

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 light yellow to green.

Regular Meeting

**June 24, 2020**

CHEMEKETA COMMUNITY COLLEGE  
4000 Lancaster Drive NE  
Salem, Oregon

**BOARD OF EDUCATION**



Regular Meeting

June 24, 2020

CHEMEKETA COMMUNITY COLLEGE  
4000 Lancaster Drive NE  
Salem, Oregon

- |   |                     |                         |
|---|---------------------|-------------------------|
| <b>I. Executive Session</b>   | <b>4–4:30 pm</b>    | <b>Web Conferencing</b> |
| Executive Session is called in accordance with ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations; and (i) to review and evaluate the employment related performance of the president/chief executive officer. |                     |                         |
| <b>II. Administration Updates</b>   | <b>4:30–5:15 pm</b> | <b>Web Conferencing</b> |
| <b>III. Regular Session</b>   | <b>5:30 pm</b>      | <b>Live Stream</b>      |

- A. Call to Order
- B. Roll Call
- C. Comments from the Public
- D. Separate Action

- |   |             |      |
|---|-------------|------|
| 1. Approval of Retirement Resolutions                       | [19-20-165] | 1–20 |
| No. 19-20-35, Geraldene A. “Gerry” Sullivan;                |             |      |
| No. 19-20-36, Marvin G. “Marv” Ansted;                      |             |      |
| No. 19-20-37, Matthew J. “Matt” Azevedo                     |             |      |
| No. 19-20-38, Margie W.E. Carr;                             |             |      |
| No. 19-20-39, Holly D. Cook;                                |             |      |
| No. 19-20-40, Kathryn R. “Kathy” Davison;                   |             |      |
| No. 19-20-41, Lucina B. Frias;                              |             |      |
| No. 19-20-42, Yening Wan “Swan” Gardner;                    |             |      |
| No. 19-20-43, Sharon Gibbons;                               |             |      |
| No. 19-20-44, Dennis A. Kirk;                               |             |      |
| No. 19-20-45, Edith Q. Manuel;                              |             |      |
| No. 19-20-46, Kimberly G. “Kim” Martin;                     |             |      |
| No. 19-20-47, Jeannie A. Odle;                              |             |      |
| No. 19-20-48, Gloria Phipps;                                |             |      |
| No. 19-20-49, Joan L. Schaffers;                            |             |      |
| No. 19-20-50, Tina D. Sloan;                                |             |      |
| No. 19-20-51, Janet L. Snowhill;                            |             |      |
| No. 19-20-52, Jonni G. Whitney; and                         |             |      |
| No. 19-20-55, Judith A. Anderson                            |             |      |
| David Hallett, Vice President—Governance and Administration |             |      |

**E. Approval of Minutes**—Regular Board Meeting of May 20, 2020 21–27

**F. Reports**

- |                                  |  |       |
|----------------------------------|--|-------|
| 1. Reports from the Associations |  |       |
| a. Riley Dunagan                 | Associated Students of Chemeketa (ASC)     | 28    |
| b. Justus Ballard                | Chemeketa Faculty Association              | 29    |
| c. Terry Rohse                   | Chemeketa Classified Employees Association | 30–33 |
| d. Adam Mennig                   | Chemeketa Exempt Employees Association     | 34    |

2. Reports from the College Board of Education (mailed to board secretary)

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1. Annual Evaluation of the President 35  
Diane Watson, Chair—College Board of Education
2. College Policies #3040—Salary; #3060—Access to Personnel Records; #3070—Inquiries for Employee Verification (Including Student Employees); and #3080—Employee Development 36–40  
David Hallett, Vice President—Governance and Administration
3. College Policy #4040—Contracts for Courses and Services 41–42  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley
4. Adult High School Diploma Plan Update for Year 2020–2021 43–44  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley
5. Suspension of Traditional Health Worker Certificate of Completion 45  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley
6. Student-Initiated Fee Proposal 46–46e  
Jessica Howard, President/Chief Executive Officer
7. Affirmative Action Annual Report 47–57  
David Hallett, Vice President—Governance and Administration

#### **H. Standard Reports**

1. Personnel Report 58–59  
David Hallett, Vice President—Governance and Administration
2. Budget Status Report 60–63  
Miriam Scharer, Vice President/Chief Financial Officer
3. Capital Projects Report 64  
Miriam Scharer, Vice President/Chief Financial Officer
4. Chemeketa Cooperative Regional Library Service Report 65–67  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley
5. Recognition Report 68–70  
Jessica Howard, President/Chief Executive Officer
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Jessica Howard, President/Chief Executive Officer

#### **I. Separate Action (Continued)**

2. Approval of Presidential Contract [19-20-166] 74  
Diane Watson, Chair—College Board of Education

3. Approval of Resolution No. 19-20-53, Adopting the Budget, Making Appropriations, and Levying Taxes [19-20-167] 75–75d  
Miriam Scharer, Vice President/Chief Financial Officer
4. Approval of Classified; Exempt; Hourly, Part-Time/Temporary Faculty; Part-Time/Adjunct Faculty Bargaining and Part-Time Faculty Non-Bargaining Non-Credit Salary Schedules for 2020–2021 [19-20-168] 76–79c  
David Hallett, Vice President—Governance and Administration

#### J. Action

Consent Calendar Process (Items will be approved by the consent calendar process unless withdrawn at the request of a member of the board. Item or items requested to be removed by a member of the board will be removed from the consent calendar by the chairperson for discussion. A separate motion will then be required to take action on the item in question.)

1. Approval of Budget Transfer Requests [19-20-169] 80–80c  
Miriam Scharer, Vice President/Chief Financial Officer
2. Approval of Resolution No. 19-20-54, Authorizing Interfund Borrowing [19-20-170] 81–82  
Miriam Scharer, Vice President/Chief Financial Officer
3. Approval of Computer Information Systems Certificate of Completion [19-20-171] 83–84  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley
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Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley
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Miriam Scharer, Vice President/Chief Financial Officer

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2. Campus Map 89–90
3. District Map 91

#### L. Future Agenda Items

#### M. Board Operations

#### N. Adjournment

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

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

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

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

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

**APPROVAL OF RETIREMENT RESOLUTIONS  
NO. 19-20-35, GERALDENE A. "GERRY" SULLIVAN;  
NO. 19-20-36, MARVIN G. "MARV" ANSTED;  
NO. 19-20-37, MATTHEW J. "MATT" AZEVEDO; NO. 19-20-38, MARGIE W.E. CARR;  
NO. 19-20-39, HOLLY D. COOK; NO. 19-20-40, KATHRYN R. "KATHY" DAVISON;  
NO. 19-20-41, LUCINA B. FRIAS; NO. 19-20-42, YENING WAN "SWAN" GARDNER;  
NO. 19-20-43, SHARON GIBBONS; NO. 19-20-44, DENNIS A. KIRK;  
NO. 19-20-45, EDITH Q. MANUEL; NO. 19-20-46, KIMBERLY G. "KIM" MARTIN;  
NO. 19-20-47, JEANNIE A. ODLE; NO. 19-20-48, GLORIA PHIPPS;  
NO. 19-20-49, JOAN L. SCHAFFERS; NO. 19-20-50, TINA D. SLOAN;  
NO. 19-20-51, JANET L. SNOWHILL; NO. 19-20-52, JONNI G. WHITNEY;  
AND NO. 19-20-55, JUDITH A. ANDERSON  
[19-20-165]**

**Prepared by**

David Hallett, Vice President—Governance and Administration

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The College Board of Education honors employees who retire after years of service to the college. Attached are resolutions honoring Geraldene A. "Gerry" Sullivan, who retires effective June 19, 2020; Marvin G. "Marv" Ansted, Matthew J. "Matt" Azevedo, Margie W.E. Carr, Holly D. Cook, Kathryn R. "Kathy" Davison, Lucina B. Frias, Yening Wan "Swan" Gardner, Sharon Gibbons, Dennis A. Kirk, Edith Q. Manuel, Kimberly G. "Kim" Martin, Jeannie A. Odle, Gloria Phipps, Joan L. Schaffers, Tina D. Sloan, Janet L. Snowhill, Jonni G. Whitney, and Judith A. Anderson, who retire effective June 30, 2020.

It is recommended that the College Board of Education adopt Resolution No. 19-20-35, Geraldene A. "Gerry" Sullivan; No. 19-20-36, Marvin G. "Marv" Ansted; No. 19-20-37, Matthew J. "Matt" Azevedo; No. 19-20-38, Margie W.E. Carr; No. 19-20-39, Holly D. Cook; No. 19-20-40, Kathryn R. "Kathy" Davison; No. 19-20-41, Lucina B. Frias; No. 19-20-42, Yening Wan "Swan" Gardner; No. 19-20-43, Sharon Gibbons; No. 19-20-44, Dennis A. Kirk; No. 19-20-45, Edith Q. Manuel; No. 19-20-46, Kimberly G. "Kim" Martin; No. 19-20-47, Jeannie A. Odle; No. 19-20-48, Gloria Phipps; No. 19-20-49, Joan L. Schaffers; No. 19-20-50, Tina D. Sloan; No. 19-20-51, Janet L. Snowhill; No. 19-20-52, Jonni G. Whitney; and No. 19-20-55, Judith A. Anderson.

**RETIREMENT RESOLUTION NO. 19-20-35,  
GERALDENE A. "GERRY" SULLIVAN**

WHEREAS, Geraldene A. "Gerry" Sullivan began her 10-year, 10-month association, as a salaried employee, with Chemeketa Community College in September, 2009; and

WHEREAS, Geraldene A. "Gerry" Sullivan gave dedicated service to Chemeketa Community College, currently as Instructor-Nursing, Health Sciences Department of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 19, 2020, the College Board of Education hereby honors and commends Geraldene A. "Gerry" Sullivan for her loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer

**RETIREMENT RESOLUTION NO. 19-20-36,  
MARVIN G. "MARV" ANSTED**

WHEREAS, Marvin G. "Marv" Ansted began his 20-year, 6-month association, as a salaried employee, with Chemeketa Community College in December, 1999; and

WHEREAS, Marvin G. "Marv" Ansted gave dedicated service to Chemeketa Community College, currently as Technology Analyst II, Information Technology Department of College Support Services Division; therefore,

BE IT RESOLVED, that upon his retirement date of June 30, 2020, the College Board of Education hereby honors and commends Marvin G. "Marv" Ansted for his loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer



**RETIREMENT RESOLUTION NO. 19-20-37,  
MATTHEW J. "MATT" AZEVEDO**

WHEREAS, Matthew J. "Matt" Azevedo began his 30-year, 10-month association, as a salaried employee, with Chemeketa Community College in September, 1989; and

WHEREAS, Matthew J. "Matt" Azevedo gave dedicated service to Chemeketa Community College, currently as Instructional Specialist, Life and Physical Sciences Department of General Education and Transfer Studies Division; therefore,

BE IT RESOLVED, that upon his retirement date of June 30, 2020, the College Board of Education hereby honors and commends Matthew J. "Matt" Azevedo for his loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer

**RETIREMENT RESOLUTION NO. 19-20-38,  
MARGIE W.E. CARR**

WHEREAS, Margie W.E. Carr began her 9-year, 10-month association, as a salaried employee, with Chemeketa Community College in September, 2010; and

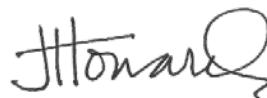
WHEREAS, Margie W.E. Carr gave dedicated service to Chemeketa Community College, currently as Department Technician I, Bookstore and Auxiliary Services Department of College Support Services Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2020, the College Board of Education hereby honors and commends Margie W.E. Carr for her loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer

**RETIREMENT RESOLUTION NO. 19-20-39,  
HOLLY D. COOK**

WHEREAS, Holly D. Cook began her 13-year, 5-month association, as a salaried employee, with Chemeketa Community College in April, 2007; and

WHEREAS, Holly D. Cook gave dedicated service to Chemeketa Community College, currently as Administrative Assistant, Human Resources Department of Governance and Administration Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2020, the College Board of Education hereby honors and commends Holly D. Cook for her loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer

**RETIREMENT RESOLUTION NO. 19-20-40,  
KATHRYN R. "KATHY" DAVISON**

WHEREAS, Kathryn R. "Kathy" Davison began her 28-year association, as a salaried employee, with Chemeketa Community College in July, 1992, and

WHEREAS, Kathryn R. "Kathy" Davison gave dedicated service to Chemeketa Community College, currently as Department Technician II, Chemeketa Center for Business and Industry of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2020, the College Board of Education hereby honors and commends Kathryn R. "Kathy" Davison for her loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer

**RETIREMENT RESOLUTION NO. 19-20-41,  
LUCINA B. FRIAS**

WHEREAS, Lucina B. Frias began her 12-year, 2-month association, as a salaried employee, with Chemeketa Community College in April, 2008; and

WHEREAS, Lucina B. Frias gave dedicated service to Chemeketa Community College, currently as Custodian I, Capital Projects and Facilities Department of College Support Services Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2020, the College Board of Education hereby honors and commends Lucina B. Frias for her loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer

**RETIREMENT RESOLUTION NO. 19-20-42,  
YENING WAN "SWAN" GARDNER**

WHEREAS, Yening Wan "Swan" Gardner began her 2-year, 5-month association, as a salaried employee, with Chemeketa Community College in February, 2017; and

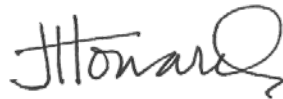
WHEREAS, Yening Wan "Swan" Gardner gave dedicated service to Chemeketa Community College, currently as Technology Support Specialist, Information Technology Department of College Support Services Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2020, the College Board of Education hereby honors and commends Yening Wan "Swan" Gardner for her loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer

Separate Action-1  
June 24, 2020

**RETIREMENT RESOLUTION NO. 19-20-43,  
SHARON GIBBONS**

WHEREAS, Sharon Gibbons began her 38-year, 10-month association, as a salaried employee, with Chemeketa Community College in September, 1981; and

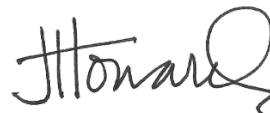
WHEREAS, Sharon Gibbons gave dedicated service to Chemeketa Community College, currently as Student Services Coordinator/Analyst I-10 month, Student Accessibility Services Department of Student Development and Learning Resources Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2020, the College Board of Education hereby honors and commends Sharon Gibbons for her loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer

Separate Action-1  
June 24, 2020

**RETIREMENT RESOLUTION NO. 19-20-44,  
DENNIS A. KIRK**

WHEREAS, Dennis A. Kirk began his 28-year, 9-month association, as a salaried employee, with Chemeketa Community College in October, 1991; and

WHEREAS, Dennis A. Kirk gave dedicated service to Chemeketa Community College, currently as Public Safety Officer I, Public Safety Department of College Support Services Division; therefore,

BE IT RESOLVED, that upon his retirement date of June 30, 2020, the College Board of Education hereby honors and commends Dennis A. Kirk for his loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer



Separate Action-1  
June 24, 2020

**RETIREMENT RESOLUTION NO. 19-20-45,  
EDITH Q. MANUEL**

WHEREAS, Edith Q. Manuel began her 26-year, 10-month association, as a salaried employee, with Chemeketa Community College in August, 1993; and

WHEREAS, Edith Q. Manuel gave dedicated service to Chemeketa Community College, currently as Financial Services Technician I, Human Resources Department of Governance and Administrative Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2020, the College Board of Education hereby honors and commends Edith Q. Manuel for her loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer

**RETIREMENT RESOLUTION NO. 19-20-46,  
KIMBERLY G. "KIM" MARTIN**

WHEREAS, Kimberly G. "Kim" Martin began her 19-year association, as a salaried employee, with Chemeketa Community College in July, 2001; and


WHEREAS, Kimberly G. "Kim" Martin gave dedicated service to Chemeketa Community College, currently as Counselor-11 months, Counseling and Career Services Department of Student Development and Learning Resources Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2020, the College Board of Education hereby honors and commends Kimberly G. "Kim" Martin for her loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer

Separate Action-1  
June 24, 2020

**RETIREMENT RESOLUTION NO. 19-20-47,  
JEANNIE A. ODLE**

WHEREAS, Jeannie A. Odle began her 45-year, 9-month association, as a salaried employee, with Chemeketa Community College in September, 1974; and

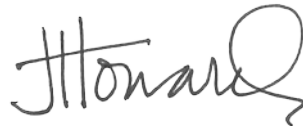
WHEREAS, Jeannie A. Odle gave dedicated service to Chemeketa Community College, currently as Executive Coordinator, President's Office Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2020, the College Board of Education hereby honors and commends Jeannie A. Odle for her loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer

Separate Action-1  
June 24, 2020

**RETIREMENT RESOLUTION NO. 19-20-48,  
GLORIA PHIPPS**

WHEREAS, Gloria Phipps began her 17-year, 6-month association, as a salaried employee, with Chemeketa Community College in December, 2002; and

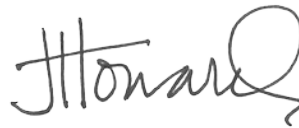
WHEREAS, Gloria Phipps gave dedicated service to Chemeketa Community College, currently as Manager-Payroll, Human Resources Department of Governance and Administration Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2020, the College Board of Education hereby honors and commends Gloria Phipps for her loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer

Separate Action-1  
June 24, 2020

**RETIREMENT RESOLUTION NO. 19-20-49,  
JOAN L. SCHAFFERS**

WHEREAS, Joan L. Schaffers began her 17-year, 8-month association, as a salaried employee, with Chemeketa Community College in October, 2002; and


WHEREAS, Joan L. Schaffers gave dedicated service to Chemeketa Community College, currently as Department Technician I, Business Services Department of College Support Services Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2020, the College Board of Education hereby honors and commends Joan L. Schaffers for her loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer

Separate Action-1  
June 24, 2020

**RETIREMENT RESOLUTION NO. 19-20-50,  
TINA D. SLOAN**

WHEREAS, Tina D. Sloan began her 26-year, 3-month association, as a salaried employee, with Chemeketa Community College in March, 1994; and

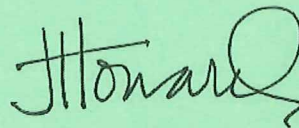
WHEREAS, Tina D. Sloan gave dedicated service to Chemeketa Community College, currently as Department Technician II, Apprenticeship Department of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2020, the College Board of Education hereby honors and commends Tina D. Sloan for her loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer

Separate Action-1  
June 24, 2020

**RETIREMENT RESOLUTION NO. 19-20-50,  
TINA D. SLOAN**

WHEREAS, Tina D. Sloan began her 26-year, 3-month association, as a salaried employee, with Chemeketa Community College in March, 1994; and

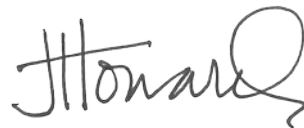
WHEREAS, Tina D. Sloan gave dedicated service to Chemeketa Community College, currently as Department Technician II, Apprenticeship Department of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2020, the College Board of Education hereby honors and commends Tina D. Sloan for her loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer

**RETIREMENT RESOLUTION NO. 19-20-51,  
JANET L. SNOWHILL**

WHEREAS, Janet L. Snowhill began her 21-year association, as a salaried employee, with Chemeketa Community College in June, 1999; and

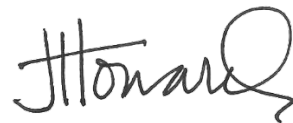
WHEREAS, Janet L. Snowhill gave dedicated service to Chemeketa Community College, currently as Technology Analyst II, Chemeketa Cooperative Regional Library Service of Student Development and Learning Resources Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2020, the College Board of Education hereby honors and commends Janet L. Snowhill for her loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer



**RETIREMENT RESOLUTION NO. 19-20-52,  
JONNI G. WHITNEY**

WHEREAS, Jonni G. Whitney began her 13-year, 3-month association, as a salaried employee, with Chemeketa Community College in March, 2007; and

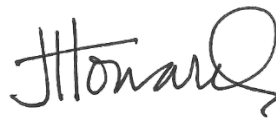
WHEREAS, Jonni G. Whitney gave dedicated service to Chemeketa Community College, currently as Department Technician I, Yamhill Valley campus of Regional Education and Academic Development Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2020, the College Board of Education hereby honors and commends Jonni G. Whitney for her loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer

**RETIREMENT RESOLUTION NO. 19-20-55,  
JUDITH A. ANDERSON**

WHEREAS, Judith A. Anderson began her 33-year, 10-month association, as a salaried employee, with Chemeketa Community College in September, 1986; and

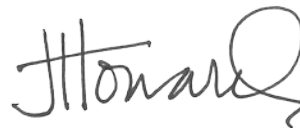
WHEREAS, Judith A. Anderson gave dedicated service to Chemeketa Community College, currently as Instructional Technician-10month, High School Programs Department of Regional Education and Academic Development Division; therefore,

BE IT RESOLVED, that upon her retirement date of, June 30, 2020, the College Board of Education hereby honors and commends Judith A. Anderson for her loyalty, dedication and personal commitment to Chemeketa Community College.



