A large, stylized fish logo in shades of green and yellow, positioned on the left side of the page. The fish is facing right and has a circular eye. The background is a gradient of yellow and green.

Regular Meeting

April 15, 2020

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

BOARD OF EDUCATION

Regular Meeting

April 15, 2020

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

I. Regular Session 5:30 pm Remote Audio/Web Conferencing

Link to view Live Stream:

https://video.chemeketa.edu/media/Chemeketa+Public+Events+Live+Stream/0_0qm1mk6j

A. Call to Order

B. Roll Call

C. Comments from the Audience

D. Approval of Minutes—Regular Board Meeting of March 18, 2020 1–7

E. Reports

1. Reports from the Associations

a. Riley Dunagan	Associated Students of Chemeketa (ASC)	8
b. Justus Ballard	Chemeketa Faculty Association	9
c. Terry Rohse	Chemeketa Classified Employees Association	10
d. Adam Mennig	Chemeketa Exempt Employees Association	11

2. Reports from the College Board of Education

F. Information

1. Budget Committee Member Selection Process for 12

Vacancies in Zones 2, 3, and 7 for 2020–2023

David Hallett, Vice President—Governance and Administration

2. College Policies #3010—Reduction of/_or Leave of 13–16

Absence from Contract; #6620—Food Services; and

#6630—Vending Program

Jessica Howard, President/Chief Executive Officer

3. Proposed Schedule of College Board of Education Meetings 17
for 2020–2021

David Hallett, Vice President—Governance and Administration

4.	Presidential Evaluation Process Diane Watson, Chair—Board of Education		18–23
5.	Suspension of Accounting Baccalaureate Preparation Certificate of Completion Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley		24
G. Standard Reports			
1.	Personnel Report David Hallett, Vice President—Governance and Administration		25
2.	Budget Status Report Miriam Scharer, Vice President/Chief Financial Officer		26–30
3.	Capital Projects Report Miriam Scharer, Vice President/Chief Financial Officer		31
4.	College Advancement Report January 2020–March 2020 David Hallett, Vice President—Governance and Administration		32–37
5.	Winter Term Enrollment Report David Hallett, Vice President—Governance and Administration		38–40
6.	Recognition Report Jessica Howard, President/Chief Executive Officer		41
H. Separate Action			
1.	Approval of Revised 2020–2021 Proposed Budget Calendar Miriam Scharer, Vice President/Chief Financial Officer	[19-20-151]	42–43
I. Action			
Consent Calendar Process (Items will be approved by the consent calendar process unless withdrawn at the request of a member of the board. Item or items requested to be removed by a member of the board will be removed from the consent calendar by the chairperson for discussion. A separate motion will then be required to take action on the item in question.)			
1.	Approval of College Policies #2430—Occupational Health & Safety/ <u>and</u> Environmental Protection; #2450—Lost and Found; and #2460—Keys and Access Cards Jessica Howard, President/Chief Executive Officer	[19-20-152]	44–47
2.	Approval of College Policy #5135— Mandatory Student- Initiated Fee Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley	[19-20-153]	48–50
3.	Approval of 2020–2021 Faculty Sabbatical Leave Requests Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley	[19-20-154]	51–52
4.	Approval of Emergency Medical Technician (EMT) Certificate of Completion Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley	[19-20-155]	53–54

5. Approval of Crop Health Certificate of Completion Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley	[19-20-156]	55–56
6. Approval of Grants Awarded January 2020–March 2020 David Hallett, Vice President–Governance and Administration	[19-20-157]	57
7. Acceptance of Program Donations January 1, 2020 through March 31, 2020 David Hallett, Vice President—Governance and Administration	[19-20-158]	58–59
J. Appendices		
1. Mission – Vision – Values – Core Themes		60
2. Campus Map		61–62
3. District Map		63
K. Future Agenda Items		
L. Board Operations		
M. Adjournment		

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

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

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

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

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

Minutes
April 15, 2020

APPROVAL OF BOARD MINUTES

Prepared by

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

Minutes of the board meeting of March 18, 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.

Minutes
April 15, 2020

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

March 18, 2020

I. REGULAR SESSION

A. CALL TO ORDER

Ed Dodson, Vice Chair, called the meeting to order at 5:30 pm. The meeting was held in the Board Room, Building 2, Room 170, at the Salem Campus.

B. PLEDGE OF ALLEGIANCE

Ed Dodson led the group in the Pledge of Allegiance.

C. ROLL CALL

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

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: Justus Ballard, Chemeketa Faculty Association (by phone); Terry Rohse, Chemeketa Classified Association (by phone); and Adam Mennig, Chemeketa Exempt Association (by phone). Absent: Riley Dunagan, Associated Students of Chemeketa (ASC).

Jessica Howard announced that the board meeting is being conducted via Zoom by audio only. Callers were asked to mute their phones to block background noise and to unmute only if they plan to speak. This modality is the result of the COVID-19 situation and the college is observing the social distancing protocol of six feet between individuals. Jessica thanked everyone for making these accommodations.

D. AUDIENCE INTRODUCTIONS

Introductions were made.

E. COMMENTS FROM THE AUDIENCE

Ed Dodson noted for the purpose of this meeting, no live public testimony was accepted; however, email or written public testimony will be accepted by the board secretary and it will be included in the record and the meeting minutes. There were no comments from the audience.

F. APPROVAL OF MINUTES

Ken Hector moved and Ron Pittman seconded a motion to approve the minutes of February 26, 2020.

The motion CARRIED.

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G. REPORTS

Reports from the Associations

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

Reports from the College Board of Education

No verbal reports from the board; board members to submit written verbal reports to the board secretary.

H. INFORMATION

Oregon Community College Association (OCCA) Update

Cam Preus, executive director of OCCA, reported for the last two weeks, she and OCCA have been dealing with COVID-19 and the impact on the state, but specifically on Oregon community colleges. Daily conference calls have been held with community college presidents and staff; and Ben Cannon, executive director of the Higher Education Coordinating Commission (HECC). However, Debbie Koresky, budget director and interim post-secondary policy director from the Governor's Office was invited to join in on the call yesterday to talk about the financial impact that is expected. The calls also discuss operational issues such as sharing spring break plans; starting a week later to allow faculty to convert classes to online or hybrid delivery; ideas for students who do not have wifi or access to a computer at home, etc. Ben Cannon drafted an executive order for community colleges and universities to move to teaching 100 percent online through the end of April, and it will reflect some allowances for community colleges about essential functions and which CTE courses will be allowed under strict social distancing guidelines. While Cam and her OCCA staff have been busy compiling information and responding to numerous emails related to COVID-19, she applauded community college presidents and administrators who face the many difficult decisions about the transitions needed to serve students and the community during these unpredictable times and also keeping in mind the health and safety of students, staff, faculty and the community. Cam acknowledged Ed Dodson for his dedication and positive force and Jessica Howard for her past leadership at the Portland Community Southeast Campus, and now as president at Chemeketa Community College.

Cam reported last year OCCA updated their one-year strategic plan into a five-year strategic plan, and they also adopted a new vision statement which reads: "Oregon community colleges are deeply engrained in their communities. They are focused on being student-ready and dedicated to equitable student success, and we do that through the elimination of achievement gaps, narrowing economic disparities, and preparing students to engage with the world they will encounter."

The three goals of OCCA are:

1. To get adequate resources so that community college can accomplish their mission.
2. To make sure our organization is organized in a way to get our work done and engage our board members.
3. To be able to increase equitable student success

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OCCA is currently working on the 2020–2021 legislative session; hunger and housing insecurity; transfers with university partners to ensure students don't lose credits when they transfer; cybersecurity; and applied baccalaureate. Other activities include legislative advocacy, policy research, board training, and publications. Cam referred to a handout, "Oregon's Community Colleges by the Numbers," and noted it was distributed at the January Oregon Business Talent Summit. Cam conveyed thanks to Jessica for compiling a success story from each community college that is listed on the reverse side of the handout. Cam was thanked for her presentation and her leadership.

College Policies #2430, Occupational Health & Safety/ and Environmental Protection; #2450, Lost and Found; and #2460, Keys and Access Cards

Reporting in place of Rebecca Hillyer, David Hallett presented three policies which were reviewed by the President's Advisory Council. There were no questions. The policies will be brought back next month for board action.

College Policy #5135, Mandatory Student-Initiated Fee

Jim Eustrom reported the changes in this policy were made to align with the ORS statute. Miriam Scharer noted the most significant change is deleting the word "mandatory" in the title and throughout the policy except where it appears in the ORS statute. It is not mandatory that the college have a student-initiated fee; however, it is mandatory that the college have a policy that allows student government to propose a student-initiated fee. Neva Hutchinson asked if this would be included in the annual audit and what is the oversight of these fees. Miriam said all of the revenues collected would be in the general ledger and would be part of the standard audit work. The procedure includes that if a student-initiated fee was approved by the board, the student committee would need to present a budget status to the board in October on how much revenue has come in and how much has been expended.

2020–2021 Faculty Sabbatical Leave Requests

Jim Eustrom presented for co-chairs Kevin Dye and Theresa Yancey of the Sabbatical Review Committee. Jim reported nine faculty requested 19 terms of sabbatical leave out of the 25 available terms. Jim referred to the descriptions of each sabbatical in the written report from the following faculty: Justus Ballard, English (three terms); Sheeny Behmard, Math (one term, winter); Karen Bledsoe, Life Science (one term, fall); Kim Colantino, English/Liberal Arts (one term, fall); Ben Frankamp, Physical Science, (three terms); Alissa Hattman, Academic Development (three terms); Mandy Reininger, Computer Information Systems (three terms); Dr. Jan VanStavern, English (one term, spring), and Patrick Williams (Philosophy/Religion, three terms).

Jim pointed out that Mandy Reininger applied for a sabbatical last year; however, she was not able to take the sabbatical because of program need due to two retirements in the Computer Information Science program. Board approval will be requested next month.

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Emergency Medical Technician (EMT) Certificate of Completion

Johnny Mack, via phone, stated the report stands as written. This work was done at the state consortium level and is consistent with what other community colleges are doing for an EMT basic certification.

Crop Health Certificate of Completion

Holly Nelson, via phone, said the report stands as written. This certificate is part of the Horticulture program and the jobs would be in the areas of grounds keeping, parks and recreation, and nurseries. Board action will be requested in April for both the EMT and Crop Health certificates.

I. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written.

Budget Status Report

Miriam Scharer said the report stands as written.

Capital Projects Report

Miriam Scharer said the report stands as written.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

Terry Rohse commended the administration and everyone who is dealing with COVID-19 and the huge amount of planning involved to keeping the college going and preparing for spring term. Terry appreciates that the associations have been informed and involved. Justus Ballard and Adam Mennig seconded Terry's comments. Jackie Franke agreed and has appreciated the informational emails from Jessica.

