

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 of the entire page is a gradient of light green to dark green.

Regular Meeting

April 17, 2019

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

BOARD OF EDUCATION

Regular Meeting

April 17, 2019

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

- I. Workshop** **4:30 pm** **Salem Campus—Building 2, Room 170, Board Room**
- A. Budget Committee Meeting 1
Julie Huckestein, President/Chief Executive Officer
- II. A. Executive Session** **5:30 pm** **Salem Campus—Building 2, Room 172**
Executive Session is called in accordance with ORS 192.660(2) (a) employment issues; (b) complaints; (d) negotiations; (e) real property; (h) legal rights; and (i) president/chief executive officer evaluation.
- B. Administration Updates**
- III. Regular Session** **7 pm** **Salem Campus—Building 2, Room 170, Board Room**
- A. Call to Order**
B. Pledge of Allegiance
C. Roll Call
D. Comments from the Audience
- E. Approval of Minutes**—Workshop and Regular Board Meeting 2–10
of March 20, 2019
- F. Reports**
1. Reports from the Associations
 - a. Riley Dunagan Associated Students of Chemeketa (ASC) 11
 - b. Justus Ballard Chemeketa Faculty Association 12
 - c. Terry Rohse Chemeketa Classified Employees Association 13–14
 - d. Rory Alvarez Chemeketa Exempt Employees Association 15
 2. Reports from the College Board of Education
 3. Reports from the Administration
 - a. Jim Eustrom
- G. Information**
1. Budget Committee Member Selection Process for 16
Vacancies in Zone 4 and Zone 6 for 2019–2022
David Hallett, Vice President—Governance and Administration
 2. College Policies #2415—College Public Safety Authority; 17–23
#2550—Integrated Pest Management; #3510—College-Funded
Student Employees: Definition; and #6060—Chemeketa Community
College Reserves Policy
Julie Huckestein, President/Chief Executive Officer

- | | | |
|----|--|-------|
| 3. | College Policy #4310—Academic Freedom Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley | 24–25 |
| 4. | Proposed Schedule of College Board of Education Meetings for 2019–2020 David Hallett, Vice President—Governance and Administration | 26 |
| 5. | Presidential Evaluation Process Neva Hutchinson, Chair—Board of Education | 27–32 |
| 6. | Direct Support Professional Associate of Applied Science Degree Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley | 33–35 |

H. Standard Reports

- | | | |
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| 1. | Personnel Report David Hallett, Vice President—Governance and Administration | 36 |
| 2. | Budget Status Report Julie Huckestein, President/Chief Executive Officer | 37–41 |
| 3. | Capital Projects Report Julie Huckestein, President/Chief Executive Officer | 42 |
| 4. | College Advancement Report January 2019–March 2019 David Hallett, Vice President—Governance and Administration | 43–47 |
| 5. | Winter Term Enrollment Report David Hallett, Vice President—Governance and Administration | 48–50 |
| 6. | Recognition Report Julie Huckestein, President/Chief Executive Officer | 51–53 |

I. Separate Action

- | | | |
|----|---|-------------------|
| 1. | Approval of Retirement Resolution No. 18-19-14, Shirley A. Comstock; No. 18-19-15, Wendy L. Sahnaw; and No. 18-19-16, William E. “Bill” Riffle David Hallett, Vice President—Governance and Administration | [18-19-141] 54–57 |
|----|---|-------------------|

J. Action

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

- | | | |
|----|---|-------------------|
| 1. | Approval of College Policies #3020—Employee Evaluation; #3030—Job Descriptions; #3410—Part-Time Hourly Temporary Personnel: Definition; and #6110—Signatures on Payments Julie Huckestein, President/Chief Executive Officer | [18-19-142] 58–62 |
| 2. | Approval of 2019–2020 Faculty Sabbatical Leave Requests Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley | [18-19-143] 63–64 |

- | | | | |
|----|---|-------------|-------|
| 3. | Approval of Resolution No. 18-19-13, to Amend Resolution No. 14-15-14, Local Contract Review Board Adoption of Community College Rules of Procurement (CCRP) Julie Huckestein, President/Chief Executive Officer | [18-19-144] | 65-67 |
| 4. | Approval of Contract Award for Agricultural Complex Construction Manager/General Contractor (CM/CG) Julie Huckestein, President/Chief Executive Officer | [18-19-145] | 68 |
| 5. | Approval of Grants Awarded January 2019– March 2019 David Hallett, Vice President–Governance and Administration | [18-19-146] | 69 |
| 6. | Acceptance of Program Donations January 1, 2019 through March 31, 2019 David Hallett, Vice President–Governance and Administration | [18-19-147] | 70–71 |

K. Appendices

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| 2. | Campus Map | 73–74 |
| 3. | District Map | 75 |

L. Future Agenda Items

M. Board Operations

N. Adjournment

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

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

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

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

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

Workshop-A
April 17, 2019

AGENDA
BUDGET COMMITTEE
Chemeketa Community College
4000 Lancaster Drive NE
Salem, Oregon

April 17, 2019

The Chemeketa Community College Budget Committee will meet on Wednesday, April 17, at 4:30 pm on the Chemeketa Salem campus in Building 2, Room 170.

- A. Pledge of Allegiance
- B. Call to Order and Roll Call
Ray Beaty, Chairperson
- C. Approval of Minutes of April 10, 2019
Ray Beaty, Chairperson
- D. Questions from Prior Meeting
Ray Beaty, Chairperson
- E. Presentation of 2019–2020 Other Funds
Rich McDonald, Director—Budget and Finance
Miriam Scharer, Associate Vice President/CFO
Jim Eustrom, Vice President—Instruction and Student Services/Campus
President, Yamhill Valley
- F. College Program Update
Jim Eustrom, Vice President—Instruction and Student Services/Campus
President, Yamhill Valley
- G. Budget Recommendation—Action Required
Rich McDonald, Director—Budget and Finance
- H. Public Testimony Regarding Proposed Budget
Ray Beaty, Chairperson
- I. Discussion of Recommended Budget
Ray Beaty, Chairperson
- J. Action on Recommended Budget
Ray Beaty, Chairperson
- K. Adjournment

Minutes
April 17, 2019

APPROVAL OF BOARD MINUTES

Prepared by

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

Minutes of the board meeting of March 20, 2019, are submitted for review by the board.

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

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April 17, 2019

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

March 20, 2019

I. WORKSHOP

Neva Hutchinson, Chair, called the meeting to order at 4:31 pm. The meeting was held at the Salem Campus, in the Board Room, Building 2, Room 170.

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

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

A. Introduction of Student Athletes

Jim Eustrom reported all student athletes and student leaders are listed in the printed report along with their year, high school they attended, and the degree they are seeking. There was one representative from each sport and student leadership team who introduced themselves and the program or degree they are seeking, or career goal.

Jim introduced David Abderhalden, student services coordinator and men's basketball coach.

David shared academic highlights of the student athletes:

- 135 athletes in the seven programs
- 2.96 average GPA for fall term
- 55 percent were over 3.0 GPA fall term
- 76 percent of fall student athletes were retained from fall 2017
- 94 percent of fall student athletes persisted to winter term
- 94 percent of the 1,876 credits attempted passed
- By end of fall term, 81 percent actively progressing to completion

Athletic highlights included:

- 3 of the 5 fall/winter teams made it into the playoffs
- Spring sports have started—men's baseball and women's softball are doing well
- The women's softball team played their first home game on the new softball field and swept a doubleheader with Blue Mountain Community College
- Hired a new women's cross country/track and field coach, LissAnn Saks, a retired coach (30 years) from South Salem High School, who is well connected in the Salem running community (has a run named after her)
- Hired new volleyball coach, Paul Carter from Warner Pacific, to replace Traci Stephenson who took a position at Western Oregon. Paul has been a high level volleyball official in the PAC 12 and is a former Chemeketa Community College athlete

Student athletes exemplify the athletic program's focus on the academic promise of progression, retention, completion, competition, and community as their everyday goals. The seven student athletes who were introduced were Allyson Gambill, women's basketball

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(unable to attend); Alyssa Brund, women's soccer; Aunika Farley, women's softball; Katie Salka, women's volleyball; Jose Herrera, men's soccer; Jason Richey, men's basketball; and Cameron Hagan, men's baseball.

B. Introduction of Student Leaders

Angela Archer, TRiO director, and Joel Gisbert, civics engagement coordinator, were introduced. Joel shared his background from getting his GED at Chemeketa, as a TRiO student and tutor, a peer assistant in Advising and Counseling, and how the student leadership program gave him an opportunity to build his professional identity and persist in his studies to earn a bachelors and master's degree in social work at Portland State, and is now an employee at the college. He thanked the board and the college for supporting this student leadership program.

A PowerPoint presentation was used to share the history, program overview, purpose, Student Leadership Committee members (supervisors), and the Student Leadership Board. The program started nine years ago with 45 students and has grown to over 229 students in the program now and includes students from YVC, Woodburn and Polk Centers. All students must go through an application process and a two-day orientation/training at the beginning of the academic year modeled after the college's New Employee Orientation. Emphasis is placed on student retention and completion and students are required to maintain a specific GPA to remain in the program with a regular academic progress report made to their supervisor. Wraparound services and support are provided throughout the term and this group is part of the early alert process to proactively monitor their academic progress in classes. Angela shared a few statistics:

- 98.3 percent graduated, transferred or persisted
- 61 students earned a degree
- 3.18 average GPA for fall term

The eight student leaders introduced themselves and spoke briefly about their team and their experience serving on the team: Lonni Ivey, College Access Programs and Tutoring and Study Skills; Omobusola Olofin, Multicultural Student Services; Riley Dunagan, Associated Students of Chemeketa (ASC); Amber Gray, Student Accessibility Services; Christian Herron, YVC– Student Recruitment and Retention; Kacey Garcia, Advising Peer Assistant; Kunnerath Sok, International Ambassadors; and Jaime Pozos Reyes, Library and Student Computer Center.

A few questions were asked by the board. On behalf of the board, Neva Hutchinson thanked the student leaders and student athletes for their presentation and also thanked the coaches and supervisors for the wonderful job they are doing with the students.

The workshop ended at 5:16 pm; a recess was taken for Executive Session.

II. A. EXECUTIVE SESSION

The board reconvened at 5:30 pm for Executive Session. The meeting was held at the Salem Campus in the board dining room, Building 2, Room 172.

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Members in Attendance: Ed Dodson; Betsy Earls (arrived at 5:45 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; and Miriam Scharer, Associate Vice President, College Support Services/Chief Financial Officer.

Executive Session was held in accordance with ORS 192.660(2)(a) employment issues and (d) negotiations.

Executive Session ended at 5:47 pm; and open session reconvened.

II. B. ADMINISTRATION UPDATES

Updates were shared or discussed with the board on the chair and vice chair of the budget committee; AACC Exemplary Board/CEO award; board calendar preview; legislative updates diesel program, Woodburn/Harrison Street facilities; CCBI; staffing; and board agenda preview.

A recess was taken at 6:55 pm.

III. REGULAR SESSION

A. CALL TO ORDER

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

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

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

Neva Hutchinson welcomed and introduced Dr. Jessica Howard who was in the audience.

D. COMMENTS FROM THE AUDIENCE

None were heard.

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E. APPROVAL OF MINUTES

Ken Hector moved and Jackie Franke seconded a motion to approve the minutes of the regular board meeting of February 27, 2019, and the special board meeting of March 11, 2019.

The motion CARRIED.

F. REPORTS

Reports from the Associations

Riley Dunagan said the report stands as written. Riley added last week was another legislative call-in day with the goal of making 80 calls; over 90 calls were made. Neva thanked Riley and other student leaders for their presentations during the workshop.

Justus Ballard, faculty association president, said the report stands as written. He thanked the board for approving the resolution for the Oregon Legislature to fund community colleges.

Terry Rohse, classified association president, and Rory Alvarez, exempt association president, said their reports stand as written.

Reports from the College Board of Education

Diane Watson attended Chamber events including Stayton-Sublimity Community Awards, Woodburn Distinguished Service Awards, and Mt Angel First Citizens Awards; presidential interviews, forums, and dinners; the Oregon Community College Association (OCCA) Legislative Summit; Keizer Chamber State of the City address by Mayor Cathy Clark; and a gathering for International Women's Day at Eola.

Jackie Franke attended a Mid-Willamette Valley Council of Governments (COG) executive meeting; presidential interviews, forums and dinners; 15–20 year employee lunch; met with Chuck Ransom, Woodburn school district superintendent, and Woodburn mayor, Eric Swenson.