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer

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June 24, 2020

**APPROVAL OF BOARD MINUTES**

**Prepared by**

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

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Minutes of the board meeting of May 20, 2020, are submitted for review by the board.

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

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CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

May 20, 2020

**I. EXECUTIVE SESSION**

The College Board of Education met at 3:37 pm for Executive Session via Zoom. Executive Session was held in accordance with ORS 192.660(2)(i) evaluating the chief executive officer.

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

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer.

Executive Session adjourned at 4:13 pm.

**II. ADMINISTRATION UPDATES**

Diane Watson, Chair, called the meeting to order at 4:15 pm via Zoom.

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

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

The following updates were shared or discussed—faculty bargaining will resume meeting next week; weekly conversations have been conducted with classified; recent staffing changes; budget update; OCCA updates; and reading of the ten retirement resolutions were assigned. The student-initiated fee proposal of \$1.25 per credit was shared; however, more information was requested before the proposal goes to the board for consideration. The board discussed board chair and vice chair for next year.

A recess was taken at 5 pm.

**III. REGULAR SESSION**

**A. CALL TO ORDER**

Diane Watson, Chair, reconvened the board meeting at 5:34 pm via Zoom.

**B. ROLL CALL**

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

**College Administrators in Attendance:** Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Jim Eustrom, Vice President,

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Instruction and Student Services/Campus President, Yamhill Valley; and Miriam Scharer, Vice President/Chief Financial Officer.

**Board Representatives in Attendance:** Riley Dunagan, ASC Coordinator; Terry Rohse, Chemeketa Classified Association; Justus Ballard, Chemeketa Faculty Association; and Adam Mennig, Chemeketa Exempt Association.

Chair Diane Watson reported three faculty who are retiring are joining the Zoom meeting today, so the Separate Action item was moved up in the agenda.

#### **I. SEPARATE ACTION**

**Approval of Retirement Resolutions No. 19-20-25. Daniel D. “Dan” Jones; No. 19-20-26, Barbara A. Burns; No. 19-20-27, David W. Canoy; No. 19-20-28, Wynn W. Cudmore; No. 19-20-29, Jane B. Ellis; No. 19-20-30, Larry M. Emme; No. 19-20-31, Stanley R. “Stan” Houghton; No. 19-20-32, Richard K. O’Hara; No. 19-20-33, Tamara L. Trattner; and No. 19-20-34, Theresa L. “Terri” Wenzig**

Wynn Cudmore, Jane Ellis, and Stan Houghton joined the Zoom meeting and shared a few words and were thanked for their service. Board members read each retirement resolution. These ten employees represent a total of 222 years of service to the college.

Ed Dodson moved and Jackie Franke seconded a motion to approve the retirement resolutions as noted above.

A roll call vote was taken, and the motion CARRIED unanimously.

#### **C. COMMENTS FROM THE PUBLIC**

None were received.

#### **D. PUBLIC HEARING ON PROPOSED BUDGET**

Diane Watson opened the public hearing to hear testimony on the proposed budget. No public testimony was received regarding the proposed budget for 2020–2021. The public hearing was closed.

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

Ed Dodson moved and Jackie Franke seconded a motion to approve the minutes of the regular Board meeting of April 15, 2020, and the Budget Committee meeting of May 6, 2020.

A roll call vote was taken, and the motion CARRIED unanimously.

#### **G. REPORTS**

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

Riley Dunagan, ASC coordinator; Justus Ballard, Chemeketa Faculty Association president; Terry Rohse, Chemeketa Classified Association president; and Adam Mennig, Chemeketa Exempt Association president said the reports stand as written. Terry Rohse thanked Alice Sprague, David Hallett, and Heather McDaniel for regular updates with the classified association leadership.

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**Reports from the College Board of Education**

Ed Dodson attended a number of internal meetings including the President's Compensation subcommittee, Budget Committee, and the all-staff forum; and external meetings including a Mid-Willamette Education Executive Council (MWEC) meeting, U.S. Representative Suzanne Bonamici Town Hall, the Oregon Community College Association (OCCA) forum and Board meeting, and a Student Success Oversight Committee.

Neva Hutchinson attended the all-staff forum, Budget Committee meeting, President's Compensation subcommittee, and has been teaching elementary kids at home.

Ron Pittman met with Paul Davis and Danielle Hoffman to hear updates about Yamhill Valley Campus (YVC). There are 30 students who have enrolled the YVC Bolt program this term.

Betsy Earls attended the Budget Committee meeting and three West Salem Rotary Zoom meetings.

Ken Hector attended three Webinar meetings—Congresswoman Suzanne Bonamici National Skills Coalition on Workforce, Bridging K-12 to College Transitions, and ACCT Road to Recovery with six providers of services relative to education and workforce. Ken also participated on the monthly ACCT Public Policy and Advocacy conference call, and he attended the Budget Committee meeting.

Jackie Franke attended the Budget Committee, all-staff forum, and a number of executive board meetings for the Mid-Valley Council of Government (MVCOG). The search for the new president of MVCOG is on hold until face-to-face meetings are allowed. Jackie is also working with the Mt. West Community and Business Education Leaders Collaborative on getting food and resources to families in need. A federal grant was received to provide 90,000 food boxes in Oregon each week. Hammond and Keizer Elementary schools, Catholic Community Services, and a few other locations are distribution sites for anyone to pick a food box. Jackie commended the college for loaning Chromebooks to students and for providing food vouchers.

Diane Watson attended a President's Compensation subcommittee meeting, Chemeketa's Budget Committee, the all-staff forum, and the three Zoom meetings today—the special executive session, administration updates, and regular board meeting today.

**H. INFORMATION**

**Computer Information Systems Certificate of Completion**

R. Taylor, dean of Business Technology, Early Childhood Education, and Visual Communications reported on two new certificate programs. This certificate is the first year of the Associate of Applied Science Computer Information Science degree. It was created to respond to industry's interest in short-term certificates and a need for cybersecurity fundamentals. The program is designed to be offered fully online and will be advertised to entry-level students as well as for working professionals who want to learn a new skill set. Jackie asked about the salary. R. Taylor said the average range for IT positions is around \$53,458. However, this

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would not be the starting salary for those who complete this program, and they could make a living wage with benefits.

### **Data Analytics for Accounting Certificate of Completion**

This certificate program trains people to use analytic tools to understand and analyze data. It can be a standalone or used as a starting point that leads to an Associate of Science degree in accounting. While the program focuses on preparing students for the workforce, the courses are transferable to four-year universities; the business program has a strong partnership with Oregon State University. The average salary range for a data analytics position is around \$70,000; however, this would not be a starting salary. These two certificates will be brought back in June for board approval.

### **I. STANDARD REPORTS**

#### **Personnel Report**

David Hallett said the report stands as written; however, he acknowledged the ten retirees for their 222 years of service and dedication to the college.

#### **Budget Status Report**

Miriam shared information regarding state funding and impending cuts in allocation. The state economic forecast was released this morning and while it was better than expected, the state estimates a revenue shortfall of around \$2.7 billion this biennium; next biennium will be more at \$4.4 billion. The Governor has asked all state agencies to plan on an 8.5 percent cut in funding for this biennium, which equates to 17+ percent to be implemented in the one fiscal year remaining in the biennium (2020–2021), which would be about \$6.3 million for Chemeketa.

The legislature does not intend to convene until sometime in the summer so the “across the board cuts” may be implemented before they can mitigate. The timeline for implementation of cuts or the impact on the college allocation through the funding formula may not be known until July or August based on legislative scheduling.

Over the past few weeks, the college has taken a measured and incremental approach to staffing needs due to COVID-19, changing to a remote format, and in anticipation of some significant cuts. This included—

- Most part-time hourly and student hourly employees have been laid off (about 230 individuals).
- Recruitment for vacant positions have been paused and vacant positions are on hold for added savings.
- A retirement incentive has been offered to qualified employees.
- Temporary reduction in force notifications will be done before the end of May to employees whose work does not translate to remote work.
- Conversations have begun on how to mitigate potential larger cuts including changes to carryover and other cost reductions

The college is waiting for further clarification and guidance on how the institutional share of the federal CARES Act can be utilized. These funds are not designated to replace lost revenue;

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however, the college hopes to be able to use these funds to offset costs of moving to remote operations and supporting students.

The students' share from the CARES Act was distributed to students last week. Over 3,700 Chemeketa students received \$750. The estimated costs of the transition to remote learning far exceeded the amount of funds available. However, based on the U.S. Department of Education guidelines of who is eligible, it was determined that an equal allocation of \$750 per student be awarded.

Miriam reported the budget status reports are through April 30 and includes the impact of the decline in spring term enrollment. Overall, year-to-date enrollment is down 11.5 percent.

Referring to the Statement of Resources and Expenditures Tuition and Fee revenue is at around 80 percent of the budgeted amount. There are still some additional resources that need to be moved from self-support; however, the college does not anticipate earning 100 percent of budgeted tuition and fees due to the enrollment decline. The Budget Status report shows some savings in Personnel as a result of putting a hold on vacant positions and reduced Materials and Services expenditures. The more that is under expended this year, the more carryover to minimize offset of other revenue losses. There were no changes in the Status of Investments.

### **Purchasing Report**

Miriam Scharer reported on one purchasing item. An Invitation to Bid (ITB) will go out this month for On-Call Excavation Services that allow issuing multiple contracts to qualified companies for various excavation projects such as building and/or repairing parking lots and sidewalks, trenching, installing sewer pipes and drains, etc. A recommendation for contract award will be made at the June board meeting.

### **Capital Projects Report**

Rory Alvarez said the report stands as written. He noted the boilers have been installed in Building 9 and electrical and plumbing work is being done.

### **Student Success Data Points**

Fauzi Naas, director of Institutional Research, used a PowerPoint to guide a presentation on fall-to-winter persistence and fall-to-fall retention rates, the largest entering cohorts. This is the third group of key performance indicators (KPI). Slide 3 was a bar graph for the last five years showing fall-to-winter persistence broken down by degree type (two-year degree and certificate). Overall, about 76.5 percent are remaining from fall-to-winter term. Slide 4 is the same information but grouped by race and ethnicity. One interesting note is males who are 26 years old or under are less likely to return for winter term than females. However, looking at 26 years or older students, there is a 20-point difference—53 percent Hispanic returning versus 73 percent white returning. Fauzi applied a few other filters and said these filters enable us to look at other populations and see where there are equity gaps.

Fall-to-fall retention looks at the same cohort but a year later; overall, 63.7 percent returned. A graph showing the breakdown by race and ethnicity was briefly reviewed. Diane Watson asked



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what is the national average percentage of students who persist at community colleges? Fauzi said nationally, it's about 65 percent, but that includes private colleges. Jessica looked it up and said that it's just under 49 percent for community colleges.

### **Recognition Report**

Jessica Howard acknowledged all the employees in the written report.

### **J. ACTION**

Ed Dodson moved and Ken Hector seconded a motion to approve consent calendar items No. 1–5:

1. Approval of Budget Committee Member Selection Process for Vacancies in Zone 2, 3 and 7 for 2020–2023 [19-20-160]
2. Approval of College Policies #3010, Reduction of ~~l~~ or Leave of Absence from Contract; #6620, Food Service; and #6630, Vending Program [19-20-161]
3. Approval of Proposed Schedule of College Board of Education Meetings for 2020–2021 [19-20-162]
4. Approval of Presidential Evaluation Process [19-20-163]
5. Approval of Suspension of Accounting Baccalaureate Preparation Certificate of Completion [19-20-164]

A roll call vote was taken. The motion CARRIED.

### **L. APPENDICES**

College vision, mission, values, promises and goals; campus and district maps.

### **M. FUTURE AGENDA ITEMS**

None were heard.

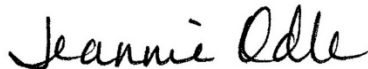
### **N. BOARD OPERATIONS**

None were heard.

### **O. ADJOURNMENT**

The meeting adjourned at 6:38 pm.

Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

June 24, 2020

Date

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

### **Prepared by**

Riley Dunagan, ASC Executive Coordinator

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### ASC PAST EVENTS

#### Virtual Student Engagement

- Throughout the course of the spring term, members of ASC engaged with students through various sources of social media and online communication platforms including Instagram and email. In addition, Samantha Hiebenthal (Communications Coordinator) worked with Grecia Garcia Perez (Bilingual Student Services Specialist) to send out a biweekly newsletter to students with information about Chemeketa services and online resources.

#### ASC Listening Sessions

- In an effort to increase virtual student activity, ASC held two student listening sessions per week using Zoom throughout spring term. ASC was able to connect with a number of students and help them navigate online learning while providing support for any questions or concerns they may have had.

#### Men's Wellness Group

- The Men's Wellness Group was facilitated by Joel Gisbert (Civic Engagement Coordinator) and met Wednesdays from 4–5 pm using Zoom. The group focused on providing students with a more positive outlook on life while creating a strengthened support system among their male college peers. The group's last meeting of the spring term occurred on June 10.

#### Empowering Women's Group

- The Empowering Women's Group was facilitated by Janel Urbina (Racial and Ethnic Diversity Representative) and Sam Brennen (Clubs Coordinator) and met on Thursdays from 4–6 pm using Zoom. The group focused on providing an opportunity for female college students to promote self-awareness through social and emotional learning strategies while creating a strengthened support system among their female college peers. The group's last meeting of the spring term occurred on June 11.

### ASC CURRENT EVENTS

#### Student Life eLearn Course

- The Chemeketa Student Life office will continue to offer the free non-credit course that provides students with access to resources and remote services throughout the summer term. The current resources and virtual student engagement opportunities that will be offered include: Chemeketa Club meetings, free speech discussions, monthly newsletters, Multicultural Student Center updates, and various ways to connect with Student Life staff.

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

### **Prepared by**

Justus Ballard, President—Chemeketa Faculty Association

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### CFA EXECUTIVE BOARD FOR 2020–2021

The Chemeketa Faculty Association held its spring elections in the last week of May, and the results were announced in June.

Steve Wolfe (Geography) was elected President of the CFA, replacing Justus Ballard.

Amanda Knopf (Developmental Writing) was elected Vice-President for Part-Time Faculty, replacing Matt Davies.

Leslie Maksun (Math) was reelected Treasurer.

As officers, Steve, Amanda, and Leslie will serve two-year terms. Chris Nord (Math) is continuing his term as Vice-President for Full-Time Faculty, and Donna Bernhisel (English at YVCC) is continuing her term as Secretary.

LeAnna Crawford (English) was reelected General Education & Transfer Representative.

Sheldon Schnider (Machining) was reelected Career & Technical Education Representative.

Bryan Rollins (ABE/GED) was reelected Regional Education & Academic Development Representative.

Michele Burke (Library) was reelected Non-Instructional Faculty Representative.

Mariah Tilman (Geology) was elected Part-Time Faculty Representative, replacing Robyn MacKillop.

### SPECIAL THANKS

Matt Davies has served on the CFA Exec Board since 2014, first as Part-Time Faculty Representative and then as Vice-President for Part-Time Faculty. Over that time, he brought conscientiousness, dedication, compassion, and intelligence to his work on behalf of all faculty, and the CFA was the better for his involvement.

Matt has accepted a full-time job with the Idaho Education Association, and the CFA wishes him all the best as he begins this new chapter in his life.

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

### **Prepared by**

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

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

Terry Rohse, President—Chemeketa Community College Classified Employees Association

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### **CCA BOARD WELCOMES NEW EMPLOYEES**

The CCA Board held a welcome lunch via Zoom on June 4, 2020, to meet new classified employees. Lunch was delivered via Jimmy John to most new employees who attended. It was a great way to connect with them and introduce board members in this time of remote work.

### **CLASSIFIED EMPLOYEE SURVEY—COST REDUCTION IDEAS**

The CCA executive team of president Terry Rohse, internal vice president/grievance officer Aaron King, and external vice president Mary Schroeder have been working with the college administrative team of David Hallett, Alice Sprague and Heather McDaniel on identifying issues and working through solutions to the college's projected budget loss in state revenue. The CCA executive team sent out a survey to classified employees asking for budget cost-saving ideas and potential options. There were 142 responses that provided a variety of ideas on how to save money moving forward in this difficult time of pandemic and economic reductions. All of these responses were forwarded to the college administrative team. The CCA executive team is always encouraged by the ways that classified employees are willing to help their colleagues during difficult times.