J. SEPARATE ACTION

Approval of Retirement Resolutions No. 19-20-21, Elaine M. Kevorkian; and No. 19-20-22, John M. Goodyear [19-20-142]

Neva Hutchinson read the retirement resolution for Elaine M. Kevorkian for her 37 years and one month of service.

Ken Hector read the retirement resolution for John M. Goodyear for his 11 years of service.

Ken Hector moved and Neva Hutchinson seconded a motion to approve the retirement resolutions for Elaine M. Kevorkian and John M. Goodyear.

The motion CARRIED.

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Resolution No. 19-20-23, Approval of Appointment of Budget Committee Member for Zone 6 [19-20-143]

Ken Hector moved and Ron Pittman seconded a motion to approve Resolution No. 19-20-23, appointment of Jenne Marquez to complete the remainder of the vacant three-year term as the representative to the Budget Committee for Zone 6

The motion CARRIED.

Approval of Resolution No. 19-20-24, Chemeketa Community College Board of Education Declaring Emergency Conditions Exist at Chemeketa Community College and Granting Authority to Take Any and All Necessary Actions to Prepare and Respond Effectively to the Novel Coronavirus (COVID-19) [19-20-150]

Ken Hector said this resolution would put the college in a good position to be nimble and react quickly to anything that should arise. Jackie Franke questioned the statement that, "WHEREAS the foregoing circumstances are anticipated to remain in effect for at least 30 days." Jessica pointed out on the last page under "Effective Date," it says the resolution is effective immediately upon adoption and shall remain in effect until August 31, 2020, unless extended.

Ed Dodson thanked Cam and OCCA for drafting the language for the resolution.

Ken Hector moved and Neva Hutchinson seconded a motion to approve Resolution No. 19-20-24 as presented.

The motion CARRIED unanimously.

Neva Hutchinson thanked the staff, faculty, and associations for being proactive during this time. Ed Dodson thanked Jeannie Odle and Nette Abderhalden for modifying the agenda and setting up the meeting so staff and board members can call in.

K. ACTION

Ron Pittman moved and Ken Hector seconded a motion to approve action item Nos. 1–6:

1. Approval of College Policies #5030, Academic Standing [19-20-144]
2. Approval of College Policies #4015, Class List and Registration Policy and #4050, Course Offerings for Secondary Schools [19-20-145]
3. Approval of Suspension of Juvenile Corrections Statewide Certificate of Completion [19-20-146]
4. Approval of Suspension of Dental Assisting Certificate of Completion [19-20-147]
5. Approval of Dental Assisting Certificate of Completion [19-20-148]
6. Approval of Interior and Exterior Building Signage Contract Award [19-20-149]

The motion CARRIED.

L. APPENDICES

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

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M. FUTURE AGENDA ITEMS

None were heard.

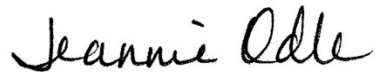
N. BOARD OPERATIONS

None were heard.

O. ADJOURNMENT

The meeting adjourned at 6:19 pm.

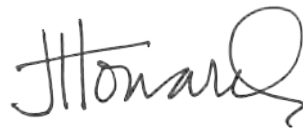
Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

April 15, 2020

Date

ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

Prepared by

Riley Dunagan, ASC Executive Coordinator

ASC CURRENT EVENTS

Virtual Student Engagement

- Members of ASC will be engaging with students through various sources of social media and online communication platforms including Instagram, Facebook, and email. Additionally, ASC will be sending out a biweekly newsletter with information about Chemeketa services and online activities that students will have an opportunity to engage.

ASC Listening Sessions

- In an effort to increase virtual student activity, ASC will be holding multiple student listening sessions per week using Zoom throughout spring term. ASC will be using the listening sessions to help students navigate online learning, address any needs or concerns, and answer any other questions they may have.

Men's Wellness Group

- The Men's Wellness Group is facilitated by Joel Gisbert (Civic Engagement Coordinator) and will be meeting weekly with Zoom. The group is focused on providing students with a more positive outlook on life while creating a strengthened support system among their male college peers.

ASC FUTURE EVENTS

Council of Clubs

- Sam Brennan (Student Club Coordinator) will be holding the spring term Council of Clubs on April 24, using Zoom. Currently, Sam is contacting club presidents to discuss their plans for spring term.

CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Justus Ballard, President—Chemeketa Faculty Association

SPRING OF COVID-19

There is far too much to report. The impact of the pandemic and the campus closure on faculty has been wide-ranging and varied.

Some faculty have quite a bit of experience teaching all of their classes online. Some faculty have some experience teaching some classes online, but not the ones they are teaching this term. Some faculty have no experience teaching online, and are in the position of having to build and teach their classes at the same time they are learning how to build and teach their classes.

Some faculty teach classes that require a face-to-face component and have had to make plans to provide that face-to-face instruction at some point after the term ends, even though no one knows for certain when it will be safe to reopen the campus. And some faculty teach classes that had to be canceled because there was no viable way to convert them into an online-only format.

While faculty are trying to navigate this new reality in their lives, they are also trying to help their students adjust. The majority of Chemeketa students were not planning on taking their courses online, and many of those students are understandably anxious (and not just about their educations).

It would be wrong to end this report without acknowledging the good work being done by the faculty and other employees working in the Center for Academic Innovation. They have been providing help and comforting reassurance to everyone who is struggling with converting their face-to-face courses for remote delivery.

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

- On March 2, 2020, Timothy Weber was hired for the position of Instructional Coordinator/Analyst II (Agricultural Sciences department).
- On March 9, 2020, Jesus Sanchez was hired as Department Technician I (Student Retention & College Life department).
- On March 23, 2020, Lauren Corwin was hired as Technology Analyst II (Enrollment Services department). Lauren began working at Chemeketa as a part-time hourly employee in 2012, then left in 2013, to pursue a Master's degree at OSU. Lauren says, "I have been at OSU until now. I have three step children between the ages of 17 and 22 and all three are home from college/ high school and staying with us during quarantine (plus an additional cousin), so it's a full house!"

NEW POSITIONS

- On March 2, 2020, Shaunah Steele was promoted from Department Specialist (B3) classified position in Health Sciences to Coordinator (Health Sciences department), an exempt position. Congratulations to Shaunah!
- On March 6, 2020, Elaina Martushev resigned as Department Technician II in College Support Services. Elaina worked at Chemeketa for over six years. Elaina accepted a work opportunity at a local care facility utilizing her degree in Social Work. Congratulations, Elaina!
- On March 16, 2020, Bonni Booth resigned as Student Services Specialist for Chemeketa's High School Partnerships program and accepted a faculty position as the Grant County 4H Program Coordinator/SNAP educator at Oregon State University. Bonni is very excited for this opportunity!

WORKING REMOTELY

As the college moves to a remote learning and student services structure for spring term, the CCA Executive Team appreciates being involved at each step of the way. Regular conversations and decision-making opportunities have enabled the association leaders to be able to answer questions that have come up in many different office areas and departments. Thank you!

Report-1d
April 15, 2020

CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

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

The exempt board will soon be scoring scholarship applications and awarding several \$1,000 scholarships to Chemeketa students, hopefully during the months of April and May. The association is very proud to be able to award these scholarships. The funds are collected from dues, fundraising efforts and through the generosity of exempt employees who donate to the fund by giving monthly.

Board members will meet remotely to discuss recruiting new exempt board members for next year.

**BUDGET COMMITTEE MEMBER SELECTION PROCESS FOR
VACANCIES IN ZONES 2, 3, AND 7 FOR 2020–2023**

Prepared by

David Hallett, Vice President—Governance and Administration

Budget Committee positions for Zones 2, 3, and 7 expire June 30, 2020. In compliance with board policy number 1170, the following appointment process is recommended for Zones 2, 3, and 7.

ACTION NECESSARY UNDER BOARD POLICY/PROCEDURE NUMBER 1170

Barbara Nelson, Zone 2	Must advertise*
Joe Van Meter, Zone 3	Must advertise*
Don Patten, Zone 7	Must advertise*

BUDGET MEMBER SELECTION TIMELINES AND PROCESS

Openings Announced to Board of Education	April 15
Approval of Selection Process and Timelines	May 20
Legal Notice Published	By or before June 19
Deadline for Applications to the President’s Office	July 24
Application Screening	TBD
Appointment of new Budget Committee Members	TBD

* Procedure 1170 states that a position filled by an incumbent who has served more than four years must be advertised; however, the incumbent may reapply if they wish to continue. Incumbents Barbara Nelson, Zone 2; Joe Van Meter, Zone 3; and Don Patten, Zone 7, have all served for more than four years. In compliance with Procedure 1170, Zones 2, 3, and 7 must be advertised.

* Procedure 1170 calls for the Board Chair to appoint a subcommittee of three (3) board members when a public notice is issued for a position or to recommend the reappointment of an incumbent committee member who has served four years or less. It is suggested that the subcommittee responsible for screening applications include board members from the zones where Budget Committee openings exist and one other board member, if needed.

The College Board of Education will be asked to approve the appointment process and the timelines for the selection of Budget Committee members for Zone 2, 3, and 7 at the May Board of Education Meeting.

COLLEGE POLICIES #3010—REDUCTION OF/_OR LEAVE OF ABSENCE FROM CONTRACT; #6620—FOOD SERVICE; AND #6630—VENDING PROGRAM

Prepared by

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

REDUCTION OF/_OR LEAVE OF ABSENCE FROM CONTRACT—POLICY #3010

This policy was last reviewed by the board in May, 2017. The sentence in each paragraph has been divided into two sentences to help clarify the policy and make it more readable. The meaning of the policy is unchanged by the edits.

FOOD SERVICE—POLICY #6620

This policy was last reviewed by the board in September, 2016. There are no changes recommended to this policy by either the President's Advisory Council or college administration.

VENDING PROGRAM—POLICY #6630

This policy was last reviewed by the board in September, 2016. There are no changes recommended to this policy by either the President's Advisory Council or college administration.

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

Personnel Series—3000

REDUCTION OF ~~/~~OR LEAVE OF ABSENCE FROM CONTRACT

Employees contracted by Chemeketa Community College for annual employment may request a reduction of the full-time equivalency of the contract ~~with supervisor and Executive Team approval and/or in accordance with applicable bargaining agreements.~~ The request is subject to approval by the supervisor and/or Executive Team in accordance with applicable bargaining agreements and applicable handbooks.

Employees may request a leave of absence from their complete employment obligation ~~when an emergency or other circumstances exist subject to approval by the supervisor, Executive Team, and/or in accordance with applicable bargaining agreements.~~ The request is subject to approval by the supervisor and/or Executive Team in accordance with applicable bargaining agreements and applicable handbooks.

July 17, 1985

Adopted College Board of Education

April 19, 2006; July 21, 2010;

January 15, 2014; May 17, 2017

Revised College Board of Education

Business Operations Series—6000

FOOD SERVICE

Food service is to be provided on Chemeketa Community College owned and/or controlled property on a contracted basis. The vice president/chief financial officer shall be responsible for awarding and monitoring the contract.