Ken Hector attended presidential interviews, forums, and dinners; OCCA Legislative Summit; Salem and Mt. Angel Chamber First Citizens Awards; 15–20 year employee recognition lunch; Ag Complex forum; SEDCOR's Marion County State of the County; and the Stayton-Sublimity Greeters at Sublimity Fire Station, hosted by Marshall Roache (in place of Johnny Mack who was ill) and Julie Huckestein who gave an excellent presentation and answered many questions from the audience.

Ron Pittman attended presidential interviews; OCCA Legislative Summit; accompanied Julie and a student for a legislator visit with Rep. Ron Noble's staff and a very brief meeting with Sen. Brian Boquist; met with Danielle Hoffman for a YVC update; and attended a meeting with the annual downtown McMinnville association.

Ed Dodson attended presidential interviews, forums, dinners, and the site visit to Portland Community College Southeast Campus; Chamber events including Stayton-Sublimity, Salem, and Mt. Angel awards banquets; 15–20 year employee luncheon; legislator visits with Sen.

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Jackie Winters and Sen. Frank Girod with Julie and students; and facilitated the 2019–2020 nominations for the OCCA Executive Council.

Neva Hutchinson attended presidential interviews, forums, dinners, and the site visit to Portland Community College Southeast Campus; Chamber events including Salem and Mt. Angel awards banquets; the 15–20 year employee luncheon; and the gathering for International Women’s Day at Eola.

Reports from the Administration

Jim Eustrom acknowledged the Mock Trial team who competed in competitions at UCLA, University of Washington, University of Oregon, and Gonzaga. One of our students was tied for first place as the top ten litigators. A former student is a top performer with the University of Oregon mock trial team that has advanced to the finals this year. The students in the music program have had a wonderful opportunity to perform with musicians in the Acclaimed Music Series. The fourth and final concert is April 16, Chanticleer. Thanks to R. Taylor who was the guest speaker at the Family Building Blocks fundraising event who shared the good work of Family Building Blocks and the connection with Chemeketa. Lastly, about 10–12 staff participated in the annual Shamrock Run last Sunday.

G. INFORMATION

College Policies #3020, Employee Evaluation; #3030, Job Description; #3410, Part-time Hourly Temporary Personnel: Definition; and #6110, Signatures on Payments

Rebecca Hillyer reviewed four policies that were recommended by the President’s Advisory Council. Board action will be requested in April.

2019–2020 Sabbatical Leave Requests

R. Taylor, reported in place of co-chairs Kevin Dye and Theresa Yancey of the Sabbatical Review Committee. R. Taylor reported six faculty requested 10 terms out of 26 terms available, and she briefly shared the descriptions of each sabbatical from the following faculty: Jan Cammack, Physical Science/Chemistry (one term, fall); Kim Colantino, English (one term, fall); Daniel Couch, English (three terms); Traci Hodgson, History (one term, fall); Brett Malley, Visual Communications (one term, spring); and Mandy Reininger, Computer Information Systems (three terms). Board approval will be requested next month. It was noted that these faculty have expressed interest in presenting a session at the faculty retreat on the sabbatical and application process and the value of sabbaticals.

Ed Dodson asked about the budget to backfill for faculty on sabbatical. It was noted that there are no dedicated funds to backfill; departments or the VP’s office typically have funds to cover.

Emergency Medical Technician (EMT) Certificate of Completion

Marshall Roache, dean of Emergency Services, reported a new one-year Emergency Medical Technician certificate is proposed based on a recommendation from faculty and the advisory committee. This would help students work as EMTs and get licensed while pursuing the paramedicine (paramedic) degree. EMT is the basic entry-level position required for fire personnel and benefits fire students the most. It is a stackable credential and part of the

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paramedic program (first two terms) where students can continue to become a paramedic which is a higher paid profession.

Proposed Amendment to Community College Rules of Procurement (CCRP)

Miriam Scharer reported the CCRPs are a collective set of procurement rules set up by 12 of the 17 community colleges. Miriam referred to the CCRP booklet in the board folder, and she noted the CCRPs are typically reviewed following legislative sessions and if any changes are made to the attorney general's rules. Karen Smith from OCCA guides the group through the review if changes are needed. The document is broken down into three sections—the 100 and 200 sections are collectively adopted by all participating colleges; and the 300 section is specific to Chemeketa. The last revision was March 2015, and all participating community colleges are in the process of reviewing and adopting the revised CCRPs.

Miriam noted only minor changes were made including terminology, lists of current organizations, reference corrections to ORS, addition of a list of services, and deletion of an old practice of prohibiting online purchases. Since the Chemeketa Board of Education acts as the local contracting board, action will be requested at the April board meeting.

H. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written. David acknowledged Alice Sprague, director of Human Resources, for the extraordinary time and work with the presidential search process.

Budget Status Report

Referring to the Statement of Resources and Expenditures, Miriam Scharer reported the college has received all three state payments for this year. The Tuition and Fees line item does not reflect spring term revenue. Miriam called attention to the 216.67 percent in the Miscellaneous Revenue line item. This is due to the unanticipated revenue from timber taxes. The Budget Status Report does not reflect anything significant; the college is in line with last year at this time. No interest change was noted in the Status of Investments report; however, it reflects five new investments made in the last month.

Purchasing Report

Miriam Scharer reported the Request for Proposals (RFP) was released for the Construction Manager/General Contractor (CM/GC) for the Ag Complex construction. The mandatory pre-bid meeting had 19 people who represented between 8–10 CM/GCs who were interested. A recommendation for contract award will be brought to the board next month.

Capital Projects Report

Rory Alvarez said the report stands as written with one addition. A small family restroom was completed in Building 7.

Student Success Data Points

Fauzi Naas, director of Institutional Research, shared data points on student progression and completion, specifically for time to completion and student persistence, using a new data visualization tool called Tableau. It has a powerful drill-down capability and uses filters to look at

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specific data. These reports are web-driven, easily accessible, and can be 15 reports in one. Filters can be set up by academic year, gender, ethnicity, age, enrollment status (full- or part-time), etc., and will be a great tool to monitor and measure for Guided Pathways and for the

Hispanic Serving Institution (HSI) grant reporting; or to see gaps and look for leading and lagging indicators. Fauzi referred to the handout in the board folder and walked through the Time to Completion and Student Persistence data applying various filters.

Recognition Report

Julie Huckestein acknowledged all the employees in the written report.

I. SEPARATE ACTION

Approval of Presidential Contract

Diane Watson moved and Betsy Earls seconded a motion to approve the presidential contract for Dr. Jessica Howard effective July 8, 2019–June 30, 2022.

The motion CARRIED unanimously.

J. ACTION

Ed Dodson moved and Ron Pittman seconded a motion to approve consent calendar items No. 1–3:

1. Approval of College Policies #1751, Sexual Harassment, Discrimination, and Misconduct; #1760, Use of College Network, Technology, Communications Resources; #1765, Security of Personal Information; and #3210, Faculty: Definition [18-19-138]
2. Approval of Resolution No. 18-19-08, Adopting Property and Casualty for Education (PACE) Joinder of Trust Agreement [18-19-139]
3. Approval of Computer-Aided Manufacturing (CAM) Fundamentals Certificate of Completion [18-19-140]

The motion CARRIED.

K. APPENDICES

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

L. FUTURE AGENDA ITEMS

None were heard.

M. BOARD OPERATIONS

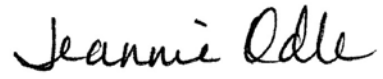
None were heard.

N. ADJOURNMENT

The meeting adjourned at 8:09 pm.

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April 17, 2019

Respectfully submitted,



Board Secretary



President/Chief Executive Officer

Board Chair

Date

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 March 21, 2019, in Building 2, Room 178. Food was provided to all the volunteers before leaving for Portland to help serve the needs of the community's homeless under the Burnside Bridge.

3v3 Basketball Tournament

- The 3v3 Basketball Tournament took place on March 21, 2019, from 4–7 pm. Eight teams made up of roughly 60 students played 15-minute half court games. Afterwards, players and spectators met in the hall outside of the gymnasium and where provided with free pizza.

Drag Show

- Larissa Beard (Gender and Sexuality Diversity Representative) teamed up with the Triangle Club to organize a drag show, which occurred on March 21, 2019, at 6 pm in the Building 6 Auditorium. Despite a few technical difficulties, the performers and audience had a wonderful time.

ASC CURRENT EVENTS

Night Strike

- Night Strike is coordinated by Hannah Childress (Community Engagement Coordinator) and Jerry Clark. Those who sign up to volunteer will meet at 5 pm on April 18, 2019, in Building 2, Room 178. Food will be provided to all the volunteers before leaving for Portland to help serve the needs of the community's homeless under the Burnside Bridge.

Earth Day

- Kaitlyn Young (Sustainability Coordinator) is organizing Earth Day. The event will include local vendors, activities and free food to all who attend. Earth Day is scheduled on April 24, 2019, from 11 am–2 pm in the Quad.

MULTICULTURAL STUDENT SERVICES (MSS)

MSS CURRENT EVENTS

Get Yourself Tested (GYT)

- The GYT event is scheduled for May 7, 2019, from 12–3 pm in the Multicultural Student Center. Students and staff will have the opportunity to learn about the current sexually transmitted diseases (STD) situation in Marion County, be tested, and help improve outreach efforts to end their spread. This event is being hosted by MSS in conjunction with ASC.

CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Justus Ballard, President—Chemeketa Faculty Association

NEW GRIEVANCE PROCEDURE

A new procedure for handling grievances, one which prioritizes problem-solving through face-to-face conversations, was negotiated and included in the most recent collective bargaining agreement (CBA). From a faculty perspective, the new procedure has shown some promise.

The distinction between “informal resolution” and “formal grievance” is a new addition to the CBA. The introduction of the concept of informal resolution provides a contractual mechanism that allows faculty who feel that there has been a violation of the contract to attempt to informally resolve the issue with their supervisors prior to initiating a formal grievance. In practice, this had for the most part already been happening under the previous process. However, there is some benefit to having contract language that reaffirms the intentions of CFA and the administration to work together to try to solve problems at the lowest possible level.

The formal grievance is a modification of the previous grievance process. The main modification is the creation of a Contract Management Committee which meets to review and discuss the grievance as many times as seems necessary to attempt to find a resolution prior to the grievance being forwarded to the College President. The formal grievance process was put to its first real test, and it appears to be working as intended.

One drawback to this new procedure is that the grievance process can take much longer than it did in the past, with the extended timeframe for the initial attempt to resolve things informally plus the increased number of meetings between the Contract Management Committee. The good news is that both the administration and the CFA are willing to work on finding ways to make this process as effective and efficient as possible.

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

THANKS, OCTAVIAN

Octavian Düm, technology analyst I for Information Technology and long-time Chemeketa Classified Employee Association board member, left the college for a new position in the Portland area on April 5, 2019.

CCA appreciates Octavian's many years of dedicated work on behalf of the classified membership and wishes Octavian the best of luck in this new venture.

NEW CLASSIFIED EMPLOYEE HIGHLIGHTS

- Joseph "Joe" Romero is new to the classified bargaining unit, but not the college. After about a year as a part-time hourly employee for Education, Languages and Social Sciences, Joe was hired as a .75 navigator/department specialist on January 16, 2019, to assist with the department's goal of restructuring the Spanish for Non-Native Speakers courses to realign with the testing requirements for the Oregon Seal of Biliteracy. Joe is excited that "This position will extend into the sphere of professional and community relations on a much larger scale, and could impact many students."

When asked about an interesting personal fact, Joe shared that, "Accordingly to my great grandmother, when Columbus didn't find riches in the New World, her great-great-great grandfather, Captain Vallejos, brought him back to Spain in chains to answer to the Queen."

- Denny Gasca joined College Access Programs on March 4, 2019, as a student services specialist replacing Joanne Gasca who recently took a position with the Chemeketa Accelerated Pathways to Success (CAPS) (referred to as the HSI) grant in Student Recruitment.
- Peter "Pete" Hale is the new systems analyst (technology analyst II) assigned to the CAPS grant for Student Recruitment, Enrollment & Graduation Services as of March 18, 2019.
- Rachel Danskey joined Human Resources on April 1, 2019, as the new benefits/leave specialist. Rachel worked previously for Western Oregon University for about a year as a benefits coordinator overseeing PEBB and PERS benefits. Rachel shared that, "My goal has always been to work at Chemeketa, because I feel it is part of the community. I live in Woodburn and enjoy the shorter commute to Chemeketa now. I am very excited to be here."