### **EMERGENCY ASSISTANCE FUND GETS BOOST**

A classified employee interested in helping other classified employees who have been placed on the 120-day temporary layoff and may struggle with paying bills has offered to make a personal donation to the CCA Emergency Assistance fund. Other classified employees are welcome offer donations as well. The CCA executive team is very thankful for the generosity of those who are willing to help others.

### **WELCOME BACK**

On May 1, 2020, Regalada "Reggie" Lombardi was re-hired as Instructional Coordinator/Analyst II (Safety & Risk Management department). Lombardi retired from Chemeketa in November 2017.

### **AND SPEAKING OF RETIREMENTS**

As a result of Chemeketa's retirement incentive, there was a small wave of new retirees this month. The following employees will all be retiring on June 30, 2020 with almost 300 years of combined service.

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Lucina Frias (Custodian I, Capital Projects and Facilities)

- Lucina is retiring from Chemeketa after almost 16 years. For three years Lucina worked as a part-time custodian and the opportunity came for a full-time position. Lucina applied for and successfully attained that position. Lucina likes everything about the job and says it has been great working for Chemeketa. Lucina especially enjoyed the annual fall kickoff activities, where being with co-workers and getting to know them better is a best memory. Lucina enjoys spending time with family, and plans to take advantage of more rest, travel and spending more time with grandchildren. Happy retirement, Lucina!

Sharon Gibbons (Interpreter/Coordinator, Student Accessibility Services)

- After 40 years of working for Chemeketa, Sharon is retiring. Sharon began as an American Sign Language (ASL) interpreter, moving to a staff interpreter, and then became the coordinator of sign language interpreters. Sharon spent a short time job-sharing between ASL interpreter and instructional assistant in the GED program, as well as teaching Math 20 under the guidance of another instructor. The best part of Sharon's job is facilitating collaborative relationships between Deaf and Hard of Hearing students, ASL interpreters, Deaf and Hearing faculty, and other Chemeketa staff, as well as with community members and Chemeketa partners. Sharon has many, many special memories, "from great, big belly laughs to personal and poignant moments. The most important thing I will take with me are the relationships that have been developed. These I cherish." After retirement, Sharon will continue to interpret and be involved in the interpreter and Deaf communities. Sharon also looks forward to having more time to volunteer in some of the various ways that originally set her on this professional path many years ago at the age of 13. Thank you for your many years of service, Sharon!

Matt Azevedo (Instructional Specialist, Life and Physical Sciences)

- Matt is retiring from Chemeketa after almost 31 years in the same position of science storeroom manager. During his years Matt also taught adjunct Chemistry, Physics and General Science lab courses. Best memories for Matt are working with students, both as a supervisor and a teacher. Solving problems, troubleshooting scientific equipment and lab procedures kept Matt engaged in the lab coursework. Matt co-founded the Chemeketa Hood-to-Coast running team 15 years ago with retiree, Kay Kranz. The first team name was "Twelve Bergers to Go" after former Chemeketa president, Jerry Berger. The next team name was "Hauling Booty for Schuette" pronounced "shoo-tee" after former president Gretchen Schuette, although it confused most who read the sign on the team vans. The current team name is "Storm Chasers." Other favorite memories for Matt were the annual science department retreats visiting favorite locations of the Wallowa Mountains and Oregon Caves. After retirement, Matt will continue his favorite activities of sailing, kayaking, trail running ultras, and mountain biking. Matt says, "If there is water or mountains, I'm there!" Happy trails, Matt!

Jonni Whitney (Department Technician, YVC)

- Jonni Whitney will be retiring from the same position of Department Technician that she started at 13 years ago. Jonni loves the people she works with and working with students. When asked about a favorite memory, Jonni recalls, "The most special memory that I will always have, is when I became ill and was hospitalized, I had the most amazing support from all of my work family a person could ever dream of." Jonni says she has "lived a long and fulfilling life with many adventures behind me and many more ahead of me." As far as retirement plans, Whitney is "going to take the next adventure one day at a time, letting it lead me to wherever." Best wishes, Jonni!

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Margie Carr (Department Technician I, Bookstore)

- Margie will be retiring from the Bookstore after working there for nine years and nine months. Margie began at YVC, but transferred to Salem campus after about a year. The thing Margie liked about the position at the Bookstore was that she “no longer had to card anyone for beer and cigarettes, but I'm going to really miss all of my co-workers. I really liked answering the phones.” One of Margie’s funniest memories was when “I came back from vacation and my desk chair and inside the drawers were covered in two inches of confetti; it took me forever to get rid of it!” Margie’s post-retirement plans have been postponed for the time being due to the pandemic, but Carr will “most likely babysit my youngest granddaughters.” Everyone at the Bookstore will miss the smiles and laughter. Thank you, Margie!

Swan Gardner (Technology Support Specialist, Information Technology)

- In 2010, Swan began her career at Chemeketa as a Microcomputer Support Technical Assistant. Now, after 10 years as a Technology Support Specialist, Swan will be retiring at the end of the month. Swan has enjoyed helping people over the years. Swan enjoys rowing and biking. Swan continues to be a curious person trying to learn new things with a motto of “Enjoy life and solve the problem.” Good luck with everything, Swan!

Joan Schaffers (Department Technician I, Business Services)

- Joan will be retiring after dedicating nearly 20 years of service. Joan started in the Humanities department but transferred to Business Services, Procurement/Accounts Payable. Joan is a runner and will enjoy having more time for that activity, “especially with the warmer weather soon.” Joan also looks forward to traveling when it becomes possible to do so again. Joan says, “I've worked with many wonderful people here at the college and will miss that interaction.” We'll miss you too, Joan!

Kathy Davison (Department Technician II, Chemeketa Center for Business and Industry)

- After two years working part-time in Training and Economic Development, and 28 years as a full time department technician, Kathy will be retiring at the end of June. Kathy enjoyed a “variety of tasks, being part of the team.” Thank you for your many years of service, Kathy!

Judith Anderson (Instructional Technician, High School Partnerships)

- Judith will be retiring after 34 years of dedicated service as an instructional assistant in the High School Programs. Thirty-five, if you count Judith’s year working as a practicum student. “I wanted to work till I was 75 but will be falling short of that goal by 10 months.” What Judith liked most about working at Chemeketa was “working with students and my co-workers and the sense of contributing my work gave me.” Judith’s retirement plans are uncertain at this time. On behalf of all of the high school students you’ve helped over the years, please accept our heart-filled appreciation, Judith!

Edith Manuel (Financial Services Technician, Payroll, Human Resources)

- After 26 years and 10 months working in the Payroll Office, Edith will be retiring from Chemeketa. Edith started as an Accounting Clerk, then the position changed to Payroll Specialist and later to Financial Services Tech I. Working for Payroll has taught Edith a lot about personal challenges. Edith shared, “...to do my best, as my utmost goal to produce a nearly perfect payroll every month.” The best part of Edith’s work has been the teamwork and support. Best memories are the relationships with coworkers and friends at Chemeketa. Edith enjoys dancing and singing with friends. After retirement Edith plans to

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visit mom and siblings in the Philippines and other travel as time allows. Edith also wants to do volunteer work. Thank you, Edith, for answering our abundance of questions about timesheets and payroll over the years! Have a wonderful, well-deserved retirement!

Tina Sloan (Department Technician II, Applied Technologies)

- Tina began employment at Chemeketa in 1986, starting as a part-time cashier in the Bookstore. Following that, both part-time and classified employment of about twenty years found her in Food Services (former Avenue 34), Business Office, Cashiering, Enrollment Center, Accounts Payable, Accounts Receivable, Purchasing, Payroll, and Personnel Departments. In 2006, Tina began working in the Apprenticeship program. During this time Tina also worked with Community Education Extended Learning, Team Oregon and the Applied Technology programs. The best part of working at Chemeketa for Tina was “working with the students and staff. Helping everyone, working as a team, always learning something new. Loved that most of the college co-workers felt like family.” Favorite memory for Tina was watching “Chemeketa Today Show” with Jim Eustrom and Jill Ward. Over the years, Tina’s favorite pastime has been “taking pictures to capture the future. I have a lot of photos of Chemeketa and college life.” Retirement days will bring family time, road trips and vacations with Tina’s husband. Tina also plans to work on a family tree project and working with all of the photos taken over the years and sharing them. Enjoying life and working part-time if Tina can find the time! Sounds like Tina will continue to be busy. Best wishes in retirement!

Dennis Kirk (Public Safety Office, Public Safety)

- After 30 years and 11 months, Dennis will be leaving the Public Safety department. Dennis started as a part time hourly officer and never worked for any other department. Dennis has “worked with some great people over the years at Chemeketa, and serving the students every year was the best part of my job by far.” Regarding his years as a public safety officer, Dennis says, “A lot of times we see students at their worst moments where they are victims of property crimes, theft, and cars being stolen or broken into. Thankfully there were not many crimes against people. Keeping the campus community safe is really a team effort. The many times in my career at Chemeketa where students have helped us to stop criminal activity and/or apprehend the suspects involved is what I’m most proud of.” When asked about his life outside of Chemeketa, Dennis gave us a rare glimpse: “Anyone who knows me, knows that I don’t talk about my personal life much at work. I do like to attend rock concerts and have been to many over the years. The Rob Zombie and Marilyn Manson tour last summer in Portland was the last one I attended.” After retirement, Dennis plans to travel, fish, “drive my Camaro, and devote time to other hobbies.” Dennis also will pursue a private sector position, “as too young to completely retire.” Chemeketa thanks you for your many years of service and keeping us all safe, Dennis!

## CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

### Prepared by

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

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### SPRING TERM GENERAL EXEMPT ASSOCIATION MEETING

- The exempt association held a virtual meeting in conjunction with the Admin Team meeting on Wednesday, June 17.
- The exempt association presented five \$1,400 scholarships this year to the following students:
  - Borilasonetta Khuon, AAOT - Pre-Engineering
  - Elisabeth Soto Gonzales, AAOT – Pre-Nursing
  - Adam Marnett, AAOT – Ocean Science
  - Zandy Garibey, AAOT – Dental Hygiene
  - Rodrigo Morales, AAOT – Criminal Justice
- The 2020–2021 board was introduced as follows:
  - Past President: Adam Mennig
  - President: Marshall Roache
  - President-Elect: Megan Cogswell
  - Vice President: Lynn Irvin
  - Treasurer: Kate Hoerauf
  - Members-at-Large: Angela Archer, Karen Alexander, Julie Peters, Stacey Wells, Grisha Alpernas, Marie Gabbard
- Exempt board members leaving the board were applauded and thanked for their service.
  - Past President: Rory Alvarez
  - Treasurer: Gloria Phipps
  - Members at Large: Allison Stewart Hull and Angie Miller
- Nine exempt employees, Maria Dooley, Steve Richardson, Bill Kohlmeyer, John Goodyear, Dan Jones, Holly Cook, Jeannie Odle, Gloria Phipps, and Abby Hoffar are all retired or are retiring this academic year and were recognized and thanked for their service to the college.



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June 24, 2020

## **ANNUAL EVALUATION OF THE PRESIDENT**

### **Prepared by**

Diane Watson, Chair—College Board of Education

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The annual presidential evaluation was conducted in executive session on June 24, 2020. A summary will be shared during the regular meeting.

**COLLEGE POLICIES #3040—SALARY; #3060 — ACCESS TO PERSONNEL RECORDS;  
#3070—INQUIRIES FOR EMPLOYEE VERIFICATION (INCLUDING STUDENT  
EMPLOYEES); AND #3080—EMPLOYEE DEVELOPMENT**

**Prepared by**

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

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**SALARY—POLICY #3040**

This policy was last reviewed by the board in May, 2017. There are no changes recommended to this policy by either the President’s Advisory Council or college administration.

**ACCESS TO PERSONNEL RECORDS—POLICY #3060.**

This policy was last reviewed by the board in May, 2017. There are no changes recommended to this policy by either the President’s Advisory Council or college administration.

**INQUIRIES FOR EMPLOYEE VERIFICATION (INCLUDING STUDENT EMPLOYEES)—  
POLICY #3070**

This policy was last reviewed by the board in May, 2017. There are no changes recommended to this policy by either the President’s Advisory Council or college administration.

**EMPLOYEE DEVELOPMENT—POLICY #3080**

This policy was last reviewed by the board in June, 2017. There are two minor changes recommended. On the first line of the policy the word “which” is replaced by the word “that” and on the second line the word “the” was removed. While these two changes do not change the meaning of the policy, they do add clarity to the policy.

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 July board meeting.

College Personnel Series—3000

**SALARY**

Chemeketa Community College shall develop and maintain salary schedules for all college employees.

July 17, 1985

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*Adopted College Board of Education*

April 19, 2006; September 15, 2010; May 21, 2014;  
May 17, 2017

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*Revised College Board of Education*

College Personnel Series—3000

## **ACCESS TO PERSONNEL RECORDS**

Chemeketa Community College employees shall have access to their personnel files in the Human Resources department.

Supervisors will have access to the personnel files of employees who are under their direct supervision.

The college president/chief executive officer or designee, legal counsel, and Human Resources employees acting in an official capacity shall have access to the personnel files for all current and former employees.

Other persons may have access to employees' personnel files subject to the provisions of Oregon Public Records Law.<sup>1</sup>

July 17, 1985  
*Adopted College Board of Education*  
April 19, 2006; September 15, 2010;  
May 21, 2014; May 17, 2017  
*Revised College Board of Education*

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<sup>1</sup> ORS 192.410-192.505

College Personnel Series—3000

**INQUIRIES FOR EMPLOYEE VERIFICATION (INCLUDING STUDENT EMPLOYEES)**

All inquiries about Chemeketa Community College employee information and verification (excluding employment references) are to be forwarded to the Human Resources department for college response.

Responses to inquiries from governmental agencies or financial institutions will include verification of employment dates, job title, and salary or wage amount only. Any other information request will require a written release from the employee.

Any release of records will be subject to the provisions of Oregon Public Records Law.<sup>1</sup>

Employment references are addressed elsewhere in the policies and procedures.<sup>2</sup>

July 17, 1985

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*Adopted College Board of Education*

April 19, 2006; March 21, 2007;  
September 15, 2010; June 25, 2014;  
May 17, 2017

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*Revised College Board of Education*

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<sup>1</sup> ORS 192.410–192.505 (See also ORS 192.502(2))

<sup>2</sup> Policy and Procedure #3071

College Personnel Series—3000

**EMPLOYEE DEVELOPMENT**

Chemeketa Community College may provide employee development programs ~~which~~ that contribute to the potential of ~~the~~ individuals and promotes the organizational effectiveness of the college.

This policy is subject to collective bargaining agreements.

July 17, 1985

*Adopted College Board of Education*

April 19, 2006; September 15, 2010;

June 25, 2014; June 28, 2017

*Revised College Board of Education*

**COLLEGE POLICY #4040—CONTRACTS FOR COURSES AND SERVICES**

**Prepared by**

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

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**CONTRACTS FOR COURSES AND SERVICES—POLICY #4040**

This policy was reviewed and approved by the Academic Standards Advisory Council on May 22, 2020.

Changes to this policy, although minor in wording, will allow for college departments to seek clarity in aligning to the mission, vision, and values of the college with a special emphasis on diversity, equity, and inclusion for contracts moving forward. The new language is underlined.

The College Board of Education will be asked to approve policy 4040 at the July board meeting.

Educational Program Series—4000

## **CONTRACTS FOR COURSES AND SERVICES**

In order to provide specific educational courses and services under a variety of conditions, Chemeketa Community College may enter into contractual agreements with outside agencies. Courses and services thus offered must be aligned with the college mission, vision, values, and core themes and remain under the direct control of the college to assure that the academic quality, course standards, and requirements are met.

July 17, 1985

*Adopted College Board of Education*

May 17, 2006

*Reviewed College Board of Education*

March 21, 2001; July 16, 2014; January 18, 2017

*Revised College Board of Education*



**ADULT HIGH SCHOOL DIPLOMA PLAN UPDATE FOR YEAR 2020–2021**

**Prepared by**

Sara Hastings, Dean—High School Partnerships  
Holly Nelson, Executive Dean—Regional Education and Academic Development  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley

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To be in compliance with Oregon Department of Community Colleges and Workforce Development requirements, an annual Statement of Assurances must be submitted for academic year 2020–2021. As this is an additional update year for Adult High School Diploma programs, no additional documents are needed at this time.

The Adult High School Diploma Plan Update board report includes an annual signed Statement of Assurances. The College Board of Education will be asked to sign the Statement of Assurances for year 2020–2021 at the July board meeting.

## Appendix A: Statement of Assurances

### **HECC Office of Community Colleges and Workforce Development FY2020 Adult High School Diploma Program (AHSD) Statement of Assurances**

**College Name:** \_\_\_\_\_

**Submitted for Plan Year: 2020-21**

The college hereby assures the Office of Community Colleges and Workforce Development (CCWD) that the college will administer the AHSD program covered in Oregon Administrative Rule (OAR) 589-007-0600 in accordance with the provisions and conditions of all applicable state statutes, regulations, and program plan.

The college assures CCWD that:

1. A person eligible for an AHSD shall earn a minimum of one adult high school diploma academic credit while enrolled in the program.
2. The program maintains current transcript information.
3. Course syllabi are available to interested individuals.
4. The program provides instruction, including courses, curriculum, and proficiency assessments, based on academic content standards adopted by the State Board of Education.
5. Each student shall demonstrate proficiency in Essential Skills adopted by the State Board of Education as provided in OAR 581-022-2115.
6. Each student shall develop an education plan and profile that meet the requirements provided in OAR 581-022-2000.
7. Each student shall build a collection of evidence, or include evidence in existing collections, to demonstrate extended application as defined in OAR 581-022-0102.
8. Each student shall participate in career-related learning experiences outlined in the education plan as defined in OAR 581-022-0102.
9. Program data collection and reporting practices shall comply with local and state reporting requirements.
10. The program shall participate in ongoing program monitoring as required by CCWD. To the best of our knowledge and belief, the program plan made herein is in accordance with the terms of the HECC Office of Community Colleges and Workforce Development's AHSD plan requirements. We agree to comply with all of the preceding assurances and statements.