October 23, 1991

Adopted College Board of Education

September 20, 2006; July 20, 2011;

May 20, 2015; September 21, 2016

Revised College Board of Education

Business Operations Series—6000

VENDING PROGRAM

Vending services are to be provided on Chemeketa Community College owned and/or controlled property on a contracted basis. The vice president/chief financial officer shall be responsible for awarding and monitoring the contract.

October 23, 1991

Adopted College Board of Education

September 20, 2006; May 20, 2015;

September 21, 2016

Revised College Board of Education

**PROPOSED SCHEDULE OF COLLEGE
BOARD OF EDUCATION MEETINGS FOR 2020–2021**

Prepared by

David Hallett, Vice President—Governance and Administration

The following dates have been selected for the 2020–2021 College Board of Education meeting schedule. The dates fall on the third Wednesday of each month except for July 2020, June 2021, and July 2021, scheduled for the fourth Wednesday of the month due to fiscal issues. The July 2020 meeting will be held at Brooks; September 2020 meeting will be held at CCBI; and the tentative July 2021 meeting will be held at the Yamhill Valley Campus. All other board meetings will be held on the Salem Campus.

July 22 (fourth Wednesday) (Brooks Regional Training Center)

September 3 (Thursday)—Board Work Session (TBA)

September 16 (CCBI)

October 21

November 18

December 16

January 20

February 3 - Board Work Session/Budget Orientation (TBA)

February 17

March 17

April 21

May 19

June 23 (fourth Wednesday)

Tentative 2021–2022

July 28 (fourth Wednesday) (YVC)

Locations of meetings are tentative. The schedule for 2020–2021 will be brought back next month for approval, excluding the tentative date for July 2021

PRESIDENTIAL EVALUATION PROCESS

Prepared by

Diane Watson, Chair—Board of Education

The annual performance evaluation of President Jessica Howard will be completed and reported to the public during the College Board of Education meeting on June 17, 2020, in accordance with board policy and ORS 192.660(1)(i).

The following timeline is proposed for consideration of completing and reporting the annual presidential evaluation:

- | | |
|----------|--|
| October | The president presents a draft of goals for the upcoming year with respect to her personal performance to the board. |
| November | Board agrees on the final set of goals for the upcoming year. |
| April | Board Information item on process used to evaluate the president |
| May/June | The annual formal evaluation process will begin in May with the president giving a presentation to the board based on her performance in the following areas: <ul style="list-style-type: none">A. The Board of EducationB. Management Competencies<ul style="list-style-type: none">B1. Achieves ResultsB2. Communicates EffectivelyB3. Facilitates Team SuccessC. The Community (Core Theme: Community Collaborations)D. Educational Planning and Leadership (Core Themes: Academic Quality, Access, and Student Success)E. Business, Finance, and Facilities (Core Theme: Access)F. College Personnel (Core Theme: Academic Quality) |

The president will indicate how her goals, with respect to her personal performance, were addressed.

Board members would use the attached President's Evaluation Worksheet to rate her performance and to make notes on what they would like to share and discuss with fellow board members in June.

Board members will agree on how the board wants to express their evaluation results.

- | | |
|------|--|
| June | The board meets with the president in a special executive session to discuss the evaluation. |
|------|--|

Information-4
April 15, 2020

The board chair and vice chair draft an evaluation reflecting the board's evaluation discussion and any summary comments.

The board chair and vice chair meet with the president to present the draft evaluation document and edit any changes prior to the June board meeting

The board chair and vice chair prepare a summary statement to be read at the June board meeting.

The board publicly presents the compensation and contract recommendation at the June board meeting.

Worksheet (See attached copy)



Name _____

Date _____

ANNUAL PRESIDENT'S EVALUATION

The President will be evaluated in the following categories. Using a compilation of the Board of Education's President's Evaluation Worksheet, notes should be provided to explain results in each category, especially for ratings of 1, 2, or 5.

A. The Board of Education

1) Keeps the board informed of the needs, issues, and operations of the college.
2) Offers professional advice to the board on matters requiring board action, with the appropriate recommendations based on careful study and analysis.
3) Maintains a professional working relationship with the board.
4) Recommends to the board for consideration changes in the college/board policies.
5) Recommends to the board the annual budget along with advice regarding the resources to fund the budget.
6) Has an understanding of, and demonstrates support for, governance and collective bargaining in an academic setting and conciliation in grievance processing.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

B. Management Competencies

B1. Achieves Results

1) Overcomes obstacles to complete projects successfully.
2) Effects outcomes that set high standards for others.
3) Achieves results that have a positive impact on the organization as a whole.
4) Seeks to improve own skills and knowledge

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

B2. Communicates Effectively

1) Expresses thoughts clearly in writing.
2) Is an effective, articulate speaker.
3) Covers an issue thoroughly without overdoing it.
4) Communicates in a straightforward manner, even when dealing with sensitive topics.
5) Makes current information readily available to others.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

B3. Facilitates Team Success

1) Resolves conflict fairly.
2) Creates an atmosphere of team cooperation over competition.
3) Builds consensus on decisions.
4) Leads team in formulating goals that complement the organization's mission.
5) Brings capable people into the group.
6) Uses the diverse talents and experiences of the group to maximum advantage.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

C. The Community (Core Theme: Community Collaborations)

1) Gains respect and support from the community for the conduct of the college.
2) Maintains cooperative relationship with the news media.
3) Participates in community life and affairs.
4) Works effectively with public and private agencies.
5) Represents the views, policies and acts of the board to the public and legislative bodies.
6) Helps establish a sense of community.
7) Strengthens and advances the college's linkages and partnerships with business, industry and government.
8) Vigorously advocates for Chemeketa in particular and the community college movement in general, wherever possible, especially in statewide forums.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

D. Educational Planning and Leadership (Core Themes: Academic Quality, Access, and Student Success)

1) Implements the philosophy of a comprehensive community college and provides quality education for all district residents.
2) Organizes a planned program of curriculum development, emphasizing effective and innovative methodology, and practices to ensure student success in achieving their educational goals.
3) Provides participatory procedures in curriculum work, utilizing the abilities and talents of the entire professional staff and lay people in the district.
4) Provides opportunity for student leadership and participation in the college co-curricular activities.
5) Provides a strong program of student support and enrollment services, including student recruitment, testing, placement, advising, orientation, and student success courses, as well as educational and career counseling and financial aid.
6) Provides atmosphere for cultural pluralism and global perspective and a comprehensive plan for diversity at all levels.
7) Displays knowledge and understanding of the appropriate management systems and planning strategies for an effective organization.
8) Provides for ongoing evaluation and improvement of educational programs and support services.
9) Fosters an environment in which teaching, learning, student access and success are central to the college's mission.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

E. Business, Finance, and Facilities (Core Theme: Access)

1) Supervises fiscal operations in accordance with board policies and state/federal laws and rules, insisting on competent, efficient and prompt performance.
2) Determines that funds are spent wisely and that adequate control and accounting are maintained.
3) Evaluates financial needs and makes recommendations for adequate funding.
4) Develops creative sources of revenue.
5) Develops a sustainability (ecological) college-wide plan.
6) Work with associations to obtain a settlement within Board of Education parameters.
7) Continue to build buildings and infrastructure to serve immediate needs with flexibility to serve future needs.
8) Explore and implement opportunities to leverage college resources including new partnerships.
9) Continue to support the Chemeketa Foundation in its fund raising efforts.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

F. College Personnel (Core Theme: Academic Quality)

1) Develops and executes sound personnel procedures and practices, with particular attention to collective bargaining and implementation of agreements.
2) Recruits, recommends and assigns the most competent personnel available, taking affirmative action to ensure that those in protected classes are provided equal opportunity.
3) Encourages participation of staff members and faculty groups in college planning, procedures and policy development and implementation.
4) Provides leadership in the development of college personnel at all levels.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

President's Comments:

Signatures: This evaluation was reviewed with me by the College Board of Education. My signature does not necessarily indicate agreement or approval

President/CEO _____ Date _____
 Board Chair _____ Date _____
 Human Resources _____ Date _____

**SUSPENSION OF ACCOUNTING BACCALAUREATE PREPARATION
CERTIFICATE OF COMPLETION**

Prepared by

Lana Tuss, Program Chair—Accounting

R. Taylor, Dean—Business and Technology, Early Childhood Education, and Visual
Communications

Johnny Mack, Executive Dean—Career and Technical Education

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

The Accounting Program currently offers the Accounting Baccalaureate Preparation Certificate of Completion. This certificate was initially developed as a transfer pathway to university accounting programs. At the time of its inception, students indicated interest in this pathway. However, there has consistently been limited enrollment and completion of this pathway, as students choose to complete the Accounting Associate of Applied Science Degree or the Associate of Science/Oregon Transfer Degree in Business.

In order to continue to align offerings with student and industry needs, the Accounting Program is requesting board approval to suspend the Accounting Baccalaureate Preparation Certificate of Completion. The Accounting Program Advisory Committee, made up of local industry representatives, has approved this suspension.

The College Board of Education will be asked to approve the suspension of the Accounting Baccalaureate Preparation Certificate of Completion at the May 2020 Board of Education meeting.

PERSONNEL REPORT

Prepared by

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

NEW HIRES AND NEW POSITIONS

Lauren Corwin, Technology Analyst II—Student Recruitment, Enrollment and Graduation Services, Student Development and Learning Resources Division replacement, 100 percent, 12-month assignment, Range C-2, Step 4.

Abbey L. Gaterud, Director-Chemeketa Press—Governance and Administration Division, replacement, 100 percent, 12-month assignment, Range D-1, Step 7.

Robert B. Vasquez, Instructor-Anesthesia Technology—Health Sciences, Career and Technical Education Division, new position, 100 percent, 10-month annualized assignment, Range F-9, Step 10.

POSITION CHANGES

Donald Twist, Public Safety Officer 1—Public Safety, College Support Services Division, replacement, 100 percent, Range B-2, Step 3, from Public Safety Officer 1—Public Safety, College Support Services Division.

SEPARATIONS

Judith Gonzalez, Department Technician II—Community Education, Career and Technical Education Division, effective March 17, 2020.

Standard Report-2
April 15, 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 the period from July 1, 2019, through March 31, 2020, are attached.