Report-1c
April 17, 2019

- Alicia Jabin was hired as a 10-month instructional technician for Business, Technology, ECE and Visual Communications on April 5, 2019. Alicia's assignment is as the evening program lead at the Child Development Center. Alicia previously worked for the college in a part-time hourly position.

CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

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

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

Board members met in early April to discuss recruiting new exempt board members for next year and updating the Administrative Handbook for Exempt Employees.

**BUDGET COMMITTEE MEMBER SELECTION PROCESS FOR
VACANCIES IN ZONE 4 AND ZONE 6 FOR 2019–2022**

Prepared by

David Hallett, Vice President—Governance and Administration

Two Budget Committee positions will open on June 30, 2019. The two positions are in Zone 4, which is currently held by Mike Stewart and Zone 6, which is currently held by Gustavo Gutierrez-Gomez.

ACTION NECESSARY UNDER BOARD POLICY/PROCEDURE NO. 1170

Mike Stewart, Zone 4 May appoint or advertise*

Gustavo Gutierrez-Gomez, Zone 6 May appoint or advertise*

PROPOSED BUDGET MEMBER SELECTION TIMELINES

| | |
|---|----------------------|
| Openings Announced to Board of Education | April 17 |
| Approval of Selection Process and Timelines | May 15 |
| Legal Notice Published, if necessary | By or before June 10 |
| Deadline for Applications to the President's Office | June 24 |
| Application Screening | TBD |
| Appointment of New Budget Committee Members | TBD |

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

An agenda action item will be prepared for the May meeting to confirm the timelines.

COLLEGE POLICIES
#2415—COLLEGE PUBLIC SAFETY AUTHORITY;
#2550—INTEGRATED PEST MANAGEMENT;
#3510—COLLEGE-FUNDED STUDENT EMPLOYEES: DEFINITION; AND
#6060—CHEMEKETA COMMUNITY COLLEGE RESERVES POLICY

Prepared by

Rebecca Hillyer, General Counsel
Miriam Scharer, Associate Vice President/Chief Financial Officer
Julie Huckestein, President/Chief Executive Officer

COLLEGE PUBLIC SAFETY AUTHORITY—POLICY #2415

This policy was last reviewed by the board in January 2016. This policy has two paragraphs added to further define and clarify a College Public Safety Officer's statutory authority.

INTEGRATED PEST MANAGEMENT—POLICY #2550

This policy was last reviewed by the board in March 2016. This policy has a few edits for clarity and delegated responsibilities.

COLLEGE-FUNDED STUDENT EMPLOYEES: DEFINITION—POLICY #3510

This policy was last reviewed by the board in March 2016. No changes are recommended to this policy.

CHEMEKETA COMMUNITY COLLEGE RESERVES POLICY—POLICY #6060

This policy is a new policy formalizing the college's existing practices with regard to financial reserves. These practices have previously been included in the college's financial guidelines. In review of the guidelines, and with additional external advice, it was determined that a formal policy would best serve the college.

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 May board meeting.

Administrative Series—2000

COLLEGE PUBLIC SAFETY AUTHORITY

Chemeketa Community College's Public Safety department has the authority to ask persons for identification and to determine whether individuals have lawful business at the college. Public Safety officers have the authority to issue parking tickets (citations) to students, employees, and visitors who are in violation of the college's Traffic Code. In addition, Public Safety officers have limited peace officer authority to enforce the Oregon Traffic Code on all college facilities.¹

Public Safety officers possess citizen's arrest authority, but not probable cause arrest authority. Criminal incidents are referred to the local police/sheriff department who have that has jurisdiction at the particular college location. The Public Safety office endeavors to maintain a professional working relationship with the various local law enforcement agencies.

All crime victims and witnesses are strongly encouraged to immediately report the crime to Public Safety and the local law enforcement agency. Prompt reporting will assure timely warning notices on college property and timely disclosure of crime statistics.

September 19, 2012

Adopted College Board of Education

January 20, 2016

Revised College Board of Education

¹ ORS 341.300

Administrative Series—2000

INTEGRATED PEST MANAGEMENT

To promote the health and safety ~~concerns~~ of students, employees, and community members, the Chemeketa Community College Board of Education shall adopt an ~~i~~Integrated ~~p~~Pest ~~m~~Management plan (IPM) ~~which that~~ emphasizes the least possible risk to students, employees, and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.¹

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically and environmentally sound measures that:
 - a. Protect the health and safety of students and employees;
 - b. Protect the integrity of college buildings and grounds;
 - c. Maintain a productive learning environment; and
 - d. Protect local ecosystem health.
2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation, and maintenance that promote or allow for the establishment, feeding, breeding, and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;
3. Incorporates the use of sanitation, structural remediation, or habitat manipulation or of mechanical, biological, and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;
4. Includes regular monitoring and inspections to detect pests, pest damage, and unsanctioned pesticide usage;
5. Evaluates the need for pest control by identifying acceptable pest population density levels;
6. Monitors and evaluates the effectiveness of pest control measures;
7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;
8. Excludes the application of pesticides for purely aesthetic purposes;

¹ ORS 634.700 et al

Administrative Series—2000

INTEGRATED PEST MANAGEMENT (Continued)

9. Includes education of college employees about sanitation, monitoring, inspection, and pest control measures and prohibits the unauthorized possession and/or application of pesticides by employees, students, community members, vendors, and contractors on college owned and/or controlled property;
10. Gives preference to the use of nonchemical pest control measures;
11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and
12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The college shall designate the director of capital projects/facilities and operations as the Integrated Pest Management Plan coordinator and give the IPM coordinator or give that person the authority for overall implementation and evaluation of the IPM plan.

June 27, 2012
Adopted College Board of Education
March 16, 2016
Revised College Board of Education

Personnel Series—3000

COLLEGE-FUNDED STUDENT EMPLOYEES: DEFINITION

Chemeketa Community College-funded student employees are those student employees who are currently enrolled at least half time and who work in student positions that are funded through the college.

July 17, 1985

Adopted College Board of Education

April 19, 2006; March 16, 2016

Revised College Board of Education

Business Operations Series—6000

CHEMEKETA COMMUNITY COLLEGE RESERVES POLICY

Chemeketa Community College will maintain adequate reserve funds in order to ensure the long-term fiscal health of the college and a balanced operating budget.

In accordance with Government Finance Officers Association's (GFOA) best practices, reserve funds may be established and maintained for the following purposes:

- Reserve funds can include funds budgeted for contingency and ending fund balances
- Reserve funds address emergencies, unanticipated expenses, or a temporary shortfall;
- Reserve funds provide stability during economic cycles;
- Reserve funds provide resources for capital construction and maintenance needs;
- Reserve funds are designated for a specific stated purpose (e.g. debt service for bond repayment or PERS bonds);
- Reserve funds may be internally or externally restricted

To meet the objectives of this policy, the college president/chief executive officer or designee shall ensure that the college maintains the following reserve funds:

General Fund Reserve:

Annually, the College will maintain a target range of 10-15% of total budgeted revenues as an ending fund balance for the General Fund. The revenues will include the smoothed state revenues to account for the eight quarterly state payments received (five payments during the first year of the biennium and three payments during the second year of the biennium). If the Ending Fund Balance falls to less than 5%, the college shall establish a plan to replenish the Ending Fund Balance to 5% within two years. These funds are internally restricted.

Capital Fund Reserve:

The College will maintain a Capital Fund reserve to fund ongoing maintenance and repairs to existing facilities. The Capital Fund reserve also funds the construction of new buildings, infrastructure improvements, and the acquisition, maintenance and replacement of capital equipment. These funds are internally restricted and used with the approval of the Capital Projects Steering Committee and the president/chief executive officer.

Additional uses include Certificate of Participation (COP) debt repayment, building support fund, and compensation for employees that support the leasing program or other facilities functions.

Plant Emergency Fund:

The college will maintain a Plant Emergency Fund for the necessary repairs or replacement of facilities and equipment on an emergency basis. These funds are internally restricted and the target balance in this fund shall be \$750,000 and will generally be replenished annually based on use.

Business Operations Series—6000

CHEMEKETA COMMUNITY COLLEGE RESERVES POLICY (Continued)

Chemeketa Cooperative Regional Library Service (CCRLS) reserve:

The CCRLS designates a reserve fund in order to accumulate sufficient resources to support major purchases (e.g. courier vehicles) and technology system upgrades. These funds are restricted per local budget law and ORS 294.346.

Debt Service Fund Reserve:

The College will maintain a Debt Service fund to pay debt service requirements for the current year and build reserve funds to guarantee future debt payments. These funds are internally restricted and established to pay the following:

- Public Employee Retirement System (PERS) bonds debt service and to offset large increases to the employer contribution rates for monthly pension expenses. The college will maintain a target of three to five years of upcoming payments to be held in reserve.
- Certificates of Participation (COP's) issued based on the college's "full faith and credit" or ability to repay the debt with internal resources. The college will maintain a target of approximately one annual debt payment to be held in reserve.

Intra-College Services Fund Reserve:

The College will maintain internally restricted reserve funds within the Intra College Services Fund for the following:

- Long Range Maintenance Reserve - used for large, one-time facilities maintenance needs
- Insurance reserve - used to fund the premium relief for employee medical insurance and to pay for any unexpected insurance costs
- Reserve for unemployment - pays the cost of unemployment claims that exceed available current resources since the college self-insures for unemployment

Changes in the use of internally restricted reserve funds require the approval of the college's Executive Team and president/chief executive officer.

The College will maintain Financial Guidelines that further describe general financial planning and practices of the college including financial reserves.

Adopted College Board of Education

COLLEGE POLICY #4310—ACADEMIC FREEDOM

Prepared by

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

ACADEMIC FREEDOM—POLICY #4310

The policy was reviewed and approved by the Academic Standards Advisory Council in March 2019 and aligns with the Faculty Collective Bargaining Agreement.

The policy added numbers one through five, which is included in Article 27 of the Collective Bargaining Agreement.

The College Board of Education will be asked to approve policy 4310 at the May board meeting.

Educational Program Series—4000

ACADEMIC FREEDOM^{1,2}

- A. The purpose of this statement is to promote public understanding and support of academic freedom and professional responsibility to the students, to the community, and to Chemeketa Community College. This institution is being operated for the common good and not to further the interest of either the individual instructor or the institution as a whole. The common good depends upon the free search for truth and its free expression.
- B. Academic freedom is essential to these purposes and is applied to teaching and other college-related activities. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the faculty member in teaching and of the student to freedom in learning. It carries with it duties correlative with the faculty member's rights; in discussing the subject in the classroom, in research and in the publication, as a citizen, as a member of ~~his/her~~ their institution, and as a member of ~~his/her~~ their community.
1. A faculty member is entitled to freedom in the classroom in discussing the subject, but they should be careful not to introduce into their teaching controversial matters, which is not related to their subject.³
 2. A faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties and in concert with existing college policies and publications and printing.
 3. A faculty member is a citizen, a member of a learned profession, and a member of the educational institution. When they speak or write as a citizen, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As a person of learning and as an education member, they should remember that the public may judge their profession and their institution by their utterances.
 4. As a member of their institution, the faculty member seeks above all to be an effective teacher. Although they observe the stated regulations of the institution, they maintain their rights to criticize and seek revision.
 5. As a member of their community, the faculty member has the rights and obligations of any citizen. They determine the amount and character of the civic and community involvement outside the institution with due regard to their responsibilities within it. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the faculty member has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

February 18, 2015
Adopted College Board of Education

Revised College Board of Education

¹ American Association of University Professors 1940 Statement of Principles

² Article 27 (Collective Bargaining Agreement)

³ American Association of University Professors 1970 Interpretive Comments

**PROPOSED SCHEDULE OF COLLEGE BOARD OF EDUCATION
MEETINGS FOR 2019–2020**

Prepared by

David Hallett, Vice President—Governance and Administration

The following dates have been selected for the 2019–2020 College Board of Education meeting schedule. The dates fall on the third Wednesday of each month except for July 2019, June 2020, and July 2020, scheduled for the fourth Wednesday of the month due to fiscal issues. The July 2019 meeting will be held at Polk Center, September 2019 meeting will be held at Woodburn Center and the tentative July 2020 meeting will be held at Brooks Center. All other board meetings will be held on the Salem Campus.