We hereby certify all of the above:

Typed Name: \_\_\_\_\_

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

Typed Name: \_\_\_\_\_

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

## **SUSPENSION OF TRADITIONAL HEALTH WORKER CERTIFICATE OF COMPLETION**

### **Prepared by**

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

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The Human Services program currently offers a Traditional Health Worker Certificate of Completion. Oregon's Office of Equity and Inclusion will no longer certify the college to offer the Traditional Health Worker certificate, therefore Chemeketa needs to suspend the certificate.

The College Board of Education will be asked to approve the suspension of the Traditional Health Worker Certificate of Completion at the July 2020 Board of Education meeting.

## STUDENT-INITIATED FEE PROPOSAL

### Prepared by

Riley Dunagan, ASC Executive Coordinator  
Jessica Howard, President/Chief Executive Officer

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### WHAT IS A STUDENT-INITIATED FEE (SIF)?

The proposed Student-Initiated Fee will be a per credit charge that will allow the college to collect funds that will support student activities on the campus. The committee is proposing a fee at the amount of \$1.25 per credit to be charged on courses that also charge tuition and the universal credit fee.

### WHY IMPLEMENT A STUDENT-INITIATED FEE?

Nationwide, community and four-year colleges are experiencing a sharp decline in enrollment rates. Studies, research, and data show that offering students opportunities to engage on campus through service learning, student leadership positions, programs that target specific student populations, and student organizations fuel student success and completion rates. The committee wants more students to benefit from student programming, which requires more funding.

Although the committee understands that increasing tuition is a last resort for the college, the committee believes this investment would serve our college as a whole with a great return on investment back to our students in the community.

### OREGON COMMUNITY COLLEGES

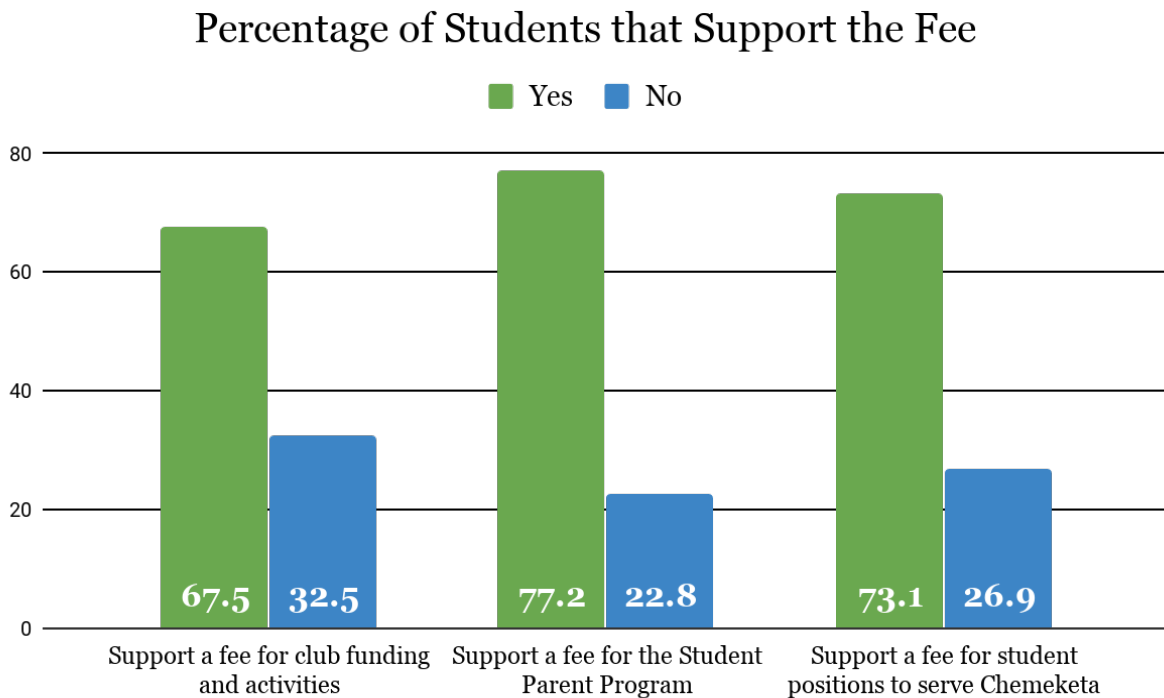
Other community colleges throughout the state also have a Student-Initiated Fee at differing amounts in varying versions. They use the fee to fund student government activities, student engagement staff, and campus programs. Compared to other community colleges, our proposed amount will be the lowest fee.

Community Colleges	Fee per credit	Fee at 15 credits	Fee of 3 terms taking 15 credits
Linn-Benton CC	\$8.60	\$129.00	\$387.00
Mt. Hood CC	\$3.00 w/ \$45 max	\$45.00	\$135.00
Lane CC	\$56.05 per term	\$56.05	\$168.15
Portland CC	\$3.40	\$51.00	\$153.00
<b>Chemeketa CC (proposed)</b>	<b>\$1.25</b>	<b>\$18.75</b>	<b>\$56.25</b>

STUDENT SURVEY

From February 24, 2020, to March 12, 2020, the committee launched a survey asking students their opinion on a Student-Initiated Fee at Chemeketa. The committee worked with the Marketing Office (Marie Hulett) to send out a student wide email with the survey. The committee also tabled, created QR codes, and asked TRiO and the College Completion Program (CCP) to send the survey to students in their programs. Over 17 days, data was collected from 320 student responses on the survey. Of the people who responded, 17.8% were taking 15 or more credits, 53% were taking 12–14 credits, 8.4% of the students were taking 9–11 credits, 12.8% were taking 6–8 credits, and 8.3% of the students were taking less than 6 credits. (See pages 46c–46e of this proposal for survey questions.)

The results of the survey are as follows:



PREVIOUS BUDGET FOR SALEM CAMPUS

	Estimated Budget
Student Parent Program	\$92,536
Program Coordinator .75 FTE	\$82,536
Concrete Supports	\$10,000
Student Positions	\$126,720
10 Student Leadership Positions	\$79,200

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4 Legislative Interns	\$47,520
Student Engagement	\$107,314
Funding for Clubs	\$15,000
Campus-Wide Activities	\$15,000
Program Specialist 1.0 FTE	\$77,314
<b>Total Budget</b>	<b>\$326,570</b>
<b>Anticipated Fee collection at \$2.50</b>	<b>\$339,468</b>

POST COVID-19 SIF BUDGET ADJUSTMENTS

With new projections for the enrollment of the 2020 Fall Term, adjustments were made to the expected amount of credits per campus and the Salem Campus Budget. With the estimated decline in enrollment (22%) and the college budget needing to be re-examined, the committee made dramatic changes to its original budget to reflect the new reality.

CREDIT COUNT PER CAMPUS

	Brooks	Polk	Salem	Woodburn	YVC
18–19 credits taken	11,348	5,740	165,520	8,968	18,502
19–20 reduced 8%	10,440	5,281	152,278	8,251	17,022
20–21 reduced 15%	8,874	4,489	129,436	7,013	14,469
Amount per location @ <u>\$1.25</u>	\$11,092	\$5,611	\$161,795	\$8,766	\$18,086

Funding would be distributed to the student leadership through the student services coordinator for each location. Each campus would get the amount of funding that campus generated through the fee. The committee will request a report from Institutional Research that shows how much was collected per campus and distribute it accordingly.

COVID-19 SALEM CAMPUS BUDGET

	Estimated Budget	Details
<b>Student Positions</b>		
10 Student Leadership Positions	\$79,200	\$12/hr x 20hr/week x 33 weeks x 10 people
4 Legislative Interns	\$47,520	\$12/hr x 20hr/week x 33 weeks x 4 people

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<b>Student Engagement</b>		
Funding for Clubs	\$15,000	20 clubs @ \$500/year = \$10,000, \$5,000 (reserve) for clubs with higher attendance
Campus-Wide Activities	\$20,075	\$6,691 per term
<b>Total Budget</b>	<b>\$161,795</b>	
<b>Anticipated Fee collection at \$1.25</b>	<b>\$161,795</b>	

POTENTIAL BUDGET EXPENDITURES

Student Positions	Student employment opportunities that support student success and engagement.
Student Engagement	Meeting expenses, conference expenses, contracts for speakers, travel expenses, food, supplies, personnel costs for events (e.g. paying referees for a basketball tournament), facility costs, and marketing.

BUDGET EXPENDITURES

Revenue and expenditures will be monitored quarterly. The college would not hire students on these funds until there is sufficient funding in the ORG account to pay the number of hours the students will work for the quarter. The same will be true for Student Engagement and Campus-Wide Activities. Activities will not happen until there are sufficient funds, e.g., if the fee only generates enough to hire eight students rather than ten, only eight students would be hired.

This fee is more important now than ever so the college can keep students engaged to ensure student engagement, service learning, and career/educational opportunities (student jobs/ internships) at Chemeketa Community College.

PLAN FOR IMPLEMENTATION

The fee will not be implemented until the 2021 winter term. The fee will be charged when the college goes back to face-to-face classes or reinstates the online fee. This fee will not be charged for online, College Credit Now, free courses, GED, or community education classes that Chemeketa offers.

STUDENT FEE SURVEY 2020

Section 1—Introduction

Chemeketa's student government, The Associated Students of Chemeketa (ASC), is conducting this survey to gather student input about their support for a new student-directed fee, to provide funding for increased student-centered support and activities.

### Background

Almost every community college in Oregon has a student fee that supports campus-based support programs, activities, and clubs to improve student engagement. These types of support have been shown to increase student success. Chemeketa does not have this fee and has had a very limited ability to create a vibrant student life.

The Student Fee Committee is proposing a fee of \$2.50 per credit, which is lower than all other local community colleges, to support three specific needs the committee has identified to improve the student experience for all Chemeketa students. Please read each of the following proposals, and then indicate if you support the fee funding this area. This fee would be in addition to the college's tuition increase of \$11 planned for next summer. Chemeketa's total tuition and fees would remain among the lowest in Oregon, including the new fee.

### Section 2 - Clubs and Activities

Currently, student clubs receive only \$50 per year. Such limited funding makes it difficult to have real activities. Under the new fee proposal, clubs would each receive \$500 per year, so they can do more activities. Larger clubs would be eligible for additional funding based on their size and proposed activities. The fee would also provide funding for large campus events such as BBQs, guest speakers, intramural activities, and large events.

In addition, the fee would support a new staff position to help clubs organize, plan activities, train advisors and put on campus-wide activities.

- Do you support the student fee for clubs and activities? YES or NO

### Section 3 - Student Parent Program

Many Chemeketa students are also parents. Being a successful student-parent is very challenging and requires support to make it possible. The Chemeketa Student Parent Resource Center currently has two staff who serve any student parent. Three-quarters of the funding for these positions comes from a grant that will end June 30, 2020. In order to keep the current services available for student-parents, the fee would pay for three-fourths of these staff salaries and a small budget for supplies needed to run the program.

- Do you support the student fee for the Student Parent Program? YES or NO

### Section 4 - Student Leadership Positions

The current funding for student positions often only supports ten hours per week positions. This results in students having to get a second job to make ends meet. The fee would support ten positions at 20 hours per week, so students can concentrate on fulfilling the job of serving Chemeketa students.

In addition, the fee would support four student Legislative Intern positions. This will give students the opportunity to learn about the legislative process by serving in the office of one of Oregon's state legislators. This ensures that local legislators know about Chemeketa, and consider the needs of community college students as they work on new laws that affect students.

- Do you support the student fee for student positions to serve Chemeketa? YES or NO



Section 5 - Student Demographics

Student demographic questions

- How many credits are you taking this term?
- Race/Ethnicity
- Gender

Student Initiated Fee Committee Members,

Riley Dunagan

Antonio Martinez

Sam Brennan

Yoshi Enomoto

Cesar Chavez

Courtney Myatt

Advisors: Joel Gisbert and Mike Evans

**AFFIRMATIVE ACTION ANNUAL REPORT**

**Prepared by**

Heather McDaniel, Director--Human Resources  
Alice Sprague, Associate Vice President—Human Resources  
David Hallett, Vice President—Governance and Administration

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The 2019 annual Affirmative Action Report is presented to the members of the College Board of Education for review.

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**CHEMEKETA COMMUNITY COLLEGE**  
**ANNUAL UPDATE**  
**EQUAL OPPORTUNITY AFFIRMATIVE ACTION**  
**WORKFORCE STATISTICS**  
**2019**

**PREPARED BY**

**DEPARTMENT OF HUMAN RESOURCES**  
**Alice Sprague, Associate Vice President**

## NARRATIVE SUMMARY

It is the policy of Chemeketa Community College to provide equal opportunity and affirmative action in employment, educational programs and other activities sponsored by the college. The college strives to achieve a workforce that represents the student body and the labor market pool and to take steps to ensure there is no discrimination on the grounds of race, sex/gender, marital status, protected veteran status, gender identity/expression, color, religion, sexual orientation, national origin, citizenship status, age, disability, pregnancy and related conditions, family relationship, tobacco usage during non-working hours, whistle blowing, victim of domestic violence, and genetic information in any educational programs, activities, or employment.

The college follows an Equal Opportunity and Affirmative Action Plan which is based upon a variety of separate state and federal laws and regulations that address nondiscrimination. These laws apply to recruitment and retention, hiring and promotion, termination, compensation, benefits, transfers, college-sponsored training, education, curriculum and instruction, tuition assistance, and extra-curricular programming. Equal opportunity and affirmative action are intended to assure that equal opportunity is extended to all applicants, employees and students.

Equal employment opportunity requires that all applicants for all positions be treated equally. Applicants for employment are evaluated with equitable and relevant criteria and only those who are qualified will be selected. Recruitment efforts are in place to assure that qualified individuals from protected classes are evaluated equitably among all applicants who apply for employment with the college.

The annual Equal Opportunity and Affirmative Action Workforce Statistics Report analyzes the college's workforce based on federal equal opportunity job categories which have been organized into three categories: exempt, faculty, and classified. The current full-time college workforce is compared with the potential geographic availability of females and minorities. The labor market availability statistic serves as a measure of how Chemeketa's internal demographics compare to the demographics of the college's recruitment area. This statistical comparison can be used to influence where and how the college directs its recruitment and hiring efforts, staff development and training activities, and strategies for managing diversity. It is intended to assist the college in recognizing the areas where women and minorities are underrepresented and in developing equal employment opportunity and affirmative action activities.

Through targeted recruitment efforts, the college seeks to attract talented and qualified candidates for college positions and increase the percentage of minority employees hired in all job categories. Progress in recruiting for racially diverse faculty still remains a difficult challenge faced by the college. We continue to strategically analyze how we can better assist departments in their efforts to hire qualified individuals who are representative of the diverse labor pool and the college's student population.

Continued partnership with Chemeketa's Chief Diversity Officer and Human Resources to share data, develop processes, and continuously review and implement best practices. Together, they provide Inclusive Hiring Practices Training, interactive workshops to committees, and seek new ways to support the College's ongoing effort and continuing commitment to diversifying the college's workforce. This reinforces the importance of diverse search committees and assists hiring managers and committee members to develop interview questions and processes that ensure that diversity and equitable hiring practices are valued and utilized. The work of the

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Diversity Advisory Council (DAC) helps to complement these efforts and provides insight into this important work.

In summary, the College continues to pursue inclusion and recruitment of qualified applicants who are members of protected classes and to increase diversity of the college's workforce by obtaining a workforce analysis, comparing it with labor market availability data, determining the utilization of women and ethnic minorities, and reviewing strategies to meet a commitment to Chemeketa's diversity goals. Personnel practices and recruitment procedures are designed to help support achievement of a workforce that reflects the composition of Chemeketa's district relevant community labor pool.

The analysis of information contained in the following tables represents the workforce data from January 1, 2019, through December 31, 2019. Chemeketa Human Resources, in partnership with the Chief Diversity Officer is committed to continuing efforts to strategically explore ways to increase workforce diversity at the college.

## Chemeketa Workforce & Recruitment Analysis Tables

Table I: Affirmative Action job categories

Table II: Chemeketa Workforce Statistics

This table shows the total number of employees by job category and the number and percentage of minority and female employees within each job category.

Table III: Chemeketa Workforce Statistics (Veterans)

This table shows the total number of employees by job category and the number and percentage of self-disclosed veterans within each job category.

Table IV: Chemeketa Salaried Workforce Utilization Analysis

This table compares the percentage of the college workforce in each salaried job category to the assumed availability of minority and females in each salaried job category.

Table V: Chemeketa Workforce Comparison Statistics

This table shows the number and percentage of employees by job category compared to 2018 statistics.

Table VI: Chemeketa Workforce Comparison Statistics

This table shows the number of minority and female employees represented in Chemeketa's workforce in 2019.

Table VII: Recruitment & Applicant Flow

This table shows the number of positions opened, total number of applicants who applied, percentage of minority applicants and female applicants, and compares the statistics to the assumed availability for each employee category.

Table VIII: Recruitment & Selection Patterns 2009–2019

This table shows a ten-year history of the number of positions recruited and minority applicant statistics including: number of applicants, number of qualified applicants, number of applicants interviewed and number of applicants hired.

Table I

**Affirmative Action Job Category Examples**

1. Exempt  
President, Vice Presidents, Deans, Directors, Managers, Coordinators, Administrative Assistants, Executive Secretaries, Project Coordinators/Specialists/Technical Systems Analysts
2. Professional Faculty  
Instructors, Counselors, Librarians, CWE Coordinators, Media Production Specialists, Occupational Skills Training Coordinators.
3. Classified  
Facilities Support, Financial Services, Instructional Support, Office Administration, Student Services, Technology Related, Public Safety
4. Adjunct Faculty  
Hourly Faculty, Coaches, Counselors, Curriculum Development, Customized Training, Reference Librarians
5. Hourly/Casual Employees  
Instructional Assistants, Instructional Specialists, Technicians, Interpreters, Lab Assistants, Media Support, Literacy Specialists, Maintenance/Grounds, Office Support, Student Services

## Chemeketa Workforce Statistics

Table II

<b>Chemeketa Workforce Statistics January 1, 2019 through December 31, 2019</b>					
Job Category <sup>1</sup>	Employees	Minorities		Females	
	Total	Total	% of Total	Total	% of Total
<b>Faculty</b>	232	36	15.5%	124	53.4%
<b>Exempt</b>	118	31	26.3%	66	55.9%
<b>Classified</b>	375	113	30.1%	225	60.0%
<b>Part-time Faculty/Adjunct</b>	505	112	22.2%	249	49.3%
<b>Part-Time Hourly</b>	261	101	38.7%	144	55.2%
<b>Total: All Staff</b>	1491	393	26.4%	808	54.2%

Note: This table reflects all full-time and part-time employees except student employees. Employees who self-identified in more than one race category were not duplicated in this table.