The following items are included in the report:

- General Fund Revenue and Expense Statement
- General Fund Budget Status Report
- Status of Investments as of March 31, 2020
- Quarterly Update of Other Funds

Chemeketa Community College
Statement of Resources and Expenditures
As of March 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	22,341,295	100.10%	21,295
Tuition and Fees	23,290,000	19,416,117	83.37%	(3,873,883)
State Appropriations - Current	33,800,000	34,076,048	100.82%	276,048
Indirect Recovery	1,900,000	1,246,871	65.62%	(653,129)
Interest	1,200,000	1,117,137	93.09%	(82,863)
Miscellaneous Revenue	450,000	425,547	94.57%	(24,453)
Transfers In	5,200,000	5,000,000	96.15%	(200,000)
Fund Balance	9,000,000	9,772,897	108.59%	772,897
Total Resources	97,160,000	93,395,912	96.13%	(3,764,088)
Expenditures:				
Instruction	36,212,831	23,625,471	65.24%	12,587,360
Instructional Support	12,362,612	8,814,645	71.30%	3,547,967
Student Services	8,048,693	5,817,165	72.27%	2,231,528
College Support Services	21,805,281	16,571,164	76.00%	5,234,117
Plant Operation and Maintenance	6,930,583	4,668,749	67.36%	2,261,834
Transfers and Contingency	10,300,000	3,171,962	30.80%	7,128,038
Total Expenditures	95,660,000	62,669,156	65.51%	32,990,844
Unappropriated Ending Fund Balance	1,500,000			

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

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	8,348,184.00	5,939,034.66	1,896,451.05	512,698.29
6120	Classified Salaries	12,355,767.00	8,710,101.55	2,880,938.64	764,726.81
6124	Part-Time Hourly & Student Wages	1,447,065.00	1,007,123.39	-	439,941.61
6130	Faculty Salaries	17,004,757.00	12,545,243.50	3,723,848.84	735,664.66
6132	Part-Time Faculty	7,000,000.00	3,253,471.00	-	3,746,529.00
6510	Fixed Fringe Benefits	9,486,460.00	6,688,667.25	-	2,797,792.75
6511	Variable Fringe Benefits	14,856,389.00	9,646,222.67	-	5,210,166.33
6512	Other Fringe Benefits	380,000.00	239,581.00	-	140,419.00
	Subtotal Personnel Services	70,878,622.00	48,029,445.02	8,501,238.53	14,347,938.45

67.76%

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,701,421.00	850,031.06	-	851,389.94
720	Equipment \$500-\$4,999	198,530.00	107,144.59	-	91,385.41
7300	Legal Services	106,176.00	66,470.58	-	39,705.42
7310	Insurance	619,162.00	508,043.09	-	111,118.91
7320	Maintenance	405,720.00	259,883.70	5,226.21	140,610.09
7330	Communications	873,853.00	581,489.16	-	292,363.84
7340	Space Costs	1,887,134.00	1,071,311.63	14,712.91	801,109.46
7350	Staff Development	128,991.00	104,001.52	-	24,989.48
7360	Travel	373,140.00	198,718.10	-	174,421.90
7370	Other Services	3,025,381.00	2,633,994.09	389,196.26	2,190.65
7399	Special Payments	5,000,000.00	5,000,000.00	-	-
7550	Capital Outlay	161,870.00	86,661.45	8,504.63	66,703.92
8150	Transfers Out	5,300,000.00	3,171,961.72	-	2,128,038.28
8500	Contingency	5,000,000.00	-	-	5,000,000.00
	Subtotal Non-Personnel Services	24,781,378.00	14,639,710.69	417,640.01	9,724,027.30
	Report Totals	95,660,000.00	62,669,155.71	8,918,878.54	24,071,965.75

65.51%

STATUS OF INVESTMENTS AS OF MARCH 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 3-31-2020</u>
Oregon Short-Term Fund - General	3-31-2020	On demand	\$29,832,421.23	2.00%
Oregon Short-Term Fund - Capital	3-31-2020	On demand	\$10,215,009.22	2.00%
<u>Other Investments</u>	<u>Investment Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Yield</u>
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 0.11% as of 3/31/2020

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

**Chemeketa Community College
 Quarterly Update of Other Funds
 July 1, 2019 - March 31, 2020**

	FUND #	RESOURCES	OBLIGATIONS	BALANCE
Auxiliary Services	680	\$ 6,585,363	\$ 2,954,830	\$ 3,630,533
Self-Supporting Services	2000	25,091,898	17,491,244	7,600,654
Intra-College Services	2800	10,715,651	3,841,797	6,873,854
Student Government, Clubs & Newspaper	7200	145,420	35,189	110,231
Athletics	7500	268,097	262,133	5,964
TOTAL		\$ 42,806,429	\$ 24,585,193	\$ 18,221,236

	FUND #	BUDGET	OBLIGATIONS	BALANCE
Reserve Funds	2650 & 670000	\$ 1,140,000	\$ -	\$ 1,140,000
Regional Library	2600	4,166,000	3,248,462	917,538
Capital Development	6000-6500	23,000,000	5,064,806	17,935,194
Student Financial Aid	4200	66,512,500	37,889,312	28,623,188
Special Projects	3000	14,575,000	5,943,679	8,631,321
Debt Service	590	40,500,000	7,328,951	33,171,049
TOTAL		\$ 149,893,500	\$ 59,475,210	\$ 90,418,290

CAPITAL PROJECTS REPORT

Prepared by

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

PLANNING AND PRE-PLANNING CAPITAL PROJECTS

- **Agricultural Complex**
Both the construction management contractor and consultants are currently working to evaluate the costs of the project with Swinerton, a commercial construction company, who is receiving quotes from subcontractors for the project. The intent is to have final construction costs confirmed for budget purposes. The anticipated start date for site work is the first week of April, weather dependent.
- **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 arrived and are ready for install. Installation will be scheduled when possible with the current college facilities closure.
- **Woodburn Department of Human Services (DHS) Tenant Improvements**
Plans have been issued and a contract awarded to Clarity Construction. Phase 1 of construction is complete. The college is working with DHS around scheduling concerns with Phase 2.
- **Diesel Program at Brooks Center**
A lease has been signed for a facility in Brooks at the Red Steer Glove Company Building. The college took possession of the property on April 1, and has filed a request for rezoning the property to allow use for an educational purpose. Needs of the program are being identified and the goal is to have fully designed plans by the end of April for summer construction dates.

CURRENT AND COMPLETED CAPITAL PROJECTS

- **South Campus Loop at Green Lot**
The 450-foot section of roadway on the southwest end of the Green lot has been removed and replaced. This section of roadway, and the slot drains where it connected to the lot, had started to fail over the past two years and caused damage to multiple vehicles. It was also identified as a top priority in a campus-wide asphalt assessment.
- **Building 5 HVAC**
The entire construction team and the college are dealing with the challenges of keeping construction crews working with the new social distancing requirements. The college is still expecting to have the project complete by the end of April.

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

Standard Report-4
April 15, 2020

**COLLEGE ADVANCEMENT REPORT
JANUARY 2020–MARCH 2020**

Prepared by

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

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

**GRANT ACTIVITIES
JANUARY 2020–MARCH 2020**

Prepared by

Gaelen McAllister, Grants Coordinator—Institutional Grants
Julie Peters, Director—Organizational Effectiveness
David Hallett, Vice President—Governance and Administration
Jessica Howard, President/Chief Executive Officer

GRANTS SUBMITTED—January 2020–March 2020

Grantor	Department	Description	Amount
U.S. Department of Labor	Student Development and Learning Resources division (SDLR)	JOB Corps Scholars. Provides funding for two 40 low-income student cohorts who are enrolled in 12 months or less CTE certificate programs. Provides student scholarships; 39 months.	1,186,523
U.S. Department of Agriculture: Hispanic Serving Institution (HIS)	Regional Education and Academic Development	Funds to increase the number of students majoring in Agricultural Sciences and pursuing careers in Agriculture, especially Hispanic students; provides faculty to develop major and recruit; and provides scholarships for students.	275,00
U.S. Department of Education	SDLR, College Access Programs (CAPS)	College Assistance Migrant Program (CAMP). Supports students from migrant and seasonal farm worker backgrounds during their first year in college. Funds success coaches, tutoring, and student assistance. Five years.	2,125,000
U.S. Department of Education	SDLR, CAPS	TRiO SSS. Provides supports for first-generation, low-income students to complete a degree and transfer to a 4-year school. Funds success coaches, tutoring, and student support. Five years.	1,564,725
U.S. Department of Education	SDLR, CAPS	TRiO D-SSS. Provides support for students with disabilities to complete a degree and transfer to a 4-year school. Funds success coaches, tutoring, and student support. Five years.	1,356,655

Information-4
April 15, 2020

Portland General Electric Foundation	SDLR, Library Services	Funds Learning Library textbooks for students who attend Summer Bridge/iSTART.	25,000
Oregon Department of Agriculture	Regional Education and Academic Development (READ)	Funds learning garden for new Agriculture Complex, including soil preparation and drainage. Collaboration with the Visual Communication and Welding and Fabrication Programs for bilingual signage for community self-guided tours.	174,664
HECC Innovation	READ	Funds to create Hospitality and Tourism certificates and credentials	126,856
U.S. Department of Health and Human Services (HHS), Health Resources and Services Administration (HRSA)	Career and Technical Education (CTE)	Funds for Pre-Nursing and Nursing student scholarships for low income students. Five years.	3,250,000
HECC First Generation Student Success	SDLR, Mathematics Department, Developmental Education	Funds for Summer Bridge/iSTART. Embedded math and writing tutoring and accelerated math courses to increase completion rates for low income and/or first-generation students.	214,000
Total			\$10,298,423

GRANTS PENDING NOTIFICATION—Grants submitted prior to the current quarter

Grantor	Department	Description	Amount
None	None	None	None

GRANTS DECLINED—January 2020–March 2020

Grantor	Department	Description	Amount
Portland General Electric	Facilities and Operations	Submitted August 30, 2019. Drive Change Fund will upgrade Chemeketa's electric vehicle (EV) charging infrastructure at Salem campus and CCBI by replacing two and adding five new EV stations (14 ports). New software will streamline user access and usage monitoring.	72,758
Total			\$72,758

Information-4
April 15, 2020

GRANTS AWARDED—January 2020—March 2020

Grantor	Department	Description	Amount
GEAR UP OSU	Student Retention and College Life	Funds to expand Summer Bridge/iSTART. Reach out to GEAR UP and rural high schools. Provide Lending Library textbooks for first year students.	125,000
U.S. Department of Agriculture	Agricultural Sciences	Submitted August 21, 2019. National Institute of Food and Agriculture (NIFA) and Agriculture and Food Research Initiative (AFRI). Supports design and installation of the one-half acre Woody Ornamentals Demonstration and Learning Lab, plus activities to prepare highly qualified workers for the nursery industry. New, five-year grant.	273,295
Total			\$398,295

CHEMEKETA COMMUNITY COLLEGE FOUNDATION QUARTERLY REPORT

Prepared by

Phillip Hudspeth, Director—Foundation
David Hallett, Vice President—Governance and Administration

2020–2021 SCHOLARSHIP APPLICATION WINDOW REMAINS OPEN

The Foundation's scholarship application window opened Wednesday, January 1, for Chemeketa students to apply for scholarships for the 2020–2021 academic year. Last year there were approximately 1,600 applicants for almost 400 scholarships. By mid-February of this year there were 542 applicants for 2020–2021 Chemeketa Foundation Scholarships. The Foundation extended the scholarship application window to March 31, to encourage additional applications. In the wake of the Coronavirus closures, the Foundation again extended the scholarship application window until April 15. As of March 31, there were 1,347 completed scholarship applications.

