandez	SO	McNary/Salem, OR	AAOT

DESIGN OP

Supervisor: Marie Hulett

Name	Year	High School/City, State	Degree
Jesus Arellano	JR	McNary/Keizer, OR	AAOT
Zoe Birkholz	JR	Gervais/Gervais, OR	AAOT
Jose Carlos Buenrostro	JR	CETYS Universidad Mexicali, IT, Mexico	AAOT/Engineering

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GREAT START MENTORS
Supervisors: Grecia Garcia

Name	Year	High School/ City, State	Degree
Kunnearath Sok	SO	West Line/Cambodia	ASOT/Bus
Ana Solorio	SO	McNary/Salem, OR	AAOT
Minhkim Bui	SO	South Salem/Salem, OR	AAOT
Jennifer Rojas	SO	Chemeketa GED/Salem, OR	AAOT
Israel Cortes Ramirez	SO	McKay/Salem, OR	AAOT

HIGH SCHOOL PROGRAMS
Supervisors: Bonni Booth

Name	Year	High School/ City, State	Degree
Zakarie Leskowsky	SO	Early College/Salem, OR	HS Diploma
Aliannah Barcinas	SO	Early College/Salem, OR	HS Diploma
Karla Hernandez-Flores	SO	Early College/Salem, OR	HS Diploma
Victoria Canchola-Enriquez	SO	Early College/Salem, OR	HS Diploma
Ryan Roque	SO	Early College/Salem, OR	HS Diploma
Mattias (Katerina) Cook-Brown	SO	Early College/Salem, OR	HS Diploma
Geordyn Allyn	SO	Early College/Salem, OR	HS Diploma
Madison Harris	SO	Early College/Salem, OR	HS Diploma
Flor Maciel	JR	Early College/Salem, OR Graduate	AAS

INTERNATIONAL AMBASSADORS
Supervisor: William Velez

Name	Year	High School/City, State	Degree
Angeline Carter	SO	Spanish Fork, Utah	AAOT
Riley Dunagan	SO	Silverton/Silverton, OR	AAOT
Razan Badoman	SO	Riyadh, Saudi Arabia	AAOT
Zachary Onstot	SO	Cascade/Turner, OR	AAOT
Esteban Rivera	SO	West Salem/Salem, OR	AAOT
Kunnearath Sok	SO	West Line, Cambodia	ASOT
Meriby Salgado Idra	SO	North Salem/Salem, OR	AAOT
Luis Enrique Villanueva	FR	McNary/Salem, OR	AAOT
Anna Sherrett-Ouattara	FR	Mapleton/Mapleton, OR	AAOT

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LIBRARY AND STUDENT COMPUTER CENTER
Supervisor: Mary Schroeder

Name	Year	High School/City, State	Degree
Brian Preston	FR	McNary/Chemeketa GED/ Salem, OR	AAS/CS
David Salas Perez	SO	Woodburn WEBS/ Woodburn, OR	AAS/CS

MULTICULTURAL STUDENT SERVICES (MSS)
Supervisor: Linda Ringo-Reyna

Name	Year	High School/City, State	Degree
Madison Burnette	FR	Chemawa/Salem, OR	AAOT/iStart
Gloria Bustos-Cervantes	SO	South Salem/Salem, OR	AAOT
Julio Herrera	FR	McKay/Salem, OR	AAOT/iStart
Lillyanna Herrera	SO	La Grande/La Grande, OR	AAOT
Sharon Ichoku	SO	Chemeketa GED/Salem, OR	AAOT
Andrea Jacho	SO	Sebastian de Benalcazar/ Ecuador	AAOT
Elika Kainoa	FR	McKay/Salem, OR	AAOT/iStart
Omobusola Olofin	SO	University of Ibadan/Nigeria	AAS/Procurement
Kishwa Zepeda	FR	Chemeketa GED/Salem, OR	AAS

ADVISING PEER ASSISTANTS
Supervisors: Erika Coker

Name	Year	High School/City, State	Degree
Jarret Whitenack	SO	West Salem/Salem, OR	AAOT
Janie Naylor	SO	Cascade/Turner, OR	AAS/Business Technology
Yareli Chirinos Hernandez	FR	McKay/Salem, OR	AAOT
Miguel Rios Valdez	FR	South Salem/Salem, OR	AAS Fire Suppression/ Paramedicine
Adela Arellano	FR	McNary/Keizer, OR	AAS/Accounting
Bishop Funk	SO	Home School/Salem, OR	AAOT
McKenna Saunders	SO	Crater/Central Point, OR	Certificate/Dental Assisting

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PUBLIC SAFETY OFFICE ASSISTANTS

Supervisor: Tim Richardson

Name	Year	High School/City, State	Degree
Mya Ibarra-Ortez	JR	McKay/Salem, OR	AAOT

STUDENT ACCESSIBILITY SERVICES

Supervisor: Thomas Lambert

Name	Year	High School/City, State	Degree
Cole Sessums	SO	McNary/Keizer, OR	AAOT
Alyssa Altsuler	SO	McNary/Keizer, OR	AAS
Tonya Epley	FR	Linn Benton-GED/Albany, OR	AAS
Alejandra Torres-Vazquez	SO	John F. Kennedy/ Mount Angel, OR	AAOT

STUDENT AMBASSADORS

Supervisors: Cristina Barba

Name	Year	High School/City, State	Degree
Erica Anguiano	FR	McKay/Salem, OR	AAOT
Erasmus Arellano	SO	McNary/Keizer, OR	AAOT
Andrew Dang	FR	McKay/Salem, OR	ASOT
Jaylene Garcia	SO	North Salem/Salem, OR	Dental Assisting
Julie Garcia	FR	North Salem/Salem, OR	AAOT
Mayra Guerrero	SO	California	AAS-Criminal Justice
David Hernandez	SO	McKay/Salem, OR	AAOT
Cristina Salas	SO	Central/Independence OR	AAOT
Janel Urbina	SO	North Salem/Salem, OR	AAOT

STUDENT PARENT RESOURCE CENTER (STEPS)

Supervisor: Peggy Greene, Kami Blackwell

Name	Year	High School/City, State	Degree
Cesar Chavez	SO	Woodburn/Woodburn, OR	AAS
Sarai Fuentes	SO	Roberts/Salem, OR	AAOT
Damaris DeAnda	SO	Gervais/Gervais OR	AAOT
Akudo Oparaochaekwe	FR	Handmaids Holy Child/ Imo, Nigeria	AAOT
Martha Mireles Esteban	SO	West Salem/Salem, OR	AAOT

Workshop-B
February 26, 2020

STUDENT RETENTION ASSISTANTS

Supervisors: Grecia Garcia-Perez, Michelle Limas

Name	Year	High School/City, State	Degree
Sierra Barrett	SO	McKay/Salem, OR	AAOT
Massah Morris	FR	Chemeketa GED/Salem, OR	ASOT
Andrea Tamayo	SO	Central/Independence, OR	AAOT
Dejia Jackson	FR	North Salem/Salem OR	AAOT
Kendra Evans	FR	South Salem/Salem OR	AAOT/Health Services
Jason Harding	SO	North Salem/Salem, OR	AAS/CS
Emma Cibrian	FR	McKay/Salem OR	AAOT
Nayeli Ojeda	FR	McKay/Salem OR	AAOT
Jacob Limas	SO	North/Salem, OR	AAOT
Alejandro Olea	FR	McKay/Salem OR	AAOT
Edgar Quevedo Ramirez	SO	McKay/Salem, OR	AAOT
Brenda Garcia	FR	McKay/Salem OR	AGS
Roxanne Smith	SO	Sweet Home/Sweet Home, OR	AAS/CIS
Habacuc Reyes	FR	McNary/Salem, OR	AAS/CAD

TUTORING AND STUDY SKILLS

Supervisors: Adrienne Beebe, James Gapinski, Penny Feltner

Name	Year	High School/ City, State	Degree
Ryan Cowan	SO	McNary/Salem, OR	Engineering
Farhan Habib	SO	Bahire DAR Academy/Ethiopia	Business Transfer
Lonni Ivey	SO	Dallas High School/Dallas, OR	AAOT
Joel Kambou	SO	Andre Malraux/Ivory Coast	AAOT/Accounting
Archer Long	SO	McMinnville/McMinnville, OR	AAOT
Flor Lucaz-Garcia	SO	Silverton/Silverton, OR	Mechanical Engineering
Oscar Quintanilla	FR	McKay/Salem, OR	AAOT
Denise Rodriguez	FR	McKay/Salem, OR	AAOT
Christine Stewart	SO	Farmington, Missouri	Computer Science Transfer

Workshop-B
February 26, 2020

WOODBURN PEER LEADERS
Supervisor: Francisca Sandoval Juarez

Name	Year	High School/ City, State	Degree
Jessica Wright	SO	Chemeketa GED/ Woodburn, OR	AAOT
Zulema Romero	FR	Woodburn/Woodburn, OR	AAOT
Victor Martinez Vasquez	SO	Woodburn/Woodburn, OR	AAOT
Shayanne Herdrison	FR	Clackamas Web Academy	AAOT
Elizabeth Oidor Alvarado	SO	Woodburn/Woodburn, OR	ASOT/Bus
Lorena Oidor	FR	Woodburn/Woodburn, OR	AAOT
Nancy Sarmiento	SO	Woodburn/Woodburn, OR	AAOT

YAMHILL VALLEY RECRUITMENT AND RETENTION STUDENT LEADERS
Supervisor: Claudia Gallegos

Name	Year	High School/ City, State	Degree
Misty Whiteley	SO	Amity/Amity, OR	AAOT
Seth Mathews	SO	Yamhill-Carlton/Yamhill, OR	AAOT
Courtney Myatt	SO	McMinnville/McMinnville OR	AAOT/Nursing
Elia Ortega Scott	SO	McMinnville/McMinnville OR	AAOT

Minutes
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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 January 15, 2020, and the board work session/Budget Committee orientation of January 22, 2020, 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.

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CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

January 15, 2020

I. WORKSHOP

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

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

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

A. Chemeketa Reads, Speaks, Makes, and Writes

Keith Russell, dean of Liberal Arts, introduced Deanne Beausoleil, art faculty, who did a land acknowledgement. Keith thanked Don Brase, Adrian Lutz, Mary Scamahorn, Nette Abderhalden who contributed to the preparation of the workshop presentation and the five faculty members who presented. Keith noted these four projects are the result of a collaborative process involving many faculty and staff. Handouts in the board folder gave a detailed overview and background of each project

Layli Liss, reading and study skills instructor, shared background information on Chemeketa Reads, noting it started ten years ago as a community reading project where staff are encouraged to read the same book and share their comments and experiences. As it evolved, Linda Herrera, former Diversity and Equity officer, invited authors to come to speak about their book, she started a student essay contest, which continues to this day.

Faculty and staff read excerpts from the last four books: *Hold Fast to Dreams*, by Beth Zaloff, excerpt read by Deanne Beausoleil; *The Yellow Birds*, by Kevin Powers, excerpt read by Cary Ballew-Renfro; *Becoming Nicole: The Transformation of an American Family*, by Amy Ellis Nutt, excerpt read by Layli Liss; and *The Best We Could Do*, by Thi Bui, excerpt read by Kay Bunnenberg Boehmer. The two student winning essays for 2018 and 2019 were also included in the handout.

Paul Evans, communications instructor, organized the first Chemeketa Speaks last year. It provides students an opportunity to give a speech for fun, compete against each other, and an opportunity for the community to participate as judges. Paul said he hopes to have three rounds instead of just two; improve the diversity of judges; and to have informative, persuasive, and oral interpretive speeches. Neva Hutchinson and Diane Watson expressed interest in being a judge.

Keith Russell distributed a mystery packet. Kay Bunnenberg shared background on Chemeketa Makes that promote introspection, working together, and collaborating with others. A few years ago, art faculty started partnering with Student Retention and College Life to have more student

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Involvement, and it usually draws about 100 students. Past themes of Chemeketa Makes included: Celilo Falls, Center of the Universe; Ed Elmo Storytelling; Tell Me a Story (visual narratives); comedian Nathan Brannon, exploring family history and creating a collage; Repurpose and Recycle; and Utopian Upcycle.

Justus Ballard reported on Chemeketa Writes in place of Tammy Jabin, writing instructor. Steve Richardson started Chemeketa Writes in 2007 to bring in a variety of poets and fiction and non-fiction writers to do workshops and readings open to students, staff, and the community. Justus distributed a postcard on the upcoming Chemeketa Writes event, *Delving into the Deep: Excavating Memory and Uncovering Poems* by Shaindel Beers (reading on February 13 and workshop on February 15). David Hallett shared he has attended a number of the writing workshops. One in particular was a workshop with an Oregon poet named Clem Stark where David had brought a few of his poems and following that workshop, one of his poems was published in a journal. It was a great opportunity for the college to interact and learn from the talented professionals.

Deanne Beausoleil explained the mystery packet, which is an example of a Chemeketa Makes project. The board and others around the U were instructed to think about intentions around new year's resolutions and to circle the words on the writing that will become the poem. Then using the glue stick, make a picture or collage that goes along with the poem. Deanne will scan all the poems and collages and make them into a "zine", a little magazine, and will electronically send them to the board and staff.

The board thanked Keith Russell, Layli Liss, Paul Evans, Deanne Beausoleil, Kay Bunnenberg Boehmer, and Justus Ballard for the informative, interactive, and fun workshop.

A recess was taken at 5:22 pm

A. EXECUTIVE SESSION

There was no Executive Session.

II. B. ADMINISTRATION UPDATES

The meeting reconvened at 5:30 pm in Building 2, Room 172, on the Salem Campus.

Members in Attendance: Ed Dodson, Vice Chair; Betsy Earls (arrived at 5:50 pm); Jackie Franke; Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson, Chair.

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

The following updates were shared or discussed with the board: board winter work session and budget committee orientation; calendar preview; legislative update; CTE Day at the Capitol; program updates; staffing, and board agenda preview including two green sheets.

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A recess was taken at 6:55 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Diane Watson, Chair, reconvened the board meeting at 7:03 pm. The meeting was held in the Board Room, Building 2, Room 170, at the Salem Campus.

B. PLEDGE OF ALLEGIANCE

Diane Watson led the group in the Pledge of Allegiance.

C. ROLL CALL

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

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

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. AUDIENCE INTRODUCTIONS

A new practice was started to have the audience introduce themselves at the beginning of board meetings.

E. COMMENTS FROM THE AUDIENCE

None

F. APPROVAL OF MINUTES

Diane noted a correction in her activities report. She attended the Salem Chamber Forum, not the Keizer Rotary/Keizer Chamber luncheon. Ken Hector moved and Ron Pittman seconded a motion to approve the minutes of December 18, 2019, as amended.

The motion CARRIED.

G. REPORTS

Reports from the Associations

Riley Dunagan, ASC executive coordinator; Justus Ballard, Chemeketa Faculty Association; Terry Rohse, Chemeketa Classified Association, and Adam Mennig, Chemeketa Exempt Association, said their reports stand as written.

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Reports from the College Board of Education

Betsy Earls attended the Salem Chamber Forum where Jessica was the forum speaker; two West Salem Rotary meetings; and a West Salem Neighborhood Association meeting.

Ed Dodson attended Senator Ron Wyden's Town Hall in the Building 6 auditorium; Salem Chamber Forum; the legislator/community leaders' breakfast and CTE program tour; the winter art show; and the Stayton Rotary where Jessica was the featured speaker.

Ron Pittman had no report.

Neva Hutchinson attended Senator Ron Wyden's Town Hall and the Salem Chamber Forum. Neva reported the Foundation received a total of \$4,460 from the Holiday Market event—\$500 went to the Early Childhood Education program; \$500 to Criminal Justice; \$500 to the Music Program; and \$2,960 (proceeds from Friday Chemeketa night ticket sales) to the Student Relief Fund.

Ken Hector attended Senator Ron Wyden's Town Hall; SEDCOR Forum lunch; Silver Falls Fire District monthly meeting; Stayton Rotary; and two Silverton Chamber Business Group meetings.

Jackie Franke enjoyed the holidays with family in Salem and California where she attended the Rose Bowl game and watched the Ducks win! She also attended three Council of Governments (COG) meetings. Jackie reported the COG executive director, Sean O'Day, has taken the position of deputy director of Veterans Affairs for the state of Oregon, so COG is in a search process to replace Sean O'Day.