<sup>1</sup>Refer to Table I for job categories

Table III

<b>Chemeketa Workforce Statistics January 1, 2019 through December 31, 2019</b>			
Job Category	Employees	Self-Disclosed Veterans	
	Total	Total	% of Total
<b>Faculty</b>	232	5	2.2%
<b>Exempt</b>	118	5	4.2%
<b>Classified</b>	375	9	2.4%
<b>Part-time Faculty/Adjunct</b>	505	7	1.4%
<b>Part-Time Hourly</b>	261	5	1.9%
<b>Total: All Staff</b>	1491	31	2.1%



Table IV

<b>Chemeketa Salaried Workforce Utilization Analysis January 1, 2019 through December 31, 2019</b>						
Job Category*	Chemeketa Workforce		Workforce Availability <sup>1</sup>		Underutilization <sup>2</sup>	
	Minorities %	Female %	Minorities %	Female %	Minorities %	Female %
<b>Faculty</b>	15.5%	53.4%	24.6%	48.0%	9.1%	N/A
<b>Exempt</b>	26.3%	55.9%	24.6%	63.8%	N/A	7.9%
<b>Classified</b>	30.1%	60%	16.8%	67.4%	N/A	7.4%

<sup>1</sup>Workforce (external) availability is defined as the percent of women and minorities assumed to be in the pool of qualified persons in the appropriate job categories. The availability data is based on the 2010 U.S. Census. Census numbers are currently being updated.

<sup>2</sup>Underutilization: Percent (%) of Chemeketa Community College workforce minus percent (%) of available workforce as determined by census

Table V

<b>Chemeketa Salaried Workforce Comparison Statistics January 1, 2019 through December 31, 2019</b>										
Job Category*	Employee Total		Minority Comparison				Female Comparison			
	2018	2019	2018	%	2019	%	2018	%	2019	%
<b>Faculty</b>	238	232	38	16.0%	36	15.5%	127	53.4%	124	53.4%
<b>Exempt</b>	114	118	28	24.6%	31	26.3%	63	55.3%	66	55.9%
<b>Classified</b>	383	375	107	27.9%	113	30.1%	229	59.8%	225	60.0%
<b>Total</b>	735	725	173	23.5%	180	24.8%	419	57.0%	415	57.2%

Table VI

<b>Chemeketa Workforce Statistics</b>											
<b>Minority and Female Demographics<sup>1</sup></b>											
<b>January 1, 2019 through December 31, 2019</b>											
Employee Group	Total	Not Provided/No Response	White (Non-Hispanic)	Black or African American	Hispanic or Latino	American Indian/Alaskan Native	Asian	Native Hawaiian/Pacific Island	Total	Minorities	Percentage
Faculty	247	30	181	4	16	5	9	2	36	14.6%	
Exempt	137	18	88	2	14	5	6	4	31	22.6%	
Classified	430	41	276	5	81	16	9	2	113	26.3%	
Part-Time Faculty	565	47	406	15	49	23	16	9	112	19.8%	
Part-Time Hourly	305	26	178	4	68	13	8	8	101	33.1%	
Totals	1684	162	1129	30	228	62	48	25	393	23.3%	
Percentage	100%	9.6%	67.0%	1.8%	13.5%	3.7%	2.9%	1.5%			
<b>Female</b>											
Faculty	130	14	98	2	7	2	6	1	18	13.8%	
Exempt	77	8	51	0	8	4	3	3	18	23.4%	
Classified	265	22	170	4	51	9	7	2	73	27.5%	
Part-Time Faculty	279	25	200	4	24	13	10	3	54	19.4%	
Part-Time Hourly	168	11	103	3	36	5	5	5	54	32.1%	
Totals	919	80	622	13	126	33	31	14	217	23.6%	
Percentage	100%	8.70%	67.70%	1%	13.70%	3.6%	3.4%	1.5%			

<sup>1</sup>. Does not include student employees. Employees who self-identified in more than one race category were duplicated.

## Recruitment and Applicant Statistics

Table VII

<b>Recruitment &amp; Applicant Flow January 1, 2019 through December 31, 2019</b>						
<b>Job Category</b>	<b>Positions Open</b>	<b>Total Applicants</b>	<b>% Minority Applicants</b>	<b>% Female Applicants</b>	<b>Available % Minority</b>	<b>Available % Female</b>
<b>Faculty</b>	15	127	20.47%	33.85%	24.6%	48.0%
<b>Exempt</b>	17	504	21.23%	50.59%	24.6%	63.8%
<b>Classified</b>	52	1573	39.92%	60.64%	16.8%	67.4%
<b>Total</b>	84	2204	28.58%	56.80%	22.0%	59.7%

Table VIII

**Recruitment & Selection Patterns 2009–2019**

Year	Positions Open	Unit	# of Applicants	# of Minority Applicants	# of Qualified Minority Applicants	Total # of Applicants Interviewed	# Minorities Interviewed	# Minorities Hired
2019	15	Faculty	127	26	18	47	4	2
	17	Exempt	504	107	41	115	20	2
	52	Classified	1573	497	171	119	53	9
2018	9	Faculty	105	15	8	42	6	2
	5	Exempt	201	60	23	34	7	0
	38	Classified	1045	286	156	198	65	9
2017	13	Faculty	377	69	44	72	7	3
	8	Exempt	282	64	46	50	9	0
	43	Classified	2,324	541	436	301	82	15
2016	21	Faculty	966	172	138	118	14	1
	11	Exempt	480	89	76	68	23	3
	43	Classified	1944	471	382	313	86	12
2015	19	Faculty	805	127	104	132	39	3
	13	Exempt	457	83	63	83	15	2
	54	Classified	2355	510	394	349	78	9
2014	31	Faculty	1084	215	126	202	22	3
	24	Exempt	793	142	55	93	14	4
	55	Classified	2096	458	205	208	59	11
2013	13	Faculty	463	141	14	74	4	1
	8	Exempt	182	37	15	41	4	0
	60	Classified	2285	659	154	239	56	11
2012	9	Faculty	192	30	9	45	3	2
	11	Exempt	335	62	19	46	11	1
	46	Classified	1492	317	126	211	58	8
2011	20	Faculty	539	77	50	88	11	4
	2	Exempt	24	8	2	5	2	1
	69	Classified	1628	341	174	307	89	19
2010	5	Faculty	171	23	12	20	2	0
	6	Exempt	112	16	5	24	3	0
	49	Classified	1748	331	144	200	41	9
2009	7	Faculty	75	17	11	23	4	2
	7	Exempt	244	34	18	32	4	0
	38	Classified	728	155	96	142	33	6

## PERSONNEL REPORT

### Prepared by

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

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### NEW HIRES AND NEW POSITIONS

Julie K. Deuchars, Executive Coordinator—President's Office Division, replacement, 100 percent, 12-month assignment, Range C-2, Step 8.

Regalada "Reggie" Lombardi, Instructional Coordinator/Analyst II—Safety and Risk Management, College Support Services Division, replacement, 100 percent, 12-month assignment, Range C-2, Step 10.

### POSITION CHANGES

Celia Nunez, Interim Executive Director—Chemeketa Center for Business and Industry, Career and Technical Education Division, temporary replacement, 100 percent, Range D-3, Step 9, from Director-Small Business Development Center—Career and Technical Education Division.

Marie Hulett, Executive Director-Institutional Advancement—Governance and Administration Division, reorganization of department, 100 percent, from Executive Director-Foundation, Marketing and Public Relations, Governance and Administration Division.

Marshall M. Roache, Interim Executive Dean-Career and Technical Education—Instruction and Student Services Division, temporary replacement, 100 percent, from Dean-Emergency Services—Career and Technical Education Division.

### RETIREMENTS

Judith A. Anderson, Instructional Technician 10-months—High School Programs, Regional Education and Academic Development Division, effective June 30, 2020.

Marvin G. "Marv" Ansted, Technology Analyst II—Information Technology, College Support Services Division, effective June 30, 2020.

Matthew J. "Matt" Azevedo, Instructional Specialist—Life and Physical Sciences, General Education and Transfer Studies Division, effective June 30, 2020.

Margie W.E. Carr, Department Technician I—Bookstore and Auxiliary Services, College Support Services Division, effective June 30, 2020.

Holly D. Cook, Administrative Assistant—Human Resources, Governance and Administration Division, effective June 30, 2020.

Kathryn R. "Kathy" Davison, Department Technician II—Chemeketa Center for Business and Industry, Career and Technical Education Division, effective June 30, 2020.

Lucina B. Frias, Custodian I—Capital Projects and Facilities, College Support Services Division, effective June 30, 2020.

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June 24, 2020

Yening Wan “Swan” Gardner, Technology Support Specialist—Information Technology, College Support Services Division, effective June 30, 2020.

Sharon Gibbons, Student Services Coordinator/Analyst I-10 months—Student Accessibility Services, Student Development and Learning Resources Division, effective June 30, 2020.

Dennis A. Kirk, Public Safety Officer I—Public Safety, College Support Services Division, effective June 30, 2020.

Edith Q. Manuel, Financial Services Technician I—Human Resources, Governance and Administration Division, effective June 30, 2020.

Kimberly G. “Kim” Martin, Counselor-11 months—Counselling and Career Services, Student Development and Learning Resources Division, effective June 30, 2020.

Jeannie A. Odle, Executive Coordinator—President’s Office Division, effective June 30, 2020.

Gloria Phipps, Manager-Payroll—Human Resources, Governance and Administration Division, effective June 30, 2020.

Joan L. Schaffers, Department Technician I—Business Services, College Support Services Division, effective June 30, 2020.

Tina D. Sloan, Department Technician II—Applied Technologies, Career and Technical Education Division, effective June 30, 2020.

Janet L. Snowhill, Technology Analyst II—Chemeketa Cooperative Regional Library Service, Student Development and Learning Resources Division, effective June 30, 2020.

Geraldene A. “Gerry” Sullivan, Instructor-Nursing—Health Sciences, Career and Technical Education Division, effective June 19, 2020.

Jonni G. Whitney, Department Technician I—Yamhill Valley Campus, Regional Education and Academic Development Division, effective June 30, 2020.

## SEPARATIONS

Melody R. Abarca-Millan, Instructor-English as a Second Language—Academic Development, Regional Education and Academic Development Division, effective June 19, 2020.

Wendy J. Barrows, Instructional Specialist-10 months—Office Administration, Early Childhood Education and Visual Communications, Career and Technical Education Division, effective June 30, 2020.

Phillip W. Hudspeth, Director of Foundation—Foundation, Governance and Administration Division, effective June 18, 2020.

Kyle J. Katsinis, Instructor-Math-Learning Center—Math, Engineering and Computer Science, General Education and Transfer Studies Division, effective June 30, 2020.

Jesus J. Sanchez, Department Technician I-10 months—College Access Programs, Student Development and Learning Resources Division, effective June 30, 2020.

## **BUDGET STATUS REPORT**

### **Prepared by**

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

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The financial reports of the general fund and investments for the period from July 1, 2019, through May 31, 2020, are attached.

The following items are included in the report:

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

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

Standard Report-2  
June 24, 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>
<b>Resources:</b>				
Property Taxes	22,320,000	22,507,792	100.84%	187,792
Tuition and Fees	23,290,000	18,752,259	80.52%	(4,537,741)
State Appropriations - Current	33,800,000	34,076,048	100.82%	276,048
State Appropriations - Deferred to FY21	-	8,816,194	-	8,816,194
Indirect Recovery	1,900,000	1,509,970	79.47%	(390,030)
Interest	1,200,000	1,406,347	117.20%	206,347
Miscellaneous Revenue	450,000	482,625	107.25%	32,625
Transfers In	5,200,000	5,100,000	98.08%	(100,000)
Fund Balance	9,000,000	9,772,897	108.59%	772,897
<b>Total Resources</b>	<b><u>97,160,000</u></b>	<b><u>102,424,132</u></b>	<b><u>105.42%</u></b>	<b><u>5,264,132</u></b>
<b>Expenditures:</b>				
Instruction	36,212,831	29,806,651	82.31%	6,406,180
Instructional Support	12,362,612	10,592,241	85.68%	1,770,371
Student Services	8,048,693	7,122,695	88.50%	925,998
College Support Services	21,805,281	18,731,941	85.91%	3,073,340
Plant Operation and Maintenance	6,930,583	5,677,918	81.93%	1,252,665
Transfers and Contingency	10,300,000	4,040,358	39.23%	6,259,642
<b>Total Expenditures</b>	<b><u>95,660,000</u></b>	<b><u>75,971,804</u></b>	<b><u>79.42%</u></b>	<b><u>19,688,196</u></b>
<b>Unappropriated Ending Fund Balance</b>	<b><u>1,500,000</u></b>			



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

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	8,348,184.00	7,226,759.30	627,838.90	493,585.80
6120	Classified Salaries	12,355,767.00	10,681,072.93	966,806.53	707,887.54
6124	Part-Time Hourly & Student Wages	1,447,065.00	1,073,691.96	-	373,373.04
6130	Faculty Salaries	17,004,757.00	15,991,708.69	295,862.94	717,185.37
6132	Part-Time Faculty	7,000,000.00	4,029,689.28	331,164.99	2,639,145.73
6510	Fixed Fringe Benefits	9,486,460.00	8,175,238.13	-	1,311,221.87
6511	Variable Fringe Benefits	14,856,389.00	12,028,020.81	-	2,828,368.19
6512	Other Fringe Benefits	380,000.00	269,372.00	-	110,628.00
	<b>Subtotal Personnel Services</b>	<b>70,878,622.00</b>	<b>59,475,553.10</b>	<b>2,221,673.36</b>	<b>9,181,395.54</b>

83.91%

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,619,421.00	980,161.43	3,645.00	635,614.57
720	Equipment \$500-\$4,999	168,530.00	140,000.58	-	28,529.42
7300	Legal Services	92,176.00	67,006.24	-	25,169.76
7310	Insurance	619,162.00	508,043.09	-	111,118.91
7320	Maintenance	386,720.00	273,500.04	5,226.21	107,993.75
7330	Communications	873,853.00	699,104.16	-	174,748.84
7340	Space Costs	1,657,134.00	1,317,281.92	10,765.61	329,086.47
7350	Staff Development	128,991.00	101,842.64	-	27,148.36
7360	Travel	373,140.00	212,104.46	-	161,035.54
7370	Other Services	3,400,381.00	3,068,087.79	316,219.02	16,074.19
7399	Special Payments	5,000,000.00	5,000,000.00	-	-
7550	Capital Outlay	161,870.00	88,759.89	8,504.63	64,605.48
8150	Transfers Out	5,300,000.00	4,040,358.25	-	1,259,641.75
8500	Contingency	5,000,000.00	-	-	5,000,000.00
	<b>Subtotal Non-Personnel Services</b>	<b>24,781,378.00</b>	<b>16,496,250.49</b>	<b>344,360.47</b>	<b>7,940,767.04</b>
	<b>Report Totals</b>	<b>95,660,000.00</b>	<b>75,971,803.59</b>	<b>2,566,033.83</b>	<b>17,122,162.58</b>

79.42%

**STATUS OF INVESTMENTS AS OF MAY 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 5-31-2020</u>
Oregon Short-Term Fund - General	5-31-2020	On demand	\$21,035,478.72	1.30%
Oregon Short-Term Fund - Capital	5-31-2020	On demand	\$10,242,630.63	1.30%
<u>Other Investments</u>	<u>Investment Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Yield</u>
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 0.14% as of 5/29/2020

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

## CAPITAL PROJECTS REPORT

### Prepared by

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

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### PLANNING AND PRE-PLANNING CAPITAL PROJECTS

- **Agricultural Complex**  
Construction began on schedule despite the challenges caused by COVID-19. Site preparation and excavation of the building foundations are well underway with all contractors observing social distancing and personal protective equipment (PPE) requirements. Additionally, the college is working with the design team to pursue a grant which would increase the number of solar panels on the project. If the grant is awarded, the building will be considered a net zero structure. This means the amount of energy produced by the building will meet or exceed the amount consumed on an annual basis.
- **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 installation is complete. Facilities is working on control wiring and start up.
- **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 continuing to work with DHS for Phase 2 that is under construction.
- **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. A request was filed for rezoning the property to allow use for an educational purpose. At this time, needs of the program are being identified and summer construction dates are being considered. County approval was received and the college is now working with the county about approval of construction permits.

### CURRENT AND COMPLETED CAPITAL PROJECTS

- **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.

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

## **CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE REPORT**

### **Prepared by**

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

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

### **COUNCIL ACTIVITIES**

In lieu of a cancelled May meeting, an informal update session was coordinated by CCRLS staff for the Advisory Council on May 20, 2020. Topics addressed included: closure status of the College, CCRLS office, member libraries and courier; recruitments for CCRLS Director and System Librarian positions; system changes and expansion of online offerings in response to COVID19 closures; update on Grand Ronde Tribal Library membership process; possibility of a college and CCRLS partnership in applying for an Institute of Museum and Library Services (IMLS) CARES grant.

### **PYM LIBRARIANS' ACTIVITIES**

PYM library directors met on April 10, May 8, and June 5, 2020. High-level topics included: rolling effects of library and CCRLS closures; CCRLS staffing updates; system changes needed to facilitate due dates, hold expiration, notices, expiration of temporary patron accounts; new appointees to the Advisory Council; PYM Chair for 2020–2021; expansion of resources offered online; shift to Scholastic book orders due to cancelled Summer performances normally funded by the Ready-to-Read grant; changes to Ready-to-Read grant management in subsequent years to help highlight how it is reaching its targeted populations; resumption of CCRLS courier service; value of the Patronpoint marketing platform for communicating re-opening plans; CCRLS and college partnership in applying for IMLS CARES grant.

### **CCRLS ADMINISTRATIVE OFFICE**

As of March 30, 2020, all CCRLS office staff are working remotely from home, per the college's facilities closure. This mode is expected to continue into fall term.

John Goodyear retired, effective March 31, 2020. College closures interrupted the recruitment process to fill his position, which was already in progress at that time. Doug Yancey was appointed to act in capacity as interim director. As of June 5, the recruitment process continues with two viable candidates. Both are scheduled for second-round interviews and forums/presentations for the week of June 8; these activities will be conducted online.

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Janet Snowhill, system librarian, retired effective April 30, 2020, but is continuing to work through June 30 in a post-retirement status; recruitment for this position is currently suspended. Robena Barton, cataloging librarian, will help fill this role in the meantime.

