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

Regular Meeting

June 26, 2019

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

BOARD OF EDUCATION

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3.	Reports from the Administration		
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2.	College Policies #2220—Political Activity of Employees; #2310—Closure/Delayed Openings; and #3071— Inquiries for Employment References (Including Student Employees) Julie Huckestein, President/Chief Executive Officer		29–32
3.	College Policy #4080—Alternate Approaches to College Credit Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley		33–35
4.	Adult High School Diploma Plan Update for 2019–2020 Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley		36–38
5.	Affirmative Action Annual Report David Hallett, Vice President—Governance and Administration		39–49
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2.	Budget Status Report Miriam Scharer, Vice President/Chief Financial Officer		52–55
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Consent Calendar Process (Items will be approved by the consent calendar process unless withdrawn at the request of a member of the board. Item or items requested to be removed by a member of the board will be removed from the consent calendar by the chairperson for discussion. A separate motion will then be required to take action on the item in question.)

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O. Board Operations

P. 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.

Workshop-A
June 26, 2019

INSTITUTIONAL RESEARCH DATA

Prepared by

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

Institutional Research data will be presented to the members of the College Board of Education for review at the June Board of Education Workshop meeting.

GUIDED PATHWAYS

Prepared by

Don Brase, Executive Dean—General Education and Transfer Studies
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

DEFINITION

“Guided pathways are a framework for redesigning an entire community college to improve the student experience for everyone, from entry through graduation. It is a research-based approach that simplifies choices for students. Courses are grouped together to form clear paths through college and into careers, whether students enter those careers directly after graduation or transfer to a university for more study in their chosen fields. Students get intensive, targeted advising to choose a path, stay on the path, learn what they need to know, and graduate.”— Washington State Board for Community and Technical Colleges

KEY ELEMENTS

- Students choose a career path and begin classes towards career the first term enrolled
- Effective advising plays an expanded support role as students select, enter, and progress through programs of study
- Research is used to determine effectiveness of system changes and interventions
- Program credits reduced so students graduate on time. Examples include the use of dual credit, developmental education changes and reducing excessive electives
- Learning is contextualized and supported through academic services

GOALS – THE FOUR PILLARS OF GUIDED PATHWAYS (GP)

1. Clarify the path - create clear curricular pathways to employment and further education
2. Enter the path - help students choose and enter pathways
3. Stay on the path - help students stay on the path
4. Ensure learning - ensure that learning is happening with intentional outcomes

OBJECTIVES FOR THE NEXT FOUR YEARS (2018–2022)

- Spring and Fall 2019: Identify and confirm “meta-majors,” which are career-focused areas of study
- Spring and Fall 2020: Career advising implemented, “meta-majors” chosen, program maps start being used for advising students
- 2020–2021: Refine processes for advising; all program maps go into use
- 2021–2022: Data used to make changes to processes; student support services at scale for all students

GUIDED PATHWAYS ACROSS THE UNITED STATES, OREGON AND CHEMEKETA

NATIONAL LEVEL

According to the Community College Research Center, as of spring 2018 more than 250 community colleges in the United States have committed to undertaking large-scale guided pathways reforms as part of national, state, or regional efforts, and many other colleges are doing so on their own. The latest numbers put it closer to 400 community colleges in 2019.

OREGON STATE LEVEL

HB 2998 regarding transfer of credit was passed. The house bill is not a mandate to do Guided Pathways, but provided a catalyst for change at the statewide level. Community colleges, universities, and now PreK-12 are working on career and educational pathways. One community college, Linn-Benton Community College, has already fully implemented guided pathways. At the end of 2017, five other community colleges became part of statewide effort. This group is called “Cohort 1” and consists of Chemeketa, Clackamas, Lane, Rogue, and Southwestern Oregon Community College. A second cohort joined spring 2019, and includes Portland Community College, Umpqua, Klamath, and Tillamook Bay.

INSTITUTIONAL LEVEL

Like other colleges making GP central to how students are supported, Chemeketa is taking a comprehensive approach that is as much about a cultural shift as it is system changes. Rather than “doing” another educational initiative, Chemeketa is working on “becoming” a Guided Pathways institution. This means meeting students where they are, providing an equal opportunity to pursue an education for each student, and implementing changes that break down institutionalized barriers. While fully implementing GP takes five to eight years, it is a longer process since groundwork has to be laid first.

HIGHLIGHTS OF WORK DONE SO FAR

- 2012–2017: Oregon community colleges work statewide on changes to developmental education courses and placement testing
- March 2017: Dr. Rob Johnstone presentation on campus
- September 2017: Student Success and Guided Pathways focus of fall in-service
- October 2017: Chemeketa attends Guided Pathways Symposium hosted at Portland Community College by the Oregon Student Success Center (OSSC)
- February 2018: Accepted into the Oregon Student Success Center Oregon Pathways Cohort 1
- Fall 2018: Program chairs from 43 programs (21 Career and Technical Education and 22 General Education) developed first drafts of program maps
- October 2018: Chemeketa receives the Hispanic Serving Institution grant (HSI) and begins work on processes for onboarding students, advising, etc. through the Chemeketa Accelerated Pathways to Success (CAPS) project
- Spring 2019: First draft of “meta-majors” presented to program chairs and staff for initial feedback
- Ongoing: Herculean work is being done on math, reading, writing sub-100 level classes, advising/counseling, software, College Credit Now, etc.

Item pulled/tabled until July 24, 2019 Board of Education Meeting

Board Reorganization
June 26, 2019

REORGANIZATION OF THE COLLEGE BOARD OF EDUCATION

Prepared by

Julie Huckestein, President/Chief Executive Officer

In accordance with board policy, a chairperson and vice chairperson shall be elected at the yearly organizational meeting.

It is recommended:

1. That the College Board of Education elect _____ to serve as chairperson of the governing board for the 2019–2020 year.
2. That the College Board of Education elect _____ to serve as vice chairperson of the governing board for the 2019–2020 year.

Minutes
June 26, 2019

APPROVAL OF BOARD MINUTES

Prepared by

Jeannie Odle, Executive Coordinator/Board Secretary
Julie Huckestein, President/Chief Executive Officer

Minutes of the Workshop and Regular board meetings of May 15, 2019, are submitted for review by the board.

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

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June 26, 2019

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

May 15, 2019

I. EXECUTIVE SESSION

The College Board of Education met at 4:10 pm for Executive Session. The meeting was held in Building 2, Room 172, at the Salem Campus. Executive Session was held in accordance with ORS 192.660(2)(i) evaluating the chief executive officer.

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

College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer.

Executive Session took a recess at 4:23 pm.

II. WORKSHOP

Neva Hutchinson, Chair, called the workshop to order at 4:38 pm. The workshop was held in Building 2, Room 172, at the Salem Campus.

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

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

A. Visual and Performing Arts Program (VAPA) Update

Jim Eustrom introduced Don Brase, executive dean of General Education and Transfer Studies, who introduced Keith Russell, dean of Liberal Arts. Keith reported the art faculty has started to do a "land acknowledgement" before all gallery events. Keith had Deanne Beausoleil, art instructor, do the land acknowledgement recognizing the Kalapooia people, the original stewards of this land, who gifted us with the name Chemeketa which means a gathering place. Keith noted Laura Mack and Deanne Beausoleil will give an update on the art gallery, and Kerry Burtis on the music program. Keith highlighted other areas including theater led by Jay Gipson-King, the theater instructor; the current play in the auditorium is Scenes from an Execution. Last month the Utopian Upcycle event was held where students and staff made many interesting art pieces using recycled material; and an arts symposium for high school students was held where students learned about the arts and the programs offered at the college, as well as getting some hands-on experience.

Deanne Beausoleil said the Gretchen Schuette Art Gallery is an educational gallery. The diversity statement and three categories of beauty and reflection (place of contemplation); opportunity (to provide equity for artists, artist-in-residence program, student art show); and education/community partners (employee art show, visual communications photography show, Soapbox Poetry, writing assignments, 3-D classes, Chemeketa Makes) guide the choices when

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selecting artists or having events in the gallery. A PowerPoint presentation was used to share images of art pieces that addressed the three categories.

The gallery is also an educational tool for diversity, empathy, and understanding. A great example is the Cultural Conversation event where people were able to learn about different cultures. The Celilo Falls exhibit was an excellent example of community partners. Deanne called the Portland Art Museum and was connected with nationally known artists who offered use of their artwork for free. The gallery is about us learning, us teaching the community, and bringing back something to enrich the college.

Kerry Burtis, music instructor, used slides to guide his presentation. It included the growth of the music program from 2016–2017. There was one classroom, six instructors, one piano, 58 students enrolled in ensembles, 19 in applied lessons, 37 in classes (111 total), and generated 17.05 FTE. After two years, there are now three classrooms, 19 instructors, six pianos plus 17 different instruments, 60 students enrolled in ensembles, 121 in applied lessons, 116 in classes (297 total), and generated 21.37 FTE. The greatest challenge is to grow enrollment in the orchestra (strings) area and dedicated space for students to practice.

Kerry spends a great deal of time doing outreach by visiting area high school music programs and attends local and state music events and conferences, to raise awareness and recruit students to the music program at Chemeketa. The college also offers opportunities for music educators to earn professional development credits that they are required to meet and for salary advancement. The four concerts in the Acclaimed Artist Series has also been a popular outreach opportunity and attracted many community members to the college.

Two concerts of the four concerts have been booked so far for next year—September 30, Huun Huur Tu from Mongolia; and October 30, Voces8 (similar to Chanticleer). The Spring Concert, the final concert for the year, is on Sunday, June 9, at 7 pm in the auditorium. The band will be featured and the choir will do an all Broadway set with choreography and a cameo appearance by Terry Rohse.

Kerry gave special thanks to Don Brase, Julie Huckestein, Exec Team, the Board of Education, Chemeketa Foundation and Marketing, Keith Russell, Angie Ross, Nancy Duncan, Terri Jacobson, Terry Rohse, and donors for their support. Julie thanked Kerry for all his hard work internally and externally, his dedication and commitment, and showing the board and the college that this can be done.

The workshop ended at 5:25 pm, and a recess was taken.

III. A. EXECUTIVE SESSION

Executive Session reconvened at 5:33 pm in Building 2, Room 172, at the Salem Campus in accordance with ORS 192.660(2)(d) negotiations. (A correction was noted in the Exec Session script which inadvertently listed (e) real property instead of (d) negotiations.)

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Members in Attendance: Members in Attendance: Ed Dodson; Betsy Earls (arrived at 6:25 pm); Jackie Franke; Ken Hector; Neva Hutchinson, Chair; Ron Pittman; and Diane Watson, Vice Chair.

College Administrators in Attendance: Julie Huckestein, 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.

Executive Session ended at 5:56 pm

III. B. ADMINISTRATION UPDATES

Open session reconvened at 5:57 pm. Updates were shared or discussed on the Association of Community College Trustees (ACCT) conference on October 16–19; board chair and vice chair for next year; board calendar preview; legislative issues; chalking/free speech update; diesel program, GED options/staffing; program updates; board policies; Chemeketa Regional Library Service (CCRLS); CSSD staffing updates; and board agenda preview.

A recess was taken at 6:45 pm.

IV. REGULAR SESSION

A. CALL TO ORDER

Neva Hutchinson, Chair, reconvened the board meeting at 7:10 pm. The meeting was held in the Board Room, Building 2, Room 170 on the Salem Campus.

B. PLEDGE OF ALLEGIANCE

Neva Hutchinson led the group in the Pledge of Allegiance.

C. ROLL CALL

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

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

Board Representatives in Attendance: Riley Dunagan, ASC Coordinator; Terry Rohse, Chemeketa Classified Association; Justus Ballard, Chemeketa Faculty Association; and Allison Stewart Hull, Chemeketa Exempt Association.

D. COMMENTS FROM THE AUDIENCE

None were heard.

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E. PUBLIC HEARING ON PROPOSED BUDGET

Neva Hutchinson opened the public hearing to hear testimony on the proposed budget. No public testimony was given regarding the proposed budget for 2019–2020. The public hearing was closed.

F. APPROVAL OF MINUTES

Jackie Franke moved and Diane Watson seconded a motion to approve the Budget Committee and regular board meeting minutes of April 17, 2019.

The motion CARRIED.

G. REPORTS

Reports from Associations

Riley Dunagan said the ASC report stands as written. Justus Ballard said the faculty association report stands as written, but commented that what the art faculty have done and are continuing to do in the Gretchen Schuette Art Gallery has been fantastic. Terry Rohse said the written report stands as written and noted that the classified association board gave out an excellence award to a student artist at the annual Student Art Show. Allison Stewart Hull reported in place of Rory Alvarez and said the exempt association report stands as written.

Reports from the College Board of Education

Ed Dodson attended a SEDCOR breakfast at Eola, North Santiam Chamber Awards in Mill City, a Mid-Willamette Education Executive Council (MWEC) meeting, the Oregon Community College Association (OCCA) All-Oregon Academic Team luncheon, Barrel Tasting event, Chemeketa Center for Business & Industry (CCBI) Small Business Celebration, employee retirement celebration, Health Services open house for the nursing program's 50th anniversary, Cooperative Work Experience (CWE) employer appreciation lunch, STARS reception, and the Student Art Show.

Ron Pittman met with Paul Davis to hear updates about Yamhill Valley Campus (YVC).

Ken Hector attended the SEDCOR Ag breakfast, a Foundation board meeting, North Santiam Chamber awards, Marion County Commission board meeting and east Salem town hall held at Chemeketa, Small Business Management celebration at CCBI, employee retirement reception, and two meetings of the Silverton Chamber Business Group.

Jackie Franke attended the Marion County Commission board meeting and town hall, the Small Business Management celebration event, and the Student Art Show.

Betsy Earls had attended three West Salem Rotary meetings, a West Salem neighborhood association meeting, and a Dallas Rotary meeting.

Diane Watson attended a Keizer Network of Women (KNOW), a Keizer Chamber event, and Keizer Greeters, the CWE employer appreciation luncheon, STARS Reception, and the Student Art awards.

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Neva Hutchinson attended the SEDCOR Ag breakfast, North Santiam Chamber community awards, Marion County Commission board meeting and east Salem town hall, barrel tasting, Small Business Management celebration, employee retirement reception, CWE employer recognition, and the Foundation STARS reception.

Reports from the Administration

Jim Eustrom recognized Tiffany Borden, from Counseling and Advising; Linda Ringo Reyna from Student Retention and College Life; and Sheila Brown, from Employee Development, who presented a half-day QPR (Question, Persuade and Refer) suicide training. Sheila Brown is a certified QPR trainer. Over 100 students and staff participated in the workshop that raised awareness about this serious issue. Oregon ranks 13th in suicides, which is about two per day.

H. INFORMATION

Annual Graduation Exercises

Heather Misener, graduation coordinator, reported the 63rd commencement is scheduled for Tuesday, June 18, 6 pm, at the Pavilion at the Oregon State Fairgrounds. Board members were asked to arrive by 5:30 pm to get gowned and to line up for the processional. The after-graduation celebration for employees and board members will be held at the Floral Building located behind Columbia Hall.

College Policies #4060, Criteria for Retention of Classes

Jim Eustrom reported Academic Standards reviewed the policy, but no changes were made other than the review date.

College Policies #2281, Removal and/or Trespass of Person(s) from Chemeketa Community College Property; #2290, Serious Communicable Diseases Control; and #3610, Volunteer: Definition

Rebecca Hillyer presented three policies that were reviewed by the President's Advisory Council. There was a question on whether background checks are done on volunteers, and Alice Sprague responded yes. The four policies will be brought back next month for board approval.

Regional High School Mathematics Contest

Wayne Barber said the written report shares details about the annual math contest that was held on April 12. He shared the background and purpose of the math contest and said there is still excitement and good participation from area high schools. Wayne thanked the board and the college administration for their support; math faculty who developed the questions, tests, and estimation problems; Visual Communications students who designed the t-shirts; and college staff who volunteered to help make the event a success.

Suspension of Retail Management Certificate of Completion

R. Taylor, dean of Business and Technology, Early Childhood Education, and Visual Communications, reported this certificate was part of a statewide consortium that focused on the grocery sector. Faculty and the advisory committee have found that this does not serve the community needs, in particular because the curriculum cannot be changed. As a result, a

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recommendation was made to suspend the certificate and leave the consortium. Future discussion will take place to modify the coursework to include communications and e-commerce and possibly re-instate the retail certificate.

Procurement Certificate of Completion
Legal Administrative Professional Associate of Applied Science Degree
Legal Administration Professional Certificate of Completion
Micro Business Operations Certificate of Completion

R. Taylor noted the three proposed certificates and one degree program share some commonalities including increasing the ability to market “bundles” of classes internally and externally; responding, and incorporating input from the advisory committee, industry and partners; and preparing students for the job market. R. Taylor said the written reports give a program description, employment opportunities, wage information, and course/credit listings.

Diane Watson asked if the procurement certificate fit with any other program. R. Taylor said there is a two-year procurement degree in the Management program. While the proposed one-year program certificate can be a pathway to the two-year degree, the audience is for individuals or procurement officers already working in the procurement field. There are new requirements for certification and courses in the certificate program that would satisfy those certification requirements. These five program recommendations will be brought back next month for board approve.

Horticulture Associate of Science Degree

Jessica Sandrock, director of Agriculture Sciences and Wine Studies, and Joleen Schilling, Horticulture faculty, used a PowerPoint presentation to share information about a proposed new two-year Associate of Science transfer degree in Horticulture. Joleen reviewed the rationale for the degree, labor market need, college capacity impact, input and development of the program, and a list of the Horticulture Advisory Committee. It was noted that the horticulture area has the most course equivalencies and transferability with Oregon State University than any other CTE program at the college.

Betsy Earls suggested looking into a crosswalk or transfer program with the OSU School of Forestry. Terry Rohse noticed signs that the horticulture program at Linn-Benton Community College (LBCC) is being suspended. Joleen said that was true and LBCC will be doing a teach-out next year for students in the horticulture program. Neva recognized the importance of advisory committees and the value they bring on what is needed in the current and future workforce, not what we think is needed.

Faculty; Hourly, Part-time/Temporary; Part-time/Adjunct Faculty Bargaining and Part-time Faculty Non-Bargaining Non-Credit Salary Schedule for 2019–2020

Alice Sprague said the report stands as written. Alice noted the report details the changes in the salary schedules and effective dates. Board approval will be requested in June.

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I. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written. Miriam Scharer, vice president/CFO, introduced J.D. Wolfe, the new associate vice president of Operations, who is replacing Tim Rogers; and Tom Howard, real estate services coordinator, who replaced Bill Riffle.

Budget Status Report

Referring to the Statement of Resources and Expenditures, Miriam reported the timber tax and interest income continues to add to revenue which will help maintain the ending fund balance. In the Budget Status report, the part-time faculty salaries line item is over expended, as anticipated, but will be covered by the surplus in faculty salaries due to holding some vacant positions open. Some additional expenditures and adjustments are anticipated, but no major expenditures are anticipated. All other expenditures are in line and slightly lower than the previous year. The Status of Investments reflects one new investment; there was no change in interest rates.

Purchasing Report

Miriam Scharer reported on three purchasing items. An Invitation to Bid (ITB) went out on May 8 for Fire Alarm Services Testing, Monitoring, Maintenance and Repair. A recommendation for contract award will be made at the June board meeting.

There were two notices for action on sole source contracts. For the Vineyard Maintenance at the Northwest Wine Studies Center, Clarke Vineyard Management has provided this service since 2001. Notice to the board is given that the college has entered into a renegotiated contract for vineyard management services for an initial term of nine months with the option to continue for an additional year with Clarke Vineyard Management of Salem, Oregon, for an estimated contract amount not to exceed \$78,000.

Advanced Reporting currently provides Criminal Background Check and Drug Testing Services for college employees, volunteers, and students since July 1, 2013. Notice to the board is given that the college intends to renegotiate and extend the current contract with Advanced Reporting of Salem, Oregon, contingent on successful completion of contract negotiations, through May 1, 2021, and annually negotiated one-year contract extensions thereafter.

Capital Projects Report

Tim Rogers reported in place of Rory Alvarez and shared some additional comments. The Ag Complex project is transitioning from the design phase (what is the building going to be) to the construction phase (building the building). New, improved speed bumps have been added to straight stretches on North Campus Loop to slow down drivers. Ken Hector asked about the impact on fire and emergency vehicles. Tim said the speed bumps are more narrow and affect cars more than they do larger, heavier vehicles such as fire and emergency vehicles.

President's Report

Julie said the quarterly report briefing on information from the statewide governance groups including Oregon Community College Association (OCCA), Higher Education Coordinating

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Council (HECC), Community Colleges and Workforce Development (CCWD), and the Oregon President's Council (OPC) stands as written.

Recognition Report

Julie Huckestein acknowledged all the employees in the written report.