Diane Watson attended Senator Ron Wyden's Town Hall and the legislator/community leaders' breakfast and CTE program tour.

Reports from the Administration

Jim Eustrom reported Chemeketa Cellars received awards for five wines from the 2020 San Francisco Chronicle Wine Competition, which is the largest competition of American wines. The 2018 Viognier won a bronze award; 2016 Pinot Noir and 2017 Riesling won silver awards; the Nouveau Red Table Wine won a gold award; and the 2018 Sauvignon Blanc won a double gold award. A public wine tasting event of the award winners will be held at Fort Mason Center in San Francisco on February 15.

H. INFORMATION

2020–2021 Proposed Budget Calendar

Miriam Scharer reported the board must adopt the Budget Calendar in advance of the budget process. The calendar lists critical dates and timelines. The first Budget Committee meeting is scheduled for Wednesday, April 8, at 6 pm, to present the budget; the second meeting is Wednesday, April 15, at 4:30 pm, for final discussion and approval; and an optional third meeting is scheduled on Wednesday, April 22, if needed. A public hearing will be held on May 20; and final adoption by the board on June 24. The Budget Calendar will be brought back next month for action.

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Proposed Student Tuition for 2020–2021

Miriam Scharer referred to the green sheet of the Proposed Student Tuition for 2020–2021, along with one other handout—Oregon Community Colleges 2019–2020 Tuition & Fees; and Oregon University System 2019–2020 Tuition and Fees (both of which reflect current rates). The board was reminded that last year new criteria was set and a commitment was made to realign tuition rates and universal fee rates over the next three years. This is the second year of the three-year plan.

The narrative in the green sheet details the college's financial position and rationale for the recommendation. Miriam noted the college budgeted for \$590 million, and the final state appropriation for the 2019–2021 biennium was \$640.9 million. While funding was higher than anticipated, the college continues to experience enrollment decline and tuition revenue loss; and expenditures continue to increase due to the impact of negotiated contract agreements with employees, rising PERS and health insurance costs, impact from the pay equity law, rising minimum wage, and other unfunded mandates. As a result, the following tuition and universal fee increase was proposed effective summer 2020 (chart on reverse side of green sheet):

- Tuition increase of \$4 per credit for a total of \$95 per credit
- Universal fee increase of \$7 per credit for a total of \$31 per credit
- Out-of-State and international tuition increase of \$4 for a total of \$259 per credit
- No universal fee increase for non-credit courses
- No differential fee increase, however, will be further implementing into the second year

The total per credit increase would be \$11 to \$126 per credit. The proposed increase in tuition and fees would result in an annualized cost of tuition and fees of \$5,670 compared to \$5,175 in the current year. This would be an increase of \$495 a year (or \$165 per term) based on 45 credits. Chemeketa is currently the second lowest in tuition and fees among comparator colleges. This increase would place Chemeketa closer to the middle based on the current 2019–2020 tuition and fees chart and within dollars of the statewide average of \$5,636. However, it is likely that the comparator colleges will increase tuition.

Miriam said the college knows this will have a significant impact on students and does not proposed this lightly or without concern for students. Financial aid director Ryan West said that the increase in the Pell grant will cover the increase of the proposed tuition and fees for those who are eligible. The college has stepped up its efforts to develop a strategic enrollment management plan and will continue its efforts to find ways to decrease costs to students, including the textbook affordability initiative, and implementing strategies from Guided Pathways. However, this is a necessary measure to ensure the fiscal sustainability of the college in light of reduced funding and increased costs. A student forum will be scheduled and feedback will be shared at the next board meeting.

Ken Hector commented one of the primary responsibilities of the board is to ensure fiscal stability of the college. Even though community colleges received a higher state appropriation

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for the biennium, it barely kept up with inflation. However, in order to maintain the operations and provide quality services and programs to students, a tuition increase is necessary.

Board action will be requested at the February board meeting.

College Policies #2340, Emergency Messages to Students and Employees; #2350, Emergency Management; and #2420, Traffic Code and Parking

Reporting in place of Rebecca Hillyer, David Hallett presented three policies which were reviewed by the President's Advisory Council. The policies will be brought back next month for board action.

I. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written. A moment of remembrance was taken in honor of J.D. Wolfe.

Budget Status Report

Miriam Scharer referred to the Statement of Resources and Expenditures as of December 31, 2019. Revenue from property taxes is coming in strong and Tuition and Fees reflects winter term registrations. The Budget Status Report is in line with last year, and there was nothing significant to report.

The quarterly update of Other Funds was included in this month's report. This report itemizes other resources and obligations in both revenue-based and budget-based accounts. Miriam noted the impact of enrollment decline is reflected in revenue in Self-Support Services. However, the budget-based accounts remain steady and strong. In the Status of Investments report, several new investments were made as other investments matured. The interest rate in the Local Government Investment Pool (LGIP) was reduced by two tenths of a percent.

Purchasing Report

An Invitation to Bid for the Woodburn Tenant Improvements to remodel the Oregon Department of Human Service leased space at the Woodburn Center was shared. A contract award will be made at the February board meeting.

Capital Projects Report

Rory Alvarez said the report stands as written. Work is progressing on the HVAC system in Building 5 and is on schedule for completion in March.

College Advancement Report October 2019–December 2019

David Hallett introduced Gaelen McAllister, grants coordinator, who highlighted the Rural Educational Services Global Talent Bridge Skilled Immigrant Integration Program for adults who are skilled professionals in their home country. Groups of students are brought together by their vocation and the college provided support services and courses they needed to become teaching professionals in the U.S. Chris Kato and Genevieve Halkett piloted a program last spring for immigrants wanting to become teachers. They were linked with college-level English

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classes, social networks, mentors who are current teachers, did practicums with the Salem Keizer school district, and went through the certification process with the state licensing board. This international organization has agreed to provide consulting services and accounting and engineering are the next vocational areas that will be offered.

David Hallett reported in place of Phillip Hudspeth on the Foundation Quarterly Report and said the report stands as written. David drew attention to the program areas that staffed the Chemeketa booth at the Holiday Market; and the \$10,000 Clint Foundation Scholarship match.

Fall Term Enrollment Report

Fauzi Naas, Institutional Research director, reviewed the graphs in the report. Fall term reimbursable FTE was down 8.5 percent from last fall; and unduplicated headcount was down 6.9 percent. Year-to-date (summer and fall terms 2019) reimbursable FTE was down 7.5 percent and unduplicated headcount was down 11 percent.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

J. SEPARATE ACTION

Approval of Resolution No. 19-20-14, Contingency Transfer Request [19-20-127]

Rich McDonald noted as Miriam reported earlier, the college built the 2019-2020 budget based on \$590 million; however, the final state appropriation was \$640.9 million, which resulted in an additional \$2,460,000 for Chemeketa, and those funds were put in the contingency fund. The college administration decided to use \$1 million to replenish the ending fund balance to bring it back up to a target range of 10–15 percent of the budget; and \$1 million in transfers (amounts and accounts are noted in the board report) to fund three new positions, a strategic enrollment plan, assessment, and climate survey; and supplemental funding for the Ag Complex. The \$1 million transfer from contingency to the general fund accounts requires an appropriation resolution and board authorization.

Ken Hector moved and Jackie Franke seconded a motion to approve Resolution No. 19-20-14, Contingency Transfer Request for a total contingency transfer of \$1 million.

The motion CARRIED.

Approval of Retirement Resolutions No. 19-20-15, William W. “Bill” Kohlmeyer; No. 19-20-16, Susan K. Ryan; and No. 19-20-17, Connie J. Riecke [19-20-128]

Ed Dodson read the retirement resolution for William W. “Bill” Kohlmeyer for his 12 years and five months of service.

Neva Hutchinson read the retirement resolution for Susan R. Ryan for her 29 years and ten months of service.

Ron Pittman read the retirement resolution for Connie J. Riecke for her 33 years and five months of service.

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Ron Pittman moved and Betsy Earls seconded a motion to approve the retirement resolutions for William W. "Bill" Kohlmeyer, Susan R. Ryan, and Connie J. Riecke.

The motion CARRIED.

K. ACTION

Action Item No. 2, Approval of the Academic Calendar for 2020–2021 was pulled from the consent calendar.

Jackie Franke moved and Ron Pittman seconded a motion to approve action item Nos. 1, 3–5.

1. Approval of 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 [19-20-129]
3. Approval of 2019–2020 Faculty Sabbatical Leave Recommendation One-Term Spring 2020 [19-20-131]
4. Acceptance of Program Donations October 1, 2019 through December 31, 2019 [19-20-132]
5. Approval of Grants Awarded October 2019–December 2019 [19-20-133]

The motion CARRIED.

Referring to the Action Item No. 2, Approval of the Academic Calendar for 2020–2021, Jim Eustrom reported two additional weekend closure dates will be added to the calendar—the Saturday after Thanksgiving, November 28, and Saturday, July 4. No classes will be held on those two Saturdays and it was suggested to add to the calendar for clarification purposes.

Ken Hector moved and Ron Pittman seconded a motion to the approve the 2020–2021 Academic Calendar as amended.

The motion CARRIED.

J. APPENDICES

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

K. FUTURE AGENDA ITEMS

None were heard.

L. BOARD OPERATIONS

None were heard.

M. ADJOURNMENT

The meeting adjourned at 7:50 pm.

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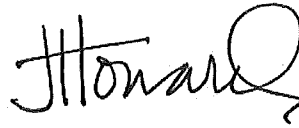
Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

February 26, 2000

Date

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**MINUTES OF BOARD WORK SESSION/
BUDGET COMMITTEE ORIENTATION**

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

January 22, 2020

The Board Work Session was held at the Chemeketa Center for Business & Industry (CCBI), 626 High Street NE, in Room 204.

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

The work session was called to order at 8:35 am. Board members met together for 30 minutes to review and discuss the quarterly Board Guiding Principles assessment. A recess was taken at 9 am where college staff joined the board.

Diane Watson, Chair, called Executive Session to order at 9:16 am. Executive Session was held in accordance with ORS 192.660(2)(d) negotiations.

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

College Administrators in Attendance: Jessica Howard, President/CEO; David Hallett, Vice President, Governance and Administration; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley; Miriam Scharer, Associate Vice President/Chief Financial Officer; and Jeannie Odle, board secretary.

An update was shared on faculty negotiations.

Executive Session ended at 9:39 am.

The board work session resumed at 9:40 am.

Guest: Rory Alvarez, director, Capital Projects and Facilities (joined at 10 am)

Enrollment Report and Decline Mitigation

Jessica Howard referred to the two handouts behind the Enrollment tab in the board notebooks. One is a four-page matrix of enrollment actions or activities, both short- and long-term, the college has been doing since October, categorized by retention, recruitment, enrollment strategy for general education, and marketing strategy for promotion. Many, many staff have been involved in these efforts, and although enrollment is still down, it may have been a larger decline if these activities were not done. This is one of the reasons why a VP of Student Affairs is needed, to help focus and address enrollment.

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Jessica referred to the 15-to-Finish handout. This handout shows the pace of completion and benefits of taking 15 credits per term (to finish in two years) vs. 12 credits per term (finish in three years). Although students are considered full-time if they take 12 credits, this flyer will help articulate to students the benefits of taking 15 credits per term and what it means to be “on track” and graduate and complete a degree in two years. The marketing department plans to do an internal promotion campaign to communicate this information to all students, and the academic advisors are sharing this with all new students during the advising process.

Jessica reviewed each of the 11 strategies on the matrix to give the board a sense of the scope of what the college is doing around enrollment.

Building Updates

Rory Alvarez shared updates on the following:

- Building 5 HVAC – The new HVAC units should be here by the first of March; the project is on schedule to be ready for spring term classes. Two music classes are still able to be held in Building 5.
- Diesel at Brooks – The college is in lease negotiations with Red Steer Glove Company for a portion of their building for the diesel program; and with Marion County on zone change permits. An aerial view of the Brooks Training Center property on Brooklake Road and the proximity of the Red Steer building on Highway 99E was distributed. A large access ramp needs to be built from the Brooks Training Center side to the Red Steer building along with a couple ADA parking spots. It will accommodate two trucks and lab space and classes would be taught in the Brooks Regional Training buildings. The anticipated program start date is fall 2020 or winter 2021, but all is contingent on the zoning.
- Woodburn Center Remodel – An Invitation to Bid just went out for Woodburn tenant improvements to remodel the leased space currently housing the Oregon Department of Human Services at the Woodburn Center. A large meeting room will be divided into two rooms and the Woodburn Center will be able to use the two new rooms for evening classes. Classes at the Harrison Street facility will move to the Lincoln Street facility and the Harrison Street facility will be sold.
- Ag Complex – The Ag Complex is in final design to ensure it is within budget. Funds will be added from the general fund this year and next year to help with the rising construction costs. The college is working with HECC to change the language in the scope of the project from “will” to “may include greenhouse donations and fund-raising opportunities” and “may include incubator farms.” A formal ground-breaking ceremony may take place in February or March.

Jim added a short update on the testing areas. All placement testing was in Building 2 adjacent to Advising and Counseling. However, only placement testing for math, reading, and writing will be done in Building 2, and any other testing for state certifications, accommodations testing, and proctored testing will now be done upstairs in the Testing Center in Building 3. Jim also invited the board to stop in at the Advising and Counseling Center in Building 2, which has been reconfigured, painted, and new lighting and furniture added to make it brighter and more welcoming.

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Salem-Keizer Partnerships

Jim Eustrom reported the college continues to work with Salem-Keizer on bringing high school students to the Salem Campus for pharmacy technology and welding and hopes to add electronics and other programs in the future. Dallas school district has also expressed interest.

One major opportunity is that Salem-Keizer currently has seven sites that offer alternative high school programs, and they have approached the college to consolidate the seven sites into one location at Chemeketa in Building 49 by fall term. A small group from Chemeketa, including Holly Nelson, Sara Hastings, Tom Howard, and representatives from Salem-Keizer have been meeting to discuss this opportunity. This would be a good opportunity to expose those students to college and hopefully provide a pathway to pursue a degree to a career or to transfer to a university. Although the college would not receive the FTE for high school students in this alternative high school, the college would receive the FTE from the GED courses

Work continues to make in-roads with CTEC to develop a partnership or pathway to pursue a certificate, degree or some other credential or perhaps college credit for some courses. Their mindset and messaging is that CTEC an “end all” to get a job. It was suggested to develop a flyer or brochure that acknowledges their CTEC training, but outlines the next step to college and to promote application to the Oregon Promise, a one-time opportunity for free tuition, but a short window to apply.

Jackie Franke mentioned that Mountain West held a weekend retreat for nonprofit leaders and school board members, but was surprised there was no representation from Chemeketa. Jessica said she received an invitation but was unable to attend. She hopes to attend the next meeting of this group.

Salem Chamber Forum Presentation/Preparation of April 24 Inservice

Jessica did a quick review of the PowerPoint slide presentation that she shared at the Salem Chamber Forum in January on “Creating the Future We Want: Our Community and Its Community College.” This provides some background on the visioning activity that will take place at the April 24 inservice day at the college. It included a composite of students; characteristics of the college service district; poverty figures; transfer opportunities; and partnerships. Then she focused on the changing nature of work including future technological advances (McKinsey Global Institute), automation and the impact on future workers, skills and job growth in the future.

The focus on April 24 will be on how will Chemeketa address these changes and what will the college look like in 2030. How does technology change the world of work? What will students need, and how will they need it. All board members are highly encouraged to attend the morning session to participate, interact, and engage with staff on April 24.

A short recess was taken at 12 noon for lunch with the Budget Committee members in Room 115, followed by the afternoon Budget Overview session. The meeting reconvened at 1:30 pm.

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Budget Committee Members in Attendance: Ray Beaty, Chris Brantley, Ed Dodson, Ken Hector, Neva Hutchinson, Barbara Nelson, Don Patten, Ron Pittman (left at 12:50 pm), Joe Van Meter, and Diane Watson.

Absent: Betsy Earls and Jackie Franke.

Guests: Rich McDonald, Director, Business and Finance

Jessica Howard introduced herself and welcomed the Budget Committee members. Introductions were made.

David Hallett, Vice President of Governance and Administration, reported that Gustavo Gutierrez has resigned from the Budget Committee and the college is looking for a replacement. Referring to the Budget Committee roster, David noted that terms expire on June 30, 2020, for Barbara Nelson, Joe Van Meter, and Don Patten. They were asked if they would like to continue for another three-year term. All three members said yes, so their terms will be extended to June 30, 2024.