July 24 (fourth Wednesday) (Polk Center)

September 5—Board Work Session (TBA)

September 18 (Woodburn Center)

October 23

November 20

December 18

January 15

January 22—Board Work Session/Budget Orientation (TBA)

February 19

March 18

April 15

May 20

June 24 (fourth Wednesday)

Tentative 2020–2021

July 22 (fourth Wednesday) (Brooks Center)

Locations of meetings are tentative. The schedule for 2019–2020 will be brought back next month for approval, excluding the tentative date for July 2020.

PRESIDENTIAL EVALUATION PROCESS

Prepared by

Neva Hutchinson, Chair—Board of Education

The annual performance evaluation of President Julie Huckestein will be completed and reported to the public on June 26, 2019, in accordance with board policy and ORS 192.660(1)(i).

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

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

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

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

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

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

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

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April 17, 2019

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

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

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

Worksheet (See attached copy.)



Name _____

Date _____

ANNUAL PRESIDENT’S EVALUATION

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

A. The Board of Education

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

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

Notes:

B. Management Competencies

B1. Achieves Results

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

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

Notes:

B2. Communicates Effectively

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

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

Notes:

B3. Facilitates Team Success

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

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

Notes:

C. The Community (Core Theme: Community Collaborations)

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

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

Notes:

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

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

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

Notes:

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

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

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

Notes:

F. College Personnel (Core Theme: Academic Quality)

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

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

Notes:

President's Comments:

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

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

DIRECT SUPPORT PROFESSIONAL ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepared by

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

Chemeketa continues to listen to community and employer feedback on training needed for high demand/family wage jobs in the community. The research and development of this degree was a result of working with agencies such as Catholic Community Services and other homecare providers who have clients with cognitive disabilities.

The graduates who earn a Direct Support Professionals degree will be able to work in support and leadership positions for public and private agencies serving people with cognitive disabilities. The advisory committee recommended the degree to be titled “Direct Support Professional” to align with the nationally accepted name. The curriculum includes courses in human development, leadership, and case management. For this degree there will only be three new courses, the rest of the credits come from already established course work in the Human Services Program.

According to the State of Oregon Employment Department (qualityinfo.org), it is projected that jobs will grow 14.9 percent statewide and 11.9 percent within the Mid-Valley region of Oregon between 2017–2029 with 883 statewide and 128 Mid-Valley projected openings per year. Average wages (2017) in the Mid-Valley region was \$40,270/year. Statewide, there were approximately 941 openings on November 27, 2018. The state predicts that job growth will be much faster than statewide average for the foreseeable future. The Bureau of Labor Statistics (bls.gov) shows a location quotient of 1.27 statewide and 1.80 in the Salem Metropolitan area.

The above recommendation was approved by the Human Services Program Advisory Committee on October 26, 2018 and the college’s Curriculum Committee on January 15, 2019.

The College Board of Education will be asked to approve the Direct Support Professional Associate of Applied Science Degree at the May 2019 board meeting.

DIRECT SUPPORT PROFESSIONAL ASSOCIATE OF APPLIED SCIENCE DEGREE

| Course No. | Course Title | Credit Hours |
|-------------------|--|---------------------|
| Term 1 | | |
| HS101 | Addiction Pharmacology and Physiology | 4 |
| HS150 | Personal Effectiveness | 3 |
| HS152 | Stress Management | 1 |
| HS158 | Trauma Informed Management Care | 3 |
| WR121 | Academic Composition | 4 |
| | Term 1 Total | 15 |
| Term 2 | | |
| CIS101 | Computing Concepts | 3 |
| | or | |
| CA100 | Beginning Computing | (3) |
| HS103 | Ethics for Human Services | 3 |
| HS155 | Fundamentals of Interviewing | 3 |
| HS170 | Introduction to Practicum | 4 |
| PSY201 | Introduction to Psychology: Mind and Body | 4 |
| | Term 2 Total | 17 |
| Term 3 | | |
| HS140 | Addressing Client Violence | 1 |
| HS211 | Wellness Counseling | 4 |
| HS260 | Group Dynamics | 3 |
| HS265 | Casework Interviewing | 3 |
| HS284D– HS288D | Practicum/HS, Direct Support Professional* | 6 |
| | Term 3 Total | 17 |
| Term 4 | | |
| HS266 | Comprehensive Case Management | 3 |
| HS284D– HS288D | Practicum/HS, Direct Support Professional* | 6 |
| PSY237 | Life Span Development | 4 |
| | Term 4 Total | 13 |
| Term 5 | | |
| HS225 | Therapeutic Recreation | 3 |
| HS284D– HS288D | Practicum/HS, Direct Support Professional* | 6 |
| MTH060 | Introductory Algebra (or higher) | 4 |
| PSY239 | Abnormal Psychology | 4 |
| | Term 5 Total | 17 |

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April 17, 2019

| | | |
|--|--|-----------|
| Term 6 | | |
| HS213 | Multicultural Issues | 3 |
| HS223 | Aging: Theory and Practice | 3 |
| HS250 | Leadership in Behavioral Health | 4 |
| HS284D– HS288D | Practicum/HS, Direct Support Professional* | 7 |
| | Term 6 Total | 17 |
| | TOTAL PROGRAM HOURS | 96 |
| *Must complete 25 credits of HS284D–HS288D | | |

PERSONNEL REPORT

Prepared by

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

NEW HIRES AND NEW POSITIONS

Rachel Danskey, Department Specialist—Human Resources, Governance and Administration Division, replacement, 100 percent, 12-month assignment, Range B-3, Step 3.

Peter B. “Pete” Hale, Technology Analyst II—Student Recruitment, Enrollment and Graduation Services, Student Development and Learning Resources Division, new position, 100 percent, 12-month assignment, Range C-2, Step 5.

Tom W. Howard, Coordinator-Real Estate Services—Budget and Finance, College Support Services Division, replacement, 100 percent, 12-month assignment, Range C-2, Step 6.

Alicia C. Jabin, Instructional Technician-10 month—Business, Technology, Early Childhood Education and Visual Communications, Career and Technical Education Division, new position, 100 percent, 12-month assignment, Range B-3, Step 4.

POSITION CHANGES

Jamila Naas, Financial Services Technician II—Business Services, College Support Services Division, replacement, 100 percent, Range B-2, Step 3, from Financial Services Technician I—Business Services, College Support Services Division.

RETIREMENTS

Shirley A. Comstock, Financial Services Specialist—Bookstore and Auxiliary Services, College Support Services Division, effective May 31, 2019.

William E. “Bill” Riffle, Coordinator-Real Estate Services, Capital Projects and Facilities, College Support Services Division, effective April 30, 2019.

Wendy L. Sahnou, Financial Services Technician II—Business Services, College Support Services Division, effective May 31, 2019.

SEPARATIONS

Casey L. Dolato, Student Services Specialist—College Access Programs, Student Development and Learning Resources Division, effective March 15, 2019.

Octavian C.A. Düm, Technology Analyst I—Information Technology, College Support Services Division, effective April 5, 2019.

Kekeli K. Gbofu, Student Services Assistant—Enrollment Services, College Support Services Division, effective April 12, 2019.

BUDGET STATUS REPORT

Prepared by

Katie Bunch, Director—Business Services
Rich McDonald, Director—Budget and Finance
Miriam Scharer, Associate 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 March 31, 2019, are attached.

The following items are included in the report:

- General Fund Revenue and Expense Statement
- General Fund Budget Status Report
- Status of Investments as of March 31, 2019
- Quarterly Update of Other Funds

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

Standard Report-2
 April 17, 2019

Fund 100000 - General Fund Unrestricted

| | <u>ADJUSTED BUDGET</u> | <u>YEAR-TO-DATE ACTUAL</u> | <u>% OF BUDGET</u> | <u>VARIANCE TO BUDGET</u> |
|--|----------------------------|--------------------------------|------------------------|-------------------------------|
| Resources: | | | | |
| Property Taxes | 21,250,000 | 21,882,868 | 102.98% | 632,868 |
| Tuition and Fees | 20,200,000 | 21,106,914 | 104.49% | 906,914 |
| State Appropriations - Current | 23,751,162 | 23,660,246 | 99.62% | (90,916) |
| State Appropriations - Carryover from FY18 | 8,028,838 | 8,028,838 | 100.00% | - |
| Indirect Recovery | 1,970,000 | 1,321,551 | 67.08% | (648,449) |
| Interest | 440,000 | 553,080 | 125.70% | 113,080 |
| Miscellaneous Revenue | 200,000 | 456,418 | 228.21% | 256,418 |
| 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 | 87,131,638 | 100.92% | 791,638 |
| Expenditures: | | | | |
| Instruction | 34,011,877 | 24,889,056 | 73.18% | 9,122,821 |
| Instructional Support | 12,047,538 | 8,814,259 | 73.16% | 3,233,279 |
| Student Services | 7,620,513 | 5,498,942 | 72.16% | 2,121,571 |
| College Support Services | 16,260,844 | 11,065,315 | 68.05% | 5,195,529 |
| Plant Operation and Maintenance | 6,624,228 | 4,415,572 | 66.66% | 2,208,656 |
| Transfers and Contingency | 8,275,000 | 2,994,252 | 36.18% | 5,280,748 |
| Total Expenditures | 84,840,000 | 57,677,396 | 67.98% | 27,162,604 |
| Unappropriated Ending Fund Balance | 1,500,000 | 29,454,242 | | |

Chemeketa Community College
Budget Status Report
As of March 31, 2019

Fund 100000 - General Fund Unrestricted

| Account | Account Description | Adjusted Budget | YTD Activity | Encumbrances | Available Balance |
|---------|------------------------------------|----------------------|----------------------|---------------------|----------------------|
| 6110 | Exempt Salaries | 8,271,303.00 | 5,987,151.35 | 1,961,377.68 | 322,773.97 |
| 6120 | Classified Salaries | 11,682,474.00 | 8,378,713.70 | 2,769,210.62 | 534,549.68 |
| 6124 | Part-Time Hourly & Student Wages | 1,286,540.00 | 931,709.97 | - | 354,830.03 |
| 6130 | Faculty Salaries | 16,042,074.00 | 11,988,705.40 | 3,515,186.20 | 538,182.40 |
| 6132 | Part-Time Faculty | 6,292,903.00 | 5,025,050.71 | - | 1,267,852.29 |
| 6510 | Fixed Fringe Benefits | 9,537,765.00 | 6,638,375.21 | - | 2,899,389.79 |
| 6511 | Variable Fringe Benefits | 13,559,823.00 | 9,544,822.17 | - | 4,015,000.83 |
| 6512 | Other Fringe Benefits | 380,000.00 | 262,069.00 | - | 117,931.00 |
| | Subtotal Personnel Services | 67,052,882.00 | 48,756,597.51 | 8,245,774.50 | 10,050,509.99 |

72.71%

| Account | Account Description | Adjusted Budget | YTD Activity | Encumbrances | Available Balance |
|---------|--|----------------------|----------------------|---------------------|----------------------|
| 710 | Materials & Supplies | 1,829,303.00 | 695,154.89 | - | 1,134,148.11 |
| 720 | Equipment \$500-\$4,999 | 266,225.00 | 84,679.61 | 8,337.94 | 173,207.45 |
| 7300 | Legal Services | 105,094.00 | 23,713.94 | 39,400.00 | 41,980.06 |
| 7310 | Insurance | 619,080.00 | 498,628.18 | - | 120,451.82 |
| 7320 | Maintenance | 536,145.00 | 199,552.16 | 7,320.00 | 329,272.84 |
| 7330 | Communications | 875,122.00 | 600,887.57 | 255.16 | 273,979.27 |
| 7340 | Space Costs | 1,848,251.00 | 1,092,117.02 | 30,753.56 | 725,380.42 |
| 7350 | Staff Development | 131,591.00 | 95,995.84 | - | 35,595.16 |
| 7360 | Travel | 387,853.00 | 185,040.02 | - | 202,812.98 |
| 7370 | Other Services | 2,755,052.00 | 2,354,244.94 | 170,473.22 | 230,333.84 |
| 7550 | Capital Outlay | 158,402.00 | 96,532.11 | - | 61,869.89 |
| 8150 | Transfers Out | 4,775,000.00 | 2,994,252.03 | - | 1,780,747.97 |
| 8500 | Contingency | 3,500,000.00 | - | - | 3,500,000.00 |
| | Subtotal Non-Personnel Services | 17,787,118.00 | 8,920,798.31 | 256,539.88 | 8,609,779.81 |
| | Report Totals | 84,840,000.00 | 57,677,395.82 | 8,502,314.38 | 18,660,289.80 |