J. SEPARATE ACTION

Approval of Retirement Resolutions No. 18-19-17, Larry K. Ralphs; No. 18-19-18, Kenneth R. Anderson; No. 18-19-19, Lynnette J. "Lynn" George; No. 18-19-20, Moira L. Hughes; No. 18-19-21, Kathryn E. Murphy; and No. 18-19-22, Leanne J. Whygle
Board members read each retirement resolution.

Diane Watson moved and Ron Pittman seconded a motion to approve the six retirements resolutions for Larry K. Ralphs, Kenneth R. Anderson, Lynnette J. "Lynn" George, Moira L. Hughes, Kathryn E. Murphy, and Leanne J. Whygle.

The motion CARRIED.

K. ACTION

Ken Hector and Diane Watson seconded a motion to approve consent calendar items No. 1–6:

1. Approval of Budget Committee Member Selection Process for Vacancies in Zone 4 and Zone 5 for 2019–2022 [18-19-149]
2. Approval of College Policies #2415, College Public Safety Authority; #2550, Integrated Pest Management; #3510, College-Funded Student Employee: Definition; and #6060, Chemeketa Community College Reserves Policy [18-19-150]
3. Approval of College Policy #4310, Academic Freedom [18-19-151]
4. Approval of Proposed Schedule of College Board of Education Meetings for 2019–2020 [18-19-152]
5. Approval of Direct Support Professional Associate of Applied Science Degree [18-19-153]
6. Approval of Presidential Evaluation Process [18-18-154]

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.

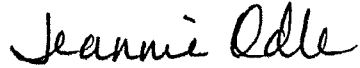
O. ADJOURNMENT

The meeting adjourned at 8:18 pm.

Minutes
June 26, 2019

Meeting Minutes
Chemeketa Board of Education
May 15, 2019
Page 9

Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

Date 6/26/19

Separate Action-Retirement Resolutions
June 26, 2019

**APPROVAL OF RETIREMENT RESOLUTIONS
NO. 18-19-23, LORI A. CEGON; NO. 18-19-24, KELLEY J. GEMBALA;
NO. 18-19-25, BRYON D. HALL; NO. 18-19-26, NANCY K. HOWARD;
NO.18-19-27, JULIE HUCKESTEIN; NO. 18-19-28, MICHAEL J. MILHAUSEN;
AND NO. 18-19-29, TIMOTHY E. “TIM” ROGERS
[18-19-155]**

Prepared by

David Hallett, Vice President—Governance and Administration

The College Board of Education honors employees who retire after years of service to the college. Attached are the resolutions honoring Lori A. Cegon; Kelley J. Gembala; Bryon D. Hall; Nancy K. Howard; Julie Huckestein; Michael J. Milhausen; and Timothy E. “Tim” Rogers who retire effective June 30, 2019.

It is recommended that the College Board of Education adopt Resolution No. 18-19-23, Lori A. Cegon; No. 18-19-24, Kelley J. Gembala; No. 18-19-25, Bryon D. Hall; No. 18-19-26, Nancy K. Howard; No. 18-19-27, Julie Huckestein; No. 18-19-28, Michael J. Milhausen; and No. 18-19-29, Timothy E. “Tim” Rogers.

Separate Action-Retirement Resolutions
June 26, 2019

**RETIREMENT RESOLUTION NO. 18-19-23,
LORI A. CEGON**

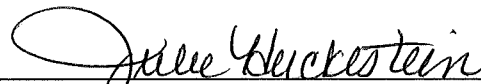
WHEREAS, Lori A. Cegon began her 12-year association, as a salaried employee, with Chemeketa Community College in September, 2007; and

WHEREAS, Lori A. Cegon gave dedicated service to Chemeketa Community College currently as Instructor-CCBI Small Business Management, Chemeketa Center for Business and Industry Department of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2019, the College Board of Education hereby honors and commends Lori A. Cegon for her loyalty, dedication and personal commitment to Chemeketa Community College.



Neva Hutchinson
Chair—Board of Education



Julie Huckestein
President/Chief Executive Officer

Separate Action-Retirement Resolutions
June 26, 2019

**RETIREMENT RESOLUTION NO. 18-19-24,
KELLEY J. GEMBALA**

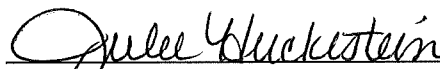
WHEREAS, Kelley J. Gembala began her 27-year, 10-month association, as a salaried employee, with Chemeketa Community College in August, 1991; and

WHEREAS, Kelley J. Gembala gave dedicated service to Chemeketa Community College currently as Executive Assistant, of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2019, the College Board of Education hereby honors and commends Kelley J. Gembala for her loyalty, dedication and personal commitment to Chemeketa Community College.



Neva Hutchinson
Chair—Board of Education



Julie Huckestein
President/Chief Executive Officer

Separate Action-Retirement Resolutions
June 26, 2019

**RETIREMENT RESOLUTION NO. 18-19-25,
BRYON D. HALL**

WHEREAS, Bryon D. Hall began his 34-year, 6-month association, as a salaried employee, with Chemeketa Community College in December, 1984; and

WHEREAS, Bryon D. Hall gave dedicated service to Chemeketa Community College currently as Supervisor-Auxiliary Services, Bookstore and Auxiliary Services Department of College Support Services Division; therefore,

BE IT RESOLVED, that upon his retirement date of June 30, 2019, the College Board of Education hereby honors and commends Bryon D. Hall for his loyalty, dedication and personal commitment to Chemeketa Community College.



Neva Hutchinson
Chair-Board of Education



Julie Huckestein
President/Chief Executive Officer

Separate Action-Retirement Resolutions
June 26, 2019

**RETIREMENT RESOLUTION NO. 18-19-26,
NANCY K. HOWARD**


WHEREAS, Nancy K. Howard began her 24-year association, as a salaried employee, with Chemeketa Community College in July, 1995; and

WHEREAS, Nancy K. Howard gave dedicated service to Chemeketa Community College currently as Administrative Coordinator, Operations Management Department of College Support Services Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2019, the College Board of Education hereby honors and commends Nancy K. Howard for her loyalty, dedication and personal commitment to Chemeketa Community College.



Neva Hutchinson
Chair—Board of Education



Julie Huckestein
President/Chief Executive Officer

Separate Action-Retirement Resolutions
June 26, 2019

**RETIREMENT RESOLUTION NO. 18-19-27,
JULIE HUCKESTEIN**


WHEREAS, Julie Huckestein began her 18-year, 5-month association, as a salaried employee, with Chemeketa Community College in February, 2001; and

WHEREAS, Julie Huckestein gave dedicated service to Chemeketa Community College currently as President/Chief Executive Officer, of President's Office Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2019, the College Board of Education hereby honors and commends Julie Huckestein for her loyalty, dedication and personal commitment to Chemeketa Community College.



Neva Hutchinson
Chair—Board of Education



Diane Watson
Vice Chair—Board of Education


Separate Action-Retirement Resolutions
June 26, 2019

**RETIREMENT RESOLUTION NO. 18-19-28,
MICHAEL J. MILHLAUSEN**

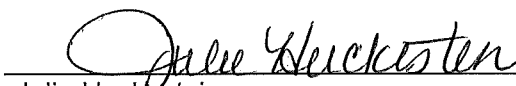
WHEREAS, Michael J. Milhausen began his 9-year association, as a salaried employee, with Chemeketa Community College in July, 2010; and

WHEREAS, Michael J. Milhausen gave dedicated service to Chemeketa Community College currently as Dean-Science, Math, Engineering and Computer Science, of General Education and Transfer Studies Division; therefore,

BE IT RESOLVED, that upon his retirement date of June 30, 2019, the College Board of Education hereby honors and commends Michael J. Milhausen for his loyalty, dedication and personal commitment to Chemeketa Community College.



Neva Hutchinson
Chair—Board of Education



Julie Huckestein
President/Chief Executive Officer

Separate Action-Retirement Resolutions
June 26, 2019

**RETIREMENT RESOLUTION NO. 18-19-29,
TIMOTHY E. "TIM" ROGERS**

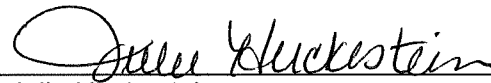
WHEREAS, Timothy E. "Tim" Rogers began his combined 28-year, 4-month association, as a salaried employee, with Chemeketa Community College in March, 1990, then September, 1994; and

WHEREAS, Timothy E. "Tim" Rogers gave dedicated service to Chemeketa Community College currently as Associate Vice President, Operations Management Department of College Support Services Division; therefore,

BE IT RESOLVED, that upon his retirement date of June 30, 2019, the College Board of Education hereby honors and commends Timothy E. "Tim" Rogers for his loyalty, dedication and personal commitment to Chemeketa Community College.



Neva Hutchinson
Chair—Board of Education



Julie Huckestein
President/Chief Executive Officer

ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

Prepared by

Riley Dunagan, ASC Executive Coordinator

ASC PAST EVENTS

Night Strike

- Night Strike is coordinated by Hannah Childress (Community Engagement Coordinator) and Jerry Clark. Those who signed up to volunteer met at 5 pm on June 13, 2019, in Building 2, Room 178. Food was provided to all the volunteers before leaving for Portland to help serve the needs of the communities homeless under the Burnside Bridge.

End of Year (EOY) BBQ and Volleyball Tournament

- ASC in conjunction with the International Programs organized the African themed EOY BBQ and Volleyball Tournament on June 7, 2019. Decorations, food, and drinks were provided according to the theme. In spite of rain, there was a great turn out with 75+ participants.

MULTICULTURAL STUDENT SERVICES (MSS)

MSS PAST EVENTS

U.S. State Department Fellows Program

- The U.S. State Department Fellows Program presentation occurred on May 20, 2019. It was co-sponsored by International Programs, the Diversity and Equity Office, and Multicultural Student Services. The Professional Fellows Program (PFP) is an exchange program funded by the U.S. Department of State that brings emerging leaders between the ages of 25–35 from around the world to the United States for intensive fellowships designed to broaden their professional expertise. Those in attendance met the leaders, listened to their personal stories, and heard about their experiences of their fellowship here in Oregon so far.

CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Justus Ballard, President—Chemeketa Faculty Association

GRATITUDE AND APPRECIATION

On June 30, Traci Hodgson will be stepping down from her role as Vice-President for Full-Time Faculty on the CFA Executive Board. Over the past seven years, Traci has served the CFA in a number of roles, including President, Vice-President for Full-Time Faculty, and Co-Chair of the Bargaining Team. In each of those roles she has been a strong supporter of and advocate for faculty, and she has worked to make sure all faculty, whether full- or part-time, Salem campus or regional education, feel included, heard, and valued.

While Traci is stepping down from her position in the CFA, she will continue to support and advocate for community college faculty at the state level. She sits on the Oregon Education Association (OEA) Board, serves on OEA's Executive Committee, and was elected to be the next President of OEA's Community College Council.

The CFA would like to thank Traci for all she has done for faculty at Chemeketa, and for the work she will continue to do for faculty around the state.

And, of course, the CFA would like to add its voice to the chorus of appreciation for Julie Huckestein, for her years of service and for her dedication to the community college mission.

CHEMEKETA COMMUNITY COLLEGE CLASSIFIED EMPLOYEES ASSOCIATION (CCA)

Prepared by

Gail Williams Pickett, Director of Public Relations—Chemeketa Community College Classified Employees Association

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

Terry Rohse, President—Chemeketa Community College Classified Employees Association

WELCOME NEW CLASSIFIED EMPLOYEES

- Aisulu Baisalova is the newest registration assistant in Business Services as of June 4, 2019. Aisulu's supervisor, Michele Hill, shared that, "Aisulu comes to us most recently from the Department of Revenue and previously from the Recruitment Department here at Chemeketa. Aisulu has extensive customer service experience. She holds an AAS in Accounting and a BA in Political Science. She speaks fluent Kyrgyz, English, and Russian, and advanced Japanese, all very beneficial to our department."
- Jasmine Kaur is new to the classified bargaining unit but not to Chemeketa. Jasmine was a part-time hourly staffer in Academic Development prior to joining Student Recruitment, Enrollment and Graduation Services on May 9, 2019, as the newest student services assistant. Jasmine shared that before coming to Chemeketa, "I was a student at Willamette and graduated in 2017." Jasmine is excited to "learn more about the college, processes, and be a resource for students. Navigating any college can be a challenge, especially if you don't know what to expect or don't know anyone who has gone to college who can help."
- Timothy Godfrey joined Public Safety on May 7, 2019, as the newest dispatcher, replacing Chris Cooper now at Chemeketa Brooks.
- Claribel Moreno and Sonja E. Bazan L are the newest student services technicians for Financial Aid and Veterans Services as of May 6, 2019.
- Ellen Massey was hired by College Access Programs on April 15, 2019, as a student services specialist. Ellen shared that, "For the last two years I have been living and working in Cusco, Peru, as a coordinator for volunteer programs. I am excited to learn about my new high school students and what their interest and goals are and how the Salem-Keizer School District is supporting their students. I enjoy anything outdoors and am excited for the weather to get warm, so that I can explore new hikes in the area!"

BEHIND THE NEW HIRE TRANSACTION NOTICE

- CCA Board Reports (CBR) talked with student services specialist Denny Gasca, who was hired in March by College Access Programs.
- CBR: "What were you doing before coming to Chemeketa?"

Report-1c
June 26, 2019

- Denny: “. . . I was working as a Caseworker/Youth Advocate at Jackson Street Youth Services, which is a homeless youth shelter for at-risk youth.”
- CBR: “What interests you most about your new job?”
- Denny: “. . . the ability to work with students throughout their entire four-year high school career. I'm excited to see the progress students will make during that time and to see where they end up.”
- CBR: “Any personal information you'd like to share? Hobbies, pets, family, volunteer passions, etc.”
- Denny: “I like to help people, go fishing, and photography.”

RETIRED

- Shirley Comstock, financial services specialist for the Chemeketa Bookstore and Auxiliary Services, retired on May 31, 2019, and left in style courtesy of a surprise cookie party hosted by co-workers. Shirley is really looking forward to not leaving the house so early and shared that the May 31, 2019, retirement date was chosen as to avoid the annual bookstore inventory. Shirley and husband, with no children of their own, have been very involved with church activities and the youth group and have enjoyed a parade of teenagers through the house over the years.
- Wendy Sahnaw, financial technician II (accounts receivable) for Business Services, also retired on May 31, 2019. Wendy lives in Gaston, Oregon, and is thrilled to no longer need to hit the back roads and drive 39 miles to and from work. Wendy's Business Services co-workers hosted a low-key taco potluck to celebrate Wendy's retirement. Wendy specifically asked for a low fuss party, but word has it that Wendy did enjoy the Dr. Seuss themed (and alternately illustrated) “travel posters” inspired by the Dr. Seuss book, Oh, the Places You'll Go! Travel, starting with Australia, is high on Wendy's retirement bucket list.

CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

Lynn Irvin, Vice President—Chemeketa Community College Exempt Association
Rory Alvarez, President—Chemeketa Community College Exempt Association

SPRING TERM GENERAL EXEMPT ASSOCIATION MEETING

- Forty members of the exempt association attended the association's spring term luncheon and meeting, which was held on Wednesday, June 5.
- The exempt association presented \$1,000 scholarships this year to the following students: Diana Jacome, Christopher McLain, Jonathan Sanchez, Kimberly Subee, Luke Hood, Edgar Quevedo Ramirez and Daisy Ramirez.
- All enjoyed a wonderful barbecue lunch.
- The 2019–2020 board was introduced as follows:
 - Past President: Rory Alvarez
 - President: Adam Mennig
 - President-Elect: Marshall Roache
 - Vice President: Lynn Irvin
 - Treasurer: Gloria Phipps
 - Members-at-Large: Alli Stewart Hull, Angela Archer, Angie Miller, Karen Alexander, Julie Peters, Kate Hoerauf
- Eleven exempt employees, Maria Dooley, Nancy Duncan, Kelley Gembala, Bryon Hall, Nancy Howard, Julie Huckestein, Susan McCaffrey, Michael Milhausen, Bill Riffle, Tim Rogers and Alba Scholz are all retired or retiring this year and were recognized and thanked for their service to the college.

Information-1
June 26, 2019

ANNUAL EVALUATION OF THE PRESIDENT

Prepared by

Neva Hutchinson, Chair—College Board of Education

The annual presidential evaluation was conducted in executive session on June 17, 2019. A summary will be shared during the regular meeting tonight.

**COLLEGE POLICIES #2220—POLITICAL ACTIVITY OF EMPLOYEES;
#2310—CLOSURE/DELAYED OPENINGS; AND #3071—INQUIRIES FOR
EMPLOYMENT REFERENCES (INCLUDING STUDENT EMPLOYEES)**

Prepared by

Donna Bernhisel, Chair—President’s Advisory Council
Rebecca Hillyer, General Counsel
Julie Huckestein, President/Chief Executive Officer

POLITICAL ACTIVITY OF EMPLOYEES—POLICY #2220

This policy was last reviewed by the College Board of Education in June 2016. Most of the changes to this policy are grammatical and sentences have been rearranged to make it easier to read. The addition of the sentence below number five (5) refers to posting employee notices which the college has done for many years. Posting notices regarding political activity of public employees is required by Oregon law so it was added to the policy.

CLOSURE/DELAYED OPENINGS—POLICY #2310

This policy was last reviewed by the College Board of Education in May 2016. This policy has minor suggested edits. The Director of Public Safety may designate their duty to collaborate with administration regarding the decision to close the college or delay its opening. In the third paragraph, excused from duty examples were given to better define the term.

**INQUIRIES FOR EMPLOYMENT REFERENCES (INCLUDING STUDENT EMPLOYEES)—
POLICY #3071**

This policy was last reviewed by the College Board of Education in June 2017. The last paragraph was added to explain that the Family Educational Rights and Privacy Act (FERPA) applies to job references for student workers. This way supervisors will know to have students sign a FERPA release prior to making an employment reference.

The proposed changes are underlined and the former language has been stricken with lines through the text. The President’s Advisory Council has reviewed the attached policies and recommends them for adoption by the College Board of Education at the July board meeting.

Administrative Series—2000

POLITICAL ACTIVITY OF EMPLOYEES

Chemeketa Community College recognizes the right of employees to participate in politics or issues of community interest. When college employees are off-duty, they may participate in any lawful political activity.¹ ~~Since Oregon election laws do not specify the amount of employee work time that may be used before a violation occurs, even a minimal amount of work time may be a violation.~~

College employees may not use their work time to ~~support~~ promote or oppose

- a) ~~p~~Political candidates;
- b) ~~b~~Ballot measures;
- c) ~~r~~Recalls;
- d) ~~p~~Political parties, or including their committees, or
- e) ~~p~~Petitions;
- f) Initiatives
- g) Referendums

Since Oregon election laws do not specify the amount of employee work time that may be used before a violation occurs, even a minimal amount of work time may be a violation.

The following list is an example of prohibited conduct by college employees and college volunteers:

1. Using college resources, such as computers, telephones, websites, or office supplies to ~~support~~ promote or oppose ~~a) through e)~~ items a–g listed above.
2. Posting political materials in their work area.
3. Using the college logo on letterhead to ~~support~~ promote or oppose ~~a) through e)~~ items a–g listed above.
4. Sending or forwarding emails that contain political advocacy material using the college's email.
5. Speaking on behalf of the college without specific written authorization from the college president/chief executive officer.

The college will post the political notice *Attention All Public Employees*, supplied by the Secretary of State's office, in employee breakrooms and other areas where it is likely to be seen by employees.

If Chemeketa makes its owned and/or controlled facilities available for political activities, ~~they must~~ grant equal access must be granted for all political groups to use their property; this includes charging the same fee and/or requiring the same application.

~~College employees shall not speak on behalf of the college without specific written authorization from the college president/chief executive officer.~~

July 17, 1985

Adopted College Board of Education

March 15, 2006; February 17, 2010;

March 20, 2013; June 22, 2016

Revised College Board of Education

¹ ORS 260.432 (See also Restrictions on Political Campaigning by Public Employees Handbook, published by Oregon Secretary of State.)

Administrative Series—2000

CLOSURES/DELAYED OPENINGS

The Chemeketa Community College president/chief executive officer, or designee, in collaboration with the public safety director or designee and, when necessary, outreach deans, shall determine if it is necessary to completely close, delay the opening, or close before the completion of all day and/or evening activities at college owned and/or controlled facilities. Procedures may be developed to address special situations for programs or services with partner agencies using college owned and/or controlled facilities.

In locations where the college delivers services, but does not own the facility, the college program manager for the site, in collaboration with the facility manager, shall determine if it is necessary to completely close, delay the opening, or close before the completion of all day and/or evening activities.

Procedures for dealing with a closure or delayed opening at any location, including staffing and compensation issues, shall be established. Employees who may have been excused from duty prior to the closure or delayed opening (for e.g., vacation, personal or sick leave) will report their absence on the monthly report form to reflect only the time their program/department was actually open.