Budget Update

Miriam Scharer Vice President of College Support Services, reported the budget overview has been scaled down a bit from last year since there are no new budget committee members. She briefly reviewed the Budget Principles and Financial Environment for the 2020–2021 Fiscal Year, the proposed student tuition for 2020–2021, along with the comparison sheet of the other community colleges and universities, and Rich McDonald shared an update on the PERS Employer Incentive Fund. The Chemeketa Community College Financial Guidelines are included in the packet, but it will not be covered; no changes were made from last year.

Miriam had copies of the 2018–2019 Audit Report available for budget committee members if they would like a copy. Miriam reported the main purpose of this meeting is to give some context about the budget process prior to the budget committee meetings. The first budget meeting is April 8 at 6 pm; the second budget meeting is on April 15 at 4:30 pm; and the optional budget meeting date is April 22. A public hearing will be held on May 20 at 7 pm and the board will adopt the budget on June 24.

Miriam reviewed the key factors including Budget Principles, which includes the colleges core themes, and values; Financial Environment, which includes state legislative appropriation, state support and distribution of resources, economic growth, enrollment, and tuition and fee revenue; and Expenses including general fund expenditures, unfunded mandates such as the Oregon minimum wage and pay equity, PERS rates, and health insurance.

Referring to state legislative appropriation, Miriam reported the college built last year's budget based on \$590 million, but was pleased that the legislature allocated \$640.9 million for the biennium (2019–2021). However, it did not get community colleges to the current service level. Oregon continues to have a strong economy with low unemployment rates, which may have had

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an impact on enrollment. Last year the college budgeted for a three percent enrollment decline; however, fall term experienced an eight percent decline which impacts tuition and fee revenue as well as the state funding through the distribution formula. As a result, the college is actively working on several strategies including developing a strategic enrollment management plan, Guided Pathways, and exploring new programs based on workforce and community needs. For the upcoming year, the college is budgeting for a three percent enrollment decline based on current projections.

Mike Stewart asked if the enrollment drop is in step with the rest of the state, and what areas are experiencing declines. Most colleges and universities have had enrollment declines, some more, some less. Jim said areas experiencing the most decline is accelerated learning in high schools' programs, most likely as a result of the Willamette Promise, as well as drops in college-level math, writing, and science. A deliberate effort has been made to reduce the number of credits in two-year CTE programs so students can complete in two years.

Joe Van Meter asked if there are any plans for solar or hemp growing. Jim said solar has not been an area of focus at this time. Early on, there was direction from the Agribusiness Management Advisory Committee to not offer hemp or marijuana courses due to federal regulations and the mindset around marijuana. However, the Agribusiness Management Advisory Committee will be having discussions based on requests from the community. Jim shared a brief overview of advisory committees. Each CTE program has an advisory committee that provides advice and guidance on keeping the curriculum current and relevant, equipment needs, and a connection to experts and professionals in the field. There are over 30 advisory committees and over 300 individuals who volunteer their time to serve on these committees.

Miriam reminded the budget committee that tuition setting guidelines were revised last year and a commitment was made by the board, with input from the budget committee, to realign tuition rates and universal fee (annualized cost of attendance), to be in the middle of comparator colleges (Linn-Benton, Lane, Portland, Mt. Hood, and Clackamas) over the next three years. As a result, a \$10 tuition increase was approved last year and a \$5 differential fee for high cost programs and courses was added for first-year CTE programs and all science courses.

Chris Brantley asked if there was any correlation in the increase in tuition and enrollment decline. Miriam said she has not heard any direct correlation, and Jim said there has not been any decrease in nursing or automotive, which have added the differential fee. Don Patten asked if the \$5 differential fee is adequate to cover costs. Miriam said part of the strategy of the differential fee is to set aside a pool of money to offset equipment for CTE programs. The college won't see the impact until next year.

Referring back to the budget principles, Miriam noted expenses include rising employee costs, unfunded mandates, additional PERS costs as a result of SB1049, which will add an additional cost of \$250K to cover the PERS costs for retirees who continue to work. Also, capital construction of the Ag Complex and other deferred maintenance adds to the expenses.

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Ray Beaty asked what was Chemeketa's share of the \$640.9 million. Miriam said the college received approximately \$2.4 million additional this year, which was placed in the contingency fund.

Miriam referred to the Proposed Student Tuition for 2020–2021 board report that was presented to the board on January 15. This is the second year of the three-year plan so the following was proposed to the board:

- Tuition increase of \$4 per credit for a total of \$95 per credit
- Universal fee increase of \$7 per credit for a total of \$31 per credit
- Out-of-State and international tuition increase of \$4 for a total of \$259 per credit
- No universal fee increase for non-credit courses
- No differential fee increase, however, will be further implementing into the second year
- The total per credit increase would be \$11 to \$126 per credit.

Referring to the Oregon Community Colleges 2018–2020 Tuition and Fees sheet and Oregon University System 2019–2020 Tuition and Fees (both of which reflect current rates) in the notebook, the proposed increase in tuition and fees would result in an annualized cost of tuition and fees of \$5,670 compared to \$5,175 in the current year. This would be an increase of \$495 a year (or \$165 per term) based on 45 credits. Chemeketa is currently the second lowest in tuition and fees among comparator colleges. This increase would place Chemeketa closer to the middle based on the current 2019–2020 tuition and fees chart and within dollars of the statewide average of \$5,636. However, it is likely that the comparator colleges will increase tuition. Miriam noted that the increased Pell grant will cover the increase of the proposed tuition and fees for those who are eligible. Joe Van Meter asked what percentage of students are on Pell grants. Miriam said she thought it was around 65 percent. In addition, many students are eligible for both the Oregon Promise and Chemeketa Scholars, as well as Foundation scholarships which further reduces the cost of attendance.

Ray Beaty presented a different angle. Instead of comparing and being in the middle, and as long as we are providing value and it's worth it, what would it take and what would excellence look like if we were the most expensive. Miriam said it's more philosophical—to continue to be an excellent source of education, but to balance the philosophical impact on students. The college has been strategic in decisions made in the budget process and whatever is brought forward contributes to excellence and strategic initiatives, but maintaining an affordable cost to students. Neva Hutchinson said the college does not want to sacrifice quality for quantity and that's why the board is willing to consider a larger increase in tuition. Don Patten asked what is the percentage of students that transfer at the end of two years, and what percent go into a trade. Staff did not have the percentage of students that transfer after two years but could find out; however, it was noted that 30 percent of offerings are CTE and 70 percent are lower division transfer offerings.

There was brief discussion on the applied baccalaureate in that the legislature passed a bill last year allowing community colleges to offer applied baccalaureate degrees. The Higher Education

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Coordinating Commission (HECC) is working on guidelines, parameters, and an application process. However, there currently is a pathway for nursing students. Many students take the prerequisites to get them out of the way; apply for the nursing program, and if accepted, they go through the two-year nursing degree; and then they can transfer to universities such as Linfield, George Fox, or Warner Pacific, to get their bachelors of science in nursing.

Rich McDonald, director of Budget and Finance, shared an update about the PERS Employer Incentive Fund. Legislation was passed in 2018 to establish a fund where the state will match 25 cents for every dollar placed in a side account at PERS.

For this biennium, the Legislature appropriated \$100 million to fund the program on a first-come, first-serve basis in two pools. The first round was reserved for employers with an unfunded actuarial liability (UAL)/payroll ratio of 200 percent or above; the second round was for all other employers. Chemeketa applied in the second round and was approved for \$5 million deposit and \$1.25 million match.

The deposit with PERS is scheduled to be on February 28 with a rate credit effective immediately. The initial rate savings is estimated to be 0.83 percent from our actuarial calculation for 2020–2021. This is estimated to save the general fund about \$350,000 during the first year. Over the life of the side account, there will be approximately \$9.9 million in savings. It was fortunate to have reserves to take advantage of this opportunity.

Adjournment

Meeting adjourned at 1:40 pm.

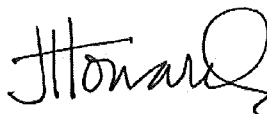
Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

February 26, 2000

Date

Separate Action-1
February 26, 2020

**APPROVAL OF RETIREMENT RESOLUTIONS
NO. 19-20-18, JANICE A. HAIGHT AND NO. 19-20-19, GAIL M. WILLIAMS PICKETT
[19-20-134]**

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 Janice A. Haight who retired effective January 17, 2020, and Gail M. Williams Pickett who retires effective February 29, 2020.

It is recommended that the College Board of Education adopt Resolution No. 19-20-18, Janice A. Haight and No. 19-20-19, Gail M. Williams Pickett.

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**RETIREMENT RESOLUTION NO. 19-20-18,
JANICE A. HAIGHT**

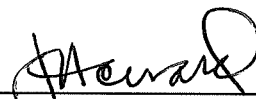
WHEREAS, Janice A. Haight began her 24-year, 5-month association, as a salaried employee, with Chemeketa Community College in September, 1995; and

WHEREAS, Janice A. Haight gave dedicated service to Chemeketa Community College currently as Department/Project Coordinator/Analyst, Capital Projects and Facilities Department of College Support Services Division; therefore,

BE IT RESOLVED, that upon her retirement date of January 17, 2020, the College Board of Education hereby honors and commends Janice A. Haight for her loyalty, dedication and personal commitment to Chemeketa Community College.



Diane Watson
Board Chairperson



Jessica Howard
President/Chief Executive Officer

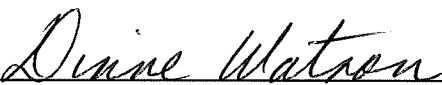
Separate Action-1
February 26, 2020

**RETIREMENT RESOLUTION NO. 19-20-19
GAIL M. WILLIAMS PICKETT**

WHEREAS, Gail M. Williams Pickett began her 26-year, 6-month association, as a salaried employee, with Chemeketa Community College in September, 1993; and

WHEREAS, Gail M. Williams Pickett gave dedicated service to Chemeketa Community College currently as Financial Services Analyst II, Business Services Department of College Support Services Division; therefore,

BE IT RESOLVED, that upon her retirement date of February 29, 2020, the College Board of Education hereby honors and commends Gail M. Williams Pickett for her loyalty, dedication and personal commitment to Chemeketa Community College.



Diane Watson
Board Chairperson



Jessica Howard
President/Chief Executive Officer

ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

Prepared by

Riley Dunagan, ASC Executive Coordinator

ASC PAST EVENTS

Night Strike

- Night Strike is coordinated by Israel Cortez (Community Engagement Coordinator) and Jerry Clark. Those who signed up to volunteer met at 5 pm on January 23, in Building 2, Room 178. Food was provided to all the volunteers before leaving for Portland to help serve the needs of the community's homeless under the Burnside Bridge.

Civil Discourse Event

- The civil discourse event was organized by Wylie Thompson (Political Engagement Coordinator) and occurred on January 28, from 11 am–2 pm in Building 8, Room 215. The event gave students the opportunity to gain skills and learn to respect others' views and opinions, while having a civil discussion about controversial issues related to climate change.

Council of Clubs

- The annual winter term Council of Clubs meeting took place on February 7. Sam Brenan (Clubs Coordinator) and club representatives met to discuss club funding and duties.

Student Tuition Forum

- The Student Tuition Forum took place on February 12, from 1:30–3 pm in Building 2, Student Center. Chemeketa staff presented information regarding the proposed increases in tuition and fees for the 2020–2021 academic year. Free pizza was provided to all who attended.

Valentine's Day Club Fair

- The Valentine's Day Club Fair occurred on February 13, from 11am–2 pm in Building 2, Student Center. Students were able to learn about the various clubs at Chemeketa, as well as enjoy music, candy, take photos in the photobooth and more.

ASC CURRENT EVENTS

Get Yourself Tested (GYT) Event

- Marion County Health Professionals will be presenting statistics on the alarming rates of Sexually Transmitted Diseases (STDs) affecting populations in Marion and Polk counties on February 27, 11 am–2 pm. Students can attend this informational session in the Multicultural Center in Building 2, Room 177A and get free onsite STD testing. This event is organized in conjunction with Multicultural Student Services.

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Night Strike

- Night Strike is coordinated by Israel Cortez (Community Engagement Coordinator) and Jerry Clark. Those who sign up to volunteer will meet at 5 pm on February 27, in Building 2, Room 178. Food will be provided to all the volunteers before leaving for Portland to help serve the needs of the community's homeless under the Burnside Bridge.

ASC FUTURE EVENTS

Night Strike

- Night Strike is coordinated by Israel Cortez (Community Engagement Coordinator) and Jerry Clark. Those who sign up to volunteer will meet at 5 pm on March 19, in Building 2, Room 178. Food will be provided to all the volunteers before leaving for Portland to help serve the needs of the community's homeless under the Burnside Bridge.

MULTICULTURAL STUDENT SERVICES (MSS)

MSS PAST EVENTS

Martin Luther King Jr. Celebration

- The Martin Luther King Jr. celebration event occurred on January 29, in the Student Center. Guest speaker and social justice award winning actor Ron Jones of "Dialogues on Diversity" shared the message of difference, inclusion, and social justice.

CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Justus Ballard, President—Chemeketa Faculty Association

FACULTY BARGAINING TEAM

Negotiations officially kicked off on Thursday, February 6, and the CFA would like to recognize the members of the 2020 faculty bargaining team.

The team is co-chaired by Matt Davies (Philosophy & Religion, Salem campus), the CFA Vice-President for Part-Time Faculty, and Chris Nord (Math, Salem campus), the CFA Vice-President for Full-Time Faculty.

The other members of the team are:

- Karen Stevens (Counseling, Salem campus)
- Taylor Marrow (History, Salem campus)
- Shannon Othus-Gault (Science, Yamhill Valley campus)
- Traci Hodgson (History, Salem campus)

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

- On January 6, 2020, Jasmin Ascencio was hired as Department Technician I in the Academic Development department.
- On January 6, 2020, Lawrence Smith was hired for the position of Custodian I in the Operations Management department.
- On January 21, 2020, Amanda Faltyn was hired as Financial Services Analyst I in the Bookstore. Amanda is very excited to be joining Chemeketa Community College and working in the Bookstore: "I have been working in College Bookstores these past five years as a used textbook representative and am very lucky to have worked with the amazing bookstore team during that time so I feel like part of the family." Previously Amanda worked at the Duck Store ("am a huge Duck fan!"). There are four seasons in Amanda's life: Winter, Spring, Summer and Football: "When I'm not cheering on the green and yellow, I love a good book with a large cup of coffee. No matter how busy work or family life is, a good story will always add some spice to life. I am so excited to be here and start this next chapter."
- On January 21, 2020, Julian Garcia began working as an Instructional Coordinator/Analyst II in the Institutional Research (IR) department. Julian has come to Chemeketa after recently finishing an M.S. in Data Science and Business Analytics at New Jersey City University where Julian also worked in Institutional Research. Says Julian, "In my spare time I love cooking and all types of mountain sports. Please feel free to stop by the IR office and say hello."
- On January 21, 2020, Daisy Arellano was hired as Department Specialist for the Woodburn Center.
- Change of position: On February 10, 2020, Tim Richardson was promoted from Public Safety Officer I to Public Safety Officer II (Sergeant)—Congratulations Tim!

EVENTS

- On January 23, 2020, the association hosted the quarterly 'Welcome New Employees Luncheon.' Approximately 80 employees attended, including several of the new employees listed above. CCA board members introduced themselves and where they work. The main topic was a broad discussion of what the association does and how employees can benefit

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from being involved. Also, information was shared about accessing the CCA dashboard website with links to the contract and other helpful documents.

RETIREMENTS

- Connie Riecke, Instructional Specialist–Nursing—Health Sciences
On January 31, 2020, Connie retired from Chemeketa after almost 32 years of employment. Connie served many years as a classified representative on the Insurance Task Force for the college. The CCA thanks Connie for her years of service to classified employees!
- Shirley Lamkey, Instructional Technician–Welding—Applied Technologies
On January 31, 2020, after 15 years and 4 months, Shirley Lamkey retired from Chemeketa. Shirley recalls: “When I was little my Great Grandpa Satter farmed 50 acres where Chemeketa resides with a team of horses and other livestock. I lived on Herrin Road and I would often ride my horse through the neighborhood, including Chemeketa back when it was a one building campus with a gravel parking lot!”