67.98%

STATUS OF INVESTMENTS AS OF MARCH 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 3-31-2019</u> |
|---|-----------------------------------|----------------------|------------------------|---------------------------------|
| Oregon Short-Term Fund - General | 3-31-2019 | On demand | \$23,433,983.29 | 2.75% |
| Oregon Short-Term Fund - Capital | 3-31-2019 | On demand | \$ 9,963,971.25 | 2.75% |
| <u>Other Investments</u> | <u>Investment Date</u> | <u>Maturity Date</u> | <u>Amount Invested</u> | <u>Yield</u> |
| Discounted CP - Exxon Mobile | 02-08-2019 | 04-23-2019 | \$1,990,092.22 | 2.456% |
| Discounted CP - Caterpillar Inc. | 02-07-2019 | 05-06-2019 | \$2,981,006.67 | 2.643% |
| 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 - JP Morgan Chase | 02-08-2019 | 10-15-2020 | \$2,069,732.57 | 2.930% |

13 week Treasuries 2.35% as of 3/29/2019

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

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**Chemeketa Community College
 Quarterly Update of Other Funds
 July 1, 2018 - March 31, 2019**

| | FUND # | RESOURCES | OBLIGATIONS | BALANCE |
|--|---------------|----------------------|----------------------|----------------------|
| Auxiliary Services | 680 | \$ 7,451,369 | \$ 3,308,781 | \$ 4,142,588 |
| Self-Supporting Services | 2000 | 23,425,951 | 15,568,417 | 7,857,534 |
| Intra-College Services | 2800 | 11,116,300 | 4,066,366 | 7,049,934 |
| Student Government, Clubs & Newspaper | 7200 | 150,586 | 51,862 | 98,724 |
| Athletics | 7500 | 372,735 | 357,800 | 14,935 |
| TOTAL | | \$ 42,516,941 | \$ 23,353,226 | \$ 19,163,715 |

| | FUND # | BUDGET | OBLIGATIONS | BALANCE |
|-----------------------|---------------|-----------------------|----------------------|----------------------|
| Reserve Funds | 2650 & 670000 | \$ 1,080,000 | \$ - | \$ 1,080,000 |
| Regional Library | 2600 | 4,062,000 | 3,100,092 | 961,908 |
| Capital Development | 6000-6500 | 21,000,000 | 4,139,623 | 16,860,377 |
| Student Financial Aid | 4200 | 66,487,500 | 38,761,252 | 27,726,248 |
| Special Projects | 3000 | 17,700,000 | 4,499,385 | 13,200,615 |
| Debt Service | 590 | 41,600,000 | 2,522,589 | 39,077,411 |
| TOTAL | | \$ 151,929,500 | \$ 53,022,941 | \$ 98,906,559 |

CAPITAL PROJECTS REPORT

Prepared by

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

PLANNING AND PRE-PLANNING CAPITAL PROJECTS

- **Agricultural Complex**
Work continues with partners on the final design. While it now appears that the Agricultural Complex will not house any non-college partners or programs, Chemeketa has continued to work in partnership with the local agricultural community to create a facility that can be a centerpiece for agricultural education in the region.
- **Woodburn Center**
Renovations have recently been completed to two large areas of tenant operated spaces at the Woodburn Center. The areas included a new classroom as well as a completely updated resource room. The resource room will serve customers in a more open and inviting atmosphere.
- **Building 3, Rooms 118–120**
Complete replacement of all HVAC related ductboard located in these classrooms has been completed. Installation of a new ceiling grid system with new lighting and all new audio video components has been completed as well.

See Appendix–2; Campus Map pages 73–74.

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**COLLEGE ADVANCEMENT REPORT
JANUARY 2019–MARCH 2019**

Prepared by

David Hallett, Vice President—Governance and Administration
Julie Huckestein, President/Chief Executive Officer

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

**GRANT ACTIVITIES
JANUARY 2019–MARCH 2019**

Prepared by

Peggy Greene, Coordinator—Institutional Grants
Julie Peters, Director—Organizational Effectiveness
David Hallett, Vice President—Governance and Administration
Julie Huckestein, President/Chief Executive Officer

GRANTS SUBMITTED JANUARY 2019–MARCH 2019

| Grantor | Department | Description | Amount |
|---|--|---|---------------|
| Willamette University Master of Business Administration Community Grant Program | Chemeketa Foundation | To provide food for the Chemeketa Food Pantry and emergency financial assistance for students through the Foundation's Student Relief Fund. New, one-year grant. | 23,000 |
| Willamette Workforce Partnership | Regional Education and Academic Development | To support a new regional Youth Services Program to serve youth ages 16–24 across Marion, Polk, Linn, and Yamhill counties with educational and workforce training, and wraparound services. New, one-year grant. Grantor anticipates renewing for three additional years. | 1,400,000 |
| National Science Foundation (NSF) | Mathematics | In partnership with Oregon State University (OSU), this supports a transfer pathway to OSU's biological data science program. Chemeketa will develop and offer a new course (BDS 211). Students who successfully complete the course will be eligible for paid summer research experiences at OSU. New, three-year grant. | 57,382 |
| Oregon Office of Emergency Management | Emergency and Risk Management | In partnership with Marion County Emergency Management, this supports equipment for use by the Marion County Joint Information Center (Salem | 72,550 |

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| | | | |
|-------------|--|--|--------------------|
| Open Oregon | Health, Human Performance, and Athletics | Campus) and Secondary Emergency Operations Center (Brooks Center). New, one-year grant. To support faculty Raschel Larsen's participation in the Open Educational Resources (OER) Course Redesign Sprint event for OER development of course HE 213, Women's Health Issues. One-time grant. | 1,102 |
| | | | Total: \$1,554,034 |

GRANTS PENDING NOTIFICATION

| Grantor | Department | Description | Amount |
|-----------------------------------|--|--|---------------|
| National Science Foundation (NSF) | Math and Science, Education, and College Access Programs | To provide a new support program through the NSF Robert Noyce Teacher Scholarship program in partnership with Pacific University to increase the number of students pursuing careers as STEM teachers. New, five-year grant. | 165,712 |
| National Science Foundation | Physical Science | To provide development, implementation, and testing of new distance learning tools and curriculum for Physics II and Physics III courses in partnership with Portland State University. New, three-year grant. | 74,877 |

GRANTS DECLINED

| Grantor | Department | Description | Amount |
|---|-------------------------------|--|---------------|
| State Farm | Emergency and Risk Management | To provide a specialized training on disaster cost recovery planning for colleges and other public agencies. New, one-year grant. | 10,000 |
| Willamette University Master of Business Administration Community Grant Program | Chemeketa Foundation | To provide food for the Chemeketa Food Pantry and emergency financial assistance for students through the Foundation's Student Relief Fund. New, one-year grant. | 23,000 |

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GRANTS AWARDED JANUARY 2019–MARCH 2019

| Grantor | Department | Description | Amount |
|----------------|--|--|---------------|
| Open Oregon | Health, Human Performance, and Athletics | To support faculty Raschel Larsen's participation in the OER Course Redesign Sprint event for OER development of course HE 213, Women's Health Issues. One-time grant. | 1,102 |
| Total: | | | \$1,102 |

The grants awarded must be accepted by the board. The above-awarded grants also appear as an action item for board acceptance.

CHEMEKETA COMMUNITY COLLEGE FOUNDATION QUARTERLY REPORT

Prepared by

Nancy Duncan, Executive Director—Foundation
David Hallett, Vice President—Governance and Administration
Julie Huckestein, President/Chief Executive Officer

SCHOLARSHIP SEASON

The 2019–2020 scholarship application deadline was extended and was closed on April 5. The scholarship application opened on February 1, and students accessed the online application via their My Chemeketa account. The online application continues to be supported by Chemeketa's IT department. The Foundation anticipates awarding approximately 500 or more scholarships for the 2019–2020 academic year.

STARS RECEPTIONS IN 2019

The STARS reception continues to be one of the Foundation's most special annual events. Students share their struggles, goals, achievements and heartfelt thanks. It is a chance to hear how donors are making a difference in the lives of students and a chance for scholarship recipients to say thank you.

Again, this year the foundation will hold two STARS receptions. This year's receptions will be held in Salem at the Broadway Commons on Friday, May 10, 3:30–5 pm and in McMinnville at Yamhill Valley Campus on Friday, May 17, 3:30–5 pm. The college hopes you will mark your calendars and attend these special receptions recognizing donors and student scholarship recipients.

NURSING PROGRAM 50th ANNIVERSARY CELEBRATION

The Nursing Program is hosting a special 50th anniversary celebration on May 4. The Chemeketa Nursing program began auspiciously in 1969 holding classes in a bus and over the last 50 years has transformed into current day classrooms much like a working hospital. In coordination with the Foundation, the Nursing department is raising funds through ticket sales and sponsorships with proceeds going toward Nursing scholarships and program needs. The celebration event will be held at the Creekside Golf Club from 5–7 pm. Tickets can be purchased at the Foundation's website at chemeketa.thankyou4caring.org/events.

2018 FOUNDATION ANNUAL REPORT

The 2018 Foundation annual report is close to completion and will arrive in donors, community leaders and partner's inboxes over the next few months. The Foundation is working with the marketing department and a graduate of the Chemeketa Visual Communications program on design and presentation. The Foundation is excited to share the 2018 annual report with donors.

WINTER TERM ENROLLMENT REPORT

Prepared by

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

Items included in this report:

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

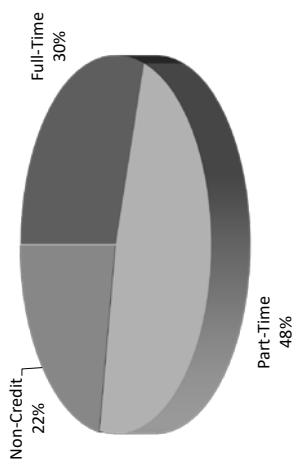
Winter 2019

STUDENTS (unduplicated headcount)

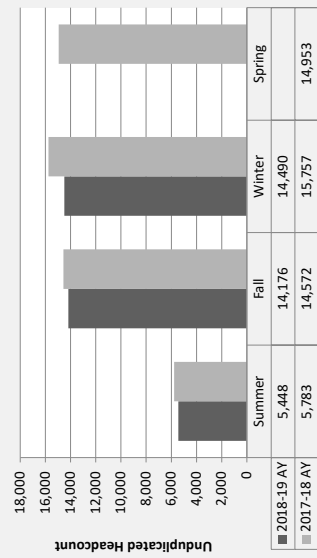
| | |
|-----------------------|---------------|
| Total Students | 14,490 |
|-----------------------|---------------|

| Full-Time | Part-Time | Non-Credit |
|-----------|-----------|------------|
| 4,317 | 6,943 | 3,230 |
| 29.8% | 47.9% | 22.3% |

Student Status



Total Student Headcount

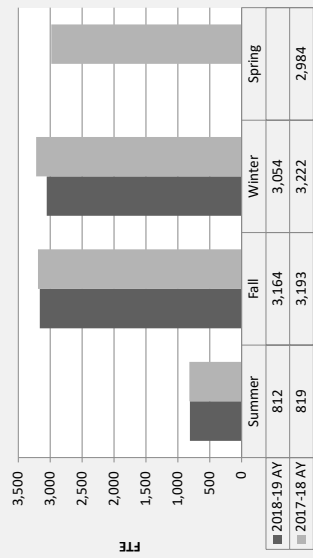


FTE

| | |
|------------------|--------------|
| Total FTE | 3,054 |
|------------------|--------------|

| Full-Time | Part-Time | Non-Credit |
|-----------|-----------|------------|
| 1,483 | 1,003 | 569 |
| 48.5% | 32.8% | 18.6% |

Total FTE

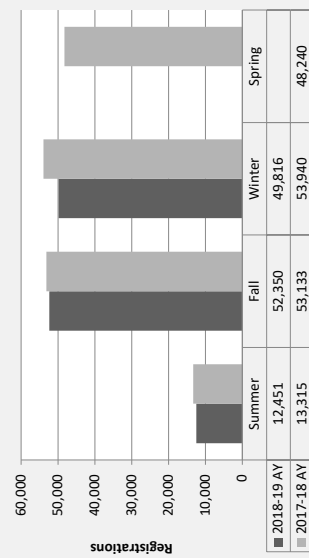


ENROLLMENTS (duplicated headcount)