Should any of the closure provisions of the college policies or procedures conflict with those contained in a collective bargaining agreement, the collective bargaining agreement will prevail for the applicable employees.

May 5, 1986

Adopted College Board of Education

November 20, 1991; July 25, 2001;

March 15, 2006; May 19, 2010;

June 26, 2013; May 18, 2016

Revised College Board of Education

College Personnel Series—3000

INQUIRIES FOR EMPLOYMENT REFERENCES (INCLUDING STUDENT EMPLOYEES)

Oregon law provides limited civil immunity from liability for supervisors giving information to prospective employers regarding former employees who comply with the practices set forth in this policy and procedure.¹

Supervisors should always be cautious in making references regarding former and current employees. A written release by the former/current employee is highly recommended.

Former Employee References Information Disclosure

Chemeketa Community College supervisors are authorized to provide employment references for former employees when contacted by prospective employers, provided the information disclosed is:

1. Requested by the prospective employer, and¹
2. Truthful and provided in good faith, and¹
3. Job related, and
4. Not considered “protected” information.²

Current Employee Reference Information Disclosure

Oregon law does *not* provide supervisors the same civil immunity for current employee references as it does for former employee references. The college does authorize supervisors to disclose information about current employees using the parameters in 1–4 above.

Student Employee Reference Information Disclosure

Employment records for students who are employed because of their status as a student (e.g., work-study) are protected by the Family Educational Rights and Privacy Act (FERPA).³ Supervisors must obtain a signed student reference release form from the student employee before providing a reference.

March 21, 2007

Adopted College Board of Education

September 15, 2010; June 25, 2014; June 28, 2017

Revised College Board of Education

¹ ORS 30.178 and ORS 659.780–820

² ORS 659A.029 et al Race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, gender identity, family relationship, pregnancy and related conditions, citizenship status, veterans status, tobacco usage during non-working hours, whistle blowing, victim of domestic violence, genetic information.

³ Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

**COLLEGE POLICY #4080— ALTERNATE APPROACHES TO COLLEGE CREDIT
TRANSFER OF PREVIOUS CREDIT AND ALTERNATE
APPROACHES TO COLLEGE CREDIT**

Prepared by

Rebecca Salinas-Oliveros, Chair—Academic Standards Advisory Council
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

**ALTERNATE APPROACHES TO COLLEGE CREDIT TRANSFER OF PREVIOUS CREDIT
AND ALTERNATE APPROACHES TO COLLEGE CREDIT—POLICY #4080**

The policy was reviewed and approved by the Academic Standards Advisory Council in May 2019.

The policy was revised to include transfer credits from other colleges and universities, add the new requirements for Credit for Prior Learning from the Higher Education Coordinating Commission (HECC), and include Transfer Credit Standards (TCS).

The College Board of Education will be asked to approve policy 4080 at the July board meeting.

Education Program Series—4000

ALTERNATE APPROACHES TO COLLEGE CREDIT

In addition to regular course work, students at Chemeketa Community College may earn credit for college-level work by:

- ~~Advanced Placement (AP)~~
- ~~Challenge Exam~~
- ~~College Level Examination Program (CLEP)~~
- ~~Credit for Professional certification (CPC)~~
- ~~International Baccalaureate (IB)~~
- ~~Military Credit~~
- ~~Prior Learning Portfolio (PLP)~~

~~Up to 25% of a certificate or degree may be fulfilled by using alternate approaches to college credit.~~ ¹ Any combination of alternate approaches to credit may be used.

TRANSFER OF PREVIOUS CREDIT AND ALTERNATE APPROACHES TO COLLEGE CREDIT

Chemeketa Community College will evaluate credits from other regionally accredited colleges or universities to be applied toward Chemeketa certificate or degree requirements.¹ Other approaches to college credit include several types of Credit for Prior Learning (CPL), these are accepted according to the Oregon Credit for Prior Learning Standards set by the Higher Education Coordinating Commission.² Graduation Services, in partnership with academic subject areas, is responsible for determining official acceptance of transfer work or CPL to meet college requirements. Certain evaluation processes may have additional processing fees.

Transcript Notations

Accepted transfer credits, accelerated learning and CPL will be included in a separate notation on a Chemeketa student transcript. The number of credit hours accepted is recorded; however, the grades from other institutions are not recorded. The transfer credit grade point average (GPA) is not included in the student's overall Chemeketa GPA.

Transfer credit accepted by Chemeketa will be listed on the transcript with the heading "TRANSFER CREDIT AND OTHER CHEMEKETA CREDIT", each type of credit awarded will include a unique header that clearly notes the institution name and/or the type of credit (e.g. Prior Learning/Certification, Advanced Placement, CLEP, etc.) and equivalent credit hours will be shown.

¹ Northwest Commission on Colleges and Universities (NWCCU) accreditation guideline

² Higher Education Coordinating Commission (HECC) Oregon Credit for Prior Learning Standards

Education Program Series—4000

**TRANSFER OF PREVIOUS CREDIT AND ALTERNATE APPROACHES TO COLLEGE
CREDIT (continued)**

Transcript Grade Legend:

<u>Grade (GRD)</u>	<u>Header Title</u>	<u>GPA</u>
EC	Credit by Exam	0.0
MI	Military	0.0
PB	Proficiency/Assessment Based	0.0
PL	Prior Learning	0.0
T	Transfer C or better	0.0
TD	Transfer D	0.0

Grades are assigned to challenge exams; courses are noted on a transcript with a course number ending in CE.

July 17, 1985

Adopted College Board of Education

July 25, 1985, May 17, 2006; April 15, 2015

Revised College Board of Education

ADULT HIGH SCHOOL DIPLOMA PLAN UPDATE FOR 2019–2020

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

To be in compliance with Oregon Department of Community Colleges and Workforce Development requirements, an annual Statement of Assurances must be submitted for 2019–2020.

This includes:

- An annual signed Statement of Assurances
- A comparison of college and Adult High School Diploma (AHSD) courses to Oregon graduation requirements

The College Board of Education will be asked to approve the AHSD plan update for year 2019–2020 at the July board meeting.

Appendix A: Statement of Assurances

HECC Office of Community Colleges and Workforce Development FY2019 Adult High School Diploma Program (AHSD) Statement of Assurances

College Name: Chemeketa Community College

Submitted for Plan Year: 2019-2020

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 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

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June 26, 2019

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: Julie Huckestein_____

Signature of College President: _____ Date: _____

Typed Name: Neva Hutchinson_____

Signature of Chairman of College Board of Directors: _____ Date: _____

OREGON ADULT HIGH SCHOOL DIPLOMA
2019-2020 PROGRAM MANUAL

A Comparison of College and AHSD Courses to Oregon Graduation Requirement

State Graduation Requirements		Community College Courses			AHSD-Level Courses		
24 Units (OAR 581-022-2000)	Subject/Course Areas	College Courses (number)	College Credit Value	Course Title	AHSD Credit Value	AHSD-Level Courses (name, number, hours)	AHSD Credit Value
English Language Arts (4 units)	Written Composition	WR115	4	Intro to Composition	1	HS Lang Arts - College Prep A, XHSC0906E (33-36 hrs)	.5
	Reading	RD115	3	Academic Thinking and Reading	1	HS Writing Organization/Ideas, XHSC0910E (33-36)	.5
	Literature	ENG104	4	Introduction to Fiction	1	HS Reading of Fiction, XHSC0910V (33-36 hrs)	.5
	Communication	COMM111	4	Fundamentals of Public Speaking	1	HS Public Speaking/ Communication, XHSC0971J (33-36 hrs)	.5
Mathematics (3 units at Algebra 1 and above)	Algebra	MTH111	4	College Algebra	1	HS Algebra 2B, XHSC0963F (33-36 hrs)	.5
	Geometry	MTH105	4	Contemporary Math	1	HS Geometry B, XHSC0964C (33-36 hrs)	.5
	Statistics	MTH243	4	Probability & Statistics	1	Math Credit, XHSCXXXX (33-36 hrs)	.5
	Life Science	BI101	4	General Biology	1	HS Biology, XHSC0940B (33-36 hrs)	.5
	Physical Science	CH121	5	College Chemistry	1	HS Consumer Chemistry 1, XHSC0940N (33-36 hrs)	.5
	Earth Science	GEO142	4	Geology of the Pacific Northwest	1	HS Physical Geology, XHSC0940F (33-36 hrs)	.5
Social Science (3 units)	History	HST202	4	History of United States: 1840-1900	1	HS 19th Century of US, XHSC0933A (33-36 hrs)	.5
	Political Science	PS201	4	American Government	1	HS American Government, XHSC0934A (33-36 hrs)	.5
	Geography	GEG105	4	Physical Geography	1	HS Geography, XHSC0932A (33-36 hrs)	.5
	Health	HPE295	3	Health and Fitness for Life	.5	HS Sr Prict/Hth/Fitness Life, XHSC0973B (33-36 hrs)	.5
Health Education (1 unit)	Health	HPE295	3	Health and Fitness II	.5	HS Health, XHSC0950B (33-36 hrs)	.5
	PE	PE185AA	3	Sports Conditioning Beginning	.5	HS Physical Fitness Level 3, XHSC0950F (33-36 hrs)	.5
	PE	PE185AB	3	Sports Conditioning Intermediate	.5	HS Physical Fitness, XHSC0950E (33-36 hrs)	.5
Career & Technical Education, The Arts, or World Languages (3 units)	Art	ART115	4	Basic Design	.5	HS Studio Art 1 or 2 or 3, XHSC0972D,E,F (33-36 hrs each)	.5
	Technology	CIS120	4	Digital Literacy	1	Any XHSC computer course, XHSC0966B-0966E&G (33-36 hrs)	.5
Electives (6 units)	Spanish	SPN101	4	First Year Spanish	1	Language Electives, XHSCXXXX	.5
	Electives	Any Prefix	1-2	Variable	.25	Any XHSC course (33-36 hrs)	.5
			3-4	Variable	.5		
			5-6	Variable	1 - 1.5		

AFFIRMATIVE ACTION ANNUAL REPORT

Prepared by

Heather McDaniel, Assistant Director—Human Resources
Vivi Caleffi Prichard, Officer—Diversity and Equity
Alice Sprague, Director—Human Resources
David Hallett, Vice President—Governance and Administration

The 2018 annual Affirmative Action Report will be presented to the members of the College Board of Education for review.

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June 26, 2019

**CHEMEKETA COMMUNITY COLLEGE
ANNUAL UPDATE
EQUAL OPPORTUNITY AFFIRMATIVE ACTION
WORKFORCE STATISTICS
2018**

**PREPARED BY
DEPARTMENT OF HUMAN RESOURCES
Alice Sprague, Director**

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 our 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 our 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 is 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 our internal demographics compare to the demographics of our 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 the most 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 our student population.

Additional efforts are being made with the assistance of the Diversity and Equity Officer and the Diversity Advisory Council (DAC). The Diversity and Equity Officer and Department of Human Resources representatives meet to share data about the college's diversity efforts and challenges, provide Inclusive Hiring Practices training and interactive workshops to committees and to actively support the College's on-going effort and continuing commitment to diversifying our workforce. This reinforces the importance of diverse search committees and assists committees with developing interview questions and processes that ensure that diversity and equitable hiring practices are valued and utilized.

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June 26, 2019

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

The analysis of information contained in the following tables represents the workforce data from January 1, 2018 through December 31, 2018. Chemeketa Human Resources 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 2017 statistics.

Table VI: Chemeketa Workforce Comparison Statistics

This table shows the number of minority and female employees represented in Chemeketa's workforce in 2018.

Table VII: Recruitment & Applicant Flow

This table shows a 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 2008–2018

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

Chemeketa Workforce Statistics

Table II

Chemeketa Workforce Statistics January 1, 2018 through December 31, 2018					
Job Category ¹	Employees Total	Minorities		Females	
		Total	% of Total	Total	% of Total
Faculty	238	38	16.0%	127	53.4%
Exempt	114	28	24.6%	63	55.3%
Classified	383	107	27.9%	229	59.8%
Part-time Faculty/Adjunct	581	107	18.4%	284	48.9%
Part-Time Hourly	264	89	33.7%	145	54.9%
Total: All Staff	1580	369	23.4%	848	53.7%

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.

¹ Refer to Table I for job categories

Table III

Chemeketa Workforce Statistics January 1, 2018 through December 31, 2018			
Job Category	Employees Total	Self-Disclosed Veterans	
		Total	% of Total
Faculty	238	5	2.1%
Exempt	114	3	2.6%
Classified	383	9	2.3%
Part-time Faculty/Adjunct	581	4	0.7%
Part-Time Hourly	264	4	1.5%
Total: All Staff	1580	25	1.6%

Table IV

Chemeketa Salaried Workforce Utilization Analysis January 1, 2018 through December 31, 2018						
Job Category*	Chemeketa Workforce		Workforce Availability ¹		Underutilization ²	
	Minorities %	Female %	Minorities %	Female %	Minorities %	Female %
Faculty	16.0%	53.4%	24.6%	48.0%	8.6%	N/A
Exempt	24.6%	55.3%	24.6%	63.8%	N/A	8.50%
Classified	27.9%	59.8%	16.8%	67.4%	N/A	7.60%
Total	23.5%	57.7%	22.0%	59.7%	N/A	

¹ 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.

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

Table V

Chemeketa Salaried Workforce Comparison Statistics January 1, 2017 through December 31, 2018										
Job Category*	Employee Total		Minority Comparison				Female Comparison			
	2017	2018	2017	%	2018	%	2017	%	2018	%
Faculty	247	238	36	14.6%	38	16.0%	130	52.6%	127	53.4%
Exempt	116	114	29	25.0%	28	24.6%	63	54.3%	63	55.3%
Classified	400	383	108	27.0%	107	27.9%	231	57.8%	229	59.8%
Total	763	735	162	21.2%	173	23.5%	425	55.7%	424	57.7%

Table VI

Chemeketa Workforce Statistics											
Minority and Female Demographics ¹ January 1, 2018 through December 31, 2018											
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	Minorities		
									Total	Percentage	
Faculty	255	31	186	4	16	6	10	2	38	14.9%	
Exempt	134	19	87	1	13	5	5	4	28	20.9%	
Classified	433	44	282	5	75	16	9	2	107	24.7%	
Part-Time Faculty	636	60	469	14	51	20	14	8	107	16.8%	
Part-Time Hourly	300	22	189	5	58	9	11	6	89	29.7%	
Totals	1758	176	1213	29	213	56	49	22	369	21.0%	
Percentage	100%	10%	69.0%	1.6%	12.1%	3.20%	2.8%	1.3%			
Female											
Faculty	134	15	100	1	7	3	7	1	19	14.2%	
Exempt	74	9	48	0	7	4	3	3	17	23.0%	
Classified	265	23	175	4	46	9	6	2	67	25.3%	
Part-Time Faculty	313	27	233	5	25	11	10	2	53	16.9%	
Part-Time Hourly	161	11	104	2	30	3	8	3	46	28.6%	
Totals	947	85	660	12	115	30	34	11	202	21.3%	
Percentage	100%	9.0%	69.7%	1.3%	12.1%	3.2%	3.6%	1.2%			

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

Recruitment and Applicant Statistics

Table VII

Recruitment & Applicant Flow January 1, 2018 through December 31, 2018						
Job Category	Positions Open	Total Applicants	% Minority Applicants	% Female Applicants	Available % Minority	Available % Female
Faculty	9	105	14.29%	40.95%	24.6%	48.0%
Exempt	5	201	29.85%	45.27%	24.6%	63.8%
Classified	38	1045	27.37%	60.48%	16.8%	67.4%
Total	52	1351	26.72%	57.93%	22.0%	59.7%

Table VIII

Recruitment & Selection Patterns 2007–2018								
Year	Positions Open	Unit	# of Applicants	# of Minority Applicants	# of Qualified Minority Applicants	Total # of Applicants Interviewed	# Minorities Interviewed	# Minorities Hired
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
2008	24	Faculty	365	40	30	102	11	2
	10	Exempt	144	18	17	43	5	2
	60	Classified	1411	256	202	319	74	12

PERSONNEL REPORT

Prepared by

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

NEW HIRES AND NEW POSITIONS

Aisulu T. Baisalova, Financial Services Technician I—Business Services, College Support Services Division, replacement, 100 percent, 12-month assignment, Range B-1, Step 2.

Timothy V. Godfrey, Public Safety Dispatcher—Public Safety, College Support Services Division, replacement, 100 percent, 12-month assignment, Range A-4, Step 2.

Jasmine Kaur, Student Services Assistant—Student Recruitment, Enrollment and Graduation Services, Student Development and Learning Resources Division, replacement, 100 percent, 12-month assignment, Range B-1, Step 2.

POSITION CHANGES

Jacob K. Begin, Public Safety Officer II—Public Safety, College Support Services Division, new position, 100 percent, 12-month assignment, Range B-3, Step 2, from Public Safety Office I—Public Safety, College Support Services Division.

Peggy E. Greene, Coordinator-STEPS Grant—College Access Programs, Student Development and Learning Division, replacement, 100 percent, Range C-2, Step 4, from Department/Project Coordinator/Analyst II—Organizational Effectiveness, Governance and Administration Division.

RETIREMENTS

Lori A. Cegon, Instructor-CCBI Small Business Management—Chemeketa Center for Business and Industry, Career and Technical Education Division, effective June 30, 2019.

Kelley J. Gembala, Executive Assistant—Career and Technical Education Division, effective June 30, 2019.

Bryon D. Hall, Supervisor-Auxiliary Services—Bookstore and Auxiliary Services, College Support Services Division, effective June 30, 2019.

Nancy K. Howard, Administrative Coordinator—Operations Management, College Support Services Division, effective June 30, 2019.

Julie Huckestein, President/Chief Executive Officer—President's Office Division, effective June 30, 2019.

Michael J. Milhausen, Dean-Science, Math, Engineering and Computer Science—General Education and Transfer Studies Division, effective June 30, 2019.

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Timothy E. "Tim" Rogers, Associate Vice President/Chief Information Office—Operations Management, College Support Services Division, effective June 30, 2019.

SEPARATIONS

Ashley A.P. Dern, Tutoring Center Coordinator—Library and Learning Resources, Student Development and Learning Resources Division, effective June 30, 2019.

Benedict J. "Ben" Gentile, Instructor-Hospitality and Tourism Management—Yamhill Valley Campus, Regional Education and Academic Development Division, effective June 19, 2019.

Heather A. Hannan, Instructional Specialist-10 months—Business, Technology, Early Childhood Education and Visual Communications, Career and Technical Education Division, effective June 30, 2019.

Logan T. Holley, Instructional Technician-10 months—Business, Technology, Early Childhood Education and Visual Communications, Career and Technical Educating Division, effective May 10, 2019.

Jeffrey G. "Jeff" McCabe, Instructor-GED Options/High School Programs—High School Partnerships, Regional Education and Academic Development Division, effective June 19, 2019.

Jane M. Rogers, Instructor-Life Science—Science, Math, Engineering and Computer Science, General Education and Transfer Studies Division, effective June 19, 2019.

Mary K. "Kathy" Saunders, Department Assistant—Center for Academic Innovation, General Education and Transfer Studies Division, effective June 14, 2019.

Joshua A. Seech, Student Services Specialist-10 months—Academic Development, Regional Education and Academic Development Division, effective May 10, 2019.

Kathleen Y. Silva, Manager-Safety and Risk Management—Operations Management, College Support Services Division, effective June 5, 2019.