Shirley's best memories are of the people that work at Chemeketa. “Most of the Chemeketa employees are great people; friendly, helpful and a few who could lift your spirits.” One person in particular is the retired program chair for the department, “the best person I ever worked with. I so appreciated his hard work, talent, care and energy he put into our program, which makes for the best working conditions, happy employees and memories.”

Shirley's future promises to be a busy one with lots of fundraising and volunteer work for youth. Shirley also manages and takes care of a nearby wildlife/riparian local area. “I look forward to being a grandmother and doing lots of fun things with my grandkids. I'm also very involved in my church, who are doing great things, especially with the youth and going in the right direction. The future looks bright!” Shirley wants to extend best wishes, “for everyone I know here who are still working.”

- Janice Haight, Department/Project Coordinator/Analyst—Capital Projects and Facilities
As of January 17, 2020, Janice Haight retired from Chemeketa after working at the college for 24 and a half years in the Facilities department. Janice worked as the drafter for numerous projects at the college. Janice is a Chemeketa success story. After several occupations in electronics and forestry ended, Janice joined the New Workforce Lifeskills program that Chemeketa offered back in 1994. Janice completed a degree in Drafting, and learned of an open drafting position at Chemeketa from instructor, Fred Kimmel. Beginning with paper and pencil designing, Janice learned and used various technologies over the years. Lately, Janice's work involved 3D printing. Janice saw many changes over the years, but the project Janice is most proud of is the campus and building mapping system. Janice believes having this wayfinding system has eliminated barriers for students trying to locate their classes and college services. Janice also served over six years as a Director for the CCA Board. Janice plans to move to Central Oregon to be closer to family as well as decide on the next adventure. CCA celebrates Janice for accomplishments at Chemeketa and best wishes!
- Gail Williams Pickett, Financial Services Analyst II–Procurement—Business Services
As of February 28, 2020, Gail will retire from Chemeketa after 26 years. Gail arrived at Chemeketa in September 1993. Gail shared, “Working in education wasn't new to me, my first job out of college (GO DUCKS!) was at an alternate high school in Portland as a school counselor with a ‘collective’ management style, which was really eye opening. Later, I also

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held a brief position at a private proprietary school in California where I learned first-hand how, unfortunately, that some of these schools don't have students' best interests in mind over their own pocketbook. There were other positions, volunteer coordinator for a parent-focused child abuse prevention program and several different positions in workforce training, which ultimately helped me get the position at Chemeketa, because I had transitioned into a contract position, and Chemeketa needed someone who could speak workforce and do contracts”.

Gail's son had a hard time transitioning from the move to Salem from Vancouver, WA. Gail remembers, “When I got here, I was fresh off a short hiatus from work to help my then third grader transition...I appreciated the flexibility of my then boss Lynda Warren who let me shift my hours (after about two weeks working here) when my son was having a really hard time adjusting to his new day care. Inservice was longer then, with activities for all staff happening every day; the holiday social was a big potluck held in the then counseling area, I had a dot matrix printer (that changed almost immediately) and most communication took place by phone since we really didn't have email. Business Services was located in Building 22, and my office was located where Chris Kato now sits in Academic Development. Faxing documents was new technology, but our department didn't have one so I talked my way into using the fax machine in the Financial Aid Office.”

Over the years the focus of Gail's position changed when the college lost the Jobs grant which had brought Gail to Chemeketa and became less reliant on other grants from the National Science Foundation and others. Gail says, “The thing that kept me at Chemeketa is truly the people and the breadth of departments I've gotten to work with. I've learned about welding and machining tools, construction, student activities, art, science, emergency services and more. I love that we are a first name organization and that we support students where they are”.

Gail has served as director and president of the Classified Employees Association, as well as on the bargaining team for contract negotiations. “I've been proud to be a member of our Classified Employees Association for many years and providing support to our hard-working classified employees. Education is changing, it will be interesting to see where it goes, I'll just be a little closer to the sidelines.”

Gail's plans for retirement include a more flexible schedule without traveling in the dark to and from work or the death-defying I-5 commute, babysitting a wonderful young grandson, Charlie, one day a week, and more time at Gail's favorite beach town of Neskowin, where it's five o'clock any day or time for a retiree! Gail also plans to join the Emeritus group to stay in touch and take some classes for fun and enrichment. And then, who knows, because Gail is retired!

- Elaine Kevorkian, Department Technician I—Instruction and Student Services
As of March 31, 2020, Elaine Kevorkian is retiring from Chemeketa Community College after serving the Math and Science Faculty for 37 years. Elaine began her career at Chemeketa in February of 1983, but has also worked many summers as a temporary/part-time employee in different departments at the college. This provided Elaine with an extensive amount of knowledge in the workings of the college and invaluable experience in assisting students and faculty. Elaine feels incredibly blessed to have worked for so many years at such a fine institution, and “met so many wonderful people along the way who have influenced and changed me in positive ways.”

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As of June 2019, Elaine began working part-time as a Sound Technician for a radio station in Keizer, Oregon, and will continue there. In November 2019, Elaine began volunteering time with hospice patients in the Salem area through a facility in Tigard, Oregon, and will also continue that after retirement. Along with those commitments, Elaine has decided to return to her “true calling; a career she had put on hold for 25 years ago while raising her son,” which is becoming a Music Recording Studio Engineer. These studies have already begun, along with networking with technicians and managers at different recording studios in the Salem, Portland, and Eugene areas.

Elaine's feeling about life after Chemeketa? *“Retirement is not the “end”...it is only the beginning of a new road. 😊”*

CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

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

EXEMPT ASSOCIATION BOARD MEETING

The exempt association board met on Wednesday, February 5, to plan the March 4, general membership breakfast meeting. There will be a short program along with a fundraiser for scholarships and donations collected for the student food pantry.

COLLEGE POLICY #5030—ACADEMIC STANDING

Prepared by

Eme Smith, Coordinator—Enrollment Services
Melissa Frey, Dean—Student Recruitment, Enrollment and Graduation Services
Manuel Guerra, Chair—Student Success and Completion Advisory Council
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

The following policy has been reviewed and approved by the Student Success and Completion Advisory Council on January 31, 2020.

ACADEMIC STANDING—POLICY #5030

The Academic Standing Policy addresses the importance of students' commitment to academic excellence and outlines the criteria for remaining in good standing academically at Chemeketa. This new policy was previously a guideline that prescribes the college's Academic Progress Review program including specific intervention points when a student's GPA drops below a 2.0 GPA. Updating these practices to a college-wide policy and procedure will help to ensure students are maintaining satisfactory academic progress while enrolled at Chemeketa.

The College Board of Education will be asked to approve Policy 5030 at the March meeting.

Student Services Series—5000

ACADEMIC STANDING

The college requires credit-seeking students to maintain satisfactory academic progress. Students who are not meeting academic standards may not be eligible for continued enrollment, per Procedure 5030. Financial aid recipients must ensure they meet the financial aid Satisfactory Academic Progress (SAP) policy, which may have separate standards in order for students to maintain financial aid eligibility.

Adopted College Board of Education

Revised College Board of Education

**COLLEGE POLICIES #4015—CLASS LIST AND REGISTRATION POLICY
AND #4050—COURSE OFFERINGS FOR SECONDARY SCHOOLS**

Prepared by

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

CLASS LIST AND REGISTRATION POLICY—POLICY #4015

The policy was reviewed and approved by the Academic Standards Advisory Council in January, 2020.

The college has had in place a “No Show Drop” guideline that has not been consistently followed. Converting the guideline into a new college policy will strengthen the expectation that an accurate class list is maintained by dropping students not in attendance. This policy also stresses the importance of and clarifies the expectation for students in attendance that they are officially registered in the college system.

Federal financial aid regulations for Title IV grant and loan funds specify requirements for the treatment of recipients if they do not begin attendance at the institution. The most effective way to manage this is to no show drop students that have not attended the class by the specified deadline. If not followed, the college could be penalized financially and could lose eligibility to administer federal financial aid to students. Additionally, allowing students who do not attend to remain enrolled in a class can have negative consequences for the students, such as receiving an “F” grade, being sent to collections for non-payment, etc. These consequences have resulted in numerous petitions for exception to college policy.

COURSE OFFERINGS FOR SECONDARY SCHOOLS—POLICY #4050

This policy was last reviewed by the board May, 2016. The policy was reviewed and approved in January, 2020; there were no changes to the policy.

The College Board of Education will be asked to approve policies 4015 and 4050 at the March board meeting.

Educational Program Series—4000

CLASS LIST AND REGISTRATION POLICY

Students must be officially registered through the college’s registration system by established deadlines. Instructors must ensure the accuracy of the class list for any courses for which they are the primary instructor of record. Students who do not attend class or make contact with the instructor by the established deadlines must be dropped from the course by the instructor.¹

Adopted College Board of Education

Revised College Board of Education

¹ 134 CFR 668.21

Educational Program Series—4000

COURSE OFFERINGS FOR SECONDARY SCHOOLS

College Credit Now

Chemeketa

Chemeketa Community College may offer appropriate courses to secondary school students.

Secondary School Students

Secondary school students wishing to enroll in credit classes shall follow procedure #4050.

Chemeketa Department Deans

Courses must meet the college's and academic programs' standards (as determined by the appropriate department dean) regarding courses offered, instructor qualifications,¹ course content, outcomes, placement, and (in some cases) facilities.

July 17, 1985

Adopted College Board of Education

May 17, 2006

Reviewed College Board of Education

April 18, 2001; July 16, 2014; May 18, 2016

Revised College Board of Education

¹ OAR 589-008-0100: The master's degree requirement may be waived by the college's president or substituted according to the community college's personnel policy.

**SUSPENSION OF JUVENILE CORRECTIONS STATEWIDE CERTIFICATE OF
COMPLETION**

Prepared by

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

The Criminal Justice program currently offers a Juvenile Corrections Statewide Certificate of Completion. The consortium that oversaw the certificate disbanded, which requires the suspension of the current certificate. Since the college continues to offer a Juvenile Justice Associate of Applied Science degree, a new certificate is not needed at this time.

The College Board of Education will be asked to approve the suspension of the Juvenile Corrections Certificate of Completion at the March 2020 Board of Education meeting.

SUSPENSION OF DENTAL ASSISTING CERTIFICATE OF COMPLETION

Prepared by

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

The Dental Assisting program currently offers a Dental Assisting Certificate of Completion. The program Advisory Committee has voted to roll program prerequisites into the certificate. Adding the prerequisites into the certificate moves it into a new category with the Higher Education Coordinating Commission, which will require suspension of the current certificate, and approval of the new certificate.

The College Board of Education will be asked to approve the suspension of the Dental Assisting Certificate of Completion at the March 2020 Board of Education meeting.

DENTAL ASSISTING CERTIFICATE OF COMPLETION

Prepared by

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

Chemeketa continues to listen to community and employer feedback on what graduates will need to enter the workplace, including entrance requirements to enter the program. In reviewing the entrance requirements, it was recommended to include the requirements into the total credits of the certificate so that students will have a clearer expectation of the amount of time needed to complete the certificate.

The new Dental Assisting Certificate of Completion will include all the credits needed to graduate and provides a clearer path for student completion. While the program will remove three general education courses from the application process, including the prerequisites, the total credits for the certificate will increase from 57 to 67.

According to the State of Oregon Employment Department (qualityinfo.org), it is projected that jobs will grow 15.1 percent statewide and 17.9 percent within the Mid-Valley region of Oregon between 2017–2029 with 734 statewide and 108 Mid-Valley projected job openings per year. Average wages (2017) in the Mid-Valley region was \$43,286/year. Statewide there were approximately 179 openings on January 23, 2020. The state predicts that job growth will be at a somewhat faster rate than the statewide average for the foreseeable future.

The above recommendation was approved by the Dental Assisting Advisory Committee on October 24, 2019, and the college's Curriculum Committee on January 27, 2020.

The College Board of Education will be asked to approve the Dental Assisting Certificate of Completion at the March 2020 Board of Education meeting.

DENTAL ASSISTING CERTIFICATE OF COMPLETION

Course No.	Course Title	Credit Hours
Program Prerequisite Courses		
BI060	Basic Science for Dental Assistants	3
CIS101	Computing Concepts	3
COMM111	Fundamentals of Oral Communication (or higher)	4
MTH060	Introductory Algebra (or higher)	4
PSY101	Psychology of Human Relations	4
WR121	Academic Composition (or higher)	4
	Program Prerequisite Total	22
Term 1		
DEN150	Dental Sciences	3
DEN151	Introductory Concepts in Dental Assisting	3
DEN153	Dental Materials 1	3
DEN156	Dental Anatomy	4
DEN165	Dental Office Emergency Management	2
	Term 1 Total	15
Term 2		
DEN160	Dental Specialties	3
DEN161	Dental Assisting Practicum 1	3
DEN162	Intermediate Clinical Skills	2
DEN163	Dental Materials 2	3
DEN164	Dental Radiology 1	3
DEN170	Dental Office Management	2
	Term 2 Total	16
Term 3		
DEN171	Dental Assisting Practicum 2	9
DEN172	Expanded Functions	3
DEN174	Dental Radiology	2
	Term 3 Totals	14
	TOTAL PROGRAM HOURS	67

PERSONNEL REPORT

Prepared by

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

NEW HIRES AND NEW POSITIONS

Melody R. Abarca-Millan, Instructor-English as a Second Language—Academic Development, Regional Education and Academic Development Division, temporary replacement, 100 percent, 111 days out of 175 duty-days assignment, Range F-9, Step 4.

Daisy K.D. Arellano, Department Specialist—Woodburn Center, Regional Education and Academic Development Division, replacement, 100 percent, 12-month assignment, Range B-3, Step 3.

Jasmin Ascencio, Department Technician I-11 months—Academic Development, Regional Education and Academic Development Division, replacement, 100 percent, 11-month assignment, Range B-1, Step 2.

Bryan J. Berenguer, Instructor-Vineyard Management—Agricultural Sciences and Wine Studies, Regional Education and Academic Development Division, replacement, 100 percent, 175 duty-day, annualized assignment, Range F-9, Step 5.

Amanda M. Faltyn, Financial Services Analyst I—Bookstore and Auxiliary Services, College Support Services Division, replacement, 100 percent, 12-month assignment, Range C-1, Step 3.

Julian Garcia, Instructional Coordinator/Analyst II—Institutional Research, Governance and Administration Division, replacement, 100 percent, 12-month assignment, Range C-2, Step 6.

Lawrence J. Smith, Custodian I—Capital Projects and Facilities, College Support Services Division, replacement, 100 percent, 12-month assignment, Range A-2, Step 3.

Kimra M. Tollefson, Instructor-Nursing—Health Sciences, Career Division, replacement, 100 percent, 175 duty-days, annualized assignment, Range F-9, Step 8.

POSITION CHANGES

Stephanie B. Lenox, Instructor-Chemeketa Press-12 months—Chemeketa Press, Governance and Administration Division, position changed from an 11-month assignment to a 12-month assignment, 100 percent, Range F-2, Step 8.

Heather M. McDaniel, Director-Human Resources—Governance and Administration Division, promotion, 100 percent, Range D-3, Step 4, from Assistant Director-Human Resources—Governance and Administration Division.

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February 26, 2020

RETIREMENTS

Janice A. Haight, Department/Project Coordinator/Analyst—Capital Projects and Facilities, College Support Services Division, effective January 17, 2020.

Gail M. Williams Pickett, Financial Services Analyst II—Business Services, College Support Services Division, effective February 29, 2020.

SEPARATIONS

Kristine K. Medyanik, Associate Dean-Academic Innovation—Center for Academic Innovation, General Education and Transfer Studies Division, effective February 7, 2020.

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 January 31, 2020, are attached.