The CCRLS courier service suspended its operation as the college and member libraries closed. CCRLS is currently working with the college on a proposal to restart this service as soon as possible, since member libraries are in various states of operation and phases of re-opening. college positions on operational safety will drive this process.

Interlibrary loan operations (borrowing and lending from libraries external to CCRLS) are currently suspended, as is the cataloging and processing of physical materials.

#### AUTOMATION

Network and hardware management continues as it can, with CCRLS staff working from home and occasionally on-site. Most essential system administration tasks can be conducted remotely, as can administration of online catalog, mobile app, electronic resources, websites and authentication tools. Most essential data management tasks and projects can be conducted remotely.

Standard Report-4  
June 24, 2020

WINTER 2020 QUARTER 2 REPORT: JANUARY, FEBRUARY, MARCH

	Fall 2019 Quarter	Fall 2018 Quarter	Percent Change	FY 2019–2020 Totals
<b>Counts</b>				
Patron	253,482	246,492	2.84%	-
Non-resident	42,908	39,485	8.67%	-
CARE cards	19,187	18,280	4.96%	-
Total Items	1,073,395	1,068,075	0.50%	-
<b>Circulation Statistics</b>				
Checkouts	100% 654,176	741,153	-11.74%	2,483,957
Self-Check	27% 174,666	280,454	-37.72%	708,409
Non-resident cards	14% 93,920	103,535	-9.29%	337,805
CARE card	6% 42,326	50,241	-15.75%	174,388
Small library collection	1059	858	23.43%	3,288
Active Patrons	42,424	47,347	-10.40%	-
Holds Filled	94,360	124,417	-24.16%	332,440
<b>Interlibrary Loan</b>				
Borrowed from outside	558	556	0.36%	1,825
Loaned outside	1,059	1,257	-15.75%	3,287
Borrowed/Loaned within CCRLS	N/A	89,987	-100.00%	171,966
<b>Online</b>				
Telephone renewal logins	818	835	-2.04%	1,662
Mobile app catalog visits	58,734	43,611	34.68%	173,708
Internet initiated catalog visits	1,822	1,350	34.96%	269,307
CCRLS Catalog visits/sessions	143,764	191,933	-25.10%	473,676
CCRLS Catalog users	48,368	62,912	-23.12%	-
CCRLS Catalog searches	256,651	385,691	-33.46%	944,508
CCRLS Database use	11,240	13,503	-16.76%	31,553
CCRLS provided eVideo use	9,199	2,090	340.14%	14,242
CCRLS provided eBook use	108,509	98,734	9.90%	316,159
<b>Administrative</b>				
Telephone notices delivered	9,264	14,706	-37.01%	36,857
Text notices	23,776	31,275	-23.98%	78,256
Printed notices	1,009	1,338	-24.59%	3,597
CCRLS Help desk resolution	351	305	15.08%	1,025
CCRLS Courier Deliveries	N/A	233,707	-100.00%	464,142

## RECOGNITION REPORT

### Prepared by

Jessica Howard, President/Chief Executive Officer

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

Wine from CHEMEKETA CELLARS won awards at the SavorNW 2020 Wine Competition including: Gold for 2016 Pinot Noir and 2017 Riesling; Silver for 2018 Red Table Wine and 2018 Viognier; and Bronze for 2018 Sauvignon Blanc. All are available for purchase with the exception of the 2017 Riesling. SavorNW showcases the best of the Pacific Northwest wines and brings awareness of the Pacific Northwest wine regions. *(Core Theme: Academic Quality–Quality programs, instruction, and support services are provided to students.)*

CHEMEKETA CELLARS continues to partner with Divine Distillers to donate wine to the hand sanitizer cause. In total, the college will donate over 400 cases of older vintages for the distillery to turn into hand sanitizer, which is free for personal and nonprofit use and available for purchase in larger quantities for bulk use. Bring a container and drop by Divine Distillers at 2475 25<sup>th</sup> St. SE for free hand sanitizer for personal use. *Core Theme: Community Collaborations–Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

CHEMEKETA'S SALEM CAMPUS is a pick-up location for the Marion-Polk Food Share's (MPFS) Farmers to Families Food Box Program. Every Wednesday from 4–6 pm food boxes containing 30 pounds of produce, dairy, and meat products from local farms and food industry partners are available to families for pick-up in the green parking lot. The program began on May 27, and 450 food boxes were distributed that evening. Thanks to HOLLY NELSON for helping to coordinate this project with MPFS; SHEILA LORANCE and PUBLIC SAFETY STAFF for setting up cones to ensure safety as cars come to campus; and JOHN MCILVAIN for helping meet the campus COVID-19 guidelines. *Core Theme: Community Collaborations–Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

HEATHER McDANIEL, director of Human Resources, passed the SHRM-SCP on June 15; SHRM-SCP stands for Society of Human Resource Management-Senior Certified Professional. JAKE BAKER, recruitment specialist in Human Resources, received his SHRM-CP on June 10; SHRM-CP stands for Society of Human Resources Management-Certified Professional. *(CORE THEME: Student Success–Students' progress and complete their educational goals.)*

The CLASSIFIED ASSOCIATION and its leadership, TERRY ROHSE, MARY SCHROEDER, and AARON KING, are commended for their extraordinary partnership and collaborative approach in working with the college to create savings during these challenging economic times. *(VALUE: Collaboration)*

Standard Report-5  
June 24, 2020

The remote Admin Team meetings end with “Kudos for Colleagues.” Below is the list from the May 20 and June 3 Admin Team meetings.

TO	FROM	MESSAGE
MANUEL GUERRA, KAREN ALEXANDER AND TEAM	Chris Kato	Thanks for making the Testing Center available for GED testing.
GARY WEST, JULIE PETERS	Denise Galey	Shout-out to Gary West and Julie Peters for creating a Google form for students to use on the Placement website; the continuous improvement on the spreadsheet, and for being responsive to last-minute requests. This has greatly enhanced the student experience and provided a lot of options for students that they did not have before.
FACULTY	R. Taylor  Cecelia Monto	Thanks to faculty who are working directly with, and reaching out to, students to get them resources they need. Students are facing some difficult times from mental health issues, technical issues, and family issues.  Faculty are taking a tremendous amount of their time in one-on-one conversations. Faculty are also continually innovating. So, a shout-out to faculty who are hanging in there!
SAGE FREEMAN AND THE TECH HUB  PHASED REOPENING TASK TEAM, JOHN McILVAIN, REGGI LOMBARDI, AND KAREN ALEXANDER AND HER TEAM	Danielle Hoffman	Thanks for their support in creating a video for their Student Recognition Night. It was crazy amazing and super professional.  Kudos for getting the YVC Testing Center open, as well as the Salem Campus Testing Center open.
JIM EUSTROM AND MARSHALL ROACHE  ED WOODS	Celia Nunez	Thanks for their support at CCBI.  Greatly appreciate the updates on Johnny Mack who is near and dear in our hearts.
FACULTY	Cecelia Monto	For taking time to respond and connect with students during these stressful times.
FACILITIES	Marshall Roache	A big shout-out for their continued work even though the college is closed. There was a major leak at Brooks and the Facilities staff addressed it immediately.
CORRECTIONS STAFF, HEATHER GOLDBLATT, JOHN ANDREWS	Jordan Bermingham	Pleased to announce that the Corrections staff are back at work after a temporary layoff. Heather and John are back in the classroom today teaching adults in custody.



Standard Report-5  
June 24, 2020

MICHAEL BUDKE	Jordan Bermingham	Kudos for co-authoring a guide for incarcerated individuals needing to complete the FAFSA in coordination with the Vera Institute.
MARSHALL ROACHE AND JOHN McILVAIN	Sandi Kellogg	Big thanks for stepping in for Johnny Mack and doing a great job; and working with John McIlvain, the nursing faculty, and program chairs on mapping out what's needed to get the labs prepared for students.
DEANS, DIRECTORS, EXEC TEAM, HR	Abby Hoffar	Thanks for their support and leadership during this difficult time with layoffs and temporary reductions in force.
LILIANA LANDA-VILLALBA	Mike Evans	Huge thank you for creating a remote version of iStart for high school students planning to attend Chemeketa in the fall.
ANGIE MILLER, MEREDITH SCHREIBER, MIKE EVANS	Shannon Eagles	Thanks to all for the hard work that has gone into the laptop returns as well as the textbook buyback and lending library returns.

## PRESIDENT'S REPORT

### Prepared by

Jessica Howard, President/Chief Executive Officer

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

### OREGON COMMUNITY COLLEGE ASSOCIATION (OCCA)

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

- OCCA has continued to provide leadership, guidance, support, and an opportunity to connect and align all 17 community colleges since October, and in outstanding fashion during the CV19 pandemic.
- Usual OCCA activities since October 2019 have included:
  - OCCA Board meetings on the typical quarterly schedule, either in person (December 6 at Tillamook Bay CC, February 7 at CCBI) or by Zoom (May 15).
  - Fall OCCA conference, which took place at Salishan on November 6–8, 2019.
  - The All Oregon Academic Team. Its recognition took place this spring, but virtually, and without a luncheon. Chemeketa's scholars were Tricia Narvaez (AAOT—Medical Imaging), Dulce B. Perales (Nursing), Lucas McMellon (Building Inspection Technology), and Misty Whiteley (Geology). Special recognition went to four of Oregon's scholars, including Chemeketa's Lucas McMellon.
- During the short legislative session, OCCA facilitated weekly telephone calls. These occurred from January 28–March 10, 2020.
- Beginning March 11, OCCA held and facilitated regular telephone calls and Zoom meetings concerning the unfolding CV19 situation. Daily briefings took place from March 11–April 10, twice-weekly briefings occurred from April 14–May 21, and weekly briefings began on May 26th and continue to the present. OCCA's briefings and email communications have kept community colleges in Oregon apprised of all pertinent updates and developments connected with the HECC, CCWD, the Governor's office, and Federal entities in relation to CV19. OCCA has also connected the work and advocacy of various national organizations with Oregon Presidents' Council (OPC), including state community college networks, AACC/ACCT, and the National Association of College and University Attorneys.
- OCCA arranged and facilitated two Zoom meetings with the Governor (on April 22 and June 15, 2020), and one additional meeting with the Governor's staff. These meetings were designed to allow community colleges to demonstrate their work during CV19 to continue to serve students, to change according to evolving circumstances and guidance, and to advocate for student needs.

## HIGHER EDUCATION COORDINATING COMMISSION (HECC)

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

- The HECC has been very active and involved in providing CV19 resources, information, and public guidance to higher education entities and representing universities and community colleges with the Governor's office. With and through OCCA, the HECC has worked to codify a phased approach for face-to-face instruction and offerings.
- Applied Baccalaureate rules have been passed. With the current language, a BSN in nursing is not yet possible to develop. A broad group of stakeholders will be convened to determine whether a BSN needs to be written into the overall rules.

## COMMUNITY COLLEGES AND WORKFORCE DEVELOPMENT (CCWD)

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

- CCWD has been present on all the OCCA CV19 briefings throughout the spring term, helping to connect the HECC and its work with OPC.
- CCWD has provided information concerning projected declines to the state's budget and impacts on community colleges in the foreseeable future.
- CCWD has brought forward new statewide major-specific transfer degrees as part of the "Oregon Transfer Compass." Major-specific degrees are: AAT in English Literature, AAT in Biology, and AAOT in Elementary Education. Along with "Core Transfer Maps", these will be approved at the June HECC meeting.
- The Oregon Transfer Articulation Committee (OTAC) will review the Major Transfer Map for Elementary Education at its October 18 meeting; approval is expected. The next steps will be for Memorandum of Understandings for the first three MTMs (Biology, English Literature, and Elementary Education) to be signed by all 24 public institutions before the end of 2019.

## OREGON PRESIDENTS' COUNCIL

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

- Birgitte Ryslinge, Oregon Coast CC, is the chair of OPC for the 2019–2020 academic year; Cathy Kemper-Pelle from Rogue CC is the co-chair.
- OPC held its annual retreat in August, hosted by Chemeketa CC and led by incoming chair Ryslinge. OPC welcomed three new president members: Dennis Bailey (Blue Mountain CC), Laurie Chesley (Central Oregon CC), and Jessica Howard (Chemeketa CC). Areas of focus for this academic year are: accelerated learning, affinity group relationships, applied baccalaureate, capital construction match, co-experiential learning, CTE equipment, current service level, cybersecurity, Guided Pathways cohort 3, hunger and homelessness, Pathways to Opportunity, re-entry and prison education, and transfer.

Standard Report-6  
June 24, 2020

- OPC's first regular meeting of this academic year was held at Blue Mountain CC in Pendleton on October 10–11. Discussion topics included the areas of focus established at the retreat, as well as the Adult Learner Advisory Committee, Pathways to Opportunity asks of the Strategic Fund, and a proposal regarding DocuSign.

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

Separate Action-2  
June 24, 2020

**APPROVAL OF PRESIDENTIAL CONTRACT  
[19-20-166]**

**Prepared by**

Diane Watson, Chair—College Board of Education

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Per board policy and ORS 192,660(2)(a), the College Board of Education completed a performance evaluation of President Jessica Howard.

Based on a successful presidential evaluation, board action is requested to renew the president's contract.

It is recommended that the college renew the president's contract effective July 1, 2020, through June 30, 2023, as per the contract.

Separate Action-3  
June 24, 2020

**APPROVAL OF RESOLUTION NO. 19-20-53,  
ADOPTING THE BUDGET, MAKING APPROPRIATIONS,  
AND LEVYING TAXES**

**Prepared by**

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

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ORS 294.435 requires the College Board of Education to adopt the budget, to make appropriations, and to declare the ad valorem tax levy. The resolution will be available at the board meeting and will carry out those requirements and allow administration of the 2020–2021 budget.

It is recommended that the College Board of Education adopt Resolution No. 19-20-53, Adopting the Budget, Making Appropriations, and Levying Taxes.

Separate Action-3  
June 24, 2020

CHEMEKETA COMMUNITY COLLEGE  
RESOLUTION NO. 19-20-53  
ADOPTING THE BUDGET, MAKING APPROPRIATIONS,  
AND LEVYING TAXES

WHEREAS, ORS 294.456 requires the board to adopt a budget, make appropriations and make and declare the ad valorem tax rate, and

WHEREAS, the budget committee has approved a General Fund expenditure budget of \$95,060,000 and other funds at a budget meeting on May 6, 2020, and the Board of Education is requested to adopt at this time a General Fund expenditure budget of \$95,060,000 and other funds as attached,

BE IT RESOLVED that the Board of Education hereby imposes the taxes provided for in the adopted budget at the rate of \$0.6259 per \$1,000 of assessed value for operations, \$0.0818 per \$1,000 of assessed value for the Regional Library, and in the amount of \$10,650,000 for payment of bonded debt; and that these taxes are hereby imposed and categorized for the tax year 2020–2021 upon the assessed value of all taxable property within the district.

	Subject to the Education Limitation	Subject to the General Government Limitation	Excluded From Limitation
General Fund	\$0.6259/\$1,000	0	0
Regional Library	0	\$0.0818/\$1,000	0
Bonded Debt Fund	0	0	\$10,650,000

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

GENERAL FUND

President's Office	
Personnel Services	4,776,139
Materials and Services	1,099,953
Capital Outlay	<u>312</u>
Total President's Office	5,876,404
College Support Services	
Personnel Services	14,884,302
Materials and Services	5,638,244
Capital Outlay	130,910
Transfers	5,600,000
Contingency	<u>5,000,000</u>
Total College Support Services	31,253,456

Separate Action-3  
June 24, 2020

Instruction and Student Services	
Personnel Services	55,142,681
Materials and Services	2,686,811
Capital Outlay	<u>100,648</u>
Total Instruction and Student Services	57,930,140
GRAND TOTAL GENERAL FUND	\$95,060,000

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

CAPITAL DEVELOPMENT FUND	
Personnel Services	275,000
Materials and Services	7,000,000
Capital Outlay	15,025,000
Transfers	<u>1,300,000</u>
Total Capital Development Fund	23,600,000
PLANT EMERGENCY FUND	
Materials and Services	475,000
Capital Outlay	<u>275,000</u>
Total Plant Emergency Fund	750,000
SPECIAL PROJECTS FUNDS	
Personnel Services	5,575,000
Materials and Services	5,750,000
Capital Outlay	<u>5,000,000</u>
Total Special Projects Funds	16,325,000
SELF-SUPPORTING SERVICES FUND	
Personnel Services	17,050,000
Materials and Services	9,492,500
Capital Outlay	250,000
Transfers	<u>580,000</u>
Total Self-Supporting Services Fund	27,372,500
DEBT SERVICE FUND	
Debt Service	<u>36,250,000</u>
Total Debt Service Fund	36,250,000
RESERVE FUNDS	
Materials and Services	400,000
Capital Outlay	<u>50,000</u>
Total Reserve Funds	450,000



Separate Action-3  
June 24, 2020

REGIONAL LIBRARY	
Personnel Services	1,038,000
Materials and Services	2,762,000
Capital Outlay	5,000
Transfers	65,000
Contingency	<u>430,000</u>
Total Regional Library	4,300,000
AUXILIARY ENTERPRISE FUND	
Personnel Services	1,000,000
Materials and Services	5,930,000
Capital Outlay	10,000
Transfers	<u>160,000</u>
Total Auxiliary Enterprise Fund	7,100,000
INTRA-COLLEGE SERVICES FUND	
Personnel Services	2,755,000
Materials and Services	5,175,000
Capital Outlay	500,000
Transfers	300,000
Contingency	<u>6,600,000</u>
Total Intra-College Services Fund	15,330,000
STUDENT GOVERNMENT, CLUBS AND NEWSPAPER	
Personnel Services	10,000
Materials and Services	<u>290,000</u>
Total Student Government, Clubs and Newspaper	300,000
ATHLETICS	
Personnel Services	175,000
Materials and Services	<u>200,000</u>
Total Athletics	375,000
EXTERNAL ORGANIZATION BILLING FUND	
Personnel Services	90,000
Materials and Services	450,000
Capital Outlay	<u>10,000</u>
Total External Organization Billing Fund	550,000

Separate Action-3  
June 24, 2020

STUDENT FINANCIAL AID FUNDS	
Financial Aid Expenditures	<u>66,567,500</u>
Total Student Financial Aid Funds	66,567,500

*Diane L. Watson*

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Diane Watson  
Chairperson

*J. Howard*

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Jessica Howard  
President/Chief Executive Officer

*June 24, 2020*

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Date

June 24, 2020

**APPROVAL OF CLASSIFIED; EXEMPT; HOURLY, PART-TIME/  
TEMPORARY; FACULTY; PART-TIME/ADJUNCT FACULTY BARGAINING  
AND PART-TIME FACULTY NON-BARGAINING NON-CREDIT SALARY  
SCHEDULES FOR 2020–2021**

**Prepared by**

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

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**CLASSIFIED**

Attached is the 2020–2021 salary table for classified employees. The salary table reflects a 2.2 percent salary table adjustment to all steps. The percentage between steps 9 to 10, and 10 to 11 was changed to 4.17 percent. Eligible employees will receive step increases as agreed in the contract. Effective: July 1, 2020.