BUDGET STATUS REPORT

Prepared by

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

The financial reports of the general fund and investments for the period from July 1, 2018, through May 31, 2019, 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, 2019

Chemeketa Community College
Statement of Resources and Expenditures
As of May 31, 2019

Fund 100000 - General Fund Unrestricted

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET	VARIANCE TO BUDGET
Resources:				
Property Taxes	21,250,000	22,103,607	104.02%	853,607
Tuition and Fees	20,200,000	20,954,952	103.74%	754,952
State Appropriations - Current	23,751,162	23,660,247	99.62%	(90,915)
State Appropriations - Carryover from FY18	8,028,838	8,028,838	100.00%	-
Indirect Recovery	1,970,000	1,627,935	82.64%	(342,065)
Interest	440,000	717,029	162.96%	277,029
Miscellaneous Revenue	200,000	695,424	347.71%	495,424
Transfers In	500,000	200,000	40.00%	(300,000)
Fund Balance	10,000,000	9,921,723	99.22%	(78,277)
Total Resources	86,340,000	87,909,755	101.82%	1,569,755
Expenditures:				
Instruction	34,011,877	31,236,910	91.84%	2,774,967
Instructional Support	12,047,538	10,696,473	88.79%	1,351,065
Student Services	7,620,513	6,745,142	88.51%	875,371
College Support Services	16,230,617	13,503,714	83.20%	2,726,903
Plant Operation and Maintenance	6,654,455	5,519,967	82.95%	1,134,488
Transfers and Contingency	8,275,000	3,782,805	45.71%	4,492,195
Total Expenditures	84,840,000	71,485,011	84.26%	13,354,989
Unappropriated Ending Fund Balance	1,500,000	16,424,744		

**Chemeketa Community College
Budget Status Report
As of May 31, 2019**

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	8,271,303.00	7,326,359.27	658,974.56	285,969.17
6120	Classified Salaries	11,682,474.00	10,269,847.48	916,827.06	495,799.46
6124	Part-Time Hourly & Student Wages	1,286,540.00	1,195,158.54	-	91,381.46
6130	Faculty Salaries	16,042,074.00	15,278,116.41	250,836.11	513,121.48
6132	Part-Time Faculty	6,292,903.00	6,023,991.99	456,176.82	(187,265.81)
6510	Fixed Fringe Benefits	9,537,765.00	8,112,144.39	-	1,425,620.61
6511	Variable Fringe Benefits	13,559,823.00	11,829,911.79	-	1,729,911.21
6512	Other Fringe Benefits	380,000.00	284,194.00	-	95,806.00
	Subtotal Personnel Services	67,052,882.00	60,319,723.87	2,282,814.55	4,450,343.58

89.96%

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Supplies	1,704,303.00	908,861.09	-	795,441.91
720	Equipment \$500-\$4,999	266,225.00	121,122.17	-	145,102.83
7300	Legal Services	105,094.00	67,782.00	-	37,312.00
7310	Insurance	519,080.00	498,978.18	-	20,101.82
7320	Maintenance	386,145.00	259,371.63	39,353.00	87,420.37
7330	Communications	875,122.00	785,493.84	-	89,628.16
7340	Space Costs	1,848,251.00	1,347,053.58	32,331.80	468,865.62
7350	Staff Development	131,591.00	110,859.84	-	20,731.16
7360	Travel	387,853.00	247,804.97	-	140,048.03
7370	Other Services	3,130,052.00	2,912,159.74	145,084.11	72,808.15
7550	Capital Outlay	158,402.00	122,994.96	-	35,407.04
8150	Transfers Out	4,775,000.00	3,782,805.23	-	992,194.77
8500	Contingency	3,500,000.00	-	-	3,500,000.00
	Subtotal Non-Personnel Services	17,787,118.00	11,165,287.23	216,768.91	6,405,061.86
	Report Totals	84,840,000.00	71,485,011.10	2,499,583.46	10,855,405.44

84.26%

STATUS OF INVESTMENTS AS OF MAY 31, 2019

<u>Oregon State Treasurer Investments</u>	<u>Investment Ending Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Rate as of 5-31-2019</u>
Oregon Short-Term Fund - General	5-31-2019	On demand	\$13,746,538.23	2.75%
Oregon Short-Term Fund - Capital	5-31-2019	On demand	\$10,009,817.20	2.75%
<u>Other Investments</u>	<u>Investment Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Yield</u>
Discount Note – Federal Home Loan Bank	11-19-2018	06-21-2019	\$2,988,435.00	2.584%
Corporate Note – Royal Bank of Canada	11-20-2018	07-29-2019	\$2,985,786.00	2.875%
Corporate Note – Toronto Dominion Bank	11-20-2018	08-13-2019	\$2,980,370.83	2.904%
Discount Note – Federal Natl Mtg Assn	09-14-2018	09-12-2019	\$2,980,221.67	2.435%
Discount Note – Federal Natl Mtg Assn	09-14-2018	10-24-2019	\$2,964,416.67	2.445%
Discount Note – Federal Home Loan Bank	09-14-2018	11-15-2019	\$2,975,775.42	2.476%
Corporate Note – Wells Fargo Bank	09-14-2018	12-06-2019	\$2,997,065.83	2.737%
Corporate Note – Toyota Motor Credit Corp.	09-14-2018	01-10-2020	\$2,993,053.33	2.699%
Discount Note – Federal Home Loan Bank	09-14-2018	02-11-2020	\$2,986,763.75	2.587%
Discount Note – Federal Farm Credit Bank	09-14-2018	03-05-2020	\$2,953,665.00	2.600%
Corporate Note – Bank of America	11-20-2018	04-21-2020	\$2,968,206.76	3.150%
Corporate Note – Westpac Banking Corp.	11-26-2018	05-26-2020	\$2,962,740.00	3.154%
Corporate Note – JP Morgan Chase	01-11-2019	06-23-2020	\$1,991,610.00	3.145%
Corporate Note – Bank of Nova Scotia	02-08-2019	07-14-2020	\$2,974,840.00	2.853%
Corporate Note – Australia & New Zealand Bank Group	03-22-2019	08-19-2020	\$1,989,177.78	2.655%
Corporate Note – Toronto Dominion Bank	04-24-2019	09-17-2020	\$2,022,035.00	2.578%
Corporate Note – JP Morgan Chase	02-08-2019	10-15-2020	\$2,069,732.57	2.930%

13 week Treasuries 2.30% as of 5/31/2019

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

PURCHASING REPORT

Prepared by

Gail Williams Pickett, Contract Management Analyst
P. Kevin Walther, Procurement Management Analyst
Miriam Scharer, Vice President/Chief Financial Officer
Julie Huckestein, President/Chief Executive Officer

LEARNING MANAGEMENT SYSTEM (LMS)

Trends in higher education speak to the potential and ability of technology to enhance student engagement, collaboration and academic success. In keeping with our mission, vision and core themes, the college is seeking a Learning Management System (LMS) platform that supports our dynamic and innovative online educational environment, and is built on current technologies and allows the college to strategically influence the future of quality and innovative instruction and student success.

A Request for Proposals for a LMS will be advertised on the college's Procurement Services Website, the State of Oregon Procurement Information Network (ORPIN), and in the *Statesman Journal* in July of 2019. A recommendation for contract award will be made to the College Board of Education at its December 2019 meeting.

ACADEMIC SCHEDULING AND SPACE MANAGEMENT SOFTWARE AS A SERVICE

The College has been contracting with CollegeNet Incorporated, of Portland, OR, for academic scheduling and space management software as a service since 2005. The original contract resulted from a Request for Proposal.

In April 2017, the College Board of Education was notified of the college's intent to extend the contract with CollegeNet for an additional two years, through June 30, 2019, in order to allow the college to evaluate impact on, and needs of, students, staff, faculty and college infrastructure as well as to explore other technological solutions.

Pursuant to OAR 137-047-0800 and #CCR.302 the college may renegotiate the terms and conditions, including the contract price, of a contract without additional competition and amend a contract, if all things considered, the renegotiated contract is at least as favorable to the college as the original contract. Findings that support this conclusion must be documented.

The following findings support the college's intent to renegotiate the terms and conditions, including the contract price, of the current contract with CollegeNet for academic scheduling and space management software as a service:

- 1) Over 450 college and universities across the United States the software as a service provided through CollegeNet for academic scheduling and space management. An annual conference held in Portland, OR brings these academic users together to share mutual experiences and learn from each other as well as attend presentations about the newest innovations in product services;

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- 2) The re-negotiated contract is expected to be at least as favorable as the current contract. The fees for this service have not increased since 2018 although the contract allows for escalation. The annual service fee for Fiscal Year 2019 is \$23,590 for use by Salem campus schedule input staff. An expansion of services is planned to allow direct input for employees at the Chemeketa Center for Business and Industry, Chemeketa Brooks, Eola and Woodburn and Yamhill Valley campus;
- 3) The re-negotiated contract includes an upgrade, at no additional cost, to the LYNX Colleague interface which provides faster import and export times, final exam scheduling and date exceptions among other features. Installation and training fees will be waived; and
- 4) The renegotiated contract will not have a term greater than allowed in the original solicitation document. The renegotiated contract is for an initial period of one year, with the option to extend for up to four additional years.

Pursuant to ORS 279A.065 and #CCR.302, notice is hereby given to the College Board of Education that it is the college's intent to renegotiate and extend the current contract for CollegeNet, of Portland, OR, contingent upon successful completion of contract negotiations through June 30, 2020, with annual renewal for a total additional period of up to five years, for an amount not to exceed \$54,041. The not-to-exceed amount includes an initial set up fee of \$20,000 for expanded services and an annual service fee of \$34,041, which now includes all Chemeketa locations. The contract provides for increases in the annual service fee for subsequent years based on the National Consumer Price Index data for the previous year.

CAPITAL PROJECTS REPORT

Prepared by

Rory Alvarez, Director—Facilities and Operations
Tim Rogers, Associate Vice President—CSSD/Operations Management
Julie Huckestein, President/Chief Executive Officer

PLANNING AND PRE-PLANNING CAPITAL PROJECTS

- **Agricultural Complex**
The project architects are nearing completion of the final design and assembling project estimates. The contract for a Construction Manager/General Contractor has been awarded. A ground breaking ceremony was held on June 11 and construction is expected to start this fall.
- **Building 2 Roof Replacement**
The removal and replacement of the Building 2 roof will begin on July 5. This project will focus on one or two sections of the roof at a time. The contractor performing the work has experience performing roof work on occupied office-type buildings and will work together with the Facilities Department to keep interruptions to a minimum. Work is scheduled to be completed by September 15.
- **Building 9 Roof Coating**
A roof coating, which will extend the lifetime of the roof by ten years and address any existing leaks, will be applied from July 19–25.

See Appendix–2; Campus Map pages 111–112.

CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE REPORT

Prepared by

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

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

COUNCIL ACTIVITIES

CCRLS Advisory Council met March 13, and May 8, at Salem Public Library where project and budget reports were reviewed. Recommendation for a new Rural Lay member was approved while the current member of six years, Joan Scharf was bid farewell. New CCRLS membership standards for Public Libraries and Tribal Libraries were approved. They will meet on the Salem Chemeketa campus for the next two years while the library earthquake retrofit is underway.

PYM LIBRARIANS' ACTIVITIES

Polk, Yamhill, and Marion (PYM) Library Directors met March 1, at Salem Public Library, April 5, in Sheridan, May 3, at the Independence Public Library, and June 7, at the Newberg Public Library. Harris Reibach, Interim Manager of the Grand Ronde Tribal Library, attended the May meeting where the directors approved new membership standards for public and tribal libraries. He is now working on the Grand Ronde membership application. The CCRLS acceptable use policy for library staff that meets CCRLS security requirements was finalized in March. Security concerns and tightened data and password standards were presented to PYM in June. Leah Griffith of Newberg retires in June and Katherine Pittman of Jefferson leaves after summer reading club wraps up. CCRLS sponsored an all-day training for all library staff by Ryan Dowd, a recognized expert in teaching library staff to work with homeless. Most libraries closed to allow all staff to attend.

CCRLS ADMINISTRATIVE OFFICE

CCRLS has begun using a company called Patron Point to utilize an email based Public Relations service. Staff is working on how best to involve the libraries with this. Meetings have been delayed with the library formation committee in Keizer. A new regular meeting schedule was agreed on so there is hope efforts can pick up. CCRLS Staff attended the Customers of SirsiDynix Users' Group conference in Minneapolis in March. Director Goodyear presented on implementing marketing with Patron Point and a Michigan library director at the American Library Association conference in Washington, D.C. on June 22, this past weekend.

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AUTOMATION

Work continues to progress in making the portable RFID shelf readers work. This will allow the libraries to perform perpetual inventories to locate mis-shelved, missing, lost, and incorrectly checked-in items, keeping the catalog much cleaner and saving library staff much work checking the shelves with printed lists. There are two units in house which are being prepared to send out to libraries. There is also a lead on a third type of unit from the makers of our mobile app that could be the best option yet. This will be tested as soon as they can deliver one.

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WINTER 2019 QUARTER 3 (JANUARY, FEBRUARY, MARCH)					
College stats not included since 12/2014		Winter 2019 Quarterly	Winter 2018 Quarterly	Quarterly % change	FY 2018-19 totals
Counts					
Patron		246,492	229,812	7.26%	-
Non-resident		39,485	36,482	8.23%	-
CARE cards		18,280	17,285	5.76%	-
Total Items		1,068,075	1,124,035	-4.98%	-
Circulation Statistics					
Checkouts	100%	741,153	685,883	8.06%	2,157,894
Self-Check	38%	280,454	237,114	18.28%	799,403
Non-resident cards	14%	103,535	92,508	11.92%	293,755
CARE card	7%	50,241	45,803	9.69%	148,573
Small library collection		858	852	0.70%	2,696
Active patrons		47,347	46,840	1.08%	-
Holds Filled		124,417	112,207	10.88%	345,879
Interlibrary Loan					
Borrowed from outside		556	464	19.83%	1,543
Loaned outside		1,257	1,005	25.07%	3,453
Borrowed/Loaned within CCRLS		89,987	80,753	11.43%	249,792
Online					
Telephone renewal logins		835	892	-6.39%	2,721
Mobile app catalog visits		43,611	-	-	96,742
Internet initiated catalog visits		1,350	1,367	-1.24%	2,438
CCRLS Catalog visits/sessions		191,933	178,877	7.30%	548,041
CCRLS Catalog users		62,912	61,310	2.61%	-
CCRLS Catalog searches		385,691	372,468	3.55%	1,089,722
CCRLS Database use		12,211	10,630	14.87%	31,381
CCRLS provided eVideo use		2,090	-	-	5,016
CCRLS provided eBook use		98,734	77,139	27.99%	275,658
Administrative					
Telephone notices delivered		14,706	16,504	-10.89%	44,942
Text notices		31,275	10,738		77,872
Printed notices		1,338	1,392	-3.88%	4,451
CCRLS Help desk resolution		305	?	?	876
CCRLS Courier Deliveries		233,707	205,067	13.97%	656,756

RECOGNITION REPORT

Prepared by

Julie Huckestein, President/Chief Executive Officer

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

SHEILA BROWN, HOLLY COOK, LYNN IRVIN, TERRI JACOBSON, CINDY SCOTT, and ESTHELA ZENDEJAS are thanked for organizing the Employee Retiree Celebration on May 2. Special thanks to MEDIA SERVICES and NORTHWEST INNOVATIONS. Twenty-three (23) retirees were honored, representing 466 years and 11 months of service to the college—KEN ANDERSON, JULIET BOOTH, VONDA BURK, LORI CEGON, SHIRLEY COMSTOCK, MARIA DOOLEY, KELLEY GEMBALA, LYNN GEORGE, BRYON HALL, NANCY HOWARD, JULIE HUCKESTEIN, MOIRA HUGHES, SUSAN McCAFFREY, MICHAEL MILHAUSEN, KATHRYN MURPHY, LARRY RALPHS, RUSSELL READ, BILL RIFFLE, TIM ROGERS, WENDY SAHNOW, ALBA SCHOLZ, ROGER WHITE, and LEANNE WHYGLE. (*Values: Collaboration and Diversity*)

CECELIA MONTO, dean of Education, Languages, and Social Sciences, wrote an article entitled “Increasing Diversity in Teacher Candidates: An Oregon Model Using a Community College Pathway into Teacher Education,” which will be published in the Community College Journal of Research and Practice. (*Academic Quality—Quality programs, instruction, and support services are provided to students*)

HEATHER McDANIEL, assistant director of Human Resources, received her Certified Labor Relations Professional (CLRP) certification. (*Core Theme: Access—A broad range of educational opportunities and workforce training are provided to students in pursuit of their goals.*)

Thanks to NANCY DUNCAN, PHILLIP HUDSPETH, and JAMIE WENIGMANN for organizing the 11th annual STARS (Students Toward Academic Recognition and Success) reception for scholarship recipients and donors on May 10 at the Broadway Commons. Also, thanks to NICOLE DICKERSON, NANCY DUNCAN, MICHELLE DYER, and JAMIE WENIGMANN for organizing the 4th annual Yamhill Valley Campus STARS reception for scholarship recipients and donors on May 17 at the Yamhill Valley Campus. This year 1,635 students applied for foundation scholarships, 452 scholarships were awarded, and \$1,200 was the average scholarship award. A total of \$619,000 in scholarships were awarded. (*Core Theme: Access—A broad range of educational opportunities and workforce training are provided to students in pursuit of their goals.*)

Thanks to MEGAN JENSEN, SHERRIE MAGGARELL, and JESSIE SANDROCK for organizing another successful Barrel Tasting and Celebration event on May 1 at the Wine Studies Center. Wine Studies program alumni shared wine tasting samples. (*Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.*)

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Thanks to DEANNE BEAUSOLEIL, art faculty, for organizing the annual Student Art Show and awards reception on May 15. Juror awards went to—First place, ELAINA EBRERZ for “Cat”; Second place, ERIN ROSS for “IRRETRIEVABLE MORTALITY”; and Third place to MAURA PHAY for “The Price of Freedom”. Other students who received purchase awards and/or recognition awards were JACOB DETTWYLER, SEAN DONOVAN, RACHAEL DUDEK, KAYANNA DUNAWAY, NICHOLAS GOMEZ, CASANDRA JOHNS, JAMILYN JUETTEN, JOSUE CALEB MARTINEZ LOPEZ, MAURA MILLER, LEONEL MILLER, DAVID MORAGA, JOEL NORCROSS and ERIN ROSS. Congratulations to all the students who had artwork displayed in the art show. *(Core Theme: Access—A broad range of educational opportunities and workforce training are provided to students in pursuit of their goals.)*

The second annual Emergency Services Program open house was held on May 16. Over 500 people attended including 450 high school students who were bussed to the event. The collaborative training exercises showcased Chemeketa’s Fire Protection, EMT/Paramedic and Criminal Justice programs working together in a real-life emergency services scenarios, along with a Life Flight helicopter that landed in the parking lot. Thanks to SUSAN McCAFFREY who was the mastermind of the event, along with CHRIS ARBUCKLE, CHRIS COOPER, NATALIA EROFEEFF, MEGAN GONZALEZ, BILL KLEIN, GREGG LANDER, KIVA LYELL, MARSHALL ROACHE, and MICHAEL WITHINGTON, agencies and industry partners, and the Emergency Services program students. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

The YAMHILL VALLEY CAMPUS Space Cowboys won the Best Alien Group award at the 20th annual UFO Festival in McMinnville on Saturday, May 18. Thanks to AARON BACA, TRACIE BURGER, BRIAN COVEY, PAUL DAVIS, NANCY DUNCAN, MICHELLE DYER, KATHRYN ELLIS, JIM EUSTROM, JOSE GARCIA, LYNN IRVIN, BRANDY LEHN, PAULA LISOFF, ABBY HOFFER, DANIELLE HOFFMAN, JULIE HUCKESTEIN, PHILLIP HUDSPETH, HOLLY NELSON, ADAM MENNIG, CECILIA MONTO, MIKE MYERS, HOLLY NELSON, JEANNIE ODLE, TIM PIERCE, JESSICA SANDROCK, CRAIG SAUNDERS, ALICE SPRAGUE, SUSAN VARNUM, JONNI WHITNEY, students KAY HUFF, TREVOR DENNING, IVAN NAMBO-SOTO, FACILITIES TEAM, and many family members who participated in the community event. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

The second annual Affordable Learning Initiative recognition event was held on May 22, to recognize faculty and staff for their contributions to reduce the cost of textbooks and course materials. Thanks to the Affordable Learning Initiative Committee of NATALIE BEACH, BETH HALE, NANCY HOWARD, TIFFANY KENNEL, MICHAEL MILHAUSEN, BRIAN MOSHER, ASPEN PADILLA, STEVE RICHARDSON, TIM ROGERS, KELLIE SCHELLENBERG, MEREDITH SCHREIBER, R. TAYLOR, and FRIDAY VALENTINE; JUDY ALLEN and TRINA BUTLER helped with set-up and take down. The President’s Award went to *Make College Yours* textbook for the First Year Experience course, by Chemeketa faculty MICHELE BURKE, LAYLI LISS, NEIL LISS, KARL MEINER, NATHAN PRATT, CATHERINE SHRIDE, and COLIN STAPP. A list of all the faculty and staff who received awards or special recognition is attached. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

The second annual Chemeketa Reads essay contest was held on May 23. BRISEIDA LOPEZ, wrote the winning essay and the six other winners were KATANA LIEBELT, PAISLEY SPINKS, KELLY BABBITT, LAURIE BOEDIGHEIMER, ALLISON MOSER, and MARSHALL NORRIS.