The following items are included in the report:

- General Fund Statement of Resources and Expenditures
- General Fund Budget Status Report
- Status of Investments as of January 31, 2020

Chemeketa Community College
Statement of Resources and Expenditures
As of January 31, 2020

Fund 100000 - General Fund Unrestricted

	<u>ADJUSTED BUDGET</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>% OF BUDGET</u>	<u>VARIANCE TO BUDGET</u>
Resources:				
Property Taxes	22,320,000	21,760,370	97.49%	(559,630)
Tuition and Fees	23,290,000	14,169,720	60.84%	(9,120,280)
State Appropriations - Current	33,800,000	34,076,048	100.82%	276,048
Indirect Recovery	1,900,000	963,461	50.71%	(936,539)
Interest	1,200,000	857,319	71.44%	(342,681)
Miscellaneous Revenue	450,000	374,846	83.30%	(75,154)
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	81,974,661	88.95%	(10,185,339)
Expenditures:				
Instruction	36,212,831	17,447,491	48.18%	18,765,340
Instructional Support	12,362,612	6,855,251	55.45%	5,507,361
Student Services	8,048,693	4,511,438	56.05%	3,537,255
College Support Services	16,805,281	9,079,778	54.03%	7,725,503
Plant Operation and Maintenance	6,930,583	3,503,955	50.56%	3,426,628
Transfers and Contingency	10,300,000	2,860,792	27.77%	7,439,208
Total Expenditures	90,660,000	44,258,705	48.82%	46,401,295
Unappropriated Ending Fund Balance	1,500,000			

Chemeketa Community College
Budget Status Report
As of January 31, 2020

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	8,348,184.00	4,645,578.70	3,182,266.75	520,338.55
6120	Classified Salaries	12,355,767.00	6,740,644.42	4,832,121.40	783,001.18
6124	Part-Time Hourly & Student Wages	1,447,065.00	727,325.25	-	719,739.75
6130	Faculty Salaries	17,004,757.00	9,108,097.39	7,157,744.31	738,915.30
6132	Part-Time Faculty	7,000,000.00	2,473,793.77	704,892.73	3,821,313.50
6510	Fixed Fringe Benefits	9,486,460.00	5,181,146.49	-	4,305,313.51
6511	Variable Fringe Benefits	14,856,389.00	7,267,709.18	-	7,588,679.82
6512	Other Fringe Benefits	380,000.00	168,493.00	-	211,507.00
	Subtotal Personnel Services	70,878,622.00	36,312,788.20	15,877,025.19	18,688,808.61

51.23%

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,746,421.00	607,403.59	-	1,139,017.41
720	Equipment \$500-\$4,999	285,530.00	102,215.90	-	183,314.10
7300	Legal Services	106,176.00	60,108.48	-	46,067.52
7310	Insurance	619,162.00	507,841.09	-	111,320.91
7320	Maintenance	445,720.00	122,718.92	10,122.21	312,878.87
7330	Communications	873,853.00	424,254.65	-	449,598.35
7340	Space Costs	1,887,134.00	781,708.65	25,042.01	1,080,383.34
7350	Staff Development	128,991.00	82,269.20	-	46,721.80
7360	Travel	373,140.00	160,891.51	-	212,248.49
7370	Other Services	2,853,381.00	2,154,768.22	599,092.61	99,520.17
7550	Capital Outlay	161,870.00	80,944.41	5,860.63	75,064.96
8150	Transfers Out	5,300,000.00	2,860,792.39	-	2,439,207.61
8500	Contingency	5,000,000.00	-	-	5,000,000.00
	Subtotal Non-Personnel Services	19,781,378.00	7,945,917.01	640,117.46	11,195,343.53
	Report Totals	90,660,000.00	44,258,705.21	16,517,142.65	29,884,152.14

48.82%

STATUS OF INVESTMENTS AS OF JANUARY 31, 2020

<u>Oregon State Treasurer Investments</u>	<u>Investment Ending Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Rate as of 1-31-2020</u>
Oregon Short-Term Fund - General	1-31-2020	On demand	\$35,896,208.44	2.25%
Oregon Short-Term Fund - Capital	1-31-2020	On demand	\$10,178,895.72	2.25%
<u>Other Investments</u>	<u>Investment Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Yield</u>
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%
Corporate Note – Westpac Banking Corp.	12-09-2019	01-25-2021	\$2,037,447.78	1.851%
Corporate Note – US Bank	12-09-2019	02-04-2021	\$2,047,433.33	1.828%
Treasury Note – United States Treasury	12-11-2019	03-31-2021	\$1,995,898.03	1.601%
Corporate Note – Royal Bank of Canada	12-09-2019	04-30-2021	\$2,045,933.33	1.774%
Corporate Note – Lloyds Bank	12-09-2019	05-07-2021	\$2,045,486.67	1.870%
Corporate Note – Walmart Inc.	12-20-2019	06-23-2021	\$2,074,589.17	1.647%
Corporate Note – Toyota Motor Credit Corp.	12-20-2019	07-20-2021	\$2,071,165.00	1.735%
Corporate Note – Microsoft Corp.	01-21-2020	08-08-2021	\$2,015,356.11	1.507%
Corporate Note – Shell International	01-21-2020	09-12-2021	\$2,016,661.67	1.622%
Treasury Note – United States Treasury	01-17-2020	10-31-2021	\$2,007,448.57	1.471%
Treasury Note – United States Treasury	01-17-2020	11-15-2021	\$2,060,271.92	1.473%

13 week Treasuries 1.52% as of 1/31/2020

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

PURCHASING REPORT

Prepared by

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

DIESEL MECHANIC PROGRAM TENANT IMPROVEMENTS FOR LEASED PROPERTY IN BROOKS

The college has negotiated a lease for a space in the Red Steer Glove facility in Brooks that will house the diesel mechanic program. Contingent upon approval of the zoning requirements of the property, tenant improvements will be made to accommodate the space and equipment requirements of the program. The college expects to take possession of the building April 1, 2020.

An Invitation to Bid for the Diesel Mechanic Program Tenant Improvements for leased property in Brooks will be advertised on the college's Procurement Services Website, the State of Oregon Procurement Information Network (ORPIN), and in the Daily Journal of Commerce in February 2020. A recommendation for contract award will be made to the College Board of Education at its April 2020 meeting if zoning requirements have been satisfied.

INTERIOR AND EXTERIOR BUILDING SIGNAGE

An Invitation to Bid for Interior and Exterior Building Signage will be advertised in February, on the college's Procurement Services Website, and on the State of Oregon Procurement Information Network (ORPIN). A recommendation for contract award(s) will be made to the College Board of Education at its March meeting.

CAPITAL PROJECTS REPORT

Prepared by

Rory Alvarez, Director—Facilities and Operations
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 the design team and Hydro Temp, the HVAC contractor, to complete classroom areas by no later than March 30, 2020. The project consists of new HVAC units as well as replacing all ducting on the second floor.
- **Agricultural Complex**
Both the construction management contractor and consultants are currently working to evaluate the cost of the project. The results determined that continued search for areas for cost savings will be necessary, with minimal affect to project scope. The college is still working with the construction manager/general contractor about value engineering options and hoping to start construction in early March.
- **Building 9 Boilers**
The college is working with Energy Trust of Oregon and PAE, an engineering consultant. A base of design has been created. New boilers have been ordered and should arrive on site during the last week of March.
- **Woodburn Department of Human Services (DHS) Tenant Improvements (TI)**
Plans have been issued and put out for bid. Bids are due in early February, with hopes to begin construction sometime in March. Work consists of two new classroom areas upstairs and some minor TI work on the DHS side of the campus.
- **Diesel Brooks Campus**
The college is working with architect and associated engineers on a potential lease opportunity in Brooks at the Red Steer Building. Needs of the program are being identified to hopefully have fully designed plans by the end of April.

CURRENT AND COMPLETED CAPITAL PROJECTS

- **Building 49 Restoration**
Restoration of multiple age-related issues have been completed in Building 49. Affected spaces have been turned back over to the programs.

See Appendix–2; Campus Map pages 89–90.

CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE REPORT

Prepared by

John Goodyear, Executive Director—Chemeketa Cooperative Regional Library Service
Manuel Guerra, Executive Dean—Student Development and Learning Resources
Jim Eustrom, Vice President— Instruction and Student Services/
Campus President-Yamhill Valley

The Chemeketa Cooperative Regional Library Service (CCRLS) report addresses activities in four areas: CCRLS Council; Polk, Yamhill and Marion (PYM) Librarians' Association; automation; and statistics.

COUNCIL ACTIVITIES

CCRLS Advisory Council met November 13, and January 8, on the Salem Campus. Reports were given on recent PYM meetings, current budget status, project status, and CCRLS. Grand Ronde Tribal Library was approved as a full member and the 2020–2021 budget was approved. Small wording adjustments were made to the membership application. Rebecca Hillyer is participating in working out a contract with the tribal legal group.

PYM LIBRARIANS' ACTIVITIES

Polk, Yamhill, and Marion (PYM) library directors met October 11, in Stayton; November 1, in Salem; December 6, at Mount Angel; January 3, in Jefferson; and February 7, in McMinnville. Grand Ronde full membership was approved. The 2020–2021 CCRLS budget was approved. Cataloging procedures for Library of Things items were approved. T-Mobile demonstrated mobile internet hotspots that Mount Angel will be circulating to patrons. The May meeting has been cancelled.

CCRLS ADMINISTRATIVE OFFICE

John Goodyear, executive director, is retiring and the process to find a replacement has begun. Janet Snowhill, Automated Library Systems Coordinator, is also retiring and the process has yet to start for her replacement. CCRLS has budgeted to create a new Communications and Marketing Librarian position to work on cooperative efforts as well as assisting individual libraries. The Keizer Library Task Force grant application to survey the community was denied by the Autzen Foundation. They are applying for a Library Services and Technology Act (LSTA) grant for the same purpose.

AUTOMATION

Progress with the portable radio-frequency identification (RFID) shelf readers continues at a very slow pace. Both test models are working and staff are waiting for the libraries to test and determine processes. Marcia Britnell, Computer Support Technician, is almost finished replacing all 60 Public Access Computing (PAC) computers that connect only to the online catalog in the libraries. David Bonham, Network Systems Administrator, completed a multi-year upgrade of the CCRLS network making it more efficient and secure.

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February 26, 2020

**FALL 2019 QUARTER 2 REPORT
OCTOBER, NOVEMBER, DECEMBER**

		Fall 2019 Quarter	Fall 2018 Quarter	Percent Change	FY 2019-20 Totals
Counts					
Patron		258,713	242,206	6.82%	-
Non-resident		42,389	39,457	7.43%	-
CARE cards		18,951	18,037	5.07%	-
Total Items		1,074,853	1,065,968	0.83%	-
Circulation Statistics					
Checkouts	100%	869,812	681,643	27.61%	1,829,781
Self-Check	28%	244,645	235,782	3.76%	533,743
Non-resident cards	14%	118,626	93,764	26.52%	243,885
CARE card	7%	59,096	44,271	33.49%	132,062
Small library collection		1,082	902	19.96%	2,229
Active Patrons		46,122	46,194	-0.16%	-
Holds Filled		115,832	111,174	4.19%	238,080
Interlibrary Loan					
Borrowed from outside		558	443	25.96%	1,267
Loaned outside		1,293	1,028	25.78%	2,228
Borrowed/Loaned within CCRLS		83,779	79,405	5.51%	171,966
Online					
Telephone renewal logins		313	893	-64.95%	844
Mobile app catalog visits		57,836	30,215	91.41%	114,974
Internet initiated catalog visits		114,177	1,088	10394.21%	267,485
CCRLS Catalog visits/sessions		156,092	180,307	-13.43%	329,912
CCRLS Catalog users		52,025	60,141	-13.49%	-
CCRLS Catalog searches		316,270	346,190	-8.64%	687,857
CCRLS Database use		9,646	10,548	-8.55%	20,313
CCRLS provided eVideo use		2,628	1,894	38.75%	5,043
CCRLS provided eBook use		102,014	89,301	14.24%	207,650
Administrative					
Telephone notices delivered		13,623	14,665	-7.11%	13,623
Text notices		27,457	26,501	3.61%	54,480
Printed notices		1,414	1,649	-14.25%	2,588
CCRLS Help desk resolution		334	298	12.08%	674
CCRLS Courier Deliveries		228,599	211,085	8.30%	464,142

*Incomplete

STUDENT SUCCESS DATA POINTS

Prepared by

Fauzi Naas, Director—Institutional Research
David Hallett, Vice President—Governance and Administration
Jessica Howard, President/Chief Executive Officer

The quarterly report on data points of course pass rates and completion in high enrolled courses will be presented to the members of the College Board of Education for review.

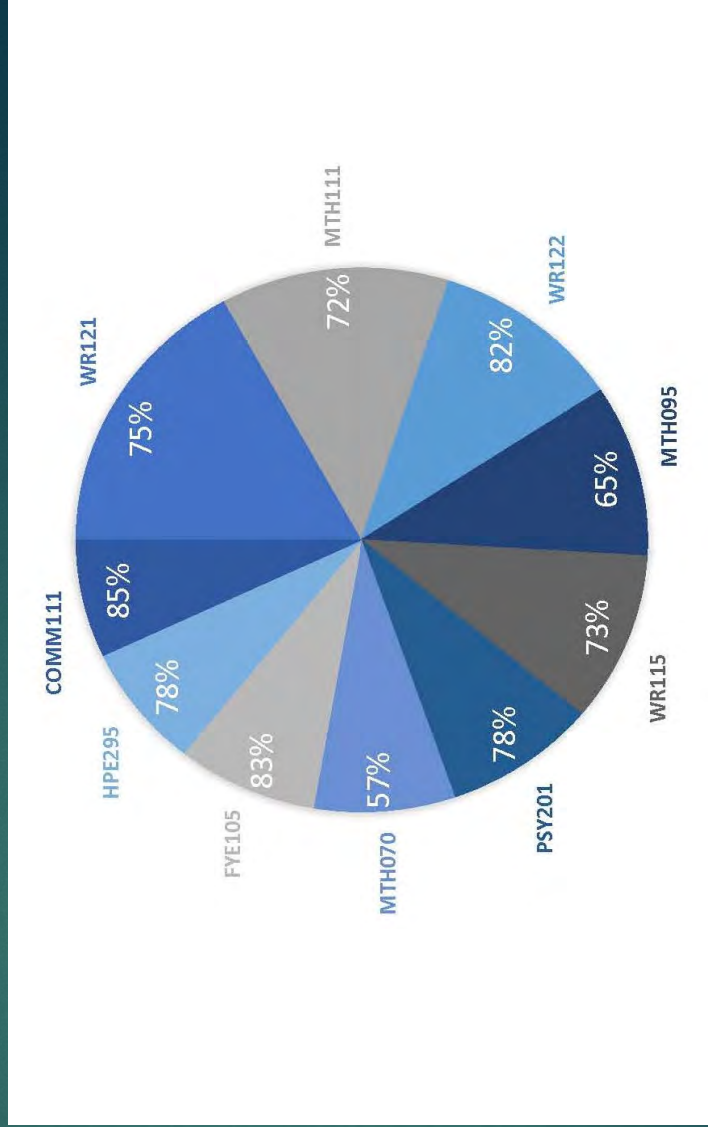


Student Success Data Points

PASS RATES IN HIGH ENROLLED COURSES

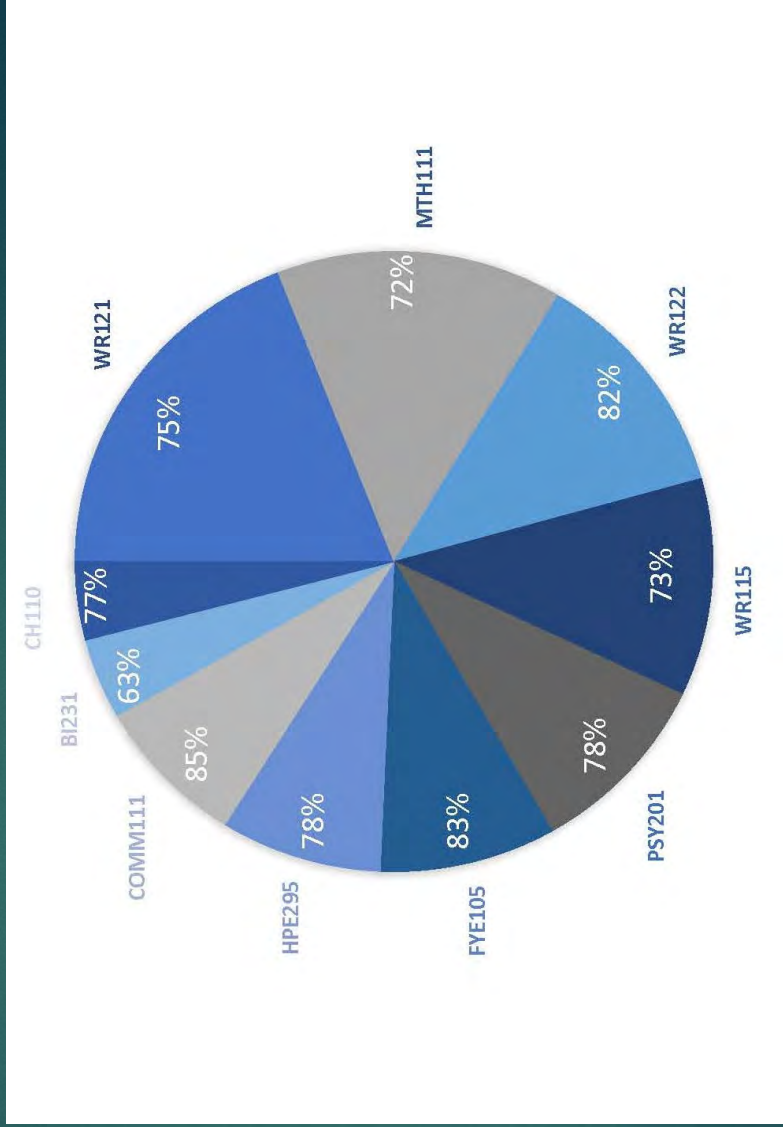
Top 10 High Enrolled Credit Courses – Collegewide