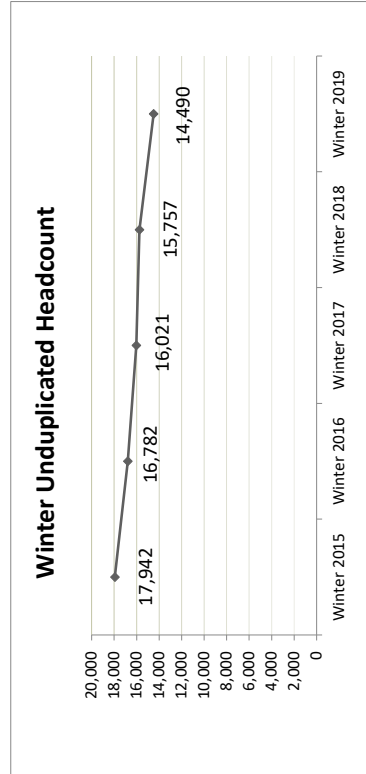
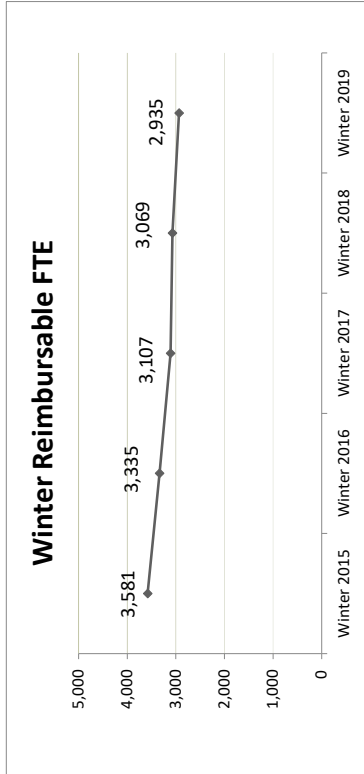
| | |
|--------------------------|---------------|
| Total Enrollments | 49,816 |
|--------------------------|---------------|

| Full-Time | Part-Time | Non-Credit |
|-----------|-----------|------------|
| 19,376 | 13,392 | 17,048 |
| 38.9% | 26.9% | 34.2% |

Total Enrollments



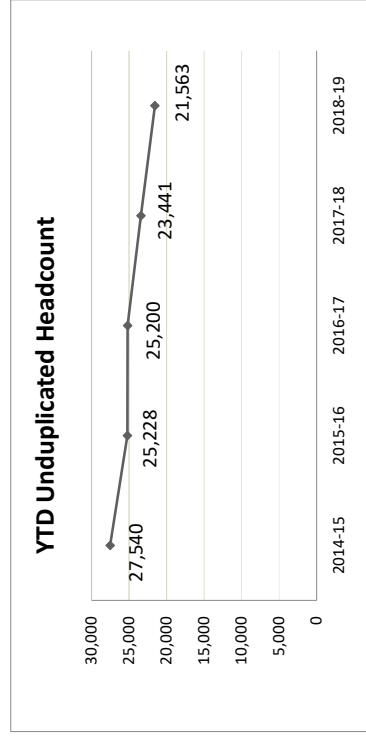
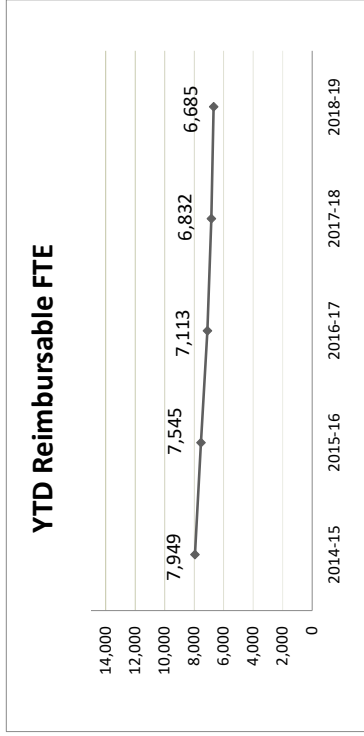
| Winter-to-Winter Comparison | | | |
|-------------------------------|-------------|-------------|----------|
| Winter Term FTE and Headcount | Winter 2018 | Winter 2019 | % Change |
| Reimbursable FTE | 3,069 | 2,935 | -4.4% |
| Non-Reimbursable FTE | 152 | 120 | -21.4% |
| Total FTE | 3,222 | 3,054 | -5.2% |
| Unduplicated Headcount | 15,757 | 14,490 | -8.0% |



| Rate of Change from Winter to Winter | 2014 to 2015 | | 2015 to 2016 | | 2016 to 2017 | | 2017 to 2018 | |
|--------------------------------------|----------------------------|---------|--------------|---------|--------------|--|--------------|--|
| | Change in Reimbursable FTE | ↓ -6.9% | ↓ -6.8% | ↑ -1.2% | ↓ -4.4% | | | |
| Change in Unduplicated HC | ↓ -6.5% | ↓ -4.5% | ↑ -1.6% | ↓ -8.0% | | | | |

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

| Year-to-Date | | | |
|--------------------------------|---------|---------|----------|
| Year-to-Date FTE and Headcount | 2017-18 | 2018-19 | % Change |
| YTD Reimbursable FTE | 6,832 | 6,685 | -2.2% |
| YTD Non-Reimbursable FTE | 401 | 346 | -13.8% |
| YTD Total FTE | 7,234 | 7,031 | -2.8% |
| YTD Unduplicated Headcount | 23,441 | 21,563 | -8.0% |



| Rate of Change YTD to YTD | 2014-15 to 2015-16 | | 2015-16 to 2016-17 | | 2016-17 to 2017-18 | | 2017-18 to 2018-19 | |
|-------------------------------|--------------------------------|---------|--------------------|---------|--------------------|--|--------------------|--|
| | Change in YTD Reimbursable FTE | ↓ -5.1% | ↓ -5.7% | ↑ -3.9% | ↑ -2.2% | | | |
| Change in YTD Unduplicated HC | ↓ -8.4% | ↑ -0.1% | ↓ -7.0% | ↓ -8.0% | | | | |

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.

LINDA RINGO-REYNA, multicultural student services coordinator, and student leader HEATHER VILLEGAS coordinated the 26th annual Thompson/Patch Scholarship Awards on Sunday, March 10 in the Building 2 Student Center. This was the fourth year Chemeketa hosted this event. The awards program honored 22 graduating seniors from the Salem-Keizer schools and Chemawa Indian High School. The majority of the students attend Chemeketa and graduate or transfer to a four-year institution. The Nellie Thompson-Dorothy Patch Scholarship fund is a local non-profit organization that provides scholarships to Salem area ethnic minority students to pursue a college or technical degree. It focuses on students who have shown promise through their efforts to overcome adversity in their own lives. LINDA RINGO-REYNA also serves on the scholarship board. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

The CHEMEKETA COMMUNITY COLLEGE'S WEBSITE was honored with a bronze Paragon Award by the National Council for Marketing and Public Relations (NCMPR) at its annual national conference in San Antonio, Texas on March 25. Congratulations to the Marketing and Public Relations staff NANCY DUNCAN, MEGHAN GALLOP, TERRI JACOBSON, ROBERT LAHUE, and ESTHELA ZENDEJAS. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

100 percent of the Medical Assisting students (29) at Yamhill Valley Campus passed the Medical Assistant National Center for Competence Testing (NCCT) Exam and Phlebotomy (20) exam in March. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

LYNN IRVIN, administrative coordinator in College Support Services, was recently elected to the 2019 American Association of Women in Community Colleges (AAWCC) National Board as Region 8 Director for a three-year term beginning July 1, 2019. The regional district covers Oregon, California, Nevada, Arizona, Hawaii, Washington and Alaska. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

An article was in the Oregon Wine Press Magazine highlighting vineyards and wineries that make sparkling wine. SCOTT DWYER, wine studies program chair, was featured and shared information about Chemeketa Cellars sparkling wine production. Scott has been instrumental in responding to industry trends and needs by developing training opportunities specific to sparkling wine production for Wine Studies students. A copy of the article is in the board folder or can be viewed online at <https://www.oregonwinepress.com/base-instincts>. *(Core Theme:*

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Access—A broad range of educational opportunities and workforce training are provided to students in pursuit of their goals.)

JAMES McNICHOLAS, Chemeketa Accelerated Pathways to Success (CAPS) coordinator, helped to plan the 11th annual Oregon Battle of the Books on Saturday, April 6. TERRY ROHSE and SEAN WARNER managed the facilities and logistics for the event, which was held in the Building 6 Auditorium and surrounding buildings. This is a statewide voluntary reading motivation and comprehension program within K–12 sponsored by the Oregon Association of School Libraries. Regional competitions between schools culminate in a statewide competition. The event is organized by a volunteer team of enthusiastic public school librarians across the state and requires dozens of volunteers and 20+ classrooms. Over 1,000 people attended the event. There were 60 teams from 24 elementary schools, 21 middle schools and 15 high schools that competed. The winners were James John Elementary School (Portland), West Sylvan Middle School (Portland), and Creswell High School. *(Core Theme: Access—A broad range of educational opportunities and workforce training are 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.)*

Thanks to the generous donations from college employees and board members, the Chemeketa chapter of American Association for Women in Community Colleges (AAWCC) had a very successful clothing sale on Monday, April 8. Nearly \$600 was collected for the AAWCC student scholarship. That's 600 items at \$1 each! Clothing left at the end of the sale was donated to several places. The CAMP program collected shirts for their long-sleeved shirt drive for farmworkers, children's clothing went to the STEPS program for their clothing closet, the Chemeketa Hood-to-Coast team took a few boxes for their upcoming clothing sale, and the remainder went to Helping Hands Resources in Salem who provides clothing, bedding, and household items to anyone in need at no charge. Student and employee volunteers who helped plan the event, sort clothing, and staff the sale were NETTE ABDERHALDEN, RITA BLAISDELL, BETH BONNET, ERIKA COKER, KACEY GARCIA, PEGGY GREENE, IRMA GUZMAN, REBECCA HILLYER, SIMONE HUGHES, LYNN IRVIN, LILIANA LANDA-VILLALBA, ADRIAN LUTZ, CATHY MARTELL-STRAIGHT, GUINNE MUIR, LINDA RINGO-REYNA, TERRY ROHSE and MARY SCHROEDER. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

VIVI CALEFFI PRICHARD, Diversity and Equity and Title IX Officer, was recognized as a rising star making a difference for the college and the community they serve. Vivi was one of the recipients of the AAWCC Under 40 Award at the AAWCC Awards breakfast at the American Association of Community Colleges (AACCC) Conference in Orlando, Florida on April 15. *(Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups)*

Students DANA GANN, HAWKEYE MORGAN, and KATHY BEHRING (from Yamhill Valley Campus) were selected as the three Chemeketa students for the Oregon Community College Association (OCCA) All-Oregon Academic Team for 2019. Hawkeye Morgan will be one of the three student speakers. The students will be recognized at a luncheon honoring their academic accomplishments on April 26, at the Chemeketa Eola Northwest Wine Studies Center, along with a photo shoot with Governor Kate Brown at the state Capitol. As an All-Oregon Academic Team member, the students are eligible for national scholarships, and a number of the four-year

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April 17, 2019

universities in Oregon offer transfer scholarships to continue their education. Students were selected based on excellence in the classroom; intellectual curiosity outside the classroom; evidence of substantial development of their talents; and ability to share this development with others. (*Core Theme: Student Success—Students progress and complete their educational goals.*)

Separate Action-1
April 17, 2019

**APPROVAL OF RETIREMENT RESOLUTION
NO. 18-19-14, SHIRLEY A. COMSTOCK;
NO. 18-19-15, WENDY L. SAHNOW; AND
NO. 18-19-16, WILLIAM E. "BILL" RIFFLE
[18-19-141]**

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 is a resolution honoring Shirley A. Comstock and Wendy L. Sahnaw, who retire effective May 31, 2019; and William E. "Bill" Riffle, who retires effective April 30, 2019.

It is recommended that the College Board of Education adopt Resolution No. 18-19-14, Shirley A. Comstock; Resolution No. 18-19-15, Wendy L. Sahnaw; and Resolution No. 18-19-16, William E. "Bill" Riffle.