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Fifteen (15) other students received honorable mention. Chemeketa Reads is a collaborative project between the Reading and Writing programs, the Library, and the Diversity and Equity Office. This year the project enjoyed generous sponsorship from LINDA HERRERA and ATALA CONSULTING. Thanks to Chemeketa Reads committee members CARY BALLEW-RENFRO, MICHELE BURKE, VIVI CALEFFI PRICHARD, MICHELE DYER, LAYLI LISS, and BETH PERLMAN for supporting the contest; and to the selection committee of MICHELE BURKE, JAMES GAPINSKI, ALISSA HATTMAN, DIANA INCH, AMANDA KNOPF, REBECCA OWEN, and THERESA YANCEY for reviewing and selecting the winning essays from 60 that were submitted. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals; Value: Diversity.)*

Thanks to the WELLNESS COMMITTEE for organizing the Wellness Walkabout on May 31. Wellness Committee members and helpers included JUDY ALLEN, SHEILA BROWN, MEGAN COGSWELL, CHERYL DAVIS, NANCY ESPINOSA, SAGE FREEMAN, MEGHAN GALLOP, IRMA GUZMAN, KATE HOERAUF, LYNN IRVIN, ELAINE KEVORKIAN, RASCHEL LARSEN, NIKKI MUNDT, TIM PIERCE, HEATHER SIMPSON-HOWELL who teamed up with Exec Team members DON BRASE, JULIE HUCKESTEIN, JOHNNY MACK, HOLLY NELSON, JEANNIE ODLE, TIM ROGERS, MIRIAM SCHARER and ALICE SPRAGUE to staff a Wellness stations located around the Salem campus. *(Core Theme: Access—A broad range of educational opportunities and workforce training are provided to students in pursuit of their goals.)*

Thanks to LEANNA CRAWFORD, English instructor, for organizing and promoting this year's Soapbox Poetry and to the following faculty and staff who participated in the spring term Soapbox Poetry readings: DAVID HALLETT, JAN VANSTAVERN, JOSIE WOOD. *(Core Theme: Access—A broad range of educational opportunities and workforce training are provided to students in pursuit of their goals; Value: Diversity)*

Two machining students in SHELDON SCHNIDER's class made a beautiful metal "Chemeketa Cellars" sign for the tasting room at Eola's Wine Studies Center. Thanks to LUIS CAMPOS CORTES and WALTER RIVORD. The next time you are at Eola, check it out! *(Core Theme: Access—A broad range of educational opportunities and workforce training are provided to students in pursuit of their goals.)*

The first Chemeketa Speaks public speaking contest was held on June 1 in the Building 6 auditorium. Fourteen (14) student speakers participated. First place went to SOPHIA WOOD; Second place MELISSA PATTON; and Third Place MAX RUDD. Thanks to PAUL EVANS, DEBBIE HORNIBROOK and JOSIE WOODS for organizing and facilitating the event; and two legislators, REPRESENTATIVES SUSAN McLAIN and LYNN FINDLEY, who served as judges. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

The Agricultural Complex groundbreaking ceremony was held on June 11. Big thanks to HOLLY NELSON and JESSICA SANDROCK for organizing a wonderful event, along with CHAD ALEXANDER, PAUL DAVIS, DEE DIXON AND FACILITIES TEAM, SCOTT DWYER, MEGAN JENSEN, PAULA LISOFF, SHERRIE MAGARRELL, MICHAEL PARUCH, BRIAN RADER AND NWI TEAM, LINDA RINGO-REYNA, and CRAIG SAUNDERS. To show the evolution of farming, a walking plow with horses, a steam engine tractor, and a state-of-the art air-conditioned, computer-guided tractor kicked off the event. A drone was flying overhead to take aerial photos. Incoming president JESSICA HOWARD, sabered a bottle of Chemeketa sparkling wine to toast the ground breaking event and a variety of refreshments that represent the Willamette Valley

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agriculture areas were available to sample. The proposed completion date of the new Ag Complex is Winter 2020. *(Core Themes: Academic Quality; Access; Community Collaborations; and Student Success)*

Thanks to the staff and faculty who have organized the many end-of-year gatherings and celebrations including the Student Leadership reception, end-of-year student/staff BBQ, TRiO/College Completion Program Awards Banquet, Engineering Students Bridge Competition, Visual Communications Portfolio Show, LPN and RN Pinning ceremonies, Spring Choir concert, and the CAMP, Talent Search, Upward Bound, and HEP Celebrations. *(Core Theme: Student Success—Students progress and complete their educational goals.)*

HEATHER MISENER, MIKE EVANS, JEANNIE ODLE and STACEY WELLS are thanked for planning and organizing the college's 63rd commencement ceremony that was held on June 18 at the Pavilion. Many helpers and volunteers contributed to the success of this year's graduation including NETTE ABDERHALDEN, ROSALBA AGUILAR DeLUNA, KAREN ALEXANDER, ANGELA ARCHER, JAMES BERNDT AND THE DAY AND EVENING FACILITIES TEAM, KERRY BURTIS, TRISH CLAY, BARBARA COWLISHAW, MELISSA FREY, MEGHAN GALLOP, JOEL GISBERT, PACO HADLEY, KARYNA HARO-GONZALEZ, SARA HASTINGS, AMY EARLY, ASHLEY HACKETT, TERRI JACOBSON, TETER KAPAN, CHRIS KATO, ROBERT LAHUE, LAURA LEON-CIPRIANO, LILIANA LANDA-VILLALBA, MICHELLE LIMAS, SHEILA LORANCE, LYNN IRVIN, YESICA NAVARRO, RAY PHIPPS, BRIAN RADER, CINTIA RAMOS CARREON, KATIE RAMSDELL, LINDA RINGO-REYNA, TERRY ROHSE, EME SMITH, STEVE VINCENT, WILLIAM VELEZ, MEAGAN USELMAN, and SEAN WARNER. Also, big thanks to HIGH SCHOOL PARTNERSHIPS, MEDIA SERVICES, NORTHWEST INNOVATIONS; and PUBLIC SAFETY; MEGAN GONZALES, MARSHALL ROACHE, MICHAEL WITHINGTON and the first-year LAW ENFORCEMENT STUDENTS; and the 20+ student volunteers and helpers. *(Core Themes: Academic Quality; Access; Community Collaborations; and Student Success)*

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CHEMEKETA AFFORDABLE LEARNING INITIATIVE
May 22, 2019

PRESIDENT'S AWARD	FACULTY/STAFF NAME(S)	PROJECT
First Year Experience "Make College Yours" textbook FYE105	Layli Liss, Karl Meiner, Michele Burke, Nathan Pratt, Colin Stapp, Catherine Shride, Neil Liss	In Fall 2017, leaders in the FYE faculty community decided to pursue a replacement textbook for FYE105. Layli Liss headed up a faculty team of writers and teachers who designed and authored an entire book for the class in just one year with Chemeketa Press. Fall 2018 saw the first groups of students complete FYE105 with the new book, and student and faculty reviews showed that the team's goal of effectiveness had been achieved.

NOMINEES	FACULTY/STAFF NAME(S)	PROJECT
Geography	Steve Wolfe	Physical Geography OER textbook and lab manual for GEG105. After significant implementation issues with publisher DDA content, Steve began looking at other textbook options, including OER. After reviewing Lumen's OER text, Physical Geography, and discovering how easily content can be modified, Steve decided to pilot the content with an Open Oregon grant in Spring, 2019. Steve used funding to support his time developing a lab manual with exercises, and customizing the textbook.
Health and Human Performance	Raschel Larsen	OER Course Redesign for HE213. The current textbook is going out of print, and must be replaced. Rather than move to an expensive publisher textbook, Raschel re-developed the course based on OER content. She participated in an intensive OER Course Redesign training, and piloted the OER course in Spring, 2019.
Education	Joe Romero, Amalia Carter	OER textbook for SPN215. The goal of this OER textbook project was to provide free course materials to students enrolled in SPN215. This project supported a larger effort to provide students seeking the Oregon Biliteracy Seal with free tuition and course materials.

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NOMINEES	FACULTY/STAFF NAME(S)	PROJECT
English	Shannon Kelley, Lia Hadley, Catherine Shride, Chris Cottrell, Adam Karnes, Shobana Breeden, Maggie Powers	<p>Practical Models for Technical Communication WR227.</p> <p>In Fall 2017, the English program created a team of Technical Writing instructors to compose a replacement textbook for WR227, Technical Writing. The product of that work has been a collaborative effort among faculty, student writers and designers, and Chemeketa Press staff editors to create Practical Models for Technical Communication. The book has been in limited use in 2019, and is expanding its impact by adding instructors to use the book at Chemeketa and at other colleges.</p>
Bookstore	Wendy Baker	<p>Notifying students of Low cost/No cost courses.</p> <p>Wendy works hard to track all of the low cost/no cost courses, places the indicator in Banner and then goes above and beyond to create a readable PDF that is linked to the Bookstore's website. This can be accessed by students and by advisors to help students find courses with low or no cost course materials.</p>
Bookstore	Cary Ballew-Renfro	<p>eBook access made easy for students.</p> <p>Cary has developed a system to sell eBooks online and in the Bookstore, providing another affordable option for students. eBooks can be significantly less than the printed book. By working with our inventory management company, MBS, and our eBook vendors, Cary has implemented the instore and online sale for many of our courses. At times when the book is out of print or we unable to get it, we can immediately sell the eBook.</p>
Business Technology Program	Bryan Monson, Patti Sessions, Barbara Johansen, Nancy Stephens	<p>Open Source software implementation for CA119.</p> <p>The Business Technology faculty collaborated within the program to review lower priced software and determine transferability of desktop publishing design concepts to the workplace from the college. The Business Technology faculty will utilize open source software, in addition to currently licensed software, to achieve course objectives without reducing quality of instruction.</p>

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NOMINEES	FACULTY/STAFF NAME(S)	PROJECT
Accounting Program	Lana Tuss, Jack Wu, Denise Teixeira	<p>Textbook review process.</p> <p>The goal of this work is to ensure that the program makes informed and collaborative decisions about textbooks, lower the cost of textbooks, and plan ahead for textbook changes. Lana has created a form and process for publisher presentations. Using a set schedule based on the textbook adoption timeline, the team meets with each potential publisher and completes the materials and price review using the new form. This allows the team to use those facts and data when deciding on a new textbook.</p>
Lending Library	Heather Simpson Howell, Angie Miller	<p>Heather and Angie have been doing a wonderful job taking the burden of daily function (along with staff she is orchestrating) to support the private collections for the cohort program libraries. The Student Life and TRIO libraries have saved students hundreds of thousands over the last couple of years by making textbooks available at no cost. The programs “shake down” their students for donations of books and they are put in the libraries as well as direct donations of new “miss-orders” and “salvaged from recycle” books from the Bookstore. Their taking over of both of these libraries have freed the TRIO and Student Life staff to do what they do best and brought all of the benefits of being under the care of library professionals to students. It has also allowed both libraries to be leveraged to serve the general Chemeketa population.</p>
Mathematics and Science	Michael Milhausen	<p>Through Michael’s leadership, Chemeketa has embraced the goal of creating and using affordable course materials. He has collaborated across disciplines and facilitated this work in all disciplines, but because he is Dean of Math and Science he has made huge gains in these areas, which are typically expensive texts. Through his guidance Math and Science have adopted more than 15 OERs or instructor authored texts. The cost of these texts has gone from around \$200+ to</p>

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NOMINEES	FACULTY/STAFF NAME(S)	PROJECT
		free or in the \$25 range. He has saved students at Chemeketa literally hundreds of thousands of dollars.
Automotive Technology	Brian Covey, Brian McLearn	Bundled, low-cost materials. This work was designed to reduce the overall program costs for students. Automotive faculty collaborated to look at the overall two-year program requirements and course materials, and then re-structured it to allow for bundled and digital course materials, at a significant cost reduction for students.
Academic Transitions	Genevieve Halkett	ESOL OER course. This project re-developed a course using OER content. The goal was to create and curate quality listening and speaking content for high-intermediate ESOL students. The content was curated and developed specifically for Chemeketa's students. The instructor incorporated multimedia and digital storytelling, and the content is shared via eLearn.
Psychology	Kris Powers	OER Workplace Psychology PSY104. In 2017, Kris began working in earnest on developing an OER for students in Workplace Psychology, a common course at universities, but rare in the way it is taught at Chemeketa. Many books were available, but none really did justice to that style and were either too focused on office and information workers or on graduate school-level psychology theory to be useful in the CTE-focused course offered here. The OER was developed in time for a small pilot group of instructors in Summer 2017 that was expanded in the next year. In Fall 2018, Kris started working with Chemeketa Press on an optional print version of the OER that some students could use if they preferred print. The OER is still available to all students, but the print version now sells out at the Bookstore.

SPECIAL RECOGNITION

FACULTY/STAFF NAME(S)
Alba Scholz
Nancy Howard
Tim Rogers
Julie Huckestein

Separate Action-1
June 26, 2019

**APPROVAL OF RESOLUTION NO. 18-19-30,
ADOPTING THE BUDGET, MAKING APPROPRIATIONS,
AND LEVYING TAXES
[18-19-156]**

Prepared by

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

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 2019–2020 budget.

It is recommended that the College Board of Education adopt Resolution No. 18-19-30.

Separate Action-1
June 26, 2019

CHEMEKETA COMMUNITY COLLEGE
RESOLUTION NO. 18-19-30,
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 \$88,200,000 and other funds at a budget meeting on April 17, 2019, and the Board of Education is requested to adopt at this time a General Fund expenditure budget of \$90,660,000 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 \$10,300,000 for payment of bonded debt; and that these taxes are hereby imposed and categorized for the tax year 2019-2020 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	\$10,300,000

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

GENERAL FUND

	President's Office		
	Personnel Services		4,458,996
	Materials and Services		1,014,765
	Capital Outlay		312
	Total President's Office		5,474,073
	College Support Services		
	Personnel Services		13,289,978
	Materials and Services		5,573,244
	Capital Outlay		60,910
	Transfers		4,800,000
	Contingency		6,000,000
	Total College Support Services		29,724,132

Separate Action-1
June 26, 2019

Instruction and Student Services	
Personnel Services	52,709,648
Materials and Services	2,651,499
Capital Outlay	<u>100,648</u>
Total Instruction and Student Services	55,461,795
GRAND TOTAL GENERAL FUND	\$90,660,000

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


CAPITAL DEVELOPMENT FUND	
Personnel Services	210,000
Materials and Services	5,000,000
Capital Outlay	16,490,000
Transfers	<u>1,300,000</u>
Total Capital Development Fund	23,000,000
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	3,000,000
Capital Outlay	<u>6,000,000</u>
Total Special Projects Funds	14,575,000
SELF-SUPPORTING SERVICES FUND	
Personnel Services	18,250,000
Materials and Services	9,355,500
Capital Outlay	250,000
Transfers	<u>580,000</u>
Total Self-Supporting Services Fund	28,435,500
DEBT SERVICE FUND	
Debt Service	<u>40,500,000</u>
Total Debt Service Fund	40,500,000
RESERVE FUNDS	
Materials and Services	340,000

Separate Action-1
June 26, 2019

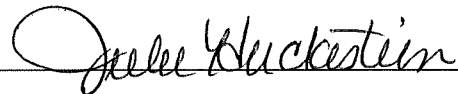
Capital Outlay	<u>50,000</u>
Total Reserve Funds	390,000
REGIONAL LIBRARY	
Personnel Services	900,000
Materials and Services	2,858,000
Capital Outlay	5,000
Transfers	65,000
Contingency	<u>338,000</u>
Total Regional Library	4,166,000
AUXILIARY ENTERPRISE FUND	
Personnel Services	1,500,000
Materials and Services	7,900,000
Capital Outlay	40,000
Transfers	<u>160,000</u>
Total Auxiliary Enterprise Fund	9,600,000
INTRA-COLLEGE SERVICES FUND	
Personnel Services	2,410,000
Materials and Services	5,067,000
Capital Outlay	500,000
Transfers	350,000
Contingency	<u>6,600,000</u>
Total Intra-College Services Fund	14,927,000
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>275,000</u>
Total Athletics	450,000
EXTERNAL ORGANIZATION BILLING FUND	
Personnel Services	90,000
Materials and Services	450,000
Capital Outlay	<u>10,000</u>

Separate Action-1
June 26, 2019

Total External Organization Billing Fund	550,000
STUDENT FINANCIAL AID FUNDS	
Financial Aid Expenditures	<u>66,512,500</u>
Total Student Financial Aid Funds	66,512,500



Neva Hutchinson
Chairperson



Julie Huckestein
President/Chief Executive Officer

6/26/19

Date

Separate Action-2
June 26, 2019

**APPROVAL OF RESOLUTION NO. 18-19-31,
DECLARATION OF ELECTION RESULTS
[18-19-157]**

Prepared by

David Hallett, Vice President—Governance and Administration

Official election returns for the May 21, 2019 elections, have been received. The results are reported in the attached resolution. Official action is necessary to declare and canvass the results on the college's behalf.

It is recommended that the College Board of Education adopt Resolution No. 18-19-31 to declare official the results of the May 21, 2019, elections.

CHEMEKETA COMMUNITY COLLEGE
RESOLUTION NO. 18-19-31


WHEREAS, on the 21st day of May, 2019, the Chemeketa Community College district conducted an election to elect members of the College Board of Education from Zone 1, Zone 3, Zone 6 and Zone 7 to fill four-year terms.

WHEREAS, the number of votes cast for each candidate for the position of board member has now been determined, the College Board of Education of said district does make the following official canvass of said votes:

BOARD OF EDUCATION

Zone 1		Zone 3		Zone 6		Zone 7	
Ed Dodson	6835	Neva Hutchinson	3784	Diane Watson	3407	Betsy Earls	8635
Write-in	226	Write-in	131	Write-in	47	Write-in	147
Over votes	0	Over votes	1	Over votes	2	Over votes	0
Under votes	4301	Under votes	2202	Under votes	1765	Under votes	6114

THEREFORE, BE IT RESOLVED that the College Board of Education hereby declares Ed Dodson from Zone 1, Neva Hutchinson from Zone 3, Diane Watson from Zone 6 and Betsy Earls from Zone 7 elected for four-year terms expiring June 30, 2023.


Neva Hutchinson
Chairperson


Julie Huckestein
President/Chief Executive Officer

6/26/19
Date

Separate Action-2a
June 26, 2019

ADMINISTRATION OF OATH OF OFFICE

Prepared by

David Hallett, Vice President—Governance and Administration

The Oath of Office will be administered to re-elected board members.

**APPROVAL OF PRESIDENTIAL CONTRACT
[18-19-158]**

Prepared by

Neva Hutchinson, Chair—College Board of Education

Per board policy and ORS 192,660(2)(a), the College Board of Education completed a performance evaluation of President Julie Huckestein in June. Due to the retirement of President Huckestein on June 30, 2019, and Jessica Howard's start date of July 8, 2019, an amended contract for President Huckestein was shared with the board during executive session.

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 1–7, 2019, as per the contract.

Separate Action-4
June 26, 2019

**APPROVAL OF EXEMPT COMPENSATION
[18-19-159]**

Prepared by

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

EXEMPT

Attached is the Exempt Employee Salary Schedule for 2019–2020. The salary table reflects a 4.0 percent salary schedule adjustment. Eligible employees will receive step increases.

It is recommended that the College Board of Education approve the changes to the Exempt Salary Schedule to become effective July 1, 2019.