**EXEMPT**

Attached is the 2020–2021 salary table for exempt employees. The salary table reflects a 2.2 percent salary table adjustment. Eligible employees will receive step increases. Effective: July 1, 2020.

**HOURLY, PART-TIME/TEMPORARY**

Attached is the part-time hourly salary schedule for 2020–2021. The salary table reflects a salary table adjustment due to the minimum wage increase. Effective: July 1, 2020.

**FACULTY**

Attached is the 2020–2021 salary table for faculty. The salary table reflects a 2.2 percent salary table adjustment, with three less duty days. There are four furlough days included. Eligible employees will receive step increases as agreed in the contract. Effective: July 1, 2020.

**PART-TIME/ADJUNCT FACULTY BARGAINING**

The salary schedule for the part-time/adjunct faculty is attached and reflects the bargaining agreement between the college and the Chemeketa Faculty Association. The part-time faculty schedule is indexed at 60.0 percent of the 172-day full-time faculty schedule. Effective: fall term 2020–summer term 2021.

**PART-TIME FACULTY NON-BARGAINING NON-CREDIT**

The salary schedule for the part-time faculty non-bargaining non-credit unit is attached. The salary table reflects a 2.2 percent salary table adjustment. Effective: fall term 2020–summer term 2021.

It is recommended that the College Board of Education adopt the attached salary schedules for Classified; Exempt; Hourly, Part-Time/Temporary; Faculty; Part-Time/Adjunct Faculty; and Part-Time Faculty Non-Bargaining Non-Credit employees to become effective July 1, 2020.

Separate Action-4  
June 24, 2020

CHEMEKETA COMMUNITY COLLEGE  
CLASSIFIED SALARY SCHEDULE  
EFFECTIVE JULY 1, 2020 thru JUNE 30, 2021

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	ANNL.	MO.	ANNL.	MO.	ANNL.	MO.	ANNL.	MO.	ANNL.	MO.
A-2	26,532	2,211	27,636	2,303	28,788	2,399	29,988	2,499	31,248	2,604
A-3	28,428	2,369	29,640	2,470	30,876	2,573	32,160	2,680	33,504	2,792
A-4	30,348	2,529	31,608	2,634	32,928	2,744	34,296	2,858	35,736	2,978
B-1	32,700	2,725	34,068	2,839	35,484	2,957	37,056	3,088	38,604	3,217
B-2	35,268	2,939	36,732	3,061	38,352	3,196	40,008	3,334	41,676	3,473
B-3	41,676	3,473	43,512	3,626	45,432	3,786	47,436	3,953	49,464	4,122
B-4	43,956	3,663	45,948	3,829	48,072	4,006	50,184	4,182	52,392	4,366
C-1	52,536	4,378	55,044	4,587	57,672	4,806	60,492	5,041	63,300	5,275
C-2	55,776	4,648	58,524	4,877	61,356	5,113	64,380	5,365	67,536	5,628
C-3	58,008	4,834	60,840	5,070	63,816	5,318	66,924	5,577	70,260	5,855

RANGE	STEP 6		STEP 7		STEP 8		STEP 9		STEP 10		STEP 11	
	ANNL.	MO.	ANNL.	MO.	ANNL.	MO.	ANNL.	MO.	ANNL.	MO.	ANNL.	MO.
A-2	32,544	2,712	33,888	2,824	35,316	2,943	36,780	3,065	38,316	3,193	39,912	3,326
A-3	34,896	2,908	36,360	3,030	37,872	3,156	39,444	3,287	41,088	3,424	42,804	3,567
A-4	37,212	3,101	38,796	3,233	40,416	3,368	42,108	3,509	43,872	3,656	45,708	3,809
B-1	40,212	3,351	41,916	3,493	43,668	3,639	45,480	3,790	47,376	3,948	49,356	4,113
B-2	43,524	3,627	45,408	3,784	47,292	3,941	49,272	4,106	51,336	4,278	53,484	4,457
B-3	51,684	4,307	53,844	4,487	56,256	4,688	58,692	4,891	61,140	5,095	63,696	5,308
B-4	54,744	4,562	57,180	4,765	59,760	4,980	62,472	5,206	65,076	5,423	67,788	5,649
C-1	66,420	5,535	69,624	5,802	72,948	6,079	76,416	6,368	79,608	6,634	82,932	6,911
C-2	70,908	5,909	74,412	6,201	77,988	6,499	81,768	6,814	85,176	7,098	88,728	7,394
C-3	73,680	6,140	77,292	6,441	81,108	6,759	85,164	7,097	88,716	7,393	92,412	7,701

Separate Action-4  
June 24, 2020

CHEMEKETA COMMUNITY COLLEGE  
EXEMPT SALARY SCHEDULE  
B-2 TO F-1  
EFFECTIVE JULY 1, 2020

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5		RANGE
	ANNL.	HRLY.	ANNL.	HRLY.	ANNL.	HRLY.	ANNL.	HRLY.	ANNL.	HRLY.	
B-2	35,988	17.30	37,512	18.03	39,096	18.80	40,788	19.61	42,468	20.42	B-2
B-3	43,188	3,599	45,072	21.67	47,016	22.60	49,044	23.58	51,204	24.62	B-3
B-4	45,780	3,815	47,784	22.97	49,944	24.01	52,164	25.08	54,516	26.21	B-4
C-1	54,684	4,557	57,252	27.53	60,036	28.86	62,928	30.25	65,916	31.69	C-1
C-2	58,032	4,836	60,888	29.27	63,876	30.71	66,996	32.21	70,308	33.80	C-2
C-3	60,384	5,032	63,348	30.46	66,432	31.94	69,672	33.50	73,152	35.17	C-3
C-4	72,792	6,066	76,320	36.69	79,884	38.41	83,412	40.10	86,952	41.80	C-4
D-1	75,684	6,307	79,368	38.16	83,076	39.94	86,736	41.70	90,432	43.48	D-1
D-2	78,720	6,560	82,548	39.69	86,376	41.53	90,216	43.37	94,056	45.22	D-2
D-3	81,888	6,824	85,836	41.27	89,844	43.20	93,816	45.10	97,812	47.03	D-3
D-4	84,336	7,028	88,416	42.51	92,556	44.50	96,612	46.45	100,740	48.43	D-4
D-5	86,004	7,167	90,192	43.36	94,392	45.38	98,592	47.40	102,780	49.41	D-5
E-1	103,752	8,646	E-1								
E-2	116,220	9,685	E-2								
F-1	130,164	10,847	F-1								

\* Performance based after initial step

RANGE	STEP 6		STEP 7		STEP 8		STEP 9		STEP 10		STEP 11		RANGE
	ANNL.	HRLY.	ANNL.	HRLY.	ANNL.	HRLY.	ANNL.	HRLY.	ANNL.	HRLY.	ANNL.	HRLY.	
B-2	44,316	3,693	46,140	3.845	48,192	4.016	50,220	4.185	52,320	4.360	54,696	4.558	B-2
B-3	53,460	4,455	55,764	4.647	58,212	4.851	60,696	5.058	63,300	5.275	66,156	5.513	B-3
B-4	56,964	4,747	59,496	4.958	62,208	5.184	64,836	5.403	67,596	5.633	70,644	5.887	B-4
C-1	69,120	5,760	72,444	6.037	75,924	6.327	79,116	6.593	82,476	6.873	86,208	7.184	C-1
C-2	73,800	6,150	77,388	6.449	81,228	6.769	84,660	7.055	88,260	7.355	92,232	7.686	C-2
C-3	76,740	6,395	80,460	6.705	84,480	7.040	88,092	7.341	91,788	7.649	95,928	7.994	C-3
C-4	90,672	7,556	94,488	7.874	98,748	8.229	102,216	8.518	104,268	8.689	106,356	8.863	C-4
D-1	94,296	7,858	98,292	8.191	102,708	8.559	106,308	8.859	108,456	9.038	110,616	9.218	D-1
D-2	98,052	8,171	102,216	8.518	106,824	8.902	110,568	9.214	112,788	9.399	115,044	9.587	D-2
D-3	101,952	8,496	106,308	8.859	111,084	9.257	114,972	9.581	117,264	9.772	119,628	9.969	D-3
D-4	105,024	8,752	109,500	9.125	114,420	9.535	118,440	9.870	120,792	10.066	123,240	10.270	D-4
D-5	107,112	8,926	111,660	9.305	116,688	9.724	120,780	10.065	123,228	10.269	125,700	10.475	D-5

CHEMEKETA COMMUNITY COLLEGE										
HOURLY, PART-TIME/TEMPORARY SALARY SCHEDULE										
EFFECTIVE JULY 1, 2020										
CWS/FWS	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	RANGE			
S1	AA	\$12.00	\$12.30	\$12.85	\$13.40	\$13.95	AA			
S2	BB	\$12.06	\$12.36	\$12.92	\$13.42	\$13.98	BB			
S3	CC	\$12.14	\$12.41	\$12.95	\$13.48	\$14.01	CC			
	DD	\$12.25	\$12.59	\$13.10	\$13.64	\$14.16	DD			
	EE	\$13.06	\$13.59	\$14.14	\$14.78	\$15.36	EE			
	FF	\$14.08	\$14.67	\$15.31	\$15.97	\$16.61	FF			
S4	GG	\$16.65	\$17.38	\$18.14	\$18.95	\$19.76	GG			
	HH	\$17.55	\$18.35	\$19.21	\$20.05	\$20.93	HH			
	II	\$20.99	\$21.99	\$23.04	\$24.17	\$25.30	II			

Note: Ranges JJ thru NN are Interpreters and Typewell Transcribers only										
POSITION	LEVEL	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	RANGE		
HT010H	1	JJ	\$21.52	\$22.43	\$23.45	\$24.44	\$25.50	JJ		
HT020H	2	KK	\$26.41	\$27.53	\$28.79	\$29.99	\$31.30	KK		
HT030H	3	LL	\$32.40	\$33.77	\$35.31	\$36.79	\$38.41	LL		
HT040H	4	MM	\$39.61	\$41.25	\$43.15	\$44.95	\$46.93	MM		
HT050H	5	NN	\$48.38	\$50.43	\$52.74	\$54.93	\$57.34	NN		

INTERPRETERS		TYPEWELL TRANSCRIBERS	
LEVEL	REQUIREMENTS	LEVEL	REQUIREMENTS
1	ITP Graduate or 0-2 years of experience	Novice	0-2 years experience
2	RID Written or BA Degree; and 2+ years experience	TCT: Level 1	Certification or BA/BS deg. & 2 yrs. exp.
3	CI or CT or NAD III or Masters Degree; and 2+ years experience	TCT: Level 2	Certification
4	CI & CT or NAD IV; and 2+ years experience		
5	CI & CT for 5 years OR NAD V; BA/BS Degree required		

FOR RANGES JJ - NN ONLY:	
Initial placement on the pay scale and step increases will be in accordance with personnel practices.	
Movement from one level to another may be made by request of the employee with verification of change in credential and approval by the Dept. manager and the Dir. of Human Resources.	
<b>Any movement from one level to another level will take place at the time of any step increase.</b>	
HR will work collaboratively with the Student Accessibility Services Director for placement of part-time employees on this scale (verification of certification, etc.)	

Separate Action-4  
June 24, 2020

172 Day +  
4 furlough

**CHEMEKETA COMMUNITY COLLEGE**  
**2020-2021 SALARIED FACULTY SALARY SCHEDULE**  
Effective JULY 1, 2020

STEP	172 DAYS			192 DAYS			222 DAYS		
15	\$88,588	\$7,382.34	\$527.31	\$99,134	\$8,261.19	\$527.31	\$108,854	\$9,071.16	\$499.33
14	\$84,370	\$7,030.80	\$502.20	\$94,414	\$7,867.80	\$502.20	\$103,670	\$8,639.16	\$475.55
13	\$80,351	\$6,695.92	\$478.28	\$89,917	\$7,493.05	\$478.28	\$98,734	\$8,227.87	\$452.91
12	\$77,137	\$6,428.10	\$459.15	\$86,320	\$7,193.35	\$459.15	\$94,784	\$7,898.69	\$434.79
11	\$74,051	\$6,170.92	\$440.78	\$82,867	\$6,905.55	\$440.78	\$90,993	\$7,582.77	\$417.40
10	\$71,089	\$5,924.10	\$423.15	\$79,552	\$6,629.35	\$423.15	\$87,353	\$7,279.38	\$400.70
9	\$68,247	\$5,687.22	\$406.23	\$76,371	\$6,364.27	\$406.23	\$83,860	\$6,988.35	\$384.68
8	\$65,517	\$5,459.72	\$389.98	\$73,316	\$6,109.69	\$389.98	\$80,505	\$6,708.77	\$369.29
7	\$62,896	\$5,241.32	\$374.38	\$70,383	\$5,865.29	\$374.38	\$77,285	\$6,440.45	\$354.52
6	\$60,379	\$5,031.60	\$359.40	\$67,567	\$5,630.60	\$359.40	\$74,194	\$6,182.84	\$340.34
5	\$57,963	\$4,830.28	\$345.02	\$64,864	\$5,405.31	\$345.02	\$71,227	\$5,935.60	\$326.73
NORMAL STARTING STEP 4	\$55,647	\$4,637.22	\$331.23	\$62,271	\$5,189.27	\$331.23	\$68,378	\$5,698.16	\$313.66
3	\$53,977	\$4,498.06	\$321.29	\$60,403	\$5,033.54	\$321.29	\$66,324	\$5,527.03	\$304.24
2	\$52,357	\$4,363.10	\$311.65	\$58,590	\$4,882.52	\$311.65	\$64,336	\$5,361.35	\$295.12
1	\$50,788	\$4,232.34	\$302.31	\$56,834	\$4,736.19	\$302.31	\$62,405	\$5,200.39	\$286.26

Separate Action-4  
June 24, 2020

CHEMEKETA COMMUNITY COLLEGE  
PART-TIME (ADJUNCT) FACULTY BARGAINING UNIT  
SALARY SCHEDULE  
Effective Fall Term 2020 - Summer Term 2021

LEVEL	DESCRIPTION	STEPS								LEVEL	
		1	2	3	4	5	6	7	8		
A	Lecture Credit Courses ILC Rates	\$ 737.00	\$ 760.00	\$ 791.00	\$ 859.00	\$ 932.00	\$ 1,011.00	\$ 1,097.00	\$ 1,209.00	A	
	Hourly Rates	\$67.0000	\$69.0909	\$71.9091	\$78.0909	\$84.7273	\$91.9091	\$99.7273	\$109.9091		
B/C	Labs (1 lab hr. = .7 ILC)	\$ 515.90	\$ 532.00	\$ 553.70	\$ 601.30	\$ 652.40	\$ 707.70	\$ 767.90	\$ 846.30	B/C	
	Hourly Rates	\$46.9000	\$48.3636	\$50.3364	\$54.6636	\$59.3091	\$64.3364	\$69.8091	\$76.9364		
	ABE/GED/HSC/ESL Labs Agriculture Credit Labs Health Care Skills Credit Labs Laboratory Credit Courses Physical Education Activity Courses Science Credit Labs Studio Art Classes Technology Credit Labs Trade Credit Labs Vocational Preparatory Credit Labs Vocational Supplemental Credit Labs										
D	Workshops/Special Assignments (Bargaining Unit Rate) (See Article 23B.5)	Minimum =	\$ 45.69	(CD = Curriculum Development Rate)							D
E	Hourly Employees Rate Counseling CWE Coordinator Library Work	\$ 28.34	\$ 29.72	\$ 31.24	\$ 32.84	\$ 34.45	\$ 36.31	\$ 37.80	\$ 38.69	E	

Required Meeting (RM) Rate = \$ 41.27  
Bargaining Unit (See Article 23-B6i)  
Curriculum Development Rate (CD) = \$ 45.69



Separate Action-4  
June 24, 2020

CHEMEKETA COMMUNITY COLLEGE PART-TIME FACULTY NON-BARGAINING NON-CREDIT UNIT SALARY SCHEDULE Effective Fall 2020 - Summer Term 2021										
LEVEL	DESCRIPTION	STEPS								LEVEL
		1	2	3	4	5	6	7	8	
D	<b>Noncredit</b> <b>*Nonbargaining Unit Exception</b> <b>Classes Hourly Rates</b>  Used for workshops or non-bargaining unit classes scheduled in on-standard time formats. (i.e. shorter or weekend workshops). This market driven rate is also used for specialized topics that demand unusual expertise or and/or exceptional pay.	minimum = \$ 21.46 No Maximum								D
J	<b>Noncredit</b> <b>Vocational Preparatory</b> <b>Vocational Supplementary</b> <b>Workforce</b> <b>Readiness/Workforce</b> <b>Applied Basic Skills</b> <b>Hourly Rates</b>  Reimbursable 9800 Series	\$ 29.04	\$ 31.06	\$ 33.23	\$ 35.55	\$ 38.02	\$ 40.67	\$ 43.51	\$ 46.54	J
K	<b>Noncredit</b> <b>Community Education</b> <b>English Now</b> <b>Hourly Rates</b>  Used for reimbursable and nonreimbursable noncredit community education courses for personal enrichment	\$ 21.46	\$ 22.58	\$ 23.75	\$ 24.99	\$ 26.29	\$ 27.66	\$ 29.10	\$ 30.61	K
Special Projects: Non-teaching work related to classes							\$21.46			
Curriculum Development & Meeting Rate							\$21.46			
* D Level courses require Executive Dean/VP approval notated on the Payroll Authorization										

Action-1  
June 24, 2020

**APPROVAL OF BUDGET TRANSFER REQUESTS  
[19-20-169]**

**Prepared by**

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

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Local budget law requires that any budget transfers that amend the resolution to appropriate the adopted budget be authorized by the board, including transfers from contingency.

Requests for budget transfers are summarized and explained on the report that will be available at the board meeting.

Official action is requested to approve the budget transfers presented.

