

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 light green gradient.

Regular Meeting

July 26, 2017

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

BOARD OF EDUCATION

Regular Meeting

July 26, 2017

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

- I. Workshop** **4:30 pm** **Chemeketa Brooks Center—Building 2, Room 102 A & B**
- A. Update for Chemeketa Brooks Center 1
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley
- II. A. Executive Session** **5:30 pm** **Chemeketa Brooks Center—Building 2, Room 101**
- Executive Session is called in accordance with ORS 192.660(2) (d) negotiations.
- B. Administration Updates**
- III. Regular Session** **7 pm** **Chemeketa Brooks Center—Building 2, Room 102 A & B**
- A. Call to Order**
B. Pledge of Allegiance
C. Roll Call
D. Administration of Oath of Office: Ron Pittman—Zone 2, Ken Hector—Zone 4
and Jackie Franke—Zone 5
E. Reorganization of the College Board of Education 2
F. Comments from the Audience
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of June 28, 2017
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- a. new name in fall Associated Students of Chemeketa (ASC)
 - b. Justus Ballard Chemeketa Faculty Association 12
 - c. Terry Rohse Chemeketa Classified Employees Association 13–14
 - d. Allison Stewart Hull Chemeketa Exempt Employees Association 15
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3. Reports from the Administration
- a. Jim Eustrom

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Julie Huckestein, President/Chief Executive Officer		
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Resolution No. 17-18-01, Arminta L. “Minty” Schmid and Resolution No. 17-18-02, Linda K. Crosby		

L. 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Consent Calendar Process (Items will be approved by the consent calendar process unless withdrawn at the request of a member of the board.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 #5130—Tuition and Fees; #6010—Accounting for Funds; #6020—Handling of Funds and #6110—Signatures on Payments
Julie Huckestein, President/Chief Executive Officer | [17-18-101] | 42–46 |
| 2. Approval of Grants Awarded April 2017–June 2017
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| 3. Acceptance of Program Donations April 1, 2017 through June 30, 2017
Andrew Bone, Vice President—Governance and Administration | [17-18-103] | 49–51 |
| 4. Approval of On Call Services for HVAC, Boiler and Plumbing Maintenance and Repair Contract Award
Julie Huckestein, President/Chief Executive Officer | [17-18-104] | 52 |

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N. Future Agenda Items

O. Board Operations

P. Adjournment

It is the policy of Chemeketa Community College and its board that there will be no discrimination or harassment on the basis of race, religion, color, sex, age, national origin, ethnic origin, sexual orientation, gender identity, marital status, citizenship status, pregnancy and related conditions, family relationship, veteran's status, disabilities, tobacco usage during work hours, whistle blowing, victim of domestic violence and genetic information in any educational programs, activities or employment. Persons having questions about equal opportunity/affirmative action should contact the Affirmative Action Officer at 4000 Lancaster Dr. NE, Salem, Oregon 97309-7070, or call 503.399.2537. To request this publication in an alternative format, please call 503.399.5192.

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Chemeketa Brooks Center



**START Chemeketa Community College
4000 Lancaster Dr NE, Salem, OR**

**FINISH Chemeketa Brooks Center
Building 2
4910 Brooklake Rd NE, Brooks, OR**

Total Distance: 6.9 miles, Total Time: 12 mins (approx.)

Directions

1. Start at **4000 LANCASTER DR NE, SALEM**, going **West** on **COOLEY DR NE**.
2. Turn **R** **RIGHT** onto **LANCASTER DR NE**. Proceed **North** for 1 mile.
3. Turn **R** **RIGHT** onto **OR-99E North/PORTLAND RD NE**.
4. Continue **North** for 4 miles.
5. Turn **L** **LEFT** onto **BROOKLAKE RD NE**—Brooks Center will be on the left.
6. Arrive at **Chemeketa Brooks Center**—Proceed to Building 2.

UPDATE FOR CHEMEKETA BROOKS CENTER

Prepared by

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

Since the board's last visit in July 2014, Chemeketa Brooks Center has made the following changes:

BROOKS CENTER

- Provide Advising Services—Erika Coker
- Flashover training prop and a car fire prop
- Increased the number of student computers in the student resource center
- Refurbished the weight room
- The expansion of the National Testing Network services at Brooks, which saw the testing of 3,039 employment applicants in 2016
- The expansion of class offerings from our partner, George Fox University, and their Social and Behavioral Studies Adult Degree Program
- Credit for Prior Learning and Professional Certifications were assigned to this department

CRIMINAL JUSTICE

- Created an internship partnership with the Department of Public Safety Standards and Training's Police Academy.
- There are currently 27 second-year law enforcement students. There are currently 14 second-year correction officer students.