CHEMEKETA COMMUNITY COLLEGE
EXEMPT SALARY SCHEDULE
B-2 TO F-1
EFFECTIVE JULY 1, 2019

RANGE	STEP 1			STEP 2			STEP 3			STEP 4			STEP 5						
	ANNL.	MO.	HRLY.	ANNL.	MO.	HRLY.	ANNL.	MO.	HRLY.	ANNL.	MO.	HRLY.	ANNL.	MO.	HRLY.	ANNL.	MO.	HRLY.	RANGE
B-2	35,208	2,934	16.93	36,696	3,058	17.64	38,244	3,187	18.39	39,900	3,325	19.18	41,544	3,462	19.97	43,188	3,600	20.76	B-2
B-3	42,252	3,521	20.31	44,100	3,675	21.20	45,996	3,833	22.11	47,988	3,999	23.07	50,100	4,175	24.09	52,236	4,360	25.14	B-3
B-4	44,784	3,732	21.53	46,752	3,896	22.48	48,864	4,072	23.49	51,036	4,253	24.54	53,340	4,445	25.64	55,676	4,636	26.79	B-4
C-1	53,496	4,458	25.72	56,016	4,668	26.93	58,740	4,895	28.24	61,572	5,131	29.60	64,488	5,374	31.00	67,404	5,614	32.45	C-1
C-2	56,772	4,731	27.29	59,568	4,964	28.64	62,496	5,208	30.05	65,544	5,462	31.51	68,784	5,732	33.07	72,112	6,000	34.64	C-2
C-3	59,076	4,923	28.40	61,980	5,165	29.80	64,992	5,416	31.25	68,172	5,681	32.78	71,568	5,964	34.41	75,216	6,252	36.24	C-3
C-4	71,220	5,935	34.24	74,676	6,223	35.90	78,156	6,513	37.58	81,612	6,801	39.24	85,080	7,090	40.90	88,548	7,378	42.56	C-4
D-1	74,052	6,171	35.60	77,652	6,471	37.33	81,276	6,773	39.08	84,864	7,072	40.80	88,476	7,373	42.54	92,028	7,669	44.25	D-1
D-2	77,016	6,418	37.03	80,760	6,730	38.83	84,516	7,043	40.63	88,272	7,356	42.44	92,028	7,669	44.25	95,700	7,975	46.01	D-2
D-3	80,124	6,677	38.52	83,988	6,999	40.38	87,900	7,325	42.26	91,788	7,649	44.13	95,700	7,975	46.01	99,552	8,214	47.39	D-3
D-4	82,512	6,876	39.67	86,508	7,209	41.59	90,552	7,546	43.54	94,524	7,877	45.45	98,568	8,214	47.39	102,552	8,453	48.82	D-4
D-5	84,144	7,012	40.45	88,248	7,354	42.43	92,352	7,696	44.40	96,468	8,039	46.38	100,560	8,380	48.35	104,760	8,620	49.82	D-5
E-1	101,508	8,459	48.80	E-1	*														
E-2	113,712	9,476	54.67	E-2	*														
F-1	127,356	10,613	61.23	F-1	*														

*Performance based after initial step

RANGE	STEP 6			STEP 7			STEP 8			STEP 9			STEP 10			STEP 11			
	ANNL.	MO.	HRLY.	ANNL.	MO.	HRLY.	ANNL.	MO.	HRLY.	ANNL.	MO.	HRLY.	ANNL.	MO.	HRLY.	ANNL.	MO.	HRLY.	RANGE
B-2	43,356	3,613	20.84	45,144	3,762	21.70	47,148	3,929	22.67	49,128	4,094	23.62	51,192	4,266	24.61	53,508	4,459	25.73	B-2
B-3	52,308	4,359	25.15	54,552	4,546	26.23	56,952	4,746	27.38	59,388	4,949	28.55	61,932	5,161	29.78	64,728	5,394	31.12	B-3
B-4	55,728	4,644	26.79	58,212	4,851	27.99	60,864	5,072	29.26	63,432	5,286	30.50	66,132	5,511	31.79	69,120	5,760	33.23	B-4
C-1	67,632	5,636	32.52	70,884	5,907	34.08	74,280	6,190	35.71	77,412	6,451	37.22	80,700	6,725	38.80	84,348	7,029	40.55	C-1
C-2	72,204	6,017	34.71	75,720	6,310	36.40	79,476	6,623	38.21	82,836	6,903	39.83	86,352	7,196	41.52	90,240	7,520	43.39	C-2
C-3	75,084	6,257	36.10	78,720	6,560	37.85	82,656	6,888	39.74	86,184	7,182	41.44	89,808	7,484	43.18	93,852	7,821	45.12	C-3
C-4	88,716	7,393	42.65	92,448	7,704	44.45	96,612	8,051	46.45	100,008	8,334	48.08	102,012	8,501	49.05	104,064	8,672	50.03	C-4
D-1	92,256	7,688	44.35	96,168	8,014	46.24	100,488	8,374	48.31	104,016	8,668	50.01	105,116	8,843	51.02	108,228	9,019	52.03	D-1
D-2	95,940	7,995	46.13	100,008	8,334	48.08	104,520	8,710	50.25	108,180	9,015	52.01	110,352	9,196	53.05	112,560	9,380	54.12	D-2
D-3	99,756	8,313	47.96	104,016	8,668	50.01	108,684	9,057	52.25	112,488	9,374	54.08	114,732	9,561	55.16	117,048	9,754	56.27	D-3
D-4	102,756	8,563	49.40	107,136	8,928	51.51	111,948	9,329	53.82	115,884	9,657	55.71	118,188	9,849	56.82	120,576	10,048	57.97	D-4
D-5	104,796	8,733	50.38	109,248	9,104	52.52	114,168	9,514	54.89	118,176	9,848	56.82	120,564	10,047	57.96	122,988	10,249	59.13	D-5

Separate Action-5
June 26, 2019

**APPROVAL OF RESOLUTION NO. 18-19-32,
BANKING RESOLUTIONS DESIGNATING DEPOSITORY
[18-19-160]**

Prepared by

Miriam Scharer, Vice President/Chief Financial Officer

Authority to use a bank must be provided by the College Board of Education. The retirement of Julie Huckestein requires a change of signatory for Chemeketa Community College for orders for payment or withdrawal of money, when drawn against its general banking account. This resolution shows that Jessica Howard is the President/Chief Executive Officer of Chemeketa Community College and that she is an authorized signer effective July 8, 2019.

It is recommended that the board approve Resolution No. 18-19-32a-f for:

US Bank
City National Bank
Marion and Polk Schools Credit Union
US Bank Corporate Trust Services
Wells Fargo
Bank of America

APPROVAL OF RESOLUTION NO. 18-19-32a DESIGNATING DEPOSITORY

RESOLVED THAT US Bank, at any one or more of its offices, is hereby designated banking depository of this corporation, and the individual whose name and signature appears below, is hereby added as authorized to sign on behalf of this corporation, orders for payment or withdrawal of money, when drawn against its general banking account effective July 8, 2019.

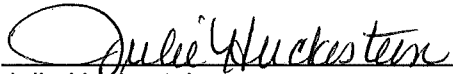
Such authority shall remain in force until revoked by written notice to said bank of the action taken by the College Board of Education of this corporation.

It is agreed that all transactions between said bank, and this corporation shall be governed by contract as printed on bank's deposit and other forms; that said account is subject to bank's service charges in effect at any time, and that statements and vouchers may be mailed to this corporation's address as shown on bank's records.

I hereby certify that the foregoing is a full and correct copy of the resolution duly adopted by the College Board of Education of Chemeketa Community College at a meeting of said board held on June 26, 2019, and that signatures appearing below are the actual signatures of the persons designated who are duly qualified and active in their respective capacities.



Neva Hutchinson
Chairperson



Julie Huckestein
President/Chief Executive Officer

AUTHORIZED SIGNER:

Signature 

Jessica Howard, President/Chief Executive Officer

Date July 8, 2019

Separate Action-5
June 26, 2019


APPROVAL OF RESOLUTION NO. 18-19-32b DESIGNATING DEPOSITORY

RESOLVED THAT City National Bank, at any one or more of its offices, is hereby designated banking depository of this corporation, and the individual whose name and signature appears below, is hereby added as authorized to sign on behalf of this corporation, orders for payment or withdrawal of money, when drawn against its general banking account effective July 8, 2019.

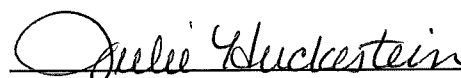
Such authority shall remain in force until revoked by written notice to said bank of the action taken by the College Board of Education of this corporation.

It is agreed that all transactions between said bank, and this corporation shall be governed by contract as printed on bank's deposit and other forms; that said account is subject to bank's service charges in effect at any time, and that statements and vouchers may be mailed to this corporation's address as shown on bank's records.

I hereby certify that the foregoing is a full and correct copy of the resolution duly adopted by the College Board of Education of Chemeketa Community College at a meeting of said board held on June 26, 2019 and that signatures appearing below are the actual signatures of the persons designated who are duly qualified and active in their respective capacities.

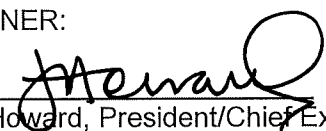


Neva Hutchinson
Chairperson



Julie Huckestein
President/Chief Executive Officer

AUTHORIZED SIGNER:

Signature 

Jessica Howard, President/Chief Executive Officer

Date July 8, 2019

Separate Action-5
June 26, 2019


APPROVAL OF RESOLUTION NO. 18-19-32c DESIGNATING DEPOSITORY

RESOLVED THAT Marion and Polk Schools Credit Union, at any one or more of its offices, is hereby designated banking depository of this corporation, and the individual whose name and signature appears below, is hereby added as authorized to sign on behalf of this corporation, orders for payment or withdrawal of money, when drawn against its general banking account effective July 8, 2019.


Such authority shall remain in force until revoked by written notice to said bank of the action taken by the College Board of Education of this corporation.

It is agreed that all transactions between said bank, and this corporation shall be governed by contract as printed on bank's deposit and other forms; that said account is subject to bank's service charges in effect at any time, and that statements and vouchers may be mailed to this corporation's address as shown on bank's records.

I hereby certify that the foregoing is a full and correct copy of the resolution duly adopted by the College Board of Education of Chemeketa Community College at a meeting of said board held on June 26, 2019 and that signatures appearing below are the actual signatures of the persons designated who are duly qualified and active in their respective capacities.




Neva Hutchinson
Chairperson



Julie Huckestein
President/Chief Executive Officer

AUTHORIZED SIGNER:

Signature 

Jessica Howard, President/Chief Executive Officer

Date July 8, 2019

Separate Action-5
June 26, 2019


APPROVAL OF RESOLUTION NO. 18-19-32d DESIGNATING DEPOSITORY

RESOLVED THAT US Bank Corporate Trust Services, at any one or more of its offices, is hereby designated banking depository of this corporation, and the individual whose name and signature appears below, is hereby added as authorized to sign on behalf of this corporation, orders for payment or withdrawal of money, when drawn against its general banking account effective July 8, 2019.

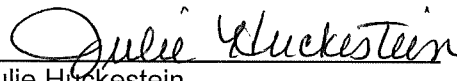
Such authority shall remain in force until revoked by written notice to said bank of the action taken by the College Board of Education of this corporation.

It is agreed that all transactions between said bank, and this corporation shall be governed by contract as printed on bank's deposit and other forms; that said account is subject to bank's service charges in effect at any time, and that statements and vouchers may be mailed to this corporation's address as shown on bank's records.

I hereby certify that the foregoing is a full and correct copy of the resolution duly adopted by the College Board of Education of Chemeketa Community College at a meeting of said board held on June 26, 2019 and that signatures appearing below are the actual signatures of the persons designated who are duly qualified and active in their respective capacities.



Neva Hutchinson
Chairperson



Julie Huckestein
President/Chief Executive Officer

AUTHORIZED SIGNER:

Signature 

Jessica Howard, President/Chief Executive Officer

Date July 8, 2019

Separate Action-5
June 26, 2019

APPROVAL OF RESOLUTION NO. 18-19-32e DESIGNATING DEPOSITORY

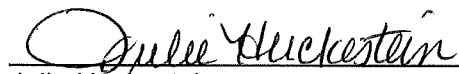
RESOLVED THAT Wells Fargo, at any one or more of its offices, is hereby designated banking depository of this corporation, and the individual whose name and signature appears below, is hereby added as authorized to sign on behalf of this corporation, orders for payment or withdrawal of money, when drawn against its general banking account effective July 8, 2019.

Such authority shall remain in force until revoked by written notice to said bank of the action taken by the College Board of Education of this corporation.

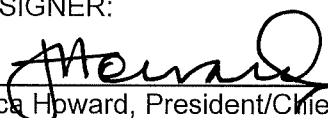
It is agreed that all transactions between said bank, and this corporation shall be governed by contract as printed on bank's deposit and other forms; that said account is subject to bank's service charges in effect at any time, and that statements and vouchers may be mailed to this corporation's address as shown on bank's records.

I hereby certify that the foregoing is a full and correct copy of the resolution duly adopted by the College Board of Education of Chemeketa Community College at a meeting of said board held on June 26, 2019 and that signatures appearing below are the actual signatures of the persons designated who are duly qualified and active in their respective capacities.


Neva Hutchinson
Chairperson


Julie Huckestein
President/Chief Executive Officer

AUTHORIZED SIGNER:

Signature 
Jessica Howard, President/Chief Executive Officer

Date July 8, 2019

Separate Action-5
June 26, 2019


APPROVAL OF RESOLUTION NO. 18-19-32f DESIGNATING DEPOSITORY

RESOLVED THAT Bank of America, at any one or more of its offices, is hereby designated banking depository of this corporation, and the individual whose name and signature appears below, is hereby added as authorized to sign on behalf of this corporation, orders for payment or withdrawal of money, when drawn against its general banking account effective July 8, 2019.

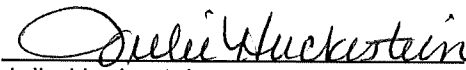
Such authority shall remain in force until revoked by written notice to said bank of the action taken by the College Board of Education of this corporation.

It is agreed that all transactions between said bank, and this corporation shall be governed by contract as printed on bank's deposit and other forms; that said account is subject to bank's service charges in effect at any time, and that statements and vouchers may be mailed to this corporation's address as shown on bank's records.

I hereby certify that the foregoing is a full and correct copy of the resolution duly adopted by the College Board of Education of Chemeketa Community College at a meeting of said board held on June 26, 2019 and that signatures appearing below are the actual signatures of the persons designated who are duly qualified and active in their respective capacities.

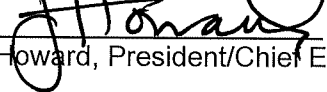


Neva Hutchinson
Chairperson



Julie Huckestein
President/Chief Executive Officer

AUTHORIZED SIGNER:

Signature 

Jessica Howard, President/Chief Executive Officer

Date July 8, 2019

Action-1
June 26, 2019

**APPROVAL OF BUDGET TRANSFER REQUESTS
[18-19-161]**

Prepared by

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

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 26, 2019

CHEMEKETA COMMUNITY COLLEGE
FY2018-2019
TRANSFERS OF GENERAL FUND APPROPRIATIONS
RESOLUTION TRANSFERS

Through June 30, 2019

	Adopted Budget <u>6/28/2018</u>	Transfer Requested <u>6/26/2019</u>		Adjusted Budget <u>6/26/2019</u>
PRESIDENT'S OFFICE				
Personnel Services	4,392,467	5,490	1	4,397,957
Materials and Services	1,075,173	-		1,075,173
Capital Equipment	306	-		306
TOTAL	5,467,946	5,490		5,473,436
COLLEGE SUPPORT SERVICES				
Personnel Services	12,635,654	(9,869)	1	12,625,785
Materials and Services	5,627,044	-		5,627,044
Capital Equipment	59,716	-		59,716
Transfers	4,775,000	-		4,775,000
Contingency	3,500,000	-		3,500,000
TOTAL	26,597,414	(9,869)		26,587,545
INSTRUCTION & STUDENT SERVICES				
Personnel Services	50,021,421	7,719	1, 2	50,029,140
Materials and Services	2,654,839	(11,540)	2, 3	2,643,299
Capital Equipment	98,380	8,200	3	106,580
TOTAL	52,774,640	4,379		52,779,019
GRAND TOTAL	84,840,000	-		84,840,000

1. Position budget adjustments
2. From M&S to Adjunct
3. From M&S to Capital

Action-2
June 26, 2019

**APPROVAL OF RESOLUTION NO. 18-19-33,
AUTHORIZING INTERFUND BORROWING
[18-19-162]**

Prepared by

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

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.

Action-2
June 26, 2019

RESOLUTION NO. 18-19-33, AUTHORIZING INTERFUND BORROWING

WHEREAS, it may become necessary during the year 2018-2019 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 2018-2019.

DATED this 26th day of June, 2019



Neva Hutchinson
Board Chairperson



Julie Huckestein
President/Chief Executive Officer

Action-3
June 26, 2019

**APPROVAL OF COLLEGE POLICY
#4060—CRITERIA FOR RETENTION OF CLASSES
[18-19-163]**

Prepared by

Rebecca Salinas-Oliveros, Chair—Academic Standards Advisory Council
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

CRITERIA FOR RETENTION OF CLASSES—POLICY #4060

The policy was reviewed by the Academic Standards Advisory Council and approved in April 2019 without any changes.

It is recommended that the College Board of Education approve policy 4060.

Educational Program Series—4000

CRITERIA FOR RETENTION OF CLASSES

Each class at Chemeketa Community College must have an acceptable minimum number of persons enrolled and in attendance. The acceptable minimum class size is not fixed but is dependent upon instructional limitations, the established goal for institutional student-to faculty ratio, financial limitations, and/or special student or community needs, including certificate or degree completion.

July 17, 1985

Adopted College Board of Education
May 17, 2006

Reviewed College Board of Education
March 21, 2001; July 15, 2015

Revised College Board of Education

**APPROVAL OF COLLEGE POLICIES
#2281—REMOVAL AND/OR TRESPASS OF PERSON(S) FROM
CHEMEKETA COMMUNITY COLLEGE PROPERTY;
#2290—SERIOUS COMMUNICABLE DISEASES CONTROL;
AND #3610—VOLUNTEER: DEFINITION
[18-19-164]**

Prepared by

Rebecca Hillyer, General Counsel
Julie Huckestein, President/Chief Executive Officer

**REMOVAL AND/OR TRESPASS OF PERSON(S) FROM CHEMEKETA COMMUNITY COLLEGE
PROPERTY—POLICY #2281**

The board last reviewed this policy in May 2016. This policy has two important additions. The first is adding another reason to remove an individual from college property if they “pose a substantial risk to people or property”. The second addition allows an “authorized college administrator” to remove or trespass an individual from college property and how that is accomplished “with the help of College Public Safety or law enforcement”.

SERIOUS COMMUNICABLE DISEASES CONTROL—POLICY #2290

The board last reviewed this policy in May 2016. This policy has no suggested edits from administration or the President’s Advisory Council.

VOLUNTEER: DEFINITION—POLICY #3610

The board last reviewed this policy in April 2016. This single sentence policy was re-worded to clarify the policy and make it gender neutral.

The President’s Advisory Council has reviewed the attached policies and recommends them for adoption.

It is recommended that the College Board of Education approve college policies #2281—Removal and/or Trespass of Person(s) from Chemeketa Community College Property; #2290—Serious Communicable Diseases Control; and #3610—Volunteer Definition, to become effective immediately.

Administrative Series—2000

REMOVAL AND/OR TRESPASS OF PERSON(S) FROM CHEMEKETA COMMUNITY COLLEGE PROPERTY

Chemeketa Community College students, employees, and visitors may use facilities identified by the college as open to the general public.

Persons who are in violation of college policy, procedure, or Federal or Oregon law, or pose a substantial risk to people or property may be removed by an authorized college administrator and/or trespassed from college property by Chemeketa Community College public safety officers or law enforcement officers.

To ensure the safety and security of persons and property, college public safety officers are given the authority to ask for identification of any persons who are on college property.

July 17, 1985

Adopted College Board of Education

December 16, 1998; November 14, 2001;

March 15, 2006; April 21, 2010;

June 26, 2013; May 18, 2016

Revised College Board of Education

Administrative Series—2000

SERIOUS COMMUNICABLE DISEASES CONTROL

Chemeketa Community College will adopt procedures consistent with the Oregon Revised Statutes^{1 2} on protecting students and employees from the spread of serious communicable diseases.

July 17, 1985

Adopted College Board of Education

March 21, 2007; April 21, 2010;

June 26, 2013; May 18, 2016

Revised College Board of Education

¹ ORS 433.004

² ORS 433.283.284

Personnel Series—3000

VOLUNTEER: DEFINITION

~~A volunteer is a non-paid individual who brings his/her knowledge and expertise to help accomplish the mission of Chemeketa Community College.~~

Volunteers are non-paid individuals who bring their knowledge and expertise to help accomplish the mission of Chemeketa Community College.

July 17, 1985
Adopted College Board of Education
April 19, 2006; November 21, 2012;
April 20, 2016
Revised College Board of Education

Action-5
June 26, 2019

**APPROVAL OF LAY REPRESENTATIVES FOR THE CHEMEKETA COOPERATIVE
REGIONAL LIBRARY SERVICE (CCRLS) COUNCIL
[18-19-165]**

Prepared by

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

The bylaws of the CCRLS Advisory Council require board approval of lay council members nominated by the full council. The council recommends that the College Board of Education approve Tracy Dillon of rural Yamhill County as the rural lay representative for the CCRLS Council.

Action-6
June 26, 2019

**APPROVAL OF THE SUSPENSION OF
RETAIL MANAGEMENT CERTIFICATE OF COMPLETION
[18-19-166]**

Prepared by

Karen Edwards, Program Chair—Business Management
R. Taylor, Dean—Business and Technology, Early Childhood Education, and Visual
Communications
Johnny Mack, Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

The Business Management Program currently offers the Retail Management Certificate of Completion as part of a statewide consortium. The program Advisory Committee has consistently found that the curriculum required by this consortium does not meet the needs of the local workforce and has approved the program leaving the consortium

In order to work with local employers to develop a retail certificate that meets current industry needs, the Business Management program is requesting the board's approval to suspend the Retail Management Certificate of Completion. This approval is necessary to facilitate the program leaving the consortium and developing the new certificate.

It is recommended that the College Board of Education approve the suspension of the Retail Management Certificate of Completion.

**APPROVAL OF PROCUREMENT CERTIFICATE OF COMPLETION
[18-19-167]**

Prepared by

Karen Edwards, Program Chair—Business Management
R. Taylor, Dean—Business and Technology, Early Childhood Education, and Visual
Communications
Johnny Mack, Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

Chemeketa Community College's Business Management Program currently offers both the Management and the Procurement and Supply Chain Management Associate of Applied Science degrees. In addition, the program offers Certificates of Completion in Sustainability Management, Procurement Management and Retail Management. Study in these areas prepares individuals to enter a variety of careers in business and procurement environments.