Action-1  
June 24, 2020

CHEMEKETA COMMUNITY COLLEGE  
FY2019-2020  
TRANSFERS OF GENERAL FUND APPROPRIATIONS  
RESOLUTION TRANSFERS

Through June 30, 2020

	Adjusted Budget <u>2/26/2020</u>	Transfer Requested <u>6/24/2020</u>		Adjusted Budget <u>6/24/2020</u>
<b>PRESIDENT'S OFFICE</b>				
Personnel Services	4,604,996	24,837	1	4,629,833
Materials and Services	1,044,765	-		1,044,765
Capital Equipment	312	-		312
<b>TOTAL</b>	<b>5,650,073</b>	<b>24,837</b>		<b>5,674,910</b>
<b>COLLEGE SUPPORT SERVICES</b>				
Personnel Services	13,428,978	(708,897)	1, 2, 3	12,720,081
Materials and Services	5,573,244	640,000	2, 3	6,213,244
Capital Equipment	60,910	-		60,910
Transfers	5,300,000	-		5,300,000
Special Payments	5,000,000	-		5,000,000
Contingency	5,000,000	-		5,000,000
<b>TOTAL</b>	<b>34,363,132</b>	<b>(68,897)</b>		<b>34,294,235</b>
<b>INSTRUCTION &amp; STUDENT SERVICES</b>				
Personnel Services	52,844,648	44,060	1	52,888,708
Materials and Services	2,701,499	-		2,701,499
Capital Equipment	100,648	-		100,648
<b>TOTAL</b>	<b>55,646,795</b>	<b>44,060</b>		<b>55,690,855</b>
<b>GRAND TOTAL</b>	<b>95,660,000</b>	<b>-</b>		<b>95,660,000</b>

1. Position budget adjustments
2. Software licensing agreements
3. Contracted services

CHEMEKETA COMMUNITY COLLEGE  
FY2019-20  
TRANSFERS OF CAPITAL DEVELOPMENT FUND APPROPRIATIONS

Through June 30, 2020

	<u>As Adopted 6/26/2019</u>	<u>Transfers Requested 6/24/2020</u>	<u>Adjusted Budget 6/24/2020</u>
Personnel Services	210,000		210,000
Materials and Services	5,000,000	2,000,000	7,000,000
Capital Equipment	16,490,000	(2,000,000)	14,490,000
Transfers	1,300,000		1,300,000
TOTAL	23,000,000	-	23,000,000

Explanations:  
higher than normal number of building maintenance items

CHEMEKETA COMMUNITY COLLEGE  
FY2019-20  
TRANSFERS OF SPECIAL PROJECTS FUND APPROPRIATIONS

Through June 30, 2020

	<u>As Adopted 6/26/2019</u>	<u>Transfers Requested 6/24/2020</u>	<u>Adjusted Budget 6/24/2020</u>
Personnel Services	5,575,000	(700,000)	4,875,000
Materials and Services	3,000,000	3,700,000	6,700,000
Capital Equipment	6,000,000	(3,000,000)	3,000,000
TOTAL	14,575,000	-	14,575,000

Explanations:  
CARES Act funding distribution

Action-2  
June 24, 2020

**APPROVAL OF RESOLUTION NO. 19-20-54,  
AUTHORIZING INTERFUND BORROWING  
[19-20-170]**

**Prepared by**

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

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During certain times of the month/year, it is possible for the expenses to exceed the revenues in any one fund. These are due to the lag time between the billing and receipt of funds and usually occur in funds that are on a reimbursement basis such as financial aid.

Under ORS 294.460, the college is authorized to make interfund loans to and from other funds and the general fund with the approval of the governing body.

The resolution will allow the college to borrow money between funds. It is recommended that the College Board of Education approve the Resolution No. 19-20-54, Authorizing Interfund Borrowing.

**RESOLUTION NO. 19-20-54, AUTHORIZING INTERFUND BORROWING**

**WHEREAS**, it may become necessary during the year 2020–2021 to borrow money between funds, and

**WHEREAS**, the purpose of interfund borrowing is to meet cash flow requirements in a fund, and

**WHEREAS**, a hardship would be caused without interfund borrowing, now, therefore,

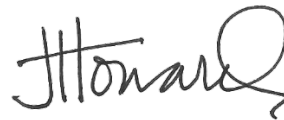
**BE IT RESOLVED** by the Chemeketa Community College Board of Education, that it hereby authorizes interfund borrowing as necessary during the year 2020–2021.

**DATED** this 24<sup>th</sup> day of June, 2020



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Diane Watson  
Board Chairperson



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Jessica Howard  
President/Chief Executive Officer

**APPROVAL OF COMPUTER INFORMATION SYSTEMS CERTIFICATE OF COMPLETION  
[19-20-171]**

**Prepared by**

Mandy Reininger, Program Chair—Computer Information Systems  
R Taylor, Dean—Business 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

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The Computer Information Systems program currently offers the Cybersecurity; and Computer Systems and Information Technology Associate of Applied Science (AAS) Degrees; and the Computer Programming; Systems Administrator and Network Security; and Web Developer Certificates of Completion. In support of Chemeketa's efforts to find innovative ways to help people to enter the workplace in a career, the program has developed the Computer Information Systems Certificate of Completion. This career pathway certificate allows people to go into an entry level information technology (IT) position and begin to work in this career field.

According to the State of Oregon Employment Department ([qualityinfo.org](http://qualityinfo.org)), it is projected that jobs will grow 17.2 percent statewide and 13.5 percent within the Mid-Valley region of Oregon between 2017–2027; with 744 statewide and 59 Mid-Valley projected openings per year. The average wage in information technology (2017) in the Mid-Valley region was \$53,458 per year. Statewide, there were approximately 389 openings on April 29, 2020. The state predicts that job growth will be at a somewhat faster rate than the statewide average for the foreseeable future.

The proposed certificate was approved by the Computer Information Systems Advisory Committee on October 16, 2019, and the college's Curriculum Committee on April 28, 2020.

It is recommended that the College Board of Education approve the Computer Information Systems Certificate of Completion.



**COMPUTER INFORMATION SYSTEMS CERTIFICATE OF COMPLETION**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>Term 1</b>		
CIS120	Digital Literacy	4
CIS120A	Computer Information Services Pathway	1
CIS121	Introduction to Programming	4
CIS178W	Fundamentals of Web Design	4
	<b>Term 1 Total</b>	<b>13</b>
<b>Term 2</b>		
CIS102A	Cyber Security and Safety	4
CIS125E	Excel-Workbooks	4
CIS133SC	Scripting Languages	4
CIS140B	Microcomputer Operating Systems	3
	<b>Term 2 Total</b>	<b>15</b>
<b>Term 3</b>		
CIS125A	Database Access	3
CIS140W	Unix/Linux	3
CIS145	Computer Hardware	4
CIS179	Introduction to Client-Server Networks	4
	<b>Term 3 Total</b>	<b>14</b>
	<b>TOTAL PROGRAM HOURS</b>	<b>42</b>

**APPROVAL OF DATA ANALYTICS FOR ACCOUNTING CERTIFICATE OF COMPLETION  
[19-20-172]**

**Prepared by**

Lana Tuss, Program Chair—Accounting  
R Taylor, Dean—Business 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

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The Accounting program currently offers the Associate of Applied Science Degree and the Accounting, Payroll, and Tax Preparation Certificates of Completion. The program continues to listen to community and employer feedback regarding what graduates will need to enter the workplace. Data analytics represents a new skill set that will be expected by employers.

This new certificate will be the first community college certificate in data analytics offered in the State of Oregon, though other community colleges nationwide offer it. It is anticipated that some students who have already earned an associate or bachelor's degree will come to Chemeketa to earn this certificate and enhance their current skill set.

According to the State of Oregon Employment Department ([qualityinfo.org](http://qualityinfo.org)), it is projected that jobs will grow 17.7 percent statewide and 12.7 percent within the Mid-Valley region of Oregon between 2017–2027; with 273 statewide openings and 6 Mid-Valley openings projected per year. Statewide there were approximately 98 openings on April 29, 2020. The state predicts that job growth in data analytics will be at a somewhat faster rate than the statewide average for the foreseeable future.

The proposed certificate was approved by the Accounting Advisory Committee on October 24, 2019, and the college's Curriculum Committee on April 28, 2020.

It is recommended that the College Board of Education approve the Data Analytics for Accounting Certificate of Completion.

**DATA ANALYTICS FOR ACCOUNTING CERTIFICATE OF COMPLETION**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>Term 1</b>		
BA211	Financial Accounting 1	4
CiS120	Digital Literacy	4
	<b>Term 1 Total</b>	<b>8</b>
<b>Term 2</b>		
BA212	Financial Accounting 2	4
CIS121	Programming Concepts	4
BA225	Excel for Accounting	4
or		
CIS125E	Excel	(4)
	<b>Term 2 Total</b>	<b>12</b>
<b>Term 3</b>		
BA213	Managerial Accounting	4
BA228	Computerized Accounting 1	4
or		
BA279	Computerized Accounting 2	(4)
BA123A	Access – Database	3
	<b>Term 3 Total</b>	<b>11</b>
<b>Term 4</b>		
BA290	Accounting Information Systems	4
BA291	Data Analytics for Accounting	4
	<b>Term 4 Total</b>	<b>8</b>
	<b>TOTAL PROGRAM HOURS</b>	<b>39</b>

**APPROVAL OF CONTRACT AWARD FOR ON-CALL EXCAVATION SERVICES  
[19-20-173]**

**Prepared by**

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

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**ON-CALL EXCAVATION SERVICES**

An Invitation to Bid for On-Call Excavation Services was advertised on June 4, 2020, on the college's Procurement Services Website and the State of Oregon Procurement Information Network (ORPIN). The bid closing was on June 11, 2020, at 2 pm. Bids were opened during a live Zoom broadcast on June 16, 2020, at 1 pm. Bids were received from the following contractors:

C&B Construction, Excavation & Forestry, Hillsboro, OR  
JJ & L Excavation, LLC., Yamhill, OR  
K&E Excavation, Incorporated, Salem, OR  
North Santiam Paving Company, Stayton, OR  
Pacific Underground Company, Woodburn, OR  
Rich Franklin Corporation, Lebanon, OR  
River City Environmental, Incorporated, Salem, OR  
NW Drone Solutions, LLC., d.b.a. Scotts Forestry, Tillamook, OR  
Stettler Supply Company, d.b.a. Settler Supply & Construction, Salem, OR

As the solicitation afforded for multiple contract awards it is recommended that the College Board of Education approve the award of four contracts to provide On-Call Excavation Services to:

JJ & L Excavation, LLC., Yamhill, OR;  
K&E Excavation, Incorporated, Salem, OR;  
Rich Franklin Corporation, Lebanon, OR; and  
Stettler Supply Company, d.b.a. Settler Supply & Construction, Salem, OR

These contractors were determined to be the lowest, responsive, and responsible bidders. Contract awards would be for a period not to exceed five years, with an estimated combined contract value of \$750,000.

# 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.

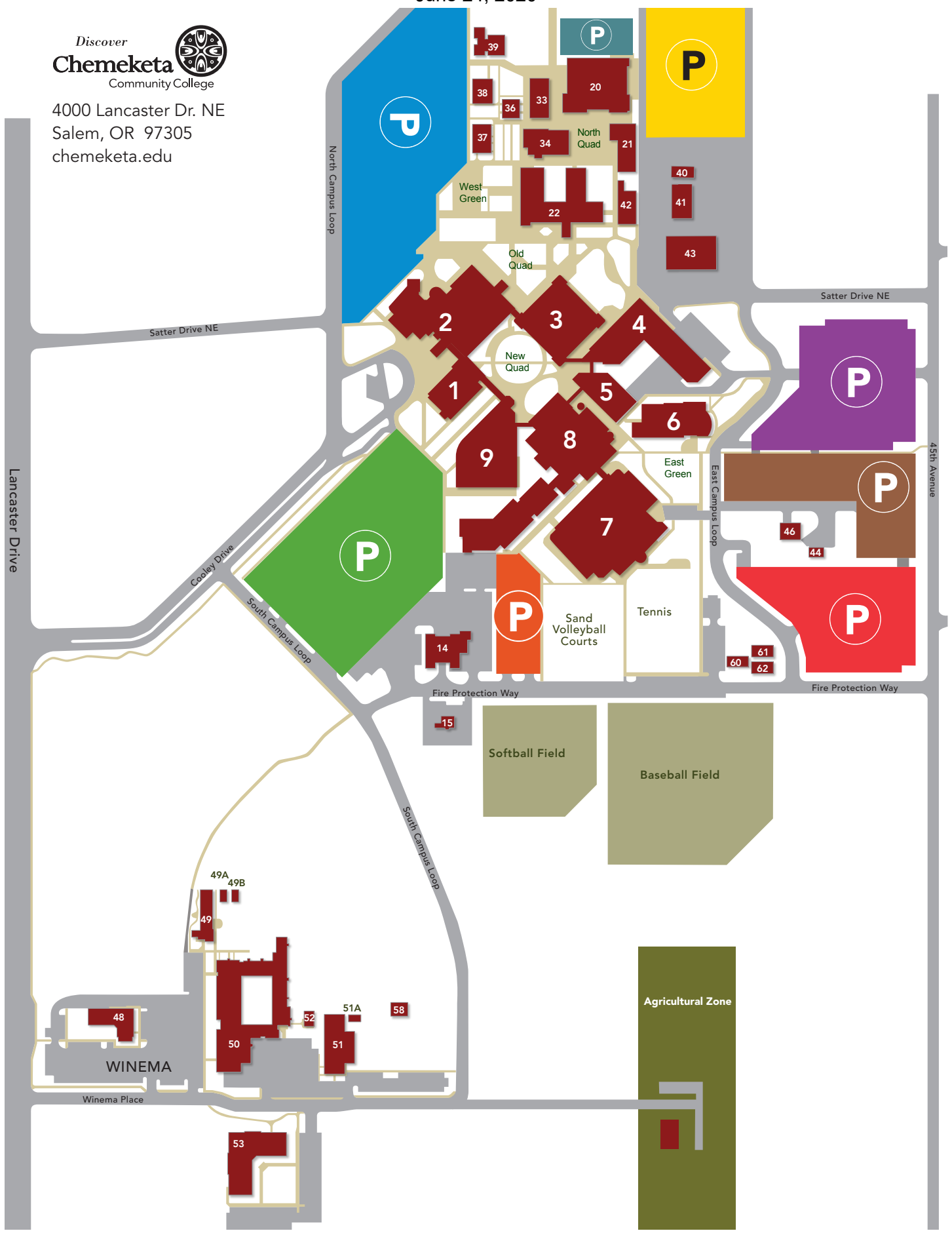
**Innovation** – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

**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  
June 24, 2020



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



Appendix-2  
June 24, 2020

**Salem Campus**

**Building and Primary Function(s)**

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

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

**Area or Service—Building/Room**

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

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

**Instructional Department Offices**

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

**Restrooms**

**SINGLE OCCUPANCY**

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

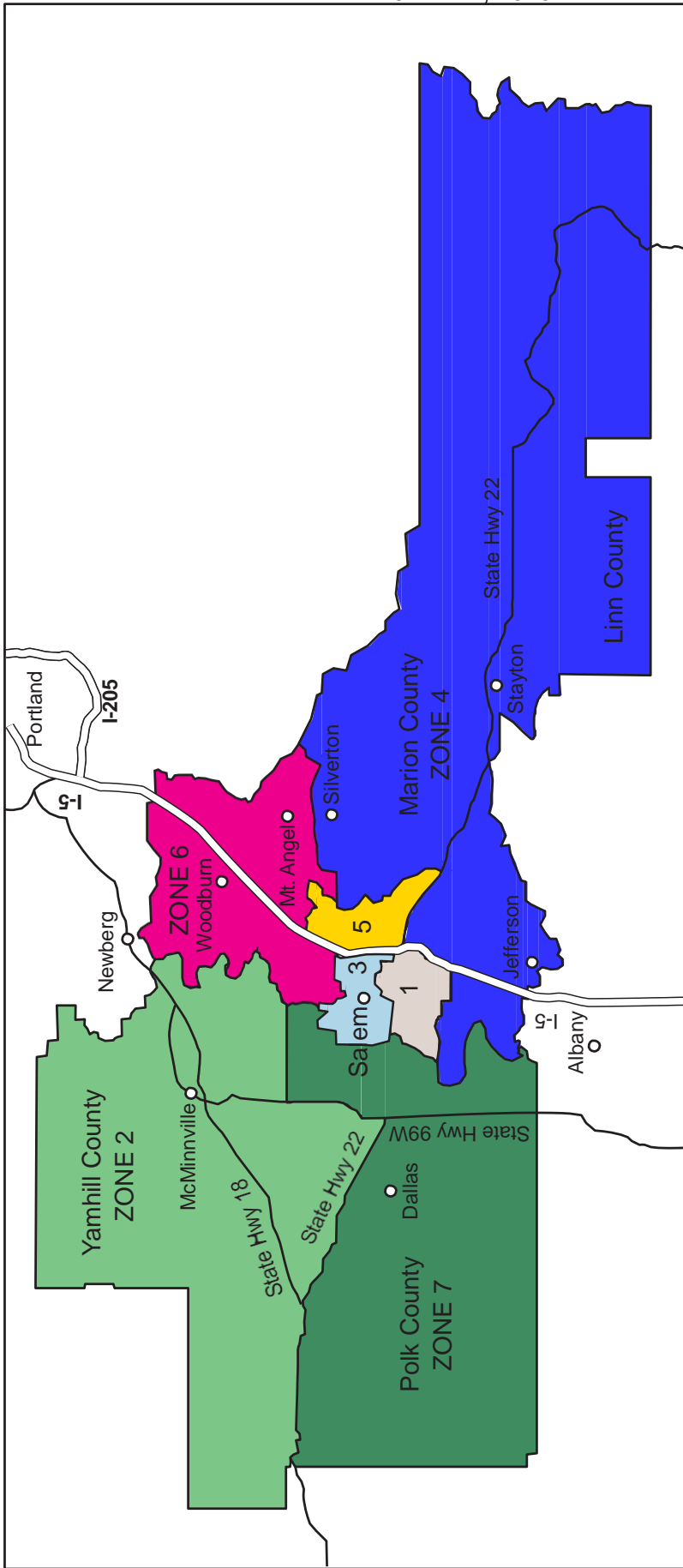
- Building 36—First floor
- Building 37—First floor
- Building 38—First floor
- Building 40—Second floor
- Building 50—First floor
- Building 51—First floor

**MOTHER'S ROOM**

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



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



**Board Members**

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