Since January, the Foundation's scholarship coordinator, Otilia Morales, has conducted 33 scholarship information sessions. These include class presentations, scholarship workshops to assist students completing their applications, and staffing a scholarship information table in Building 2. It is estimated that this provided direct contact with approximately 1,300 students. Scholarship presentations were held at McNary and West Salem high schools and Chemeketa's Brooks Center; there were nine scholarship workshops which were held at the Woodburn Center, Yamhill Valley Campus and Salem Campus. In addition, Otilia conducted a scholarship presentation in Spanish to the parents of students associated with Chemeketa's College Assistance Migrant Program (CAMP).

FOUNDATION SPANISH LANGUAGE RADIO PRESENTATION

On March 3, Otilia Morales, Foundation board director Linda Herrera and Foundation Scholarship Ambassador, Nathalie Angulo Aburto, participated in the Spanish language broadcast of Radio Poder (Radio Power) on KPCN FM 95.9 in Woodburn. Linda provided an overview of the Chemeketa Foundation, how philanthropy supports students and the college, and the role of the Foundation board. Otilia provided information about Foundation scholarships, how to apply, details students should have in their applications and how to get assistance with their applications. Nathalie discussed what she is studying at Chemeketa, her professional goals, the scholarship application as a student, and how Foundation scholarships have helped her succeed in her academic pursuits.

FOUNDATION BOARD OF DIRECTORS

Craig Pope, Polk County Commissioner, joins the Foundation Board of Directors this month. Commissioner Pope resides in Monmouth and will help represent Polk County on the Foundation Board.

Standard Report-4
April 15, 2020

ERATH FAMILY FOUNDATION—AHIVYOY

The college and the Foundation have enjoyed a long-term relationship with the Erath Family Foundation (EFF). The EFF has partnered with the college to support the development of the wine industry's workforce. Now, in collaboration with AHIVYOY, a nonprofit organization that supports professional development opportunities for Latinx and Hispanic vineyard workers, Chemeketa and the Foundation have begun an enhanced partnership funded by EFF. AHIVYOY is collaborating with Chemeketa's Wine Studies program to develop wine industry professional training for current vineyard workers. The curriculum is designed to further technical grape and wine knowledge, while also creating awareness of potential career, entrepreneurial, and leadership opportunities in the wine industry.

In January, a pilot program began; it has started as non-credit training that serves as a potential pathway to credit programs throughout the state. The EFF pays for students' tuition and a stipend for the classes they attend in lieu of work.

Standard Report-5
April 15, 2020

WINTER TERM ENROLLMENT REPORT

Prepared by

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

Items included in this report:

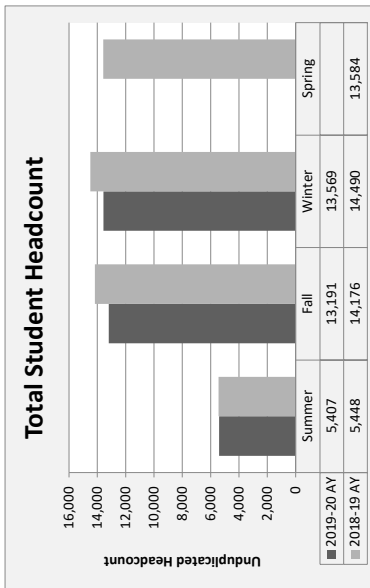
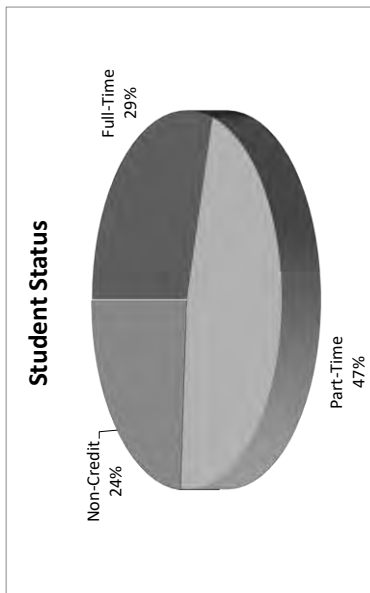
- Student, FTE and Enrollment Profile
- Winter Term Enrollment vs. Prior Years
- Winter Term Cumulative Enrollment

Winter 2020
Student, FTE and Enrollment Profile
All Locations

Winter 2020
STUDENTS (unduplicated headcount)

Total Students	13,569
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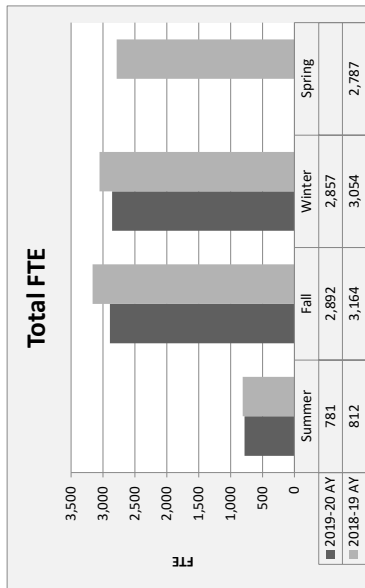
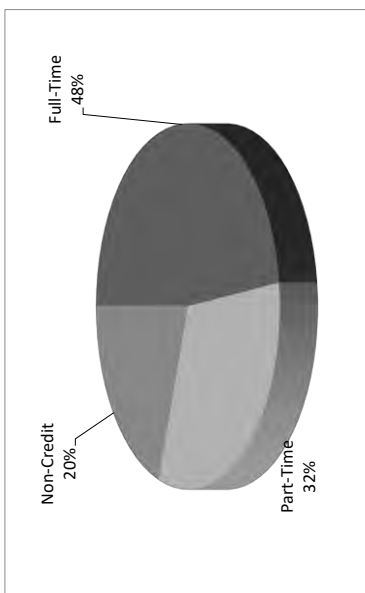
Full-Time	Part-Time	Non-Credit
3,983	6,335	3,251
29.4%	46.7%	24.0%



FTE

Total FTE	2,857
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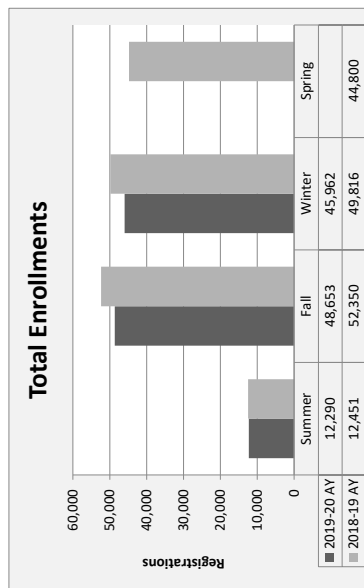
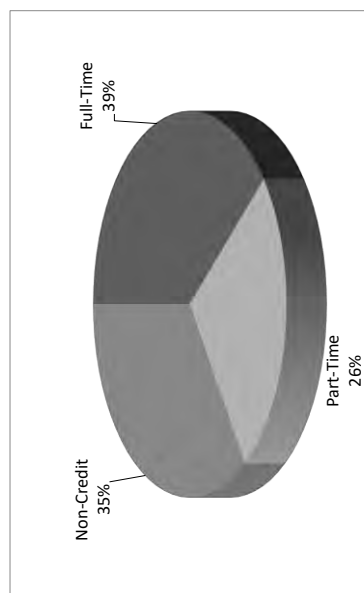
Full-Time	Part-Time	Non-Credit
1,370	922	565
47.9%	32.3%	19.8%



ENROLLMENTS (duplicated headcount)

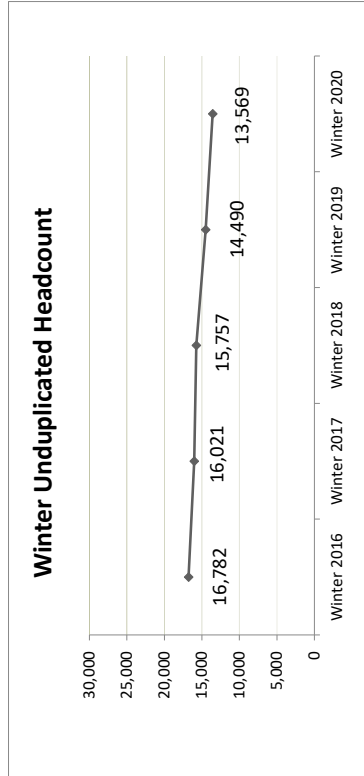
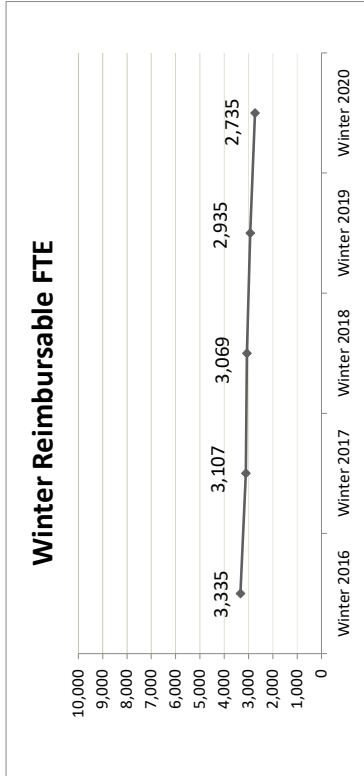
Total Enrollments	45,962
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Full-Time	Part-Time	Non-Credit
17,859	12,176	15,927
38.9%	26.5%	34.7%



Winter 2020
 Student, FTE and Enrollment Profile
 All Locations

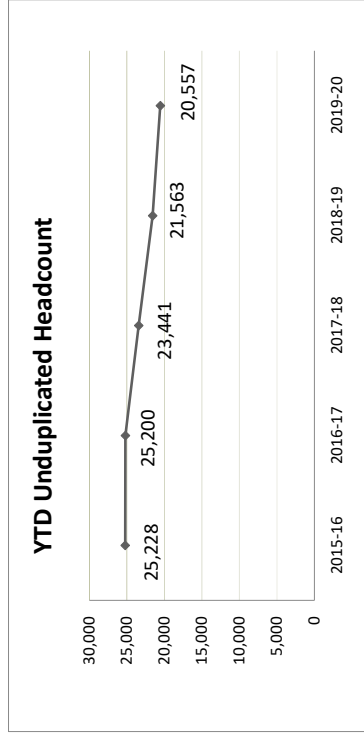
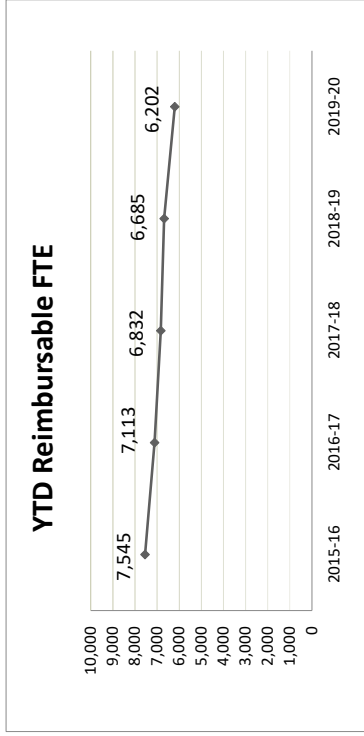
Winter-to-Winter Comparison			
Winter Term FTE and Headcount	Winter 2019	Winter 2020	% Change
Reimbursable FTE	2,935	2,735	-6.8%
Non-Reimbursable FTE	120	122	1.9%
Total FTE	3,054	2,857	-6.5%
Unduplicated Headcount	14,490	13,569	-6.4%