2018-19	
LDC	WR121 3,156 17%
LDC	MTH111 2,400 13%
LDC	WR122 1,999 11%
DEV ED	MTH095 1,893 10%
LDC	WR115 1,878 10%
LDC	PSY201 1,605 9%
DEV ED	MTH070 1,490 8%
LDC	FYE105 1,479 8%
LDC	HPE295 1,357 7%
LDC	COMM111 1,296 7%
	18,553



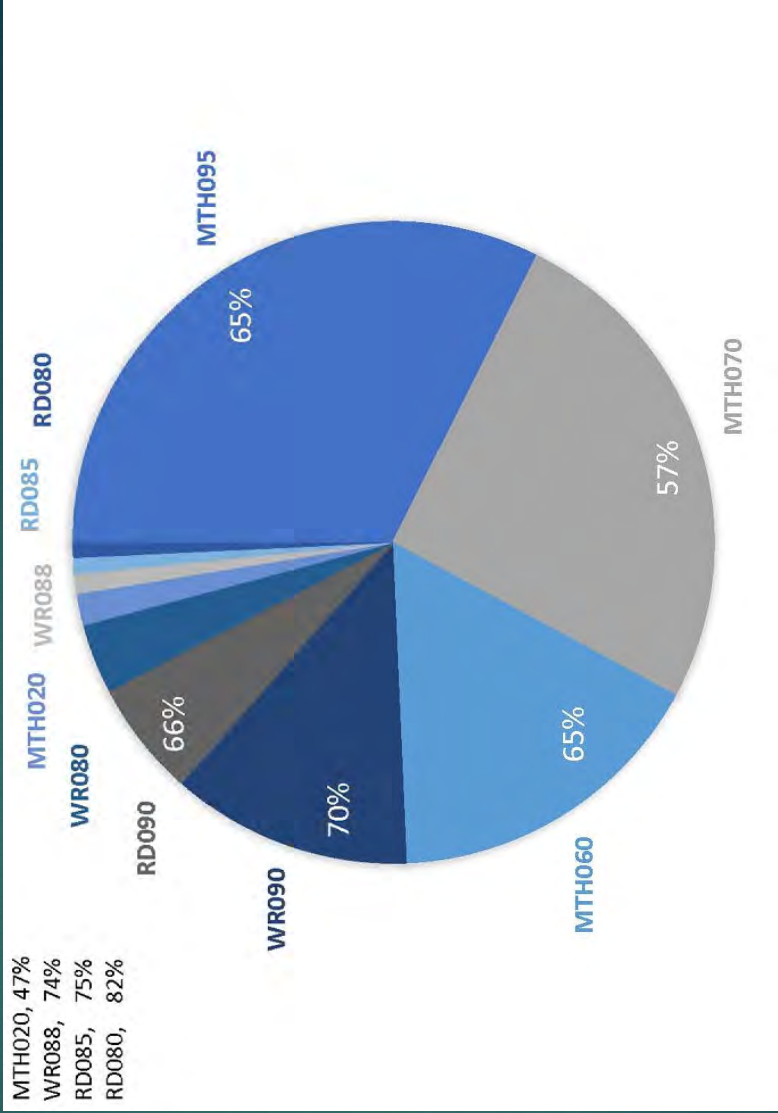
Top 10 High Enrolled Courses – Lower Division Transfer

2018-19	
WR121	3,156
MTH111	2,400
WR122	1,999
WR115	1,878
PSY201	1,605
FYE105	1,479
HPE295	1,357
COMM111	1,296
BI231	692
CH110	675
	16,537



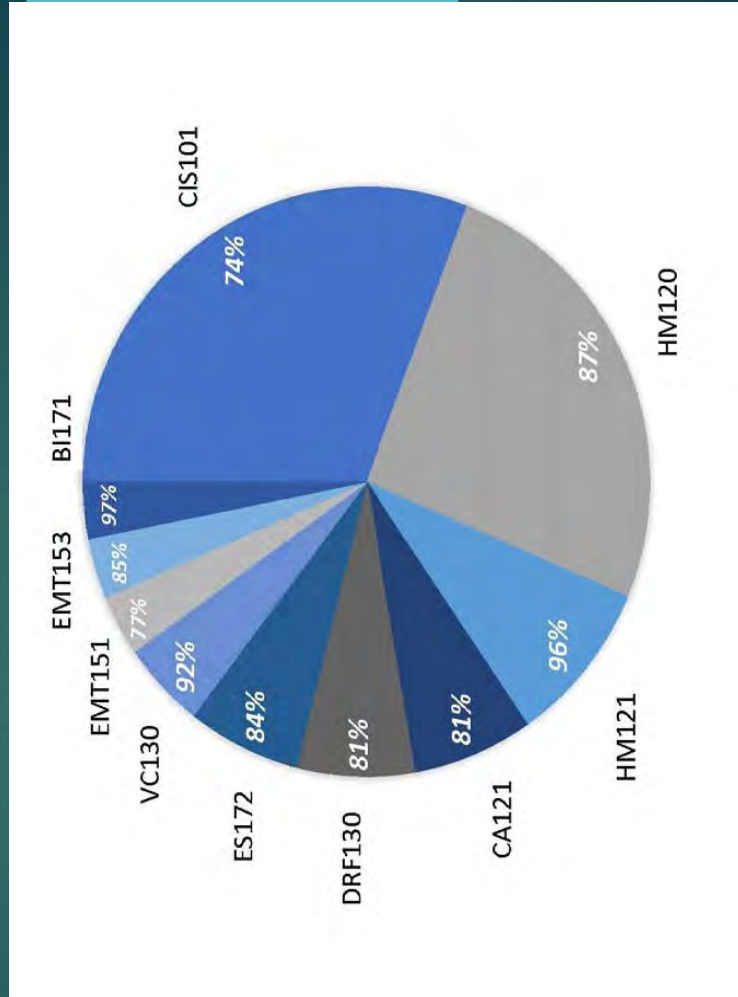
Top 10 High Enrolled Courses – Developmental Education

2018-19	
Course	Enrolled
MTH095	1,893
MTH070	1,490
MTH060	959
WR090	712
RD090	341
WR080	205
MTH020	93
WR088	58
RD085	47
RD080	45
	5,843



Top 10 High Enrolled Courses – Career Technical

2018-19	
CIS101	1,152
HM120	956
HM121	337
CA121	257
DRF130	253
ES172	241
VC130	179
EMT151	125
EMT153	123
BI171	117
	3,740



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February 26, 2020

Gender	BI231		CIS101		MTH070	
	% Pass	Total	% Pass	Total	% Pass	Total
Female	62%	543	75%	579	60%	862
Male	67%	146	72%	562	54%	614
Not Provided	33%	3	82%	11	50%	14
Grand Total	63%	692	74%	1152	57%	1490
Age Range	BI231		CIS101		MTH070	
	% Pass	Total	% Pass	Total	% Pass	Total
18-20	59%	292	71%	544	54%	668
21-25	63%	193	69%	233	56%	276
26+	70%	193	80%	332	62%	478
Under 18	57%	14	93%	43	63%	68
Grand Total	63%	692	74%	1152	57%	1490
Race/Ethnicity	BI231		CIS101		MTH070	
	% Pass	Total	% Pass	Total	% Pass	Total
American Indian	50%	4	79%	19	63%	19
Asian	70%	20	82%	17	57%	28
Black	14%	7	60%	10	50%	20
Hawaiian	33%	3	83%	6	36%	11
Hispanic	54%	220	71%	341	52%	479
Mixed	70%	30	73%	26	40%	55
Not Provided	71%	111	76%	284	63%	317
White	67%	297	74%	449	61%	561
Grand Total	63%	692	74%	1152	57%	1490
Socio- econ Status	BI231		CIS101		MTH070	
	% Pass	Total	% Pass	Total	% Pass	Total
Students who are not Pell-eligible	68%	204	73%	295	59%	287
Students who are Pell-eligible	57%	304	75%	553	56%	849
Students who did not complete a FAFSA	69%	184	72%	304	59%	354
Grand Total	63%	692	74%	1152	57%	1490

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.

SARA CSAKY, education faculty member, received the 2020 Dale P. Parnell Faculty Distinction Recognition. This award was established to recognize faculty members who make a difference in the classroom by demonstrating passion for students; shows willingness to support students inside and outside the classroom; and goes above and beyond what is required to ensure that students are successful in their academic endeavors. The awards will be presented at the 100th annual American Association of Community Colleges (AACC) Convention on March 29, in National Harbor, Maryland. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

For the third year in a row, CHEMEKETA CELLARS received multiple wine awards in the 2020 San Francisco Wine Competition (the nation's largest wine competition); over 6,700 wines were entered into this year's event. The awards and categories were: a Double Gold medal for the 2018 Sauvignon Blanc; Gold for Red Table Wine; two Silvers for 2016 Pinot Noir and 2017 Riesling; and a Bronze for the 2018 Viognier. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Thanks to TIFFANY BORDAN, counselor, who was the site coordinator for the Oregon Transfer Days on January 16. Representatives from more than 15 four-year colleges and universities were on campus to meet with students to discuss their programs, services, and admissions requirements. Approximately 140 students participated in this opportunity to learn more about the options for meeting their transfer goals. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with educational partners, businesses, and community groups.)*

KAREN STEVENS, counselor, presented a Self-Care workshop on January 28 to 46 students. This workshop featured helpful tips for student-parents (and other students) in managing stress, caring for themselves, and managing the multiple roles student-parents, working students, and other students face. Students participated in an art therapy project, learned mindfulness techniques and cognitive behavioral techniques to lower stress and meet life obligations more effectively. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

The Northwest Athletic Conference (NWAC) held an institutional program review of the college's athletic program on January 29. Thanks to the following faculty and staff who met with the site visitor: DAVID ABDERHALDEN, CASSIE BELMODIS, DON BRASE, MANUEL GUERRA, JESSICA HOWARD, KATE HOERAUF, PHILLIP HUDSPETH, PAM KNOX, JAMIE WENIGMANN, and RYAN WEST; along with a number of student athletes and coaches. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Standard Report-7
February 26, 2020

Thanks to LARRY CHEYNE, dean of Applied Technology and JOHNNY MACK, executive dean of Career and Technical Education, for helping the Oregon Community College Association (OCCA) coordinate Career and Technical Education (CTE) Day at the Capitol for the 17 community colleges in Oregon on Wednesday, February 5. A number of table displays and demos were set up inside the Capitol and outside were larger displays, vehicles, and equipment including a fire engine, medic unit, police car, maritime display, drones, ice sculpting, a portable welding display, ag sciences including our wine studies program, and a pizza oven. Thanks to PAUL DAVIS, MEGAN JENSEN, NATALIA EROFEEFF, MEGAN GONZALEZ, and many students from the Criminal Justice, Paramedic, Fire Science, and Wine Studies programs. (*Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.*)

The Student Success and Retention Conference was held on February 6–7, at the Sheraton in Portland. A number of employees gave presentations including CHRIS KATO and ADAM MENNIG on “Building Human Capital: Designing Curricula for Skilled Immigrant Learners”; PEGGY GREENE, (along with staff from other colleges around the state), on “Improving Access and Equity for Student Parents”; and JAMES GAPINSKI, (along with staff from other colleges around the state), on “Open Oregon Educational Resources.” (*Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with educational partners, businesses, and community groups.*)

The NURSING PROGRAM was honored as the No. 2 ranked school in the West for Associate degrees in nursing by NursingProcess.org. The ranking was determined using a formula that included acceptance and retention rates, first-time licensure pass rates, school reputation, and affordability. Chemeketa was the only Oregon college to make the top five. (*Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.*)

The HOSPITALITY AND TOURISM MANAGEMENT degree program was ranked 27 in the Top 60 and deemed Most Affordable by Intelligent.com. (*Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.*)

**APPROVAL OF PROPOSED STUDENT TUITION FOR 2020–2021
[19-20-135]**

Prepared by

Miriam Scharer, Vice President/Chief Financial Officer
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley
Jessica Howard, President/Chief Executive Officer

In January, the college administration presented a proposal to the College Board of Education for an increase in the per credit tuition and universal fee rates of \$11 per credit. Increases to out-of-state and international tuition were reflective of the increase to base tuition.

BACKGROUND

Each year the college reviews student tuition as part of the budget development process and the tuition recommendation is first brought to the board in January. In preparing the recommendation, the college balances the need for revenue to maintain levels of service with student access and enrollment priorities. The core theme of student success continues to focus the college to support initiatives, strategies, programs and operations that will positively impact targets for completion and student success.

REVISED TUITION-SETTING GUIDELINES

During the last academic year, the college administration recommended changes to tuition-setting guidelines to help align Chemeketa's rates for the coming years with our comparator colleges as determined by size and geographic proximity. The comparator institutions have been identified as: Clackamas Community College, Lane Community College, Linn-Benton Community College, Mt. Hood Community College, and Portland Community College.

In the revised guidelines, the college administration also introduced a differential fee model that addresses long-term financial sustainability of high-cost programs and courses. The differential fee rate was applied to programs and courses effective Fall 2019. The college's Executive Team established a set of criteria for determining the specific programs and courses that will include the differential fee rate and ensure that the additional fee will be identified to students applying for and enrolling in such programs or courses.

PROPOSED STUDENT TUITION AND UNIVERSAL FEE RATES FOR 2020–2021

While the state appropriation for the 2019–2021 biennium of \$640.9 million was the highest on record, the college continues to experience enrollment declines with an anticipated further decline next year. Chemeketa's enrollment levels now approximate the same level as in the mid-1990's. 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. While we invest in these efforts, we are aware that enrollment statewide is not expected to significantly increase in the coming years. The college expects further

Separate Action-2
February 26, 2020

expenditure increases due to the impact of negotiated agreements with employees, rising costs of Public Employee Retirement System (PERS), the impact of the State's Pay Equity law, rising minimum wage, and other unfunded mandates.

As the college administration formulates a tuition recommendation, it must consider its revised tuition setting guidelines, the college's financial position and factors such as the state appropriation to community colleges, enrollment trends, college costs and long-term financial sustainability.