The proposed Procurement Certificate of Completion emphasizes skill development in public and private procurement, contract administration, and project management. This certificate is designed to meet the needs of students who seek a foundation in procurement and students who are currently in the field, but need procurement courses to pursue advanced employment opportunities. This is a stand-alone certificate, a pathway to the one-year and two-year procurement programs, and can even serve as a post-baccalaureate option. Procurement agencies and legislative mandates have increased the requirements for certification for current and would-be procurement professionals. Courses in this certificate satisfy the procurement-related college coursework requirements for certification.

The Procurement Certificate allows individuals to enter the workforce or advance in the field of procurement. The average wage for these positions in Oregon for 2018 was \$45,472. Positions in this area have a starting wage of \$33,530 (qualifyinginfo.org), with many public sector positions providing entry-level employees with full benefit packages.

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

Action-7
June 26, 2019

PROCUREMENT CERTIFICATE OF COMPLETION

Course No.	Course Title	Credit Hrs.
Core Requirements		
BA231	Fundamentals of Transportation and Logistics Management	4
BA234	Fundamentals of Supply Chain Management	4
BA235	Procurement for State and Local Governments	4
BA236	Contract Management	4
BA286	Negotiations	4
BA287	Principles of Project Management	4
CIS125E	Excel - Workbooks	4
	Total	28
	Total Program Hours	28

Action-8
June 26, 2019

**APPROVAL OF LEGAL ADMINISTRATIVE PROFESSIONAL
ASSOCIATE OF APPLIED SCIENCE DEGREE
[18-19-168]**

Prepared by

Barbara Johansen and Patti Sessions, Program Chairs—Business Technology
R. Taylor, Dean—Business and Technology, Early Childhood Education, and Visual
Communications
Johnny Mack, Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

Chemeketa Community College's Business Technology Program currently offers four Associate of Applied Science degrees including Accounting and Medical Administrative Assistants, Administrative Office Professional, and Virtual Assistant. In addition, the program offers Certificates of Completion in Business Software, Business Technology, Office Fundamentals, and Virtual Office Assistant. Study in these areas prepares individuals to pursue a variety of careers involving administrative support and executive services in public, private and web-based settings.

The proposed Legal Administrative Professional Associate of Applied Science degree will prepare people for administrative support positions in both private law firms and city, county, and state government. The proposed degree represents a partnership among the Business Technology faculty, the Business Technology Advisory Committee, and Political Science faculty. The Advisory Committee, with representatives from both the public and private sector, made significant contributions to the development of the degree pathway, including participating in rich discussions regarding the required skills and knowledge to increase student employability and success in the legal and governmental sectors. Key skills will include concepts and terminology associated with the legal system and governmental office procedures.

Office and Administrative Support Worker is the closest match for employment data for the legal administrative professional. It is projected that jobs in this sector will increase 10.3 percent in the mid-valley and 12.9 percent statewide between 2017 and 2027, a higher rate than is predicted for most occupations. The average wage for these positions in the mid-valley region for 2018 was \$31,179, with many public sector positions providing entry-level employees with full benefit packages.

It is recommended that the College Board of Education approve the Legal Administrative Professional Associate of Applied Science Degree.

LEGAL ADMINISTRATIVE PROFESSIONAL ASSOCIATE OF APPLIED SCIENCE DEGREE

Course No.	Course Title	Credit Hrs.
First-Term Core Requirements		
BT104	Business English 1	3
BT116	Office Procedures	3
BT186	Personal and Professional Development	3
CA100 OR	Beginning Computing	3
BA131	Business Computing (4 credits)	
CA121	Keyboarding	3
	Total	15
Second-Term Core Requirements		
BT105	Business English 2	3
BT128	Records Management	3
CA122	Keyboard Skillbuilding	3
CA201D	Word 1	3
CA118B	Excel Basics	3
	Total	15
Third-Term Core Requirements		
BT210	Professional Communication Skills	4
BT230	Organizational Performance and Customer Service	3
BT123	Minute Taking	2
BA104 OR	Business Math	4
MTH070	Elementary Algebra	
CA202D	Word 2	3
	Total	16
Fourth-Term Core Requirements		
CA213	Integrating Office Procedures	3
BA115	Introduction to Accounting	4
BA251	Office Management	3
CA118C1	Access Basics 1	1
CA118C2	Access Basics 2	1
CA117	Publisher	3
	Total	15
Fifth-Term Core Requirements		
CA208	PowerPoint	3
BA214	Business Communications	3
BT280C	CWE (Public Law site)	3
PS250	Introduction to Law 1	4
BA101	Introduction to Business	4
	Total	17
Sixth-Term Core Requirements		
BT271	Administrative Capstone Projects	4
BT280C	CWE (Private Law site) or opposite	3
CA220	Quickbooks	3
PS251	Introduction to Law 2	4
	Total	14
	Total Program Credits	92

**APPROVAL OF THE LEGAL ADMINISTRATIVE PROFESSIONAL
CERTIFICATE OF COMPLETION
[18-19-169]**

Prepared by

Barbara Johansen and Patti Sessions, Program Chairs—Business Technology
R. Taylor, Dean—Business and Technology, Early Childhood Education, and Visual
Communications
Johnny Mack, Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

Chemeketa Community College's Business Technology Program currently offers four Associate of Applied Science degrees including Accounting and Medical Administrative Assistants, Administrative Office Professional, and Virtual Assistant. In addition, the program offers Certificates of Completion in Business Software, Business Technology, Office Fundamentals, and Virtual Office Assistant. Study in these areas prepares individuals to pursue a variety of careers involving administrative support and executive services in public, private and web-based settings.

The proposed Legal Administrative Professional Certificate of Completion will prepare people for administrative support positions in both private law firms and city, county, and state government. The proposed certificate will act as an application only companion program to the Legal Administrative Professional Associate of Applied Science Degree, for individuals currently employed as administrative professionals and seeking to gain specific skills and knowledge in the legal and governmental sector. Key skills will include concepts and terminology associated with the legal system and governmental office procedures.

Office and Administrative Support Worker is the closest match for employment data for the legal administrative professional. It is projected that jobs in this sector will increase 10.3 percent in the mid-valley and 12.9 percent statewide between 2017 and 2027, a higher rate than is predicted for most occupations. The average wage for these positions in the mid-valley region for 2018 was \$31,179, with many public sector positions providing entry-level employees with full benefit packages.

It is recommended that the College Board of Education approve the Legal Administrative Professional Certificate of Completion.

LEGAL ADMINISTRATIVE PROFESSIONAL CERTIFICATE OF COMPLETION

Course No.	Course Title	Credit Hrs.
Core Requirements (18)		
BA251	Office Management	4
BT280C	Cooperative Work Experience (Public)	3
BT280C	Cooperative Work Experience (Private)	3
PS250	Introduction to Law 1	4
PS251	Introduction to Law 2	4
	Total	18
Electives (Select 19 credits)		
	Select any combination of 19 credits from:	
	Any courses designated with the BT course prefix and/or	(0-19)
	Any courses designated with the CA course prefix and/or	(0-19)
	any courses listed below:	
BA115	Introduction to Accounting	(4)
BA131	Business Computing	(4)
BA214	Business Communication	(3)
BA204	Diversity in the Workplace	(3)
BA224	Human Resource Management	(4)
	Total Required	19
Total Program Hours		
		37

Action-10
June 26, 2019

**APPROVAL OF THE MICRO BUSINESS OPERATIONS
CERTIFICATE OF COMPLETION
[18-19-170]**

Prepared by

Barbara Johansen and Patti Sessions, Program Chairs—Business Technology
R. Taylor, Dean—Business and Technology, Early Childhood Education, and Visual
Communications
Johnny Mack, Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

Chemeketa Community College's Business Technology Program currently offers four Associate of Applied Science degrees including Accounting and Medical Administrative Assistants, Administrative Office Professional, and Virtual Assistant. In addition, the program offers Certificates of Completion in Business Software, Business Technology, Office Fundamentals, and Virtual Office Assistant. Study in these areas prepares individuals to pursue a variety of careers involving administrative support and executive services in public, private and web-based settings.

The proposed Micro Business Certificate reflects the college's core themes and objectives of academic quality, access, and community collaboration. Micro businesses are a sub-category of small business that operate on a very small scale, typically with one to five employees and assets valued at less than \$250,000 per year (thebalancesmb.com). Examples of micro business often include an operator with a core skill in a specific area such as automotive repair, childcare, photography, cosmetology, or construction trades. The business owner may also be responsible for business operations or may employ another individual in this role. Often, micro businesses operate as family businesses. Through a combination of computer application and business administration courses, the Micro Business Certificate of Completion provides owner/operators, family members, and others the opportunity to learn key skills such as financial management, business operations, and Microsoft Suite applications.

While it is challenging to pinpoint the exact number of employment opportunities in micro business due to the diversity of establishments, it is a growing sector. Micro businesses represent 85 percent of all businesses in the United States and generate 25 percent of jobs in the U.S. economy, according to the California Association for Micro Enterprise. Oregon currently has 286,538 establishments without employees, a 10 percent increase from the years 2012–2016.

This short-term certificate is comprised of courses from existing degrees and certificates in the Business Technology and Business Management Programs. The certificate creates another avenue for entry to the college and resource for the community, without adding additional course offerings.

It is recommended that the College Board of Education approve the Micro Business Operations Certificate.

Action-10
June 26, 2019

MICRO BUSINESS OPERATIONS CERTIFICATE OF COMPLETION

Course No.	Course Title	Credit Hrs.
Core Requirements (19)		
BA115	Introduction to Accounting	4
BA223 or	Principles of Marketing	4
BA209	Introduction to Social Media Marketing	4
BA250	Small Business and Entrepreneurship	4
CA220	QuickBooks	3
	Total	19
Electives (Select 9 credits from the list below)		
CA117	Microsoft Publisher	3
CA201D	Microsoft Word Processing 1	3
CA202D	Microsoft Word Processing 2	3
BT230	Organizational Performance and Customer Service	3
CA118B	Excel Basics	3
CA118C1	Excel Basics 1	1
CA118C2	Excel Basics 2	1
BA131	Business Computing	4
	Total	9
Total Program Hours		28

Action-11
June 26, 2019

**APPROVAL OF HORTICULTURE ASSOCIATE OF SCIENCE DEGREE
[18-19-171]**

Prepared by

Jessica Sandrock, Director—Agriculture Sciences and Wine Studies
Holly Nelson, Executive Dean—Regional Education and Academic Development
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

The Horticulture program Advisory Committee has recommended this Associate of Science (AS) degree. It will allow students direct transfer to Oregon State University (OSU) so they can pursue a Bachelor of Science (BS) in Horticulture in potentially seven terms or less. Students that complete the AS degree will be prepared to enroll in upper-division course work at OSU. If a student intends to transfer to a four-year institution other than OSU, they should consider the Associate of Arts Oregon Transfer degree (AAOT).

OVERVIEW

This AS degree helps bridge the gap between students interested in pursuing an Associate of Applied Science (AAS) degree in Horticulture and those interested in transferring to OSU. Currently, the only option for students interested in transferring to OSU is the AAOT. The Horticulture Advisory Committee compared Chemeketa's options for students interested in transferring to OSU to other community colleges. They found that both Linn-Benton Community College and Clackamas Community College had AS in Horticulture transfer options to OSU.

NEED

There are many entry-level positions in the Horticulture industry for students with an AAS in Horticulture. However, there are a number of jobs in Horticulture that require a BS. Students with BS or Master of Science (MS) degrees in Horticulture have competitive advantage in the labor market. Students wanting to pursue careers as plant breeders, agronomists, soil and plant scientists, horticultural managers, crop health technicians, and/or botanical curators will need to achieve a minimum of a four-year degree.

The above recommendations were approved by the Horticulture Advisory Committee on January 25, 2019 and the college's Curriculum Committee on April 16, 2019.

It is recommended that the College Board of Education approve the Horticulture Associate of Science Degree

HORTICULTURE ASSOCIATE OF SCIENCE DEGREE

	Course Title	Credit Hours
Term 1		
HOR111	Introduction to Horticulture	3
MTH111	College Algebra (or higher)	5
WR121	Academic Composition	4
	Art and Letters Course*	4
	Social Science Course**	4
	Total	20
Term 2		
CH121	College Chemistry 1 or	5
CH221	General Chemistry 1	(5)
WR227	Technical Writing	4
	Art and Letters Course*	4
	Social Science Course**	4
	Total	17
Term 3		
CH122	College Chemistry 2 or	5
CH222	General Chemistry 2	(5)
CIS101	Computing Concepts	3
HOR228	Spring Plant Identification	4
HPE295	Health and Fitness for Life	3
	Physical Education Courses***	1
	Total	16
Term 4		
BI211	Principal of Biology 1	5
CH123	College Chemistry 3 or	5
CH223	General Chemistry 3	(5)
HOR226	Fall Plant Identification	4
SOIL205	Soil Science	4
	Total	18
Term 5		
BI212	Principles of Biology 2	5
	Cultural Diversity Course****	4
	Difference, Power, and Discrimination Course*****	4
	Total	13

Action-11
June 26, 2019

Term 6		
BIU213	Principles of Biology 3	5
	Oral Communication Course*****	4
HOR276	Organic Gardening	3
	Total	12
	TOTAL PROGRAM HOURS	96

*Choose two of the following: ART204, ART205, ART206, ENG201, ENG202, ENG204, ENG205, ENG254, ENG256

**Choose two of the following: ATH103, EC201, EC202, PS205, PSY201, PSY202, SOC204, SOC205

***Choose any PE185 course.

****Choose one of the following: ART201, REL160

*****Choose one of the following: HST201, HST202, HST203, SOC206

*****Choose one of the following: COMM111, COMM112, COMM218

Action-12
June 26, 2019

**APPROVAL OF FACULTY; HOURLY, PART-TIME/TEMPORARY;
PART-TIME/ADJUNCT FACULTY BARGAINING AND PART-TIME FACULTY
NON-BARGAINING NON-CREDIT SALARY SCHEDULES FOR 2019–2020
[18-19-172]**

Prepared by

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

FACULTY

Attached is the 2019–2020 salary table for faculty. The salary table reflects a 4.0 percent salary table adjustment, with one less duty day. There are no furlough days. Eligible employees will receive step increases as agreed in the contract. Effective: July 1, 2019.

HOURLY, PART-TIME/TEMPORARY

Attached is the part-time hourly salary schedule for 2019–2020. The salary table reflects a salary table adjustment due to the minimum wage increase. Effective: July 1, 2019.

PART-TIME/ADJUNCT BARGAINING FACULTY

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 175-day full-time faculty schedule. Effective: fall term 2019–summer term 2020.

PART-TIME FACULTY NON-BARGAINING NON-CREDIT

The salary schedule for the part-time faculty non-bargaining non-credit unit is attached. There are no changes to the salary table. The Board approved the last update in July 2018. Effective: fall term 2019–summer term 2020.

It is recommended that the College Board of Education adopt the attached salary schedules to become effective July 1, 2019.

<p style="text-align: center;">CHEMEKETA COMMUNITY COLLEGE 2019-2020 SALARIED FACULTY SALARY SCHEDULE Effective JULY 1, 2019</p>												
STEP	175 DAYS			195 DAYS			225 DAYS					
	15	\$88,745	\$7,395.42	\$507.11	\$98,886	\$8,240.50	\$507.11	\$108,466	\$9,038.83	\$482.07		
14	\$84,519	\$7,043.25	\$482.97	\$94,179	\$7,848.25	\$482.97	\$103,300	\$8,608.33	\$459.11			
13	\$80,494	\$6,707.83	\$459.97	\$89,694	\$7,474.50	\$459.97	\$98,381	\$8,198.42	\$437.25			
12	\$77,274	\$6,439.50	\$441.57	\$86,106	\$7,175.50	\$441.57	\$94,446	\$7,870.50	\$419.76			
11	\$74,183	\$6,181.92	\$423.90	\$82,660	\$6,888.33	\$423.90	\$90,668	\$7,555.67	\$402.97			
10	\$71,215	\$5,934.58	\$406.94	\$79,353	\$6,612.75	\$406.94	\$87,041	\$7,253.42	\$386.85			
9	\$68,367	\$5,697.25	\$390.67	\$76,180	\$6,348.33	\$390.67	\$83,560	\$6,963.33	\$371.38			
8	\$65,632	\$5,469.33	\$375.04	\$73,132	\$6,094.33	\$375.04	\$80,217	\$6,684.75	\$356.52			
7	\$63,007	\$5,250.58	\$360.04	\$70,208	\$5,850.67	\$360.04	\$77,009	\$6,417.42	\$342.26			
6	\$60,486	\$5,040.50	\$345.63	\$67,398	\$5,616.50	\$345.63	\$73,928	\$6,160.67	\$328.57			
5	\$58,067	\$4,838.92	\$331.81	\$64,703	\$5,391.92	\$331.81	\$70,972	\$5,914.33	\$315.43			
NORMAL STARTING STEP 4	\$55,745	\$4,645.42	\$318.54	\$62,116	\$5,176.33	\$318.54	\$68,133	\$5,677.75	\$302.81			
3	\$54,072	\$4,506.00	\$308.98	\$60,252	\$5,021.00	\$308.98	\$66,088	\$5,507.33	\$293.72			
2	\$52,450	\$4,370.83	\$299.71	\$58,444	\$4,870.33	\$299.71	\$64,105	\$5,342.08	\$284.91			
1	\$50,876	\$4,239.67	\$290.72	\$56,691	\$4,724.25	\$290.72	\$62,182	\$5,181.83	\$276.36			

CHEMEKETA COMMUNITY COLLEGE HOURLY, PART-TIME/TEMPORARY SALARY SCHEDULE EFFECTIVE JULY 1, 2019													
CWS/FWS	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	RANGE
\$1	AA	\$11.25	\$11.53	\$12.04	\$12.56	\$13.07	AA						
\$2	BB	\$11.30	\$11.58	\$12.11	\$12.58	\$13.10	BB						
\$3	CC	\$11.38	\$11.63	\$12.14	\$12.63	\$13.13	CC						
	DD	\$11.48	\$11.80	\$12.28	\$12.78	\$13.27	DD						
	EE	\$12.24	\$12.74	\$13.25	\$13.85	\$14.40	EE						
\$4	FF	\$13.20	\$13.75	\$14.35	\$14.97	\$15.57	FF						
	GG	\$15.60	\$16.29	\$17.00	\$17.76	\$18.52	GG						
	HH	\$16.45	\$17.20	\$18.00	\$18.79	\$19.62	HH						
	II	\$19.67	\$20.61	\$21.59	\$22.65	\$23.71	II						
Note: Ranges JJ thru NN are Interpreters and Typewell Transcribers only													
POSITION	INTER.	TRANS.	LEVEL	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	RANGE			
HI410H	HT010H		1	JJ	\$21.06	\$21.95	\$22.95	\$23.91	\$24.95	JJ			
HI420H	HT020H		2	KK	\$25.84	\$26.94	\$28.17	\$29.34	\$30.63	KK			
HI430H	HT030H		3	LL	\$31.70	\$33.04	\$34.55	\$36.00	\$37.58	LL			
HI440H	-		4	MM	\$38.76	\$40.36	\$42.22	\$43.98	\$45.92	MM			
HI450H	-		5	NN	\$47.34	\$49.34	\$51.60	\$53.75	\$56.11	NN			
LEVEL	INTERPRETERS										TYPEWELL TRANSCRIBERS		
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 BABS 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; BABS 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. Any movement from one level to another level will take place at the time of any step increase. HR will work collaboratively with the Student Accessibility Services Director for placement of part-time employees on this scale (verification of certification, etc.)													
TCT: Typewell Certified Transcriber													

**CHEMEKETA COMMUNITY COLLEGE
PART-TIME (ADJUNCT) FACULTY BARGAINING UNIT
SALARY SCHEDULE**

Effective Fall Term 2019 - Summer Term 2020

LEVEL	DESCRIPTION	STEPS								LEVEL
		1	2	3	4	5	6	7	8	
A	Lecture Credit Courses	\$ 721.00	\$ 743.00	\$ 774.00	\$ 840.00	\$ 912.00	\$ 989.00	\$ 1,073.00	\$ 1,183.00	A
	ILC Rates									
	Hourly Rates	\$65.5455	\$67.5455	\$70.3636	\$76.3636	\$82.9091	\$89.9091	\$97.5455	\$107.5455	
B/C	Labs (1 lab hr. = .7 ILC)	\$ 504.70	\$ 520.10	\$ 541.80	\$ 588.00	\$ 638.40	\$ 692.30	\$ 751.10	\$ 828.10	B/C
	Hourly Rates	\$45.8818	\$47.2818	\$49.2545	\$53.4545	\$58.0364	\$62.9364	\$68.2818	\$75.2818	
	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 \$ 44.70								D
E	Hourly Employees Rate Counseling CWE Coordinator Library Work	\$ 27.73	\$ 29.08	\$ 30.57	\$ 32.13	\$ 33.71	\$ 35.53	\$ 36.99	\$ 37.86	E

Required Meeting (RM) Rate = \$ 40.38
Bargaining Unit (See Article 23-B6i)
Curriculum Development Rate (CC) \$ 44.70

CHEMEKETA COMMUNITY COLLEGE PART-TIME FACULTY NON-BARGAINING NON-CREDIT UNIT SALARY SCHEDULE Effective Fall 2019 - Summer Term 2020										
LEVEL	DESCRIPTION	STEPS								
		1	2	3	4	5	6	7	8	
D	<p>Noncredit *Nonbargaining Unit Exception Classes Hourly Rates</p> <p>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.</p>									
J	<p>Noncredit Vocational Preparatory Vocational Supplementary Workforce Readiness/Workforce Applied Basic Skills Hourly Rates</p> <p>Reimbursable 9800 Series</p>	\$ 28.41	\$ 30.39	\$ 32.51	\$ 34.78	\$ 37.20	\$ 39.79	\$ 42.57	\$ 45.54	
K	<p>Noncredit Community Education English Now Hourly Rates</p> <p>Used for reimbursable and nonreimbursable noncredit community education courses for personal enrichment</p>	\$ 21.00	\$ 22.09	\$ 23.24	\$ 24.45	\$ 25.72	\$ 27.06	\$ 28.47	\$ 29.95	
<p style="text-align: center;">Special Projects: Non-teaching work related to classes. \$21.00/hr Curriculum Development & Meeting Rate. \$21.00/Hr</p>										
<p>* D Level courses require Executive Dean/VP approval notated on the Payroll Authorization</p>										

**APPROVAL OF FIRE ALARM TESTING, MONITORING,
MAINTENANCE AND REPAIR SERVICES CONTRACT AWARD
[18-19-173]**

Prepared by

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

An Invitation to Bid for Fire Alarm Testing, Monitoring, Maintenance, and Repair Services was advertised on May 27, 2019, on the college's Procurement Services website and the State of Oregon Procurement Information Network (ORPIN). Bids were opened June 13, 2019, immediately following Bid Closing at 2 pm. Bids were received from the following companies:

	<u>Base Bid for Testing and Monitoring Annual Fees</u>
Salem Fire Alarm, Incorporated, Salem OR	\$28,028.00
Metro Safety & Fire, Incorporated, Portland, OR	\$38,216.00
Convergint Technologies, LLC, Portland OR	\$40,242.00

It is recommended that the College Board of Education approve the award of the contract for Fire Alarm Testing, Monitoring, Maintenance, and Repair Services to Salem Fire Alarm, Incorporated, of Salem OR—the lowest responsible and responsive bidder, for a contract award of \$56,056, for testing and monitoring for an initial two-year term, plus maintenance and repair as needed, contingent upon protests, if any, of unsuccessful bidders. The contract may be extended for an additional three years, in one-year increments, with price adjustments by mutual agreement. The estimated contract value for a five year contract, including all services, is \$300,500.