Rate of Change from Winter to Winter				
	2016 to 2017	2017 to 2018	2018 to 2019	2019 to 2020
Change in Reimbursable FTE	↓ -6.8%	↑ -1.2%	↓ -4.4%	↓ -6.8%
Change in Unduplicated HC	↓ -4.5%	↑ -1.6%	↓ -8.0%	↓ -6.4%

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

Year-to-Date			
Year-to-Date FTE and Headcount	2018-19	2019-20	% Change
YTD Reimbursable FTE	6,685	6,202	-7.2%
YTD Non-Reimbursable FTE	346	328	-5.2%
YTD Total FTE	7,031	6,530	-7.1%
YTD Unduplicated Headcount	21,563	20,557	-4.7%



Rate of Change YTD to YTD				
	2015-16 to 2016-17	2016-17 to 2017-18	2017-18 to 2018-19	2018-19 to 2019-20
Change in YTD Reimbursable FTE	↓ -5.7%	↓ -3.9%	↑ -2.2%	↓ -7.2%
Change in YTD Unduplicated HC	↑ -0.1%	↓ -7.0%	↓ -8.0%	↓ -4.7%

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.

Students TRICIA NARVAEZ and DULCE PERALES, from the Salem Campus; and LUCAS McMELLON and MISTY WHITELEY from Yamhill Valley Campus were selected as the four Chemeketa students for the Oregon Community College Association (OCCA) All-Oregon Academic Team for 2020. As an All-Oregon Academic Team member, the students are eligible for national scholarships, and a number of the four-year universities in Oregon offer transfer scholarships to continue their education. Students were selected based on excellence in the classroom; intellectual curiosity outside the classroom; evidence of substantial development of their talents; and ability to share this development with others. *(Core Theme: Student Success—Student's progress and complete their educational goals.)*

The Building Safety Journal, an international publication of the International Code Council, published a great article entitled "Revamped Chemeketa Community College Building Inspection Program Addresses Industry Shortage." GLEN MILLER, Polk Center dean, and DAN CARLSON, part-time building inspection instructor, were mentioned in the article which can be found at https://www.iccsafe.org/building-safety-journal/bsj-dives/revamped-chemeketa-community-college-building-inspection-program-addresses-industry-shortage/?utm_source=magnetmail&utm_medium=email&utm_content=200326%2Dbsj%2Dp1&utm_campaign=bsj. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

Thanks to MELISSA VANDYKE, medical assisting program chair, SARAH BURKE and LISA SCHWINDT medical assisting adjunct faculty, for fostering a great learning environment where students thrive. Due to the COVID-19 guidelines and the social distancing directives the certification exam could not be offered in the traditional way. JEAN COLE and LAURA ROLLESTON from the testing center helped coordinate a plan to implement social distancing and comply with National Center for Competency Testing (NCCT) regulations to offer their certification exam over a two-day period. All 26 students tested and passed with at least a 70 percent, giving Chemeketa a 100 percent Pass Rate compared to the NCCT National Pass Rate of 67 percent. Chemeketa's Mean Score for these 26 students was 80 percent compared to the NCCT National Mean of 72.34 percent. *(Core Themes: Student Success—Students' progress and complete their educational goals. Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals. Student Success—Student's progress and complete their educational goals.)*

A huge recognition thank you to all Information Technology (IT) technicians, system administrators, and the network support team for their extra work gathering laptops and getting them set up for employees to be able to work remotely. Special thanks to GRISHA ALPERNAS, KYLE ANDERSON, ADRIAN AREVALO-OROZCO, ALLISON DELANEY, DAN JONES, MAX JONES, SEAR KEA, DAN LOOP, BRIAN MCCARTNEY, JEFF MOORE, DOUG MOXLEY, MATHEW PURDY, JONATAN QUEZADA, CHAD ROBERTSON-JONES, CHRISTINA WALKER, APRIL WHITTLE, and CHARLES ZEIGLER. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Separate Action-1
April 15, 2020

**APPROVAL OF REVISED 2020–2021 PROPOSED BUDGET CALENDAR
[19-20-151]**

Prepared by

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

Due to COVID-19, all physical campus facilities are closed and the college is currently operating remotely. The Budget Committee meetings in April were rescheduled to May with a remote attendance modality. Additionally, the June Board of Education date has changed. The revised schedule for the development and approval of the 2020–2021 budget is attached.

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

Separate Action-1
April 15, 2020

CHEMEKETA COMMUNITY COLLEGE
2020-2021 BUDGET CALENDAR
Revised 4-3-2020

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 30, 2020	Publish legal notices of Budget Committee meetings
April 15, 2020	Board approves revised budget calendar (Location: Remote meeting via Zoom)
May 6, 2020	Budget Committee meeting: Committee charge Election of Officers President's message Presentation of Budget-General Fund Presentation of Budget-Other Funds Discussion and approval (Location: Remote meeting via Zoom)
May 7, 2020- May 15, 2020	Publish Budget Summary and Notice of Budget Hearing
May 20, 2020 (7 pm)	Public Hearing on the Budget (Location: Remote meeting via Zoom)
June 24, 2020	Board adopts the Budget Resolution Board declares Budget Committee vacancies (Location: Remote meeting via Zoom)
July 15, 2020	Certify tax levy with county assessor

Action-1
April 15, 2020

**APPROVAL OF COLLEGE POLICIES #2430—OCCUPATIONAL HEALTH &
SAFETY/AND ENVIRONMENTAL PROTECTION; #2450—LOST AND
FOUND; AND #2460—KEYS AND ACCESS CARDS
[19-20-152]**

Prepared by

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

OCCUPATIONAL HEALTH & SAFETY/AND ENVIRONMENTAL PROTECTION—POLICY
#2430

This policy was last reviewed by the board in September, 2016. There is only one minor change in the second paragraph and that is switching the words from safety and health to health and safety to be consistent with the policy title.

LOST AND FOUND—POLICY #2450

This policy was last reviewed by the board in December, 2016. The one edit is adding a comma for proper grammar.

KEYS AND ACCESS CARDS—POLICY #2460

This policy was last reviewed by the board in January, 2017. There is a punctuation edit and several edits recommended in the second paragraph. The last sentence is edited to make the point clear for the reader.

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 by the College Board of Education.

It is recommended that the College Board of Education adopt college policies #2430—Occupational Health & Safety/and Environmental Protection; #2450—Lost and Found; and #2460—Keys and Access Cards to become effective immediately.

Administrative Series—2000

OCCUPATIONAL HEALTH & SAFETY/ AND ENVIRONMENTAL PROTECTION

Chemeketa Community College is committed to protecting the environment, and protecting the health and safety of our employees, students, visitors, and the community we serve.

The college will maintain an environmental health and safety program that meets or exceeds the requirements of local, state, and federal governing authorities relating to occupational ~~safety~~ health and ~~health~~ safety, and environmental protection.¹ The college will advocate for the development of procedures and practices within all areas to promote safe and healthy working and learning environments.

July 17, 1985

Adopted College Board of Education

March 15, 2006; January 16, 2008; June 30, 2010;
September 18, 2013; September 21, 2016

Revised College Board of Education

¹ <http://www.osha.gov/dcsp/osp/stateprogs/oregon.html> and <http://www.oregon.gov/DEQ/pages/index.aspx>

Administrative Series—2000

LOST AND FOUND

The Chemeketa Community College administration shall develop procedures consistent with applicable statutes to appropriately handle property of unknown origin found on college-owned and/or controlled property, including college vehicles.¹

March 17, 1999

Adopted College Board of Education

March 15, 2006; June 30, 2010; September 18, 2013;
December 20, 2016

Revised College Board of Education

¹ ORS 98.005-98.025, 133.623, 164.065, Chapter 142

Administrative Series—2000

KEYS AND ACCESS CARDS

To protect assets of Chemeketa Community College, buildings and interior spaces must be secured at an appropriate level, depending on the contents of the space. The college issues keys and electronic access cards through the Public Safety Office to authorized persons to provide access to specific areas of the college.

The Public Safety Office has overall responsibility for ensuring college facilities are secure. However, all employees (salaried, part-time faculty, part-time hourly, and student workers) have a responsibility to assist in ensuring unsupervised facilities on college-owned and/or controlled property are secure. Any open rooms need to be under the control of a college employee or a designated representative. ~~Thus, w~~When a room is vacated, the last employee ~~relinquishing~~ vacating control of the room shall ensure the room is locked.

March 15, 2006

Adopted College Board of Education

June 30, 2010; December 18, 2013;

January 18, 2017

Revised College Board of Education

Action-2
April 15, 2020

**APPROVAL OF COLLEGE POLICY #5135—~~MANDATORY~~ STUDENT-INITIATED FEE
[19-20-153]**

Prepared by

Mike Evans, Dean—Student Retention and College Life
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 was approved by the Student Success and Completion Advisory Council on February 28, 2020.

~~MANDATORY~~ STUDENT-INITIATED FEE—POLICY #5135

The ~~Mandatory~~ Student-Initiated Fee Policy is required in order for the college to be in compliance with House Bill 2666, which gives a community college recognized student government the authority to establish processes for and the allocation of student-initiated fees. The most significant change is deleting the word “mandatory” in the title and throughout the policy, except where it appears in the ORS statute. It is not mandatory that the college have a student-initiated fee; however, it is mandatory that the college have a policy that allows student government to propose a student-initiated fee. The revisions include added language as a result of the 2019 legislative session.

It is recommended that the College Board of Education approve college policy #5135—~~Mandatory~~ Student-Initiated Fee to become effective immediately.

Student Services Series—5000

~~MANDATORY~~ STUDENT-INITIATED FEE¹

The student government at Chemeketa Community College may form a student fee committee to recommend a ~~mandatory~~ student-initiated fee for the purpose of cultural or physical development of students. Members on the committee shall be drawn by the Associated Students of Chemeketa (hereinafter ASC) from student leadership teams and/or student organizations so as to represent all Chemeketa students' interests. The purpose, use and allocation of the revenues earned and expended from this fee will be determined by the committee in accordance with college policies.