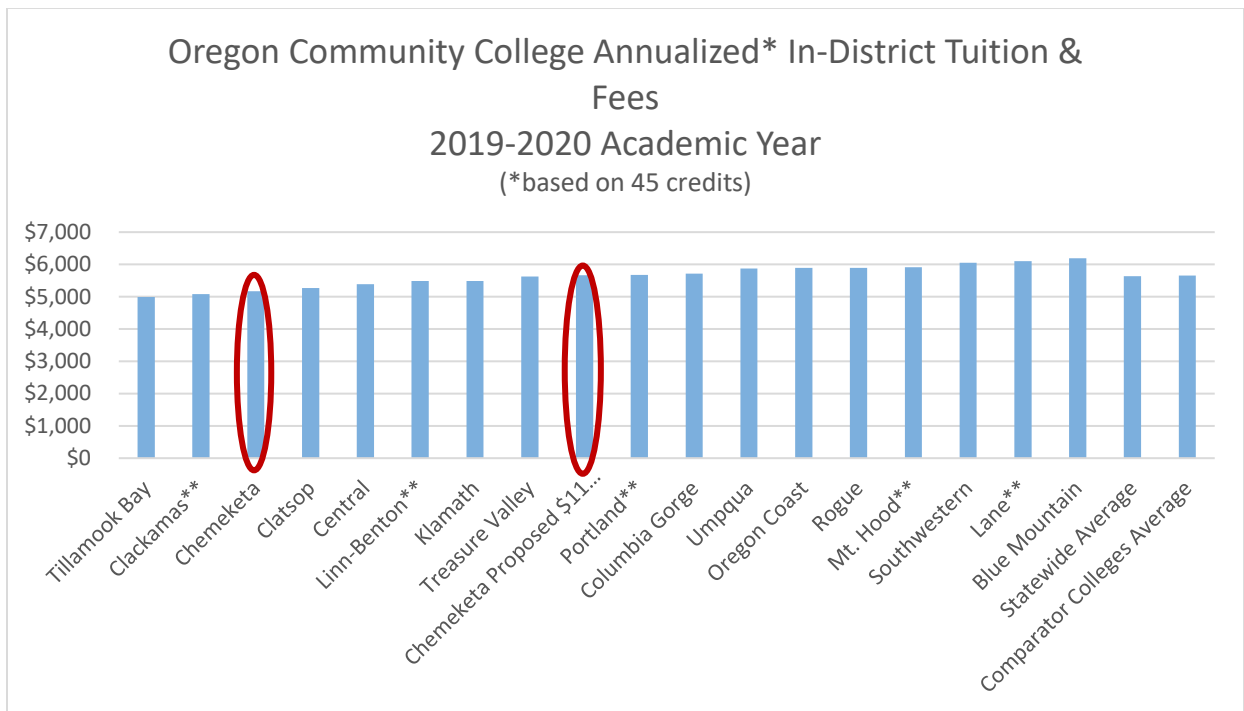
After a review of the college's projected financial position for this year (2019–2020) and next (2020–2021), the potential for legislative imposed tuition caps, and the commitment to realigning its tuition and universal fee rates; the administration is asking the board to consider the following increases effective summer term 2020:

- Tuition increase of \$4 per credit to \$95 per credit
- Universal fee (credit courses) increase of \$7 per credit to \$31 per credit
- Out-of-state and international tuition increase of \$4 per credit to \$259
- No change is recommended to the non-credit universal fee rate of \$0.40 per billing hour
- No change is recommended to the differential fee rate of \$5 per credit for high-cost programs and courses (note: the fee will be further implemented in this second year)

Rate	Current (2019–2020 per credit)	Increase per credit	Proposed (2020–2021 per credit)
Tuition	\$91	\$4	\$95
Universal Fee (credit courses)	\$24	\$7	\$31
Total per credit cost/increase	\$115	\$11	\$126
Out-of-State and International Tuition	\$255	\$4	\$259
Universal Fee (non-credit courses)	\$0.40 per billing hour	No increase	\$0.40 per billing hour (no change)
Differential Fee	\$5	No increase	\$5 (no change)
Annualized Cost of Attendance (based on 45 credits per year)	\$5,175	\$495	\$5,670

The college's current annualized in-district tuition and universal fee rate of \$5,175 is the third lowest among the state's 17 community colleges, and the second lowest of the comparator colleges, based on current year (2019–2020) rates.

Separate Action-2
February 26, 2020



**Comparator colleges

The proposed rate increases would increase the annualized in district tuition and universal fee rate to \$5,670, which would place the college within dollars of the statewide average and in the middle of the comparator colleges based on current year rates. Chemeketa will not know what other community colleges adopt as rates until later in the spring and therefore use current year as comparison data.

An increase of \$11 per credit hour would help the college maintain current service levels, invest in student success initiatives, offset increasing costs and provide a more secure long-term fiscal outlook for the college.

On February 12, 2020, the college held a Student Tuition Forum facilitated by Joel Gisbert, Civic Engagement Coordinator. College administrators in attendance included Jim Eustrom, Vice President of Instruction and Student Services/Yamhill Valley Campus President; Ryan West, Director of Financial Aid and Veterans' Services; and Miriam Scharer, Vice President/Chief Financial Officer of College Support Services. The proposed increase, an update on financial aid funding for next year, and other measures the college has taken to reduce the costs of attendance were shared. Approximately 25 students attended and asked thoughtful questions about the proposal.

It is recommended that the College Board of Education approve the following increases to become effective summer term 2020:

- Tuition increase of \$4 per credit to \$95 per credit
- Universal fee (credit courses) increase of \$7 per credit to \$31 per credit
- Out-of-state and international tuition increase of \$4 per credit to \$259
- No change is recommended to the non-credit universal fee rate of \$0.40 per billing hour
- No change is recommended to the differential fee rate of \$5 per credit for high-cost programs and courses (note: the fee will be further implemented in this second year)

**APPROVAL OF RESOLUTION NO. 19-20-20,
ADOPTING THE SUPPLEMENTAL BUDGET AND MAKING APPROPRIATIONS
[19-20-136]**

Prepared by

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

Local budget law 294.471 authorizes a supplemental budget when an occurrence or condition was not ascertained when preparing the original budget and requires a change in financial planning. When the amended expenditures contained in an individual fund differ by 10 percent or less from the most recent budget, the College Board of Education may adopt and appropriate the supplemental budget at a regular meeting.

In the 2018 Legislative session, a Public Employer's Retirement System (PERS) Employer Incentive Fund (EIF) was approved. Eligible agencies could apply for this fund with a commitment to depositing internal resources into a side account in PERS which will be used to reduce the PERS rate charged to the agency. The EIF matches 25 percent of the investment which is added to the side account. In December 2019, the college applied for, and was approved for a \$5,000,000 investment from our Debt Service fund. This investment will be matched with \$1,250,000 of funds from the State of Oregon EIF. The funds invested are a part of the college's Debt Service Fund designated to offset continuing PERS rate increases, PERS bonds and other debt obligations.

In order to accommodate the payment to PERS of the \$5,000,000 from the General Fund, an increase to the expenditure budget of \$5,000,000 is requested. The General Fund resources are also increased to allow for a transfer in from the Debt Service Fund. A related request includes adjusting the appropriation for the Debt Service Fund to allow for the transfer out to the General Fund.

Official action is requested to approve Resolution No.19-20-20 in order to adopt and appropriate a supplemental budget of \$5,000,000 for the General Fund for the fiscal year 2019–2020, bringing the total budget to \$95,660,000 plus the unappropriated ending fund balance of \$1,500,000 for a total General Fund budget of \$97,160,000, and the adjusted appropriation for the Debt Service Fund.

Separate Action-3
February 26, 2020

CHEMEKETA COMMUNITY COLLEGE
RESOLUTION NO. 19-20-20
ADOPTING THE SUPPLEMENTAL BUDGET AND MAKING APPROPRIATIONS

WHEREAS, ORS 294.471 requires the board to adopt a supplemental budget and make appropriations in certain cases,

WHEREAS, the College has been approved for an application to the Employer Incentive Fund associated with the Public Employees Retirement System, the Board of Education is requested to adopt at this time a supplemental expenditure budget of \$5,000,000 as stated below,

NOW BE IT RESOLVED, that for the fiscal year beginning July 1, 2019, and ending June 30, 2020, the amounts shown below are hereby appropriated for the purpose indicated within the funds listed:

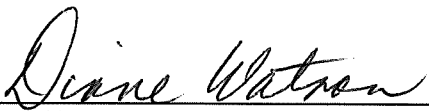
GENERAL FUND (adjusted 1/15/2020)	
President's Office	
Personnel Services	4,604,996
Materials and Services	1,044,765
Capital Outlay	<u>312</u>
Total President's Office	5,650,073
College Support Services	
Personnel Services	13,428,978
Materials and Services	5,573,244
Capital Outlay	60,910
Transfers	5,300,000
Special Payments	5,000,000
Contingency	<u>5,000,000</u>
Total College Support Services	34,363,132
Instruction and Student Services	
Personnel Services	52,844,648
Materials and Services	2,701,499
Capital Outlay	<u>100,648</u>
Total Instruction and Student Services	55,646,795
GRAND TOTAL GENERAL FUND	\$95,660,000

There is an unappropriated ending fund balance of \$1,500,000 for the General Fund

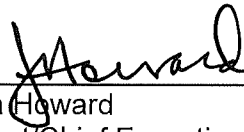
Separate Action-3
February 26, 2020

DEBT SERVICE FUND

Debt Service	35,500,000
Transfers	<u>5,000,000</u>
Total Debt Service Fund	40,500,000



Diane Watson
Board Chairperson



Jessica Howard
President/Chief Executive Officer



Date

Separate Action-3
February 26, 2020

CHEMEKETA COMMUNITY COLLEGE
FY2019-2020
SUPPLEMENTAL BUDGET
GENERAL FUND

<u>Description</u>	<u>As Adjusted</u> <u>1/15/2019</u>	<u>Supplemental</u> <u>Budget</u> <u>2/26/2020</u>	<u>Adjusted</u> <u>Budget</u> <u>2/26/2020</u>
State Sources	33,800,000	-	33,800,000
Current Local Taxes	21,780,000	-	21,780,000
Prior Local Taxes	540,000	-	540,000
Tuition	18,950,000	-	18,950,000
Fees	4,340,000	-	4,340,000
Indirect Recovery-Self Support	1,900,000	-	1,900,000
Interest	1,200,000	-	1,200,000
Miscellaneous	450,000	-	450,000
Transfer in from Self-Support	200,000	-	200,000
Transfer in from Debt Service	-	5,000,000	5,000,000
Beginning Fund Balance	9,000,000	-	9,000,000
 Total Resources	 92,160,000	 5,000,000	 97,160,000
 President's Office			
Personnel Services	4,604,996	-	4,604,996
Materials and Services	1,044,765	-	1,044,765
Capital Equipment	312	-	312
Total President's Office	5,650,073	-	5,650,073
 College Support Services			
Personnel Services	13,428,978	-	13,428,978
Materials and Services	5,573,244	-	5,573,244
Capital Equipment	60,910	-	60,910
Transfers	5,300,000	-	5,300,000
Special Payments	-	5,000,000	5,000,000
Contingency	5,000,000	-	5,000,000
Total College Support Services	29,363,132	5,000,000	34,363,132
 Instruction & Student Services			
Personnel Services	52,844,648	-	52,844,648
Materials and Services	2,701,499	-	2,701,499
Capital Equipment	100,648	-	100,648
Total Instruction & Student Services	55,646,795	-	55,646,795
 Unappropriated Ending Fund Balance	 1,500,000	 -	 1,500,000
 Total Expenditures	 92,160,000	 5,000,000	 97,160,000

Explanation:

Transfer from the Debt Service Fund for Employer Incentive Fund payment

Separate Action-3
February 26, 2020

CHEMEKETA COMMUNITY COLLEGE
FY2019-2020
ADJUSTMENT OF DEBT SERVICE FUND APPROPRIATIONS

As of February 26, 2020

	<u>As Adopted 6/26/2019</u>	<u>Adjustment Requested 2/26/2020</u>	<u>Adjusted Budget 2/26/2020</u>
Debt Service	40,500,000	(5,000,000)	35,500,000
Transfers		5,000,000	5,000,000
TOTAL	40,500,000	-	40,500,000

Explanation:

Transfer to the General Fund for Employer Incentive Fund payment

Action-1
February 26, 2020

**APPROVAL OF 2020–2021 PROPOSED BUDGET CALENDAR
[19-20-137]**

Prepared by

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

The tentative schedule for the development and approval of the 2020–2021 budget is attached. Budget committee meetings are scheduled in April.

It is recommended that the College Board of Education approve the 2020–2021 Proposed Budget Calendar.

Action-1
February 26, 2020

CHEMEKETA COMMUNITY COLLEGE
2020–2021 BUDGET CALENDAR

January 15, 2020	Board reviews budget calendar
February 26, 2020	Board approves budget calendar Board adopts resolution setting Budget Committee meeting dates
March 9, 2020– April 3, 2020	Publish legal notices of Budget Committee meetings
April 8, 2020 (6 pm)	Budget Committee meeting: Committee charge Election of Officers President's message Presentation of Budget–General Fund (Location: Salem Campus Board Room)
April 15, 2020 (4:30 pm)	Budget Committee meeting: Presentation of Budget–Other Funds Discussion and approval (Location: Salem Campus Board Room)
April 22, 2020	Optional Budget Committee meeting (Location: Salem Campus Board Room)
April 20, 2020– May 15, 2020	Publish Budget Summary and Notice of Budget Hearing
May 20, 2020 (7 pm)	Public Hearing on the Budget (Location: Salem Campus Board Room)
June 17, 2020	Board adopts the Budget Resolution Board declares Budget Committee vacancies (Location: Salem Campus Board Room)
July 15, 2020	Certify tax levy with county assessor

APPROVAL OF COLLEGE POLICIES #2340—EMERGENCY MESSAGES TO STUDENTS AND EMPLOYEES; #2350—EMERGENCY MANAGEMENT; AND #2420—TRAFFIC CODE AND PARKING [19-20-138]

Prepared by

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

EMERGENCY MESSAGES TO STUDENTS AND EMPLOYEES—POLICY #2340

This policy was last reviewed by the board in July, 2016. There is only one minor grammatical change in the first sentence.

EMERGENCY MANAGEMENT—POLICY #2350

This policy was last reviewed by the board in September, 2016. There is one change to the order of the bullets. The first bullet was moved below for a more logical flow.

TRAFFIC CODE AND PARKING—POLICY #2420

This policy was last reviewed by the board in September, 2016. There were two edits recommended to this policy. The edit in the first paragraph makes it consistent with the language used in other policies. The second edit in the last paragraph changes “storage” to “storing” vehicles.

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 are recommended for approval.

It is recommended that the College Board of Education approve college policies #2340—Emergency Messages to Students and Employees; #2350—Emergency Management; and #2420—Traffic Code and Parking to become effective immediately.

Administrative Series—2000

EMERGENCY MESSAGES TO STUDENTS AND EMPLOYEES

Chemeketa Community College recognizes that emergency situations will occur ~~which~~ that may require the college to contact students and employees. Emergency calls and situations will be handled per college Procedure #2340.

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 MANAGEMENT

Chemeketa Community College shall establish and maintain procedures for emergency management response and evacuation of college property in compliance with the U.S. Higher Education Opportunity Act of 2008.¹

Procedures shall be drafted and maintained by the college's Emergency Preparedness Committee and will include the following:

- ~~A statement that the institution will, without delay, and taking into account the safety of the college community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.~~
- A description of the process the institution will use to confirm that there is a significant emergency, determine who to notify, determine the content of the notification, and initiate the notification system.
- Procedures to immediately notify the college community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on college-owned or -controlled property.
- A statement that the institution will, without delay, and taking into account the safety of the college community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
- A list of the titles of the persons or organizations responsible for carrying out this process.
- Procedures for disseminating emergency information to the larger community.

October 19, 2011

Adopted by College Board of Education

July 24, 2013; September 21, 2016

Revised by College Board of Education

¹ The Handbook for Campus Safety & Security Reporting—2016 Edition.

Administrative Series—2000

TRAFFIC CODE AND PARKING

The Chemeketa Community College Board of Education adopts the most current Oregon Vehicle Code as the College Traffic Code (“regulations”) and appoints peace officers (public safety officers) to provide for the enforcement, control and regulation of traffic, and parking of vehicles on college-owned and/or -controlled property under the jurisdiction of the board.¹

The regulations may be enforced by the circuit, justice, or municipal court in the county in which the violation occurred in accordance with any governing agreement between the college and the city or county in which all or part of the college-owned property is located.

In addition, the regulations may be enforced administratively by the ~~C~~college Public Safety Office under procedures adopted by the college. Such enforcement may include administrative and disciplinary sanctions imposed including, but not limited to, reasonable fines upon employees, students, and visitors for violation of the regulations, including the reasonable fees for the cost of impounding and storageing of vehicles.

May 11, 1992

Adopted College Board of Education

March 15, 2000; December 17, 2002; March 15, 2006;
July 21, 2010; September 18, 2013; September 21, 2016

Revised College Board of Education

¹ ORS 341.300

**APPROVAL OF PRINTING OF CLASS SCHEDULES AND COLLEGE CATALOG
(INSIDE PAGES) AND BINDING OF ENTIRE COLLEGE CATALOG CONTRACT AWARD
[19-20-139]**

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 was advertised on January 27, 2020, on the college's Procurement Services Website and on the State of Oregon Procurement Information Network (ORPIN).