Separate Action-1
April 17, 2019

**RETIREMENT RESOLUTION NO. 18-19-14,
SHIRLEY A. COMSTOCK**

WHEREAS, Shirley A. Comstock began her 26-year, 10-month association, as a salaried employee, with Chemeketa Community College in August, 1992; and

WHEREAS, Shirley A. Comstock gave dedicated service to Chemeketa Community College currently as Financial Services Specialist, Bookstore and Auxiliary Services Department of College Support Services Division; therefore,

BE IT RESOLVED, that upon her retirement date of May 31, 2019, the College Board of Education hereby honors and commends Shirley A. Comstock for her loyalty, dedication and personal commitment to Chemeketa Community College.

Neva Hutchinson
Board Chairperson

Julie Huckestein
President/Chief Executive Officer

Separate Action-1
April 17, 2019

**RETIREMENT RESOLUTION NO. 18-19-15,
WENDY L. SAHNOW**

WHEREAS, Wendy L. Sahnaw began her 17-year, 8-month association, as a salaried employee, with Chemeketa Community College in October, 2001; and

WHEREAS, Wendy L. Sahnaw gave dedicated service to Chemeketa Community College currently as Financial Services Technician II, Business Services Department of College Support Services Division; therefore,

BE IT RESOLVED, that upon her retirement date of May 31, 2019, the College Board of Education hereby honors and commends Wendy L. Sahnaw for her loyalty, dedication and personal commitment to Chemeketa Community College.

Neva Hutchinson
Board Chairperson

Julie Huckestein
President/Chief Executive Officer

Separate Action-1
April 17, 2019

**RETIREMENT RESOLUTION NO. 18-19-16,
WILLIAM E. "BILL" RIFFLE**

WHEREAS, William E. "Bill" Riffle began his 22-year, 8-month association, as a salaried employee, with Chemeketa Community College in August, 1996; and

WHEREAS, William E. "Bill" Riffle gave dedicated service to Chemeketa Community College currently as Coordinator-Real Estate Services, Capital Projects and Facilities Department of College Support Services Division; therefore,

BE IT RESOLVED, that upon his retirement date of April 30, 2019, the College Board of Education hereby honors and commends William E. "Bill" Riffle for his loyalty, dedication and personal commitment to Chemeketa Community College.

Neva Hutchinson
Board Chairperson

Julie Huckestein
President/Chief Executive Officer

Action-1
April 17, 2019

**APPROVAL OF COLLEGE POLICIES #3020—EMPLOYEE EVALUATION;
#3030—JOB DESCRIPTIONS; #3410—PART-TIME HOURLY TEMPORARY
PERSONNEL: DEFINITION; AND #6110—SIGNATURES ON PAYMENTS
[18-19-142]**

Prepared by

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

EMPLOYEE EVALUATION—POLICY #3020

This policy was last reviewed by the board in March 2017. This policy has no recommended changes.

JOB DESCRIPTIONS—POLICY #3030

This policy was last reviewed by the board in March 2017. This policy has no recommended changes.

PART-TIME HOURLY TEMPORARY PERSONNEL: DEFINITION—POLICY #3410

This policy was last reviewed by the board in March 2016. This policy has no recommended changes

SIGNATURES ON PAYMENTS—POLICY #6110

This policy was last reviewed by the board in July 2017. This policy adds an additional employee who is authorized to have a facsimile signature.

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.

It is recommended that the College Board of Education approve college policies #3020—Employee Evaluation; #3030—Job Descriptions; #3410—Part-Time Hourly Temporary Personnel: Definition; and #6110—Signatures On Payments to become effective immediately.

College Personnel Series—3000

EMPLOYEE EVALUATION

All Chemeketa Community College salaried employees' and part-time faculty's work performance will be formally evaluated on a regular basis or as specified in the current bargaining agreement.

Completed performance evaluations become a permanent record in the employee's official personnel file.

July 17, 1985

Adopted College Board of Education

April 19, 2006; September 15, 2010;

May 21, 2014; March 15, 2017

Revised College Board of Education

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Policy #3030 POL

College Personnel Series—3000

JOB DESCRIPTIONS

Job descriptions for all Chemeketa Community College positions are on file with the Chemeketa Human Resources department.

July 17, 1985

Adopted College Board of Education

April 19, 2006; September 15, 2010;

May 21, 2014; March 15, 2017

Revised College Board of Education

Personnel Series—3000

PART-TIME HOURLY TEMPORARY PERSONNEL: DEFINITION

Part-time hourly temporary personnel are all non-bargaining unit, non-instructional employees of Chemeketa Community College who work up to a maximum of 1039 hours during any one calendar year.

July 17, 1985

Adopted College Board of Education

April 19, 2006; March 16, 2016

Revised College Board of Education

Action-1
April 17, 2019

Policy #6110 POL

Business Operations Series—6000

SIGNATURES ON PAYMENTS

The Chemeketa Community College president/chief executive officer, the vice president, and associate vice president/chief financial officer are authorized to sign college payments.

A facsimile signature is authorized for the president/chief executive officer or associate vice president/chief financial officer. An original signature is required on all payments over \$50,000.

September 18, 1991

Adopted College Board of Education

September 20, 2006; December 16, 2009

(Effective January 1, 2010); April 20, 2011;

June 25, 2014; September 21, 2016; July 26, 2017

Revised College Board of Education

**APPROVAL 2019–2020 FACULTY SABBATICAL LEAVE REQUESTS
[18-19-143]**

Prepared by

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

In accordance with the collective bargaining agreement between the college and the faculty association, sabbatical leaves are granted to employees for the purpose of professional development. The proposed activities must have value to the applicant, the department, and the college. The bargaining agreement limits sabbatical leaves to four percent of total faculty; a total of 26 terms of faculty sabbatical leave are available for the 2019–2020 academic year.

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

In the application and request cycle for 2019–2020 sabbatical leaves, six (6) faculty members, requesting ten (10) terms of leave, submitted proposals to the Sabbatical Review Committee. The Sabbatical Review Committee recommends the six (6) requests for a total of ten (10) terms of leave. Instruction and Student Services concur with the determination of the committee. Sixteen (16) terms remain available for faculty application for one-term spring 2020 sabbatical leaves.

The requests are outlined below.

Jan Cammack—Physical Science/Chemistry, 1 term (fall)
Proposes to work on revisions and modifications of CH110, Foundations of General, Organic and Biochemistry laboratory manual and update individual lab experiments including reworking of explanation and discussion materials, laboratory procedures and report pages.

Kim Colantino—English, 1 term (fall)
Proposes learning skills to become proficient at Google Docs and Google Slides and developing helper videos for her online course resources section in order to more fully support her students who use that software in WR227.

Daniel Couch—English, 3 terms
Proposes relocating to Oaxaca, Mexico for the academic year to develop a cross-cultural writing curriculum that he will implement in his writing classes at Chemeketa. Also proposes to further the existing partnership with the University of Oaxaca and Chemeketa, identify updates to the English as a Second Language (ESOL) notes section of The Chemeketa Handbook and acquire a greater fluency in Spanish.

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Traci Hodgson—Social Science, 1 term (fall)

Proposes modifying an existing Open Educational Resource U.S. History OpenStax Textbook to include Western-focused chapter introductions, images and embedded primary source documents. Proposes making the modified version of the textbook available to Chemeketa students and other institutions through the Chemeketa Press.

Brett Malley—Visual Communications, 1 term (spring)

Proposes mastering several photographic themes to explore, learn, self-challenge, and bring back a higher level of expertise and knowledge to share with students, the Visual Communications department and the college in general. Photographic themes include astrophotography, back-country photography, long exposure landscape, waterscape, shooting in extreme weather conditions, and capturing meteorological phenomena such as Aura Borealis in the Olympic National Park, Glacier, Banff, North Cascades, and the regional coast locations.

Mandy Reininger—Computer Information Systems, 3 terms

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

6 applicants

10 terms

(26 terms available)

It is recommended that the College Board of Education approve the faculty sabbatical leave requests for the 2019–2020 academic year.

**APPROVAL OF RESOLUTION NO. 18-19-13,
TO AMEND RESOLUTION NO. 14-15-14, LOCAL CONTRACT REVIEW BOARD ADOPTION
OF COMMUNITY COLLEGE RULES OF PROCUREMENT (CCRP)
[18-19-144]**

Prepared by

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

PROPOSED AMENDMENT TO COMMUNITY COLLEGE RULES OF PROCUREMENT

As laws are passed by the Legislative Assembly that affect public contracting and/or the Public Contracting Code (ORS chapters 279A, 279B, and 279C), the Attorney General's Model Public Contract Rules are reviewed and modified if applicable, thereby necessitating a subsequent review of the Community College Rules of Procurement (CCRP) to ensure compliance with statutory changes pursuant to ORS 279A.070. The CCRP's were developed and maintained by the Participating Oregon Community College's (POCC) to provide consistency in public contracting decisions throughout the state's community colleges. The CCRP's were initially adopted by the College Board of Education in 2005 and most recently amended in March 2015.

At the March 2019 Board of Education meeting, the College Board of Education, acting as the college's Local Contract Review Board, was presented with proposed changes to the CCRP's. The document submitted contained revisions and housekeeping measures such as:

- 1) Aligning the CCRP's with existing competitive requirements Statutes or Attorney General's Model Rules;
- 2) Updating CCRP's to reflect existing electronic commerce technology; and
- 3) Other minor housekeeping changes to bring further clarity to the CCRP's.

It is recommended that the College Board of Education approve Resolution No. 18-19-13, to amend Resolution No. 14-15-14, and incorporate the changes presented to the College Board of Education at its March 2019 meeting.

CHEMEKETA COMMUNITY COLLEGE

RESOLUTION NO. 18-19-13, TO AMEND RESOLUTION NO. 14-15-14,
LOCAL CONTRACT REVIEW BOARD ADOPTION OF
COMMUNITY COLLEGE RULES OF PROCUREMENT (CCRP)

WHEREAS, Resolution No. 83-84-6 designates Chemeketa Community College's Board of Education as the College's Local Contract Review Board pursuant to ORS 279A.060;

WHEREAS, the Local Contract Review Board may exercise its statutory powers only after it has adopted rules in accordance with ORS 279A.070, in a manner prescribed in the resolution creating the Local Contract Review Board;

WHEREAS, Resolution 97-98-35 adopts the Chemeketa Community College Model Contracting and Purchasing Rules (CCCMCPR), that were in effect on July 22, 1998, and were amended by the Board of Education of Chemeketa Community College on July 25, 2001;

WHEREAS, the Board of Education of Chemeketa Community College has directed that the Local Contract Review Board rescind the adoption of the Chemeketa Community College Model Contracting and Purchasing Rules that were in effect on July 22, 1998, and were amended by the Board of Education of Chemeketa Community College on July 25, 2001;

WHEREAS, the Board of Education of Chemeketa Community College has directed that the Local Contract Review Board adopt the "Community College Rules of Procurement," (CCRP), dated January 19, 2005, and effective March 1, 2005, except as modified by the Board of Education acting as the College's Local Contract Review Board;

WHEREAS, the Oregon Attorney General's model rules of procedure pursuant to ORS 279A.065(6)(a)(A) do not apply to Chemeketa Community College, except portions of the Oregon Attorney General's Model Public Contract Rules, which have been expressly identified in Section 300 (Appendix B of the CCRP), and have been incorporated therein by reference, subject to 279A.065(6)(a)(B);

WHEREAS, in accordance with ORS 279B.085(4), the Local Contract Review Board finds as follows concerning the adoption of the special procurements contained in the CCRP:

1. That it is unlikely that such special procurements will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts; and
2. Such special procurements are reasonably expected to result in substantial cost savings to the college or to the public; or
3. Otherwise, substantially promote the public interest in a manner that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065 or 279B.070 or under any rules adopted thereunder.

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NOW THEREFORE, BE IT RESOLVED, that the College Board of Education acting as the College's Local Contract Review Board approves the above findings and hereby adopts the Community College Rules of Procurement dated January 19, 2005, effective March 1, 2005, and revised April 17, 2019.

Neva Hutchinson
Chairperson

Julie Huckestein
President/Chief Executive Officer

Date

**APPROVAL OF CONTRACT AWARD FOR AGRICULTURAL COMPLEX
CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC)**

Prepared by

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

**AGRICULTURAL COMPLEX CONSTRUCTION MANAGER/GENERAL CONTRACTOR
(CM/GC)**

A Request for Proposal (RFP) for the Agricultural Complex CM/GC, was advertised on March 6, 2019, on the college's Procurement Services Website, the State of Oregon Procurement Information Network (ORPIN) site, the Contractor Plan Center Website and published in the *Daily Journal of Commerce* and the *Statesman Journal*.