Annually, in accordance with timelines set by the college president/chief executive officer in the procedure, the committee will submit a detailed fee proposal to the college president/chief executive officer for approval. The proposal will include the amount of the fee, purpose and description of the fee, assessment method proposed (e.g. per term, per student, flat fee or per course fee, etc.), and a detailed budget for the expenditures. The ASC or a member of the ASC “while acting as a member, may not use mandatory student-initiated fees, mandatory enrollment fees, mandatory incidental fees or any public moneys to promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder.”²

A request for a ~~mandatory~~ student-initiated fee, use of the fee, or decision to modify an existing fee, may be refused by the president/chief executive officer if the president/chief executive officer determines that:

- a) The recognized student fee committee assessed or allocated the ~~mandatory~~ student-initiated fee in violation of applicable local, state, or federal law and/or college policies;
- b) The allocation conflicts with a preexisting contractual financial commitment;
- c) The total ~~mandatory~~ student-initiated fees budget would increase by a percentage that is greater than the percentage increase in tuition and other fees approved by the College Board of Education for the upcoming academic year; or
- d) The fee request is not advantageous to the cultural or physical development of students.

The recognized student fee committee and the president/chief executive officer shall seek to reach agreement on any dispute involving ~~mandatory~~ student-initiated fees, if necessary with the aid of a process established by the College Board of Education. If an agreement is not reached, the decision of the president/chief executive officer may be appealed to the College Board of Education, which will render a final decision prior to the adoption, use or modification of a ~~mandatory~~ student-initiated fee.

¹ ORS 341.470

² SB 731

Student Services Series—5000

~~MANDATORY~~ STUDENT-INITIATED FEE (Continued)

If the request is for a new or increased ~~mandatory~~ student-initiated fee the College Board of Education may require a campus referendum in which the student body votes on whether to approve the fee. If a ~~mandatory~~ student-initiated fee is rejected by the student body in a referendum, the recognized student government may not request another ~~mandatory~~ student-initiated fee for the remainder of the academic year.

If approved by the college president/chief executive officer, the fee proposal shall be forwarded to the College Board of Education for review. The College Board of Education will render a final decision prior to the adoption, use or modification of a ~~mandatory~~ student-initiated fee.

The assessment and collection of approved fees will be handled through the standard college tuition and fee policies and assessment and collection processes. The revenue will be allocated per the fee proposal submitted to, and approved by, the president/chief executive officer. All revenues and expenditures resulting from the approved fee shall be accounted for separately and an annual report shall be submitted to the president/chief executive officer and College Board of Education at the end of each fiscal year.

Definitions

~~Mandatory~~ Student-Initiated Fee—means a fee that:

- a) Is initiated by the recognized student fee committee at Chemeketa Community College;
- b) Students are required to pay in addition to the College Board of Education approved tuition and other fees;
- c) Is collected by the College Board of Education (through the standard college tuition and fee policies and assessment and collection processes); and
- d) Is allocated by the recognized student fee committee of the college.

October 17, 2018

Adopted College Board of Education

Revised

**APPROVAL OF 2020–2021 FACULTY SABBATICAL LEAVE REQUESTS
[19-20-154]**

Prepared by

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

In accordance with the collective bargaining agreement between the college and the faculty association, sabbatical leaves are granted to employees for the purpose of professional development. The proposed activities must have value to the applicant, the department, and the college. The bargaining agreement limits sabbatical leaves to four percent of total faculty; a total of 25 terms of faculty sabbatical leave are available for the 2020–2021 academic year.

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

In the application and request cycle for 2020–2021 sabbatical leaves, nine (9) faculty members, requesting nineteen (19) terms of leave, submitted proposals to the Sabbatical Review Committee. The Sabbatical Review Committee recommends the nine (9) requests for a total of nineteen (19) terms of leave. Instruction and Student Services concur with the determination of the committee. Six (6) terms remain available for faculty application for one-term spring 2021 sabbatical leaves.

It is recommended that the College Board of Education approve the recommended faculty sabbatical leave requests for the 2020–2021 academic year. Requests are outlined below.

Justus Ballard—English, 3 terms

Proposes to build his Spanish proficiency by taking a year-long series of Spanish classes. He also proposes researching and connecting with Chemeketa's ESOL program to find best practices for working with second language students in writing classes. He will bring the best practices back to the English Program and share with them.

Sheeny Behmard—Math, 1 term (W)

Proposes to continue work on the writing and implementation of a Chemeketa Press textbook for MTH 243, Probability and Statistics I. Chapter 1 through Chapter 3 were completed in a previous sabbatical. This sabbatical will be the next step to finish Chapter 4 through Chapter 6 of the textbook during this second one term sabbatical leave.

Karen Bledsoe—Life Science, 1 term (F)

Proposes to develop a collection of active learning activities specific to Biology 103 that can be used as-is by other instructors with minimal preparation and increase the knowledge base of best practices in active learning to apply these techniques in the classroom.

Action-3
April 15, 2020

Kim Colantino—English/Liberal Arts, 1 term (F)

Proposes to Incorporate composition and technical writing courses with empathy enrichment by conducting research and exploration of ways to foster empathy in the classrooms and to promote these techniques amongst faculty.

Ben Frankamp—Physical Science, 3 terms

Proposes using virtual reality and augmented reality related technology to provide a platform where students can interact with the nanoscale world of chemistry to promote these techniques with faculty and application in the classroom.

Alissa Hattman—Academic Development, 3 terms

Proposes research, to discuss, collaborate, and to deliver a presentation on current equity-based pedagogy, specific to culturally responsive teaching theory and proactive group facilitation techniques for diverse learners; labor-based grading contracts; creating an equity-based syllabus; universal redesign; and inclusion and economic mobility in Guided Pathways reform.

Mandy Reininger—Computer Information Systems, 3 terms

Proposes partnering with Chemeketa's Information Technology (IT) department and interviewing cybersecurity industry partners, identifying where there is strong alignment and/or gaps between the classroom curricula and current industry practice and standards of cybersecurity, obtaining industry standard certifications from CompTIA and Microsoft and proposing curriculum changes based upon findings.

Dr. Jan VanStavern—English, 1 term (Sp)

Proposes to learn more about the challenges for students who have diverse abilities and limitations with communication of writing, visual and auditory modes and create an action plan or set of support slides/links/videos for Chemeketa faculty, in order to better support, and learn from students of differing abilities.

Patrick Williams—Philosophy/Religion, 3 terms

Proposes to improve writing assignments, enrich understanding of philosophical topics, understand dynamics of controversial topics, and facilitate discussion of them to apply these techniques in the classroom.

9 applicants

19 terms

(25 terms available)

Action-4
April 15, 2020

**APPROVAL OF EMERGENCY MEDICAL TECHNICIAN (EMT)
CERTIFICATE OF COMPLETION
[19-20-155]**

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

Chemeketa continues to listen to community and employer feedback on what graduates will need to enter the workplace. This one-term certificate is designed so that students can quickly enter the workforce as an Emergency Medical Technician (EMT).

The Emergency Medical Technician certificate of completion will provide students a way to complete a certificate and then return to Chemeketa for an associate of applied science (AAS) degree in Paramedicine, if there is a need to go to the workplace. The certificate will allow the college to track those students as completions.

Based on a survey of advisory committee members, the average salary for EMTs is approximately \$41,000 per year, with a starting wage of approximately \$22,000 per year. The advisory committee predicts that job growth should be similar to other career areas and that the Mid-Valley area should be able to create 50 annual job openings per year.

The above recommendation was approved by the Emergency Medical Technician Advisory Committee on February 6, 2020 and the college's Curriculum Committee on February 26, 2020.

It is recommended that the College Board of Education approve the Emergency Medical Technician Certificate of Completion.

Action-4
April 15, 2020

EMERGENCY MEDICAL TECHNICIAN CERTIFICATE OF COMPLETION

Course No.	Course Title	Credit Hours
Term 1		
EMT151	EMT, Part 1	6
	and	
EMT152	EMT, Part 2	6
	or	
EMT153	EMT One Term	12
	Term 1 Total	12
	TOTAL PROGRAM HOURS	12

Action-5
April 15, 2020

**APPROVAL OF CROP HEALTH CERTIFICATE OF COMPLETION
[19-20-156]**

Prepared by

Joleen Schilling, Program Chair—Horticulture
Holly Nelson, Executive Dean—Regional Education and Academic Development
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. This one-year certificate in Crop Health will provide education and training in disease, pest, and weed management; biological control; plant fertility; and water quality issues, so that students can find employment in crop health, or in Integrated Pest Management.

The certificate will provide students the ability to obtain their pesticide applicators license. It will also prepare students for direct entry into the workforce and allow them to continue in the Horticulture Associate of Applied Science program.

Based on wage data from the State of Oregon Employment Department, the starting wage in the Mid-Valley region for students entering this field is approximately \$57,470 per year with the average wage of \$75,025 per year, and it is projected that this occupation is expected to grow at a much higher rate than the regional average growth rate for all occupations through 2027. It is predicted that 39 total annual openings per year will be created in crop health according to qualityinfo.org.

The above recommendation was approved by the Horticulture Advisory Committee on June 15, 2018, and the college's Curriculum Committee on February 26, 2020.

It is recommended that the College Board of Education approve the Crop Health Certificate of Completion.

Action-5
April 15, 2020

CROP HEALTH CERTIFICATE OF COMPLETION

Course No.	Course Title	Credit Hours
Year 1		
HOR112	Pesticides and Safety	2
HOR125	Biological Control Agents	2
HOR215	Developing an IPM Program	2
HOR236	Integrated Pest Management: Weeds	3
HOR237	Integrated Pest Management: Insects and Diseases	4
HOR238	Plant Problem Diagnosis	2
HOR265	Integrated Pest Management: Scouting and Monitoring	2
HOR275	Innovative Strategies for Water Management in Nurseries	2
HOR280F	Cooperative Work Experience	6
SOIL205	Soil Science	4
SOIL206	Plant Nutrition	2
	Year 1 Total	31
	TOTAL PROGRAM HOURS	31

Action-6
April 15, 2020

**APPROVAL OF GRANTS AWARDED
JANUARY 2020–MARCH 2020
[19-20-157]**

Prepared by

Gaelen McAllister, Grants Coordinator—Institutional Grants
Julie Peters, Director—Organizational Effectiveness
David Hallett, Vice President—Governance and Administration
Jessica Howard, President/Chief Executive Officer

These grants have been awarded to the college from January 2020–March 2020. It is recommended that the board accept these grants.