EMERGENCY MEDICAL TECHNOLOGY (EMT)

- The EMT/Paramedic program has started to offer hybrid courses and is exploring the possibility of a hybrid paramedic class in parts of the state where other community colleges do not offer a paramedic program.
- EMT currently has 72 students and 31 paramedic students.

FIRE SCIENCE

- In addition to students responding with Salem and Marion County Fire District No.1, fire students are also pulling shifts with the Keizer Fire Department.
- There is 35 second-year students and 26 first-year students.

A tour and demonstrations will follow.

REORGANIZATION OF THE COLLEGE BOARD OF EDUCATION

Prepared by

Julie Huckestein, President/Chief Executive Officer

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

It is recommended:

1. That the College Board of Education elect Ken Hector to serve as chairperson of the governing board for the 2017–2018 year.
2. That the College Board of Education elect Neva Hutchinson to serve as vice chairperson of the governing board for the 2017–2018 year.

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CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

June 28, 2017

I. WORKSHOP

Ron Pittman, Chair, called the workshop to order at 4:35 pm. The workshop was held at the Salem Campus in the Board Room, Building 2, Room 170.

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

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

A. Apprenticeship Programs Update and Tour of Building 33

Johnny Mack, executive dean of Career and Technical Education, introduced Megan Cogswell, director of Apprenticeship Programs. Megan shared some background about the apprenticeship programs which includes four major trade areas: plumbing, sheet metal, heating, ventilation, air conditioning and refrigeration (HVAC/R), and inside wire electrician. Megan said apprenticeship students have heavy schedules. In addition to working full time during the day to accumulate on-the-job training hours, they attend evening classes at the college right after their day job. Apprenticeship programs are run by committees under the guidance of the Apprenticeship and Training Division of the Bureau of Labor and Industries (BOLI). Each committee has standards and policies and procedures and is made up of people in the trade with an equal number of employers and employees on each committee. The committees decide on how many work hours of on-the-job training are required, the work processes that need to be learned, and how many related training (education) hours are needed.

The Chemeketa Apprenticeship programs are four-year programs and require 7,200–8,000 hours of on-the-job-training and are “open shop,” or non-union programs. Megan briefly reviewed the application process and the minimum requirements. The application period is usually spring or summer term. Once students apply, they are ranked and placed with employers in the order of their ranking. In Sheet Metal and HVAC/R, many students are referred to the program by the employers. These trades lead to living wage jobs (\$20–\$40 per hour) and a lifetime career and are in high demand. Apprentices have an opportunity to complete a certificate and an Associate of Applied Science degree in Construction Trades and can transfer to Oregon Institute of Technology (OIT) to get a bachelor’s degree. There is also an online program for apprentices outside the area.

For the last eight years the Independent Electrical Contractors (IEC) were housed on the Salem Campus; however, this past year they built their own training facility, but they have contracted with the college to provide faculty and to ensure that course content is covered in the course outlines.

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Enrollment in the Apprenticeship Program this year included 13 HVAC/R apprentices, 35 sheet metal technicians, 130 plumbers, and 180 electricians. They all start at \$14 per hour and every six months they have an opportunity to be re-rated and may receive a \$1 raise. This year 19 plumbers completed their fourth year and will be testing for their plumbing license; one HVAC/R apprentice; and three sheet metal technicians will be taking the state exam. They all stay apprentices until they pass the test or after one year; and they all will receive a journeyman's card from BOLI.

Summer plans include marketing and recruitment, with a focus on recruiting more women; development of an Apprenticeship and Applied Technology Information Center; recruiting more training agents and employers; starting a pre-apprenticeship program with North Marion High School to provide more exposure for the woods and trades fields; and to develop new apprenticeship programs that are needed by industry such as IT/Cisco, a millwright program in the beverage industry, home appraisers; and a community education course in welding/brazing. The group walked over to Building 33 for a tour of the remodeled space for the Apprenticeship Programs. Megan was thanked for her excellent presentation and the tour.

The workshop ended at 5:20 pm, and a recess was taken.

II. A. EXECUTIVE SESSION

Executive Session was called to order at 5:30 pm in the board dining room on the Salem Campus, Building 2, Room 172. Executive Session was held in accordance with ORS 192.660(2)(d) negotiations and (i