Four proposals were received and opened immediately following the solicitation closing on March 26, 2019, at 2 pm. The CM/GC firms who submitted proposals were:

Andersen Construction of Oregon, LLC, Portland, OR
Balfour Beatty Construction, LLC dba Howard S. Wright, Portland, OR
LCG Pence, LLC, Salem, OR
Swinerton Builder, Portland, OR

All proposals were determined to be responsive and subsequently evaluated in accordance with the solicitation document's evaluation criteria. Some of the evaluation criteria included: the firm's background, history and performance; key personnel; job understanding; safety and security; value engineering; sustainability; and proposer presentations.

It is recommended that the College Board of Education approve the award of the contract for the Agricultural Complex CM/GC, to Swinerton Builder, the most responsive and responsible proposer, contingent upon protests, if any, from unsuccessful proposers, and successful contract negotiations.

Action-5
April 17, 2019

**APPROVAL OF GRANTS AWARDED
JANUARY 2019–MARCH 2019
[18-19-146]**

Prepared by

Peggy Greene, Coordinator—Institutional Grants
Julie Peters, Director—Organizational Effectiveness
David Hallett, Vice President—Governance and Administration
Julie Huckestein, President—Chief Executive Officer

These grants have been awarded to the college from January 2019–March 2019. It is recommended that the board accept these grants.

| Grantor | Department | Award Description | Amount |
|----------------|--|---|---------------|
| Open Oregon | Health, Human Performance, and Athletics | To support faculty Raschel Larsen’s participation in the Open Educational Resources (OER) Course Redesign Sprint event for OER development of course HE 213, Women’s Health Issues. One-time grant. | 1,102 |
| | | Total: | \$1,102 |

**ACCEPTANCE OF PROGRAM DONATIONS
JANUARY 1, 2019 THROUGH MARCH 31, 2019
[18-19-147]**

Prepared by

Jamie Wenigmann, Development Coordinator—Chemeketa Foundation
Nancy Duncan, Executive Director—Chemeketa Foundation
David Hallett, Vice President—Governance and Administration
Julie Huckestein, President/Chief Executive Officer

| | | | |
|------------------------|-------------------------------------|------------------------|-----------------------------|
| Item: | 192 lbs. of food for pantry | Item: | 223 lbs. of food for pantry |
| Donor: | Marion Polk Food Share | Donor: | Marion Polk Food Share |
| Declared Value: | \$352.00 | Declared Value: | \$421.50 |
| Program: | Food pantry | Program: | Food pantry |
| | | | |
| Item: | 193 lbs. of food for pantry | Item: | 168 lbs. of food for pantry |
| Donor: | Marion Polk Food Share | Donor: | Marion Polk Food Share |
| Declared Value: | \$363.50 | Declared Value: | \$336.00 |
| Program: | Food pantry | Program: | Food pantry |
| | | | |
| Item: | 72 lbs. of food/supplies for pantry | Item: | 120 lbs. of food for pantry |
| Donor: | Marion Polk Food Share | Donor: | Marion Polk Food Share |
| Declared Value: | \$131.50 | Declared Value: | \$240.00 |
| Program: | Food pantry | Program: | Food pantry |
| | | | |
| Item: | 146 lbs. of food for pantry | Item: | 100 lbs. of food for pantry |
| Donor: | Marion Polk Food Share | Donor: | Marion Polk Food Share |
| Declared Value: | \$292.00 | Declared Value: | \$200.00 |
| Program: | Food pantry | Program: | Food pantry |
| | | | |
| Item: | Canned food for pantry | Item: | Food for pantry |
| Donor: | Bruce Palmer | Donor: | Connie Wallace |
| Declared Value: | \$101.00 | Declared Value: | \$11.85 |
| Program: | Food pantry | Program: | Food pantry |
| | | | |
| Item: | 2 Hospitality books | Item: | Misc. machining tools |
| Donor: | Mary McCloud | Donor: | OM Machine & Tool, LLC |
| Declared Value: | \$37.00 | Declared Value: | \$800.00 |
| Program: | Student Retention and College Life | Program: | Machining Technologies |

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April 17, 2019

| | | | |
|------------------------|--------------------------|------------------------|------------------------------|
| Item: | Various tools | Item: | Coffee beans, mug, gift card |
| Donor: | Allen Cranston | Donor: | Black Rock Coffee Bar |
| Declared Value: | \$800.00 | Declared Value: | \$32.00 |
| Program: | Electronics | Program: | Business Technology |
| | | | |
| Item: | \$25 gift card | Item: | Hair repair kit |
| Donor: | Mo's Seafood and Chowder | Donor: | Radical Rubies |
| Declared Value: | \$25.00 | Declared Value: | \$35.00 |
| Program: | Business Technology | Program: | Business Technology |
| | | | |
| Item: | Stationary items | | |
| Donor: | Kathleen's Hallmark Shop | | |
| Declared Value: | \$152.62 | | |
| Program: | Business Technology | | |

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.

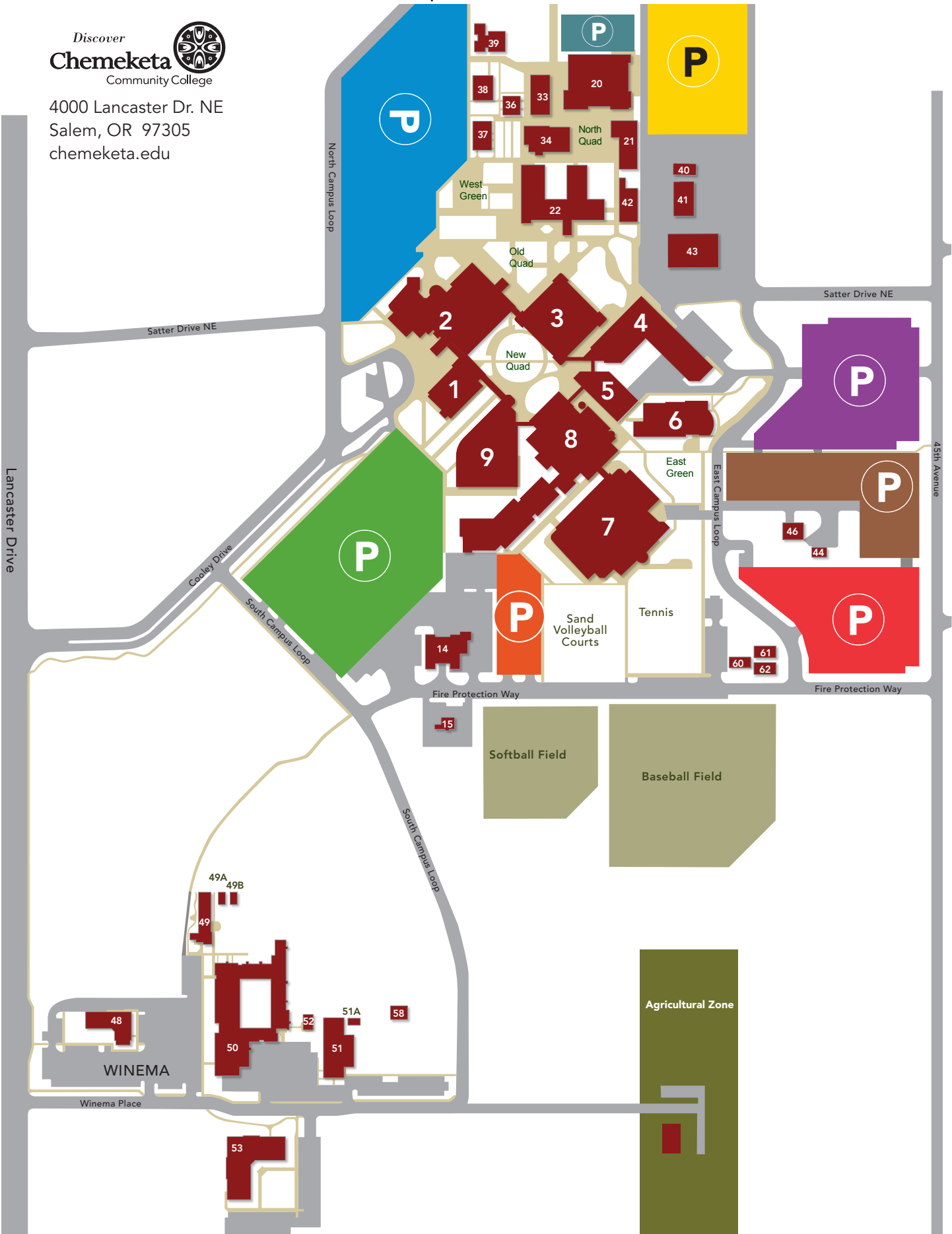
Innovation – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

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.

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



Appendix-2
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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

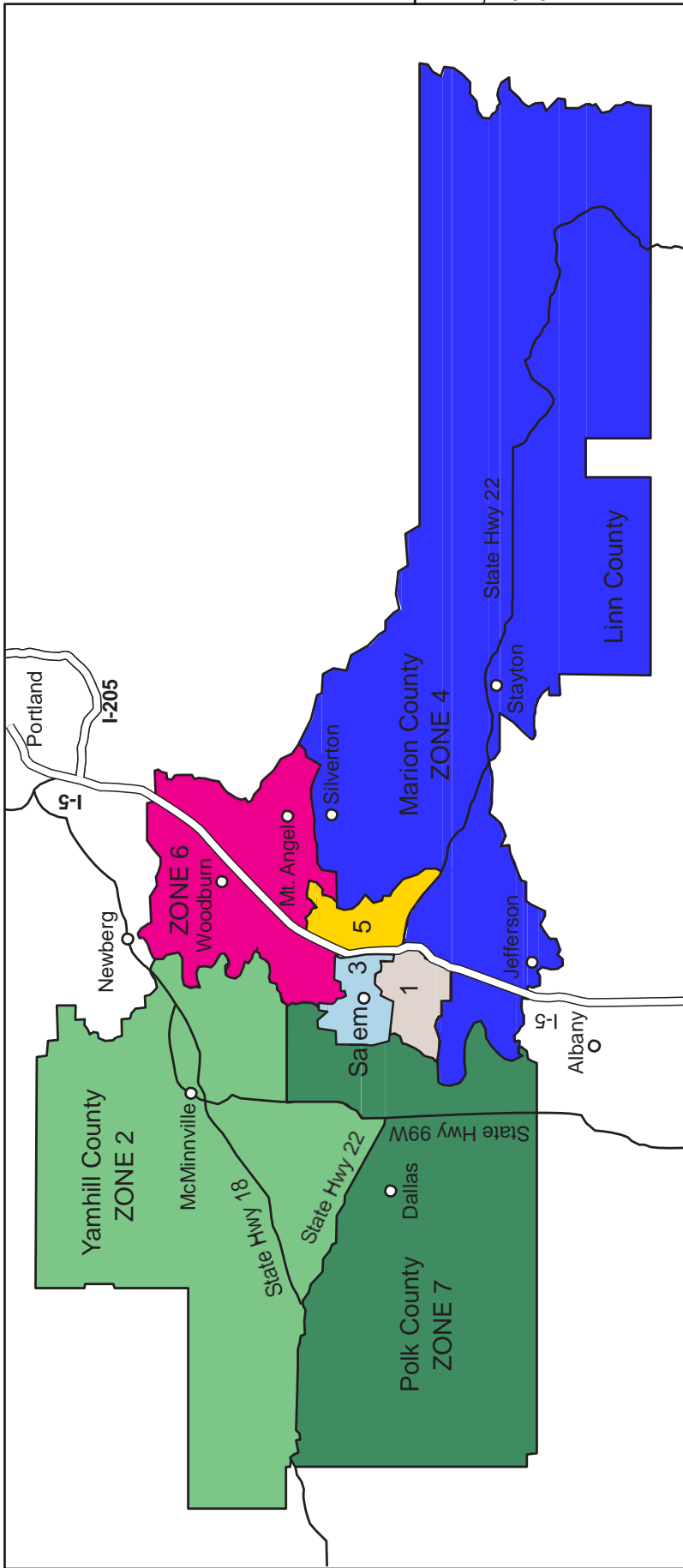
- Building 36—First floor
- Building 37—First floor
- Building 38—First floor
- Building 40—Second floor
- Building 50—First floor
- Building 51—First floor

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 |