One proposal was received and opened immediately following the proposal closing on February 10, 2020, at 2 pm. The firm which submitted a proposal was:

Oregon Lithoprint Incorporated, McMinnville, OR

The proposal was determined to be responsive and subsequently evaluated in accordance with the solicitation document's evaluation criteria. Some of the evaluation criteria included: the firm's references, administration of work, project scheduling and coordination, cost and quality of samples.

It is recommended that the College Board of Education approve the award of the contract for the Printing of Class Schedules and College Catalog (Inside Pages) and Binding of the Entire College Catalog to Oregon Lithoprint, Incorporated, McMinnville, OR, the most responsive and responsible proposer, for an initial one-year term for an estimated amount of \$43,400. The contract may be extended for an additional four years, in one-year increments, with price adjustments by mutual agreement. The estimated contract value for a five-year contract, is \$217,000.

Action-4
February 26, 2020

**APPROVAL OF CONTRACT AWARD FOR PRINTING OF MARKETING AND
COMMUNICATION COLLATERAL
[19-20-140]**

Prepared by

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

**PRINTING OF MARKETING AND COMMUNICATION COLLATERAL FOR PROGRAMS AND
SERVICES**

A Request for Proposal for Printing of Marketing and Communication Collateral for Programs and Services was advertised on January 27, 2020, on the college's Procurement Services website and on the State of Oregon Procurement Information Network (ORPIN).

Three proposals were received and opened immediately following the proposal closing on February 10, 2020, at 2:30 pm. The firms which submitted proposals were:

DeWilde & Bassinger, Incorporated dba Selection Impressions, Salem, OR
Lynx Group, Incorporated, Salem, OR
Graphic Information Systems, Incorporated, Portland, OR

All 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 firm's references, administration of work, project scheduling and coordination, cost and quality of samples.

It is recommended that the College Board of Education approve the award of the contract for the Printing of Marketing and Communication Collateral to DeWilde & Bassinger, Incorporated, doing business as Selection Impressions, Salem, OR, the most responsive and responsible proposer, for an initial one-year term for an estimated amount of \$46,936. The contract may be extended for an additional four years, in one-year increments, with price adjustments by mutual agreement. The estimated contract value for a five-year contract, is \$234,682.

**APPROVAL OF BUDGET DEVELOPMENT AND FINANCIAL
FORECASTING SOFTWARE CONTRACT AWARD
[19-20-141]**

Prepared by

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

BUDGET DEVELOPMENT AND FINANCIAL FORECASTING SOFTWARE

A Request for Proposal for Budget Development and Financial Forecasting Software was advertised on the college's Procurement Services Website and the State of Oregon Procurement Information Network (ORPIN) on November 1, 2019.

Six proposals were received and opened immediately following the solicitation closing on November 18, 2019, at 2 pm. The firms that submitted proposals were:

eCapital Advisors, LLC and OpenGov, Bloomington, MN
Kaufman, Hall & Associates, LLC, Chicago, IL
Mythics, Incorporated, Virginia Beach, VA
Prophix Software, Incorporated, Mississauga, Ontario, Canada
Questica, Ltd, Huntington Beach, CA
Vena Solutions, Pleasanton, CA

Five 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 firm's background, history and performance; their enterprise software solution including position management, and budgeting and forecasting modules; and customer service and account management.

It is recommended that the College Board of Education approve the award of the contract for the Budget Development and Financial Forecasting Software, to Questica, Ltd, Huntington Beach, CA, the most responsive and responsible proposer.

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.

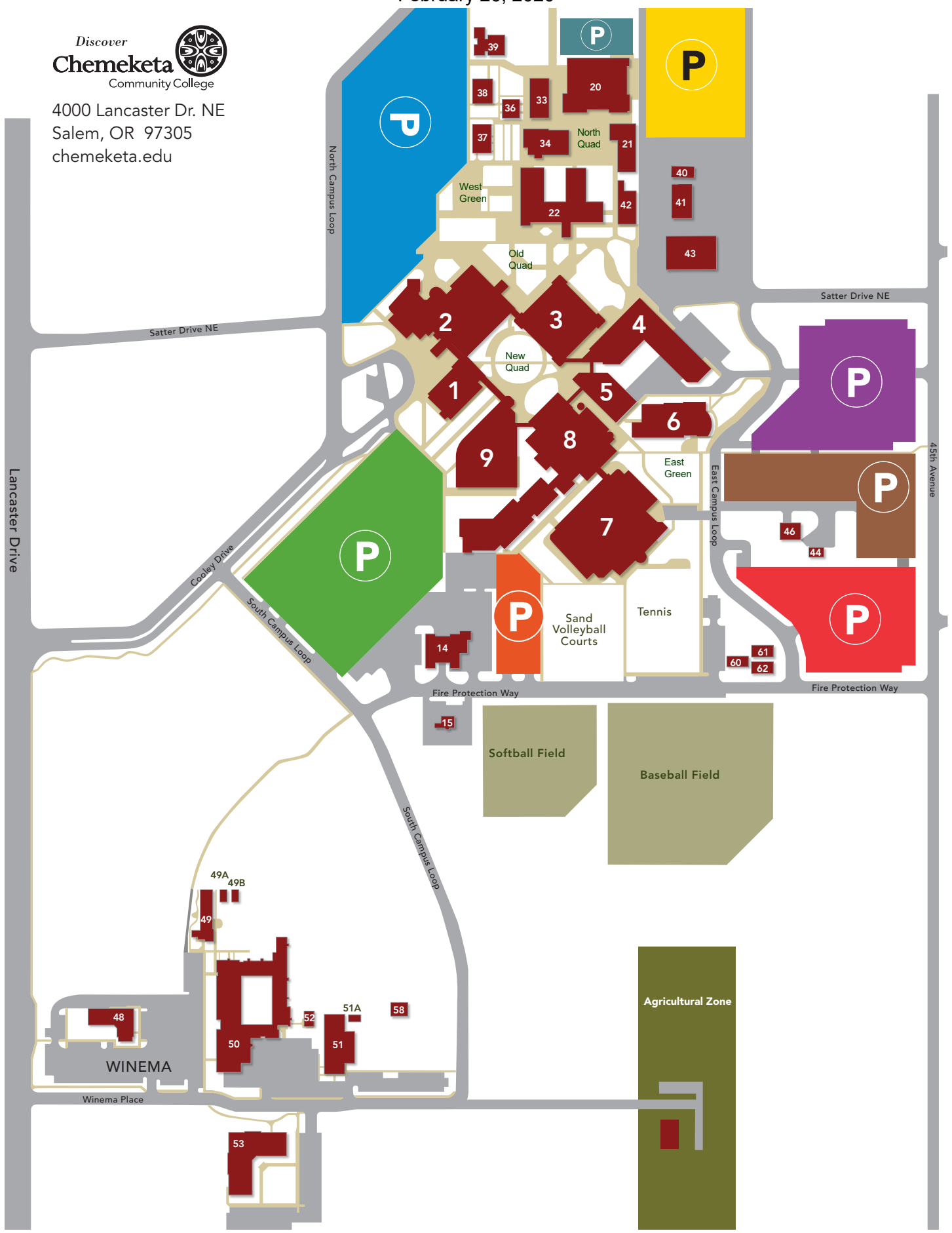
Innovation – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

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
February 26, 2020



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



Appendix-2
February 26, 2020

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

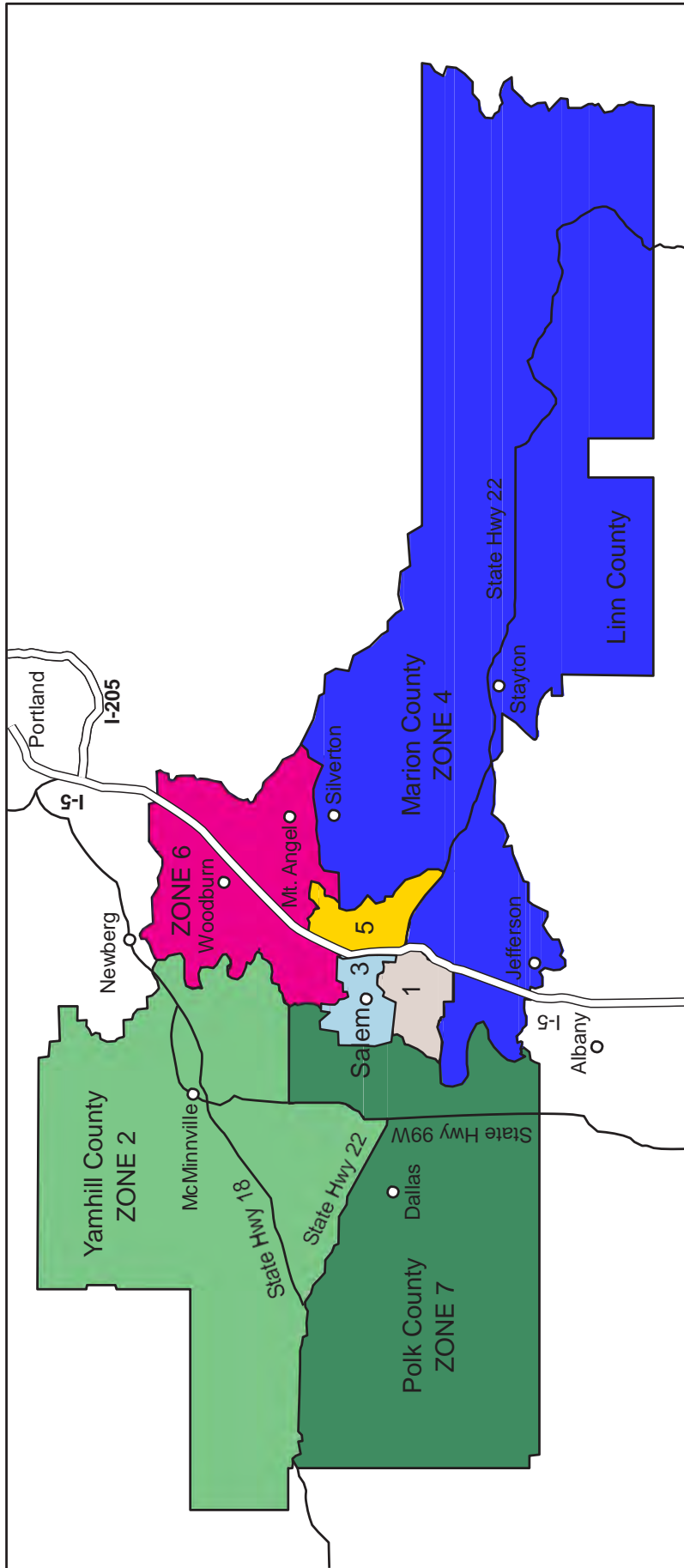
- Building 36—First floor
- Building 37—First floor
- Building 38—First floor
- Building 40—Second floor
- Building 50—First floor
- Building 51—First floor

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
February 26, 2020



2019–2020 Student Leadership Program

Mike Evans



Student Leadership Program

- Purpose
- Program Overview
- Accomplishments
- Student Leadership Teams



Purpose

The purpose of the Chemeketa Student Leadership Program is to provide an outstanding work-based program, that builds each students' leadership skills, contributes to Chemeketa's mission, and improves student success, persistence and graduation rates.

Program Overview

- The Student Leadership Program began 10 years ago with approximately 45 students
 - Currently over 180 students
 - 20 student teams and 25 supervisors
 - At Salem, Woodburn, Yamhill, and Polk
- Developed one process for all applicants
- Student Leadership Training – one day for all student leaders, and one day with individual teams
- Ongoing training each term

Program Overview–Continued

The Student Leadership Program has several objectives including:

- student success, retention and completion;
- creating real life and hands-on opportunities for students to get involved;
- meeting students educational expenses;
- and preparing students to succeed as they enter the workforce.

Departments & Supervisors

Associated Students of Chemeketa &
LGBTQ+ Safe Zone/Club Resource Ctr

- Joel Gisbert

College Access Programs Assistants

- Lupe Najar & Yesica Navarro

College Access Programs Tutors

- Angela Archer & Hayley Gibbs

College Assistance Migrant Program

- Liliana Landa-Villalba

Design OP

- Marie Hulett

High School Programs

- Bonni Booth

International Ambassadors

- William Velez

Library & Student Computer Center

- Mary Schroeder

Multicultural Student Services

- Linda Ringo-Reyna

Peer Assistants

- Erika Coker

Polk Center

- Glen Miller

Public Safety Office Assistants

- Tim Richardson

Retention Hub Mentors

- Grecia Garcia-Perez

Student Accessibility Services

- Thomas Lambert

Student Ambassadors

- Cristina Barba

Student-Parent Resource Center Assistants

- Peggy Greene & Kami Blackwell

Student Retention Assistants

- Michelle Limas & Grecia Garcia-Perez

Tutoring & Study Skills

- Adrienne Beebe, James Gapinski & Penny Feltner

Woodburn Peer Leaders

- Francisca Sandoval Juarez

Yamhill Valley Recruitment & Retention Student Leaders

- Claudia Gallegos

The Chemeketa Student Leadership Program supports the college's core themes of Access, Equity & Student Success:

- Access and Equity
 - Recruit students from diverse backgrounds
 - Diversity, Equity and Inclusion training
- Student Success
 - Monitor student progress
 - Work with class schedules (school first)
 - Develop strong workplace skills

Accomplishments:

- Student Leaders from Fall 2018–Fall 2019
 - There were 181 student leaders
 - 84% graduated, transferred, or persisted
 - 57 earned a degree at Chemeketa
 - 47 transferred to a four-year institution
- Average GPA Fall 2019 – 3.11

Student Leader Representatives

Linda Ochoa Delgado – CAP Tutor

Meriby Salgado Ydrac – International Programs

David Salas Perez – Student Computer Center

Jarret Whitenack – Advising Peer Assistants

Israel Cortez Ramirez – Associated Students of Chemeketa

Jennifer Rojas – Retention Hub Mentors

Courtney Myatt – Yamhill Valley Campus

Cesar Chavez – STEPS



CAP Tutors



International Programs



Student Computer Center



Advising Peer Assistants



Associated Students of Chemeketa



Retention Hub Mentors



Yamhill Valley Recruitment



STEPS

Questions?

Connie Riecke, Instructional Specialist, Nursing Programs

As of January 31, 2020 Connie is retiring from Chemeketa after almost 32 years. Connie also served many years as a classified representative on the Insurance Task Force for the college. CCA thanks Connie for the years of service to classified employees!

Connie Recalls, "So many memories....some I can still remember vividly even after 33 years. Serving on committees like Inservice, Chemeketa Foundation events, and the annual holiday potluck are some of my favorite memories. Chemeketa's holiday potlucks were famous for bringing the campus together and was a time that really felt like family and holidays."

In 2011 the Health Science building was reopened and dedicated, but the real work began two years before. As part of the planning and design team for the new building it was a challenging experience and equally rewarding to bring the new spaces and labs to life. The continued growth of the Health Science departments and new programs has continued to challenge Connie to create new labs and learning spaces for various nursing programs. Connie says, "It has been very rewarding to be part of the Health Science department leading the way for students and graduates into a career in healthcare. My future will always be to support Chemeketa's mission in our community."

In retirement Connie plans to travel, seek new adventures and attend a few more concerts.

Volunteers of the Year

Gary Heer was chosen as the community recipient of the 1993 Chemeketa Community College Foundation Volunteer of the Year Award.

Gary has been on the Chemeketa Community College Foundation Board since 1983. He has served as the Foundation President, and for many years he provided steady leadership and inspiration for the Board of Directors. He is currently on the Board Development Committee and the Golf Tournament Committee. He has always been extremely supportive of the golf tournaments sponsored by the Foundation and has always recruited at least two golf teams.

Gary has a quiet, but very powerful presence. He is a genuine ambassador for the Chemeketa Foundation. Gary is chairman of the Marion County Board of Commissioners. Among his many other activities, he serves as chairman of the 1994 YMCA Youth Donors Drive.

Gary Heer

Connie Riecke in the nursing department at Chemeketa was chosen as the staff recipient for the 1993 Volunteer of the Year Award. She was chosen for her outstanding job decorating for many Foundation events.

The two most recent events showcasing her many talents were the Moonlight and Roses event and the Wild, Wild West Auction. Connie is always willing to go above and beyond to help make Foundation events successful.

Connie Riecke