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.

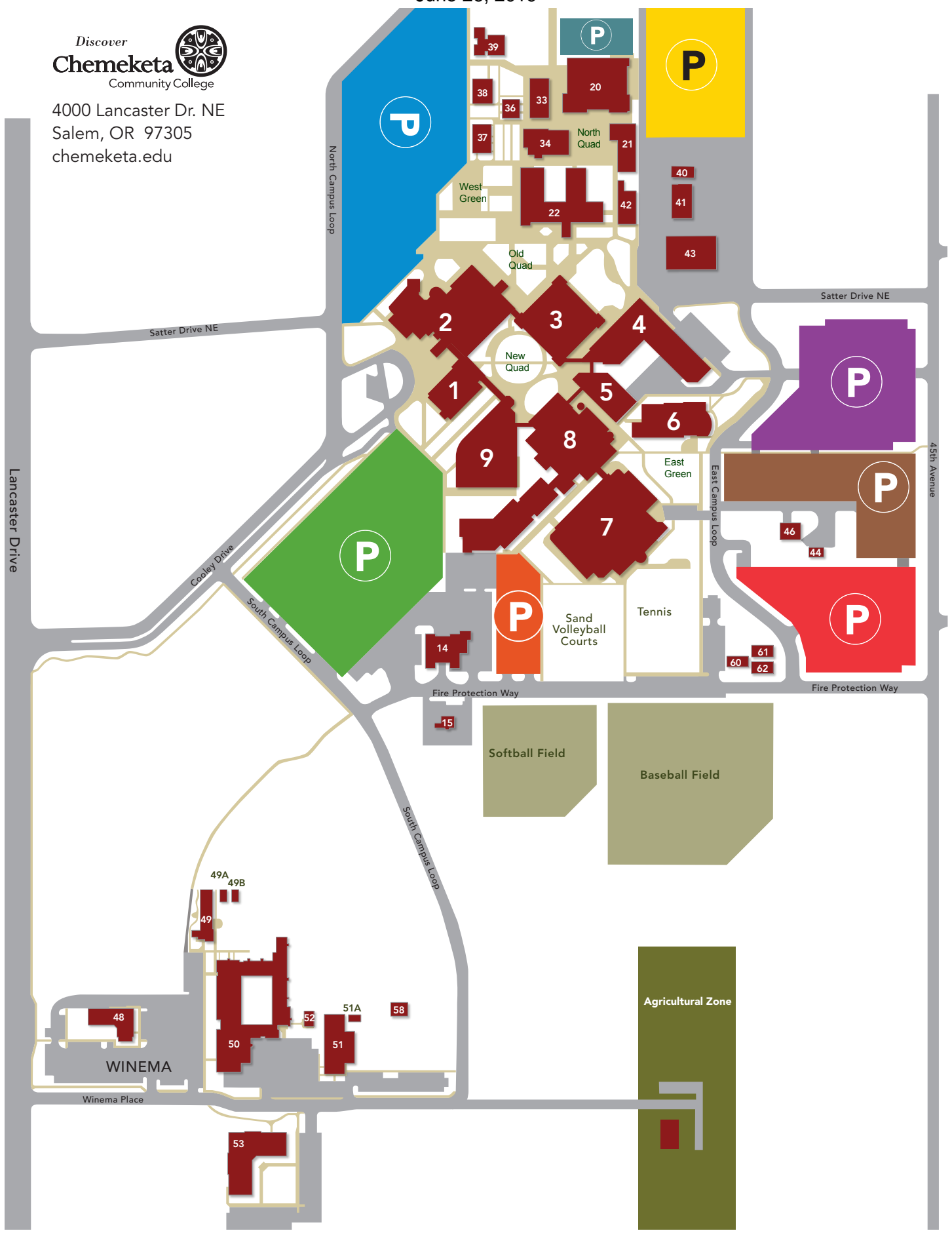
Innovation – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

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 26, 2019



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



Appendix-2
June 26, 2019

Salem Campus

Building and Primary Function(s)

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

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

Area or Service—Building/Room

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

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

Instructional Department Offices

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

Restrooms

SINGLE OCCUPANCY

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

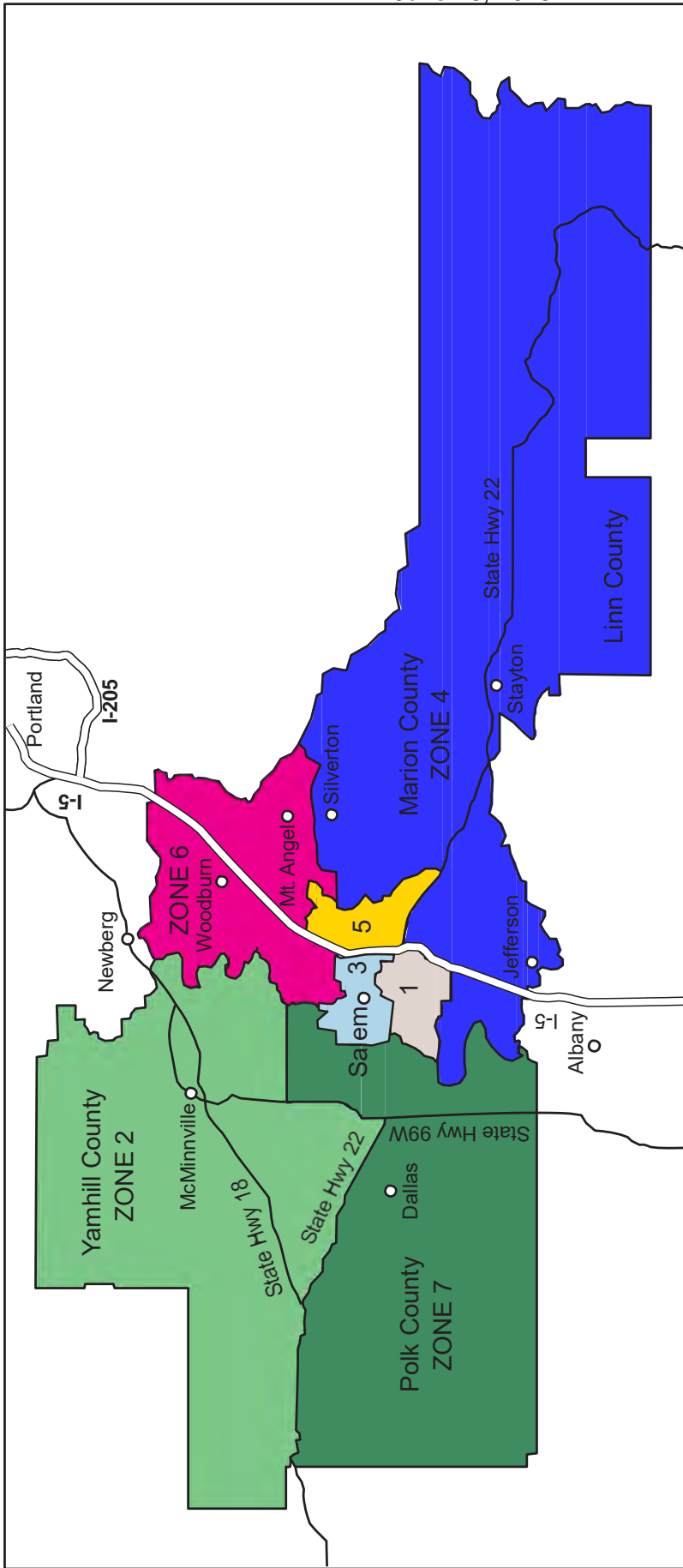
- Building 36—First floor
- Building 37—First floor
- Building 38—First floor
- Building 40—Second floor
- Building 50—First floor
- Building 51—First floor

MOTHER'S ROOM

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



Chemeketa Community College
District Boundary and Board Zones



Board Members

ZONE 1	Ed Dodson
ZONE 2	Ron Pittman
ZONE 3	Neva Hutchinson, Chairperson 2018-2019
ZONE 4	Ken Hector
ZONE 5	Jackie Franke
ZONE 6	Diane Watson, Vice Chairperson 2018-2019
ZONE 7	Betsy Earls

Handouts
June 26, 2019

Completion of Credit Milestones

What is in this report?

Milestones by Year: This report tracks first-time, credential-seeking students who enrolled during fall of an academic year.

The 15-Credit Milestone tracks the percentage of students who attempted 15 credits or more in their first term in an academic year, and of those, what percent earned 15 credits or more in that term.

The 45-Credit Milestone tracks the percentage of students who attempted 45 credits or more in their first year, and of those, what percent earned 45 credits or more in the same year.

15-credit Milestone: Students who attempted 15 or more credit in their first term (fall term).

45-credit Milestone: Students who attempted 45 or more credit in their first year (excluding summer term).

Chemeketa Scholars Student: Any student who applied for and was awarded the Chemeketa Scholar Scholarship.

Cohort Year: The academic year in which the student first enrolled, i.e. a student in a Cohort year 2013 means the student's first enrollment term was Fall 2013.

Credential-seeking Student: A students whose intent is to complete a degree or certificate at Chemeketa.

Degree Intent: AAOT, AS, ASOT, AGS = Transfer Degree; AAS= CTE Degree; CERT = Certificate.

Earned Credits: Credits in which the student received a grade of D or higher or a P grade.

First-time Student: Any student who enrolled for the first time at Chemeketa during fall of the cohort year and has no prior credits except high school dual credits.

Full-time student: A student who attempted 12 credits or more during fall of the cohort year.

Oregon Promise Student: Any student who applied and was awarded the Oregon Promise award.

Socio Economic Status: Based on PELL grant eligibility. There are three categories: 1) did not apply for FA (socio economic status cannot be determined); 2) applied for FA and offered PELL; 3) applied for FA and not eligible for PELL.

Completion of Credit Milestones

Description

Milestones by Year

15-Credit Milestone

45-Credit Milestone

15-Credit and 45-Credit Milestones

Percent of First-time Students who earn 15 Institutional Credits First Term and 45 Institutional Credits First Year (3 Terms)

Full Or Part Time

- FT
 PT

Degree Intent

- AAOT
 AAS
 AGS
 AS
 ASOT
 CERT

Socio Economic Status

- Students who are not Pell-eligible
 Students who are Pell-eligible
 Students who did not complete a FAFSA

Chemeketa Scholars Student

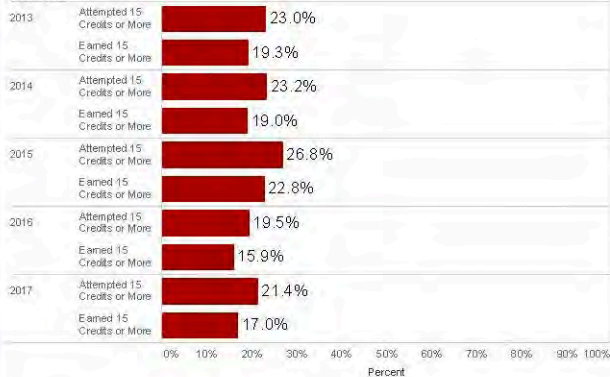
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Oregon Promise Student

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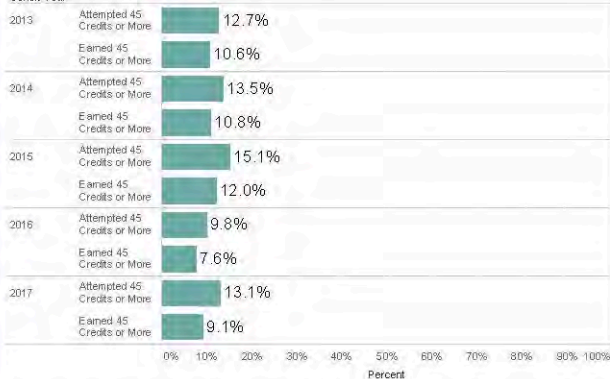
15-Credit Milestone

Cohort Year




45-Credit Milestone


Cohort Year




Student counts of five or fewer are suppressed and a null value/blank will be displayed.




Do students who enroll in 15 credits in their first term are more likely to graduate than those students who enroll with only 12 credits?



The Community College Research Center released a report that says students who enroll in 15 credits in their first term are more likely to graduate than those students who enroll with only 12 credits.




The report also found that after two years, a student who started with a 15-credit load was 10 credits ahead of a student who started with 12 credits.



Those students who started with 15 credits were no more likely to pass or fail their courses, according to the study..



Does this apply to Chemeketa Students?



	Graduated	Did Not Graduate	Grand Total
12 to 14 Credits First Term	65	431	496
15 or More Credits	30	115	145
Grand Total	95	546	641
	Graduated	Did Not Graduate	Grand Total
12 to 14 Credits First Term	13.1%	86.9%	100.0%
15 or More Credits	20.7%	79.3%	100.0%
Grand Total	14.8%	85.2%	100.0%

Source: IPEDS Data



Chemeketa Community College - Guided Pathways

LAYING THE GROUNDWORK

- 3+ years prior to Pathways
- Developed strategic goals with a focus on improving student outcomes
- Changed developmental education courses and placement testing
- Accepted into Oregon Student Success Center (OSSC) Guided Pathways Cohort 1

INTAKE AND ADVISING REDESIGN

- Years 2-3
- Redesign intake to help students explore career/academic options and develop a full-program plan by end of the first term
- Pilot integrated and contextualized academic support for program gateway courses
- Redesign scheduling and advising to support timely student advancement

FURTHER SCALE IMPLEMENTATION

- Years 4-5
- Evaluate and improve pathways implementation
- Build academic and career communities within "meta-majors"
- Extend program pathways into high schools (starting with dual enrollment) and adult education programs

Year 1

- Received Hispanic Serving Institution grant and began Chemeketa Accelerated Pathways to Success (CAPS) grant project
- Began work on reviewing processes for admissions, onboarding students, advising, etc
- Developed first draft of program maps
- Developed first draft of "meta-majors"

Year 1
2018-2019

MAPPING PROGRAM PATHWAYS

- Year 2
- Organize programs into career-focused "meta-majors"
- Backward-map all program to careers and transfer opportunities
- Provide program maps to students

Year 2
2019-2020

INITIAL SCALE IMPLEMENTATION

- Year 3
- Begin scale implementation of new student intake, planning, scheduling, and advising
- Reorganize learning outcomes assessment around "meta-majors" and program maps

Year 3
2020-2021

ONGOING IMPROVEMENT

- Ongoing
- Institutionalize program review, improvement, and professional development within and across "meta-majors"

Year 6
2023-2024

Year 5
2022-2023

Year 4
2021-2022

Year 3
2020-2021

Year 2
2019-2020

Year 1
2018-2019

Year 0
2017-2018

Year -1
2016-2017

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1836-1837</



Guided Pathways Cohort 1

Five Oregon Community Colleges

Chemeketa Guided Pathways Core Team

Guided Pathways Steering Committee

Workgroups

Academic Support

Natalie Beach - Library & Learning Resources Dean (Facilitator)
 Abby Grewatz – Academic Development (Scribe)
 Abby Hoffer - Academic Development Dean
 Alexis (Ali) Butzner - English Faculty
 Kelsey Heater - Math Faculty
 Alissa Hatman - Reading/Study Skills Faculty
 Monica Willis - ABE/GED Faculty

Aspen Padilla - Math, Science, Engineering & Computer Science Coordinator
 Jennifer Sadouk - Developmental WR Faculty

Michael Milhausen - Math, Science, Engineering & Computer Science Dean
 Michele Burke - Librarian

Assessment & Institutional Research

Fauzi Naas - IR Director (Facilitator)
 Julie Peters - Planning & Lean Develop Director (Core Team Liaison)
 Mary Scamahorn - Executive Assistant (Scribe)
 James McNicholas - Accelerated Pathways to Success Coordinator
 Christopher MacLean - Psychology Faculty
 Jess Stahl - Curriculum, Instruction, Accreditation Dean

Design

Laura Mack - Art Faculty (Facilitator)
 Jill Rupert - English Faculty (Core Team Liaison)
 Mary Scamahorn - Executive Assistant (Scribe)
 Jon Mathis - Title IX Coordinator
 Karen Alexander - Student Accessibility Director
 MaryEllen Scofield - Program Review Faculty
 Peter Hoelster – Visual Communications Faculty
 Robert LaHue – Marketing

Mapping & Meta-Majors

Eric Colon-Cortes - HHP Faculty (Facilitator)
 Don Brase –General Education Exec Dean (Core Team Liaison)
 Pam Ditterick - ECE Faculty (Core Team Liaison)
 Mary Scamahorn - GETS Executive Assistant (Scribe)
 Cecelia Monto – Education, Languages, Social Sciences Dean
 Heather Misener - Graduation Coordinator
 Blanca Aguirre - Counselor
 Mike Zunin - Salem Academic Advisor
 Paula Hendrix - Health Sciences Coordinator
 Tim Pierce - Curriculum Coordinator
 Traci Hodgson - Social Science Faculty

Pre-Pathways Initiatives

Abby Hoffer - Academic Development Dean (Facilitator)
 Don Brase - GenEd Exec Dean (Core Team Liaison)
 Paula Lisoff - READ Executive Assistant (Scribe)
 Chris Kato - Academic Development Director
 Michael Milhausen - Science, Math, Engineering & Computer Science Dean
 Laura Scott - Developmental Writing Faculty
 Leanna Crawford - English Faculty
 Keith Schloeman - Math Faculty
 Layli Liss - Reading/Study Skills Faculty
 Bryan Rollins - ABE/GED Faculty
 Jannie Crossler-Laird - ESOL Faculty
 Danielle Hoffman - YVC Director
 Tiffany Borden - Advising/Counseling

Student Experience

Manuel Guerra – SDLR Exec Dean (Core Team Liaison)
 Denise Galey - Advising Associate Dean (Facilitator)
 Kellie Schellenberg – Center for Academic Innovation Dean (Scribe)
 Eme Smith - Enrollment Services Coordinator
 Joel Gisbert - Civic Engagement Coordinator
 Kathryn Ellis - YVC Academic Advisor
 Larry Cheyne - Applied Technology Dean