Grantor	Department	Award Description	Amount
GEAR UP OSU	Student Retention and College Life	Funds to expand Summer iSTART, reach out to GEAR UP and rural high schools, and provide Lending Library textbooks for first year students	125,000
U.S. Department of Agriculture	Agricultural Sciences	Submitted August 21, 2019. National Institute of Food and Agriculture (NIFA) and Agriculture and Food Research Initiative (AFRI). Supports design and installation of the one-half acre Woody Ornamentals Demonstration and Learning Lab, plus activities to prepare highly qualified workers for the nursery industry. New, five-year grant.	273,295
Total			\$398,295

**ACCEPTANCE OF PROGRAM DONATIONS
JANUARY 1, 2020 THROUGH MARCH 31, 2020
[19-20-158]**

Prepared by

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

Item: 48 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$96.00 Program: Food Pantry	Item: 105 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$210.00 Program: Food Pantry
Item: 254 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$501.00 Program: Food Pantry	Item: 238 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$495.50 Program: Food Pantry
Item: 66 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$132.00 Program: Food Pantry	Item: 119 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$238.00 Program: Food Pantry
Item: 171 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$342.00 Program: Food Pantry	Item: 350 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$700.00 Program: Food Pantry
Item: 151 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$302.00 Program: Food Pantry	Item: 277 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$554.00 Program: Food Pantry

Action-7
April 15, 2020

Item:	192 lbs. of food for pantry	Item:	1995 GMC Sierra 5.0L
Donor:	Marion Polk Food Share Inc.	Donor:	3Rs Construction Management
Declared Value:	\$402.00	Declared Value:	\$1,000.00
Program:	Food Pantry	Program:	Automotive Program
Item:	HP OfficeJet 6700 Printer	Item:	Two Admission Tickets
Donor:	Marshall Roache	Donor:	Enchanted Forest
Declared Value:	\$50.00	Declared Value:	\$29.00
Program:	Fire Science Program	Program:	50th Anniversary Gala
Item:	Two reWine Barrels	Item:	2000 Mercury Grand Marquis
Donor:	reWine Barrels	Donor:	Blake Schwabauer
Declared Value:	\$700.00	Declared Value:	\$1,500.00
Program:	Wine Studies Program	Program:	Automotive Program
Item:	16 Chess Clocks	Item:	2001 Lexus RX300
Donor:	Oregon Chess Federation	Donor:	Janice Boyer
Declared Value:	\$140.00	Declared Value:	\$1,500.00
Program:	Student Chess Club	Program:	Automotive Program
Item:	2004 Chevrolet Colorado	Item:	10 Chess Sets
Donor:	Brent Anderson	Donor:	Gregori Alpernas
Declared Value:	\$2,805.00	Declared Value:	\$109.50
Program:	Automotive Program	Program:	Student Chess Club
Item:	2001 Ford F250 Diesel Truck	Item:	Digital/Print Ads for the College
Donor:	Cascade Mobile Wine Services	Donor:	Statesman Journal
Declared Value:	\$8,900.00	Declared Value:	\$5,000.00
Program:	Automotive Program	Program:	50th Anniversary Gala
Item:	Various SMT components		
Donor:	Garmin AT		
Declared Value:	\$24,177.74		
Program:	Electronics Program		

MISSION • VISION • CORE THEMES • VALUES

MISSION *(Our purpose)*

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

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

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

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

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

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

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

Student Success – Students progress and complete their educational goals.

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

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

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

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

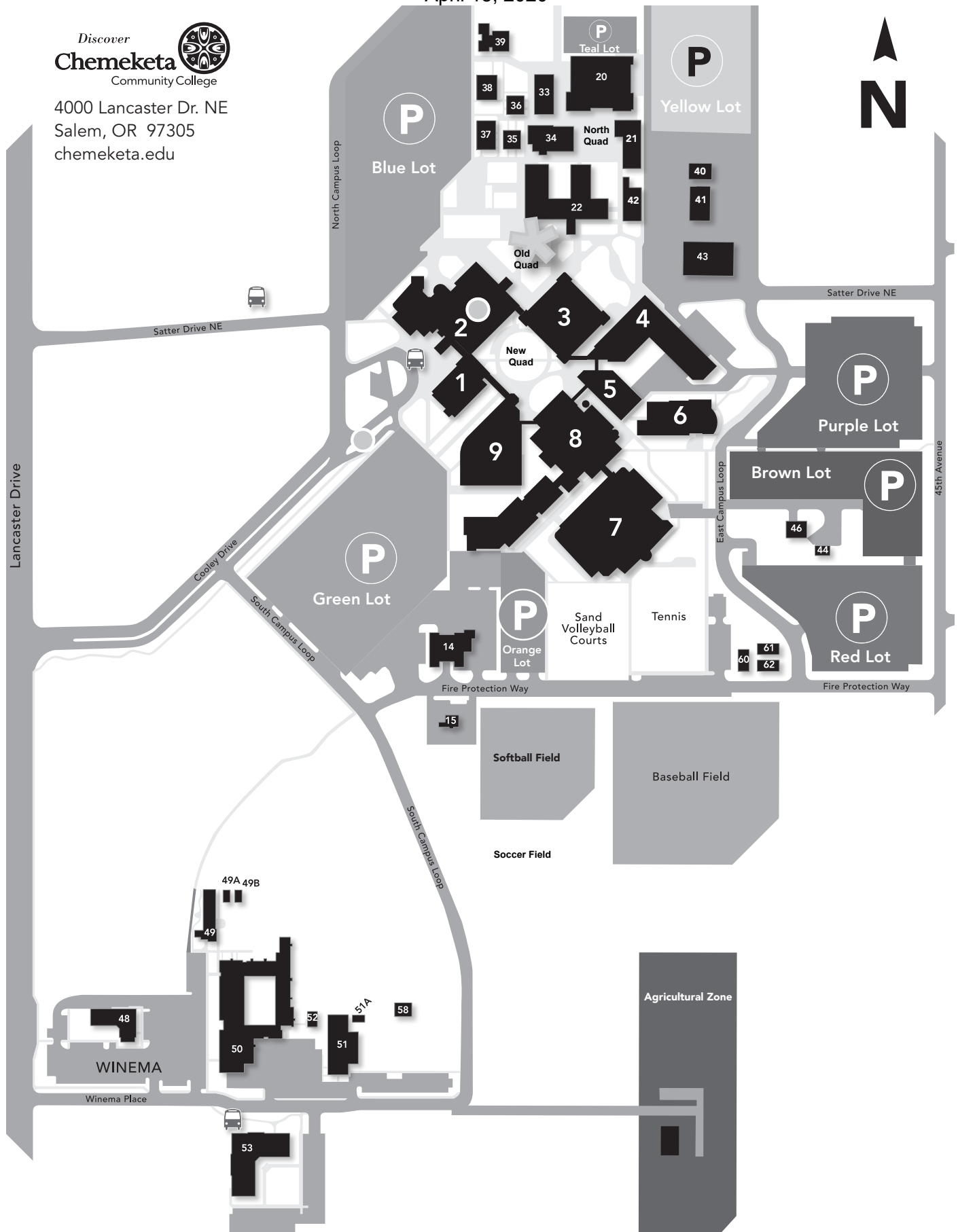
Innovation – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

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

Appendix-2
April 15, 2020



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



Building directory on reverse side

Appendix-2 April 15, 2020

Building and Primary Function(s)

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

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

Area or Service—Building/Room

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

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

Instructional Department Offices

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

Restrooms

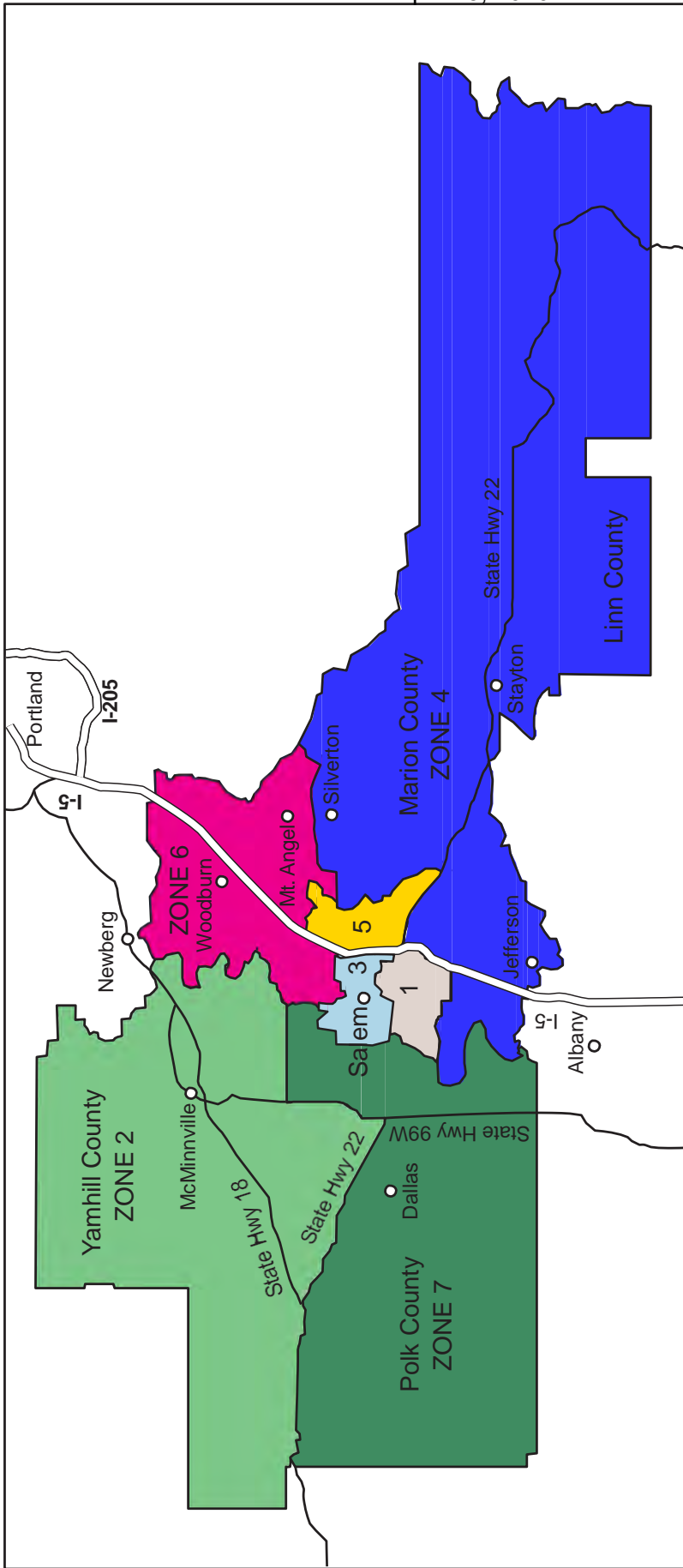
SINGLE OCCUPANCY

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

MOTHER'S ROOM

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

Chemeketa Community College
District Boundary and Board Zones



Board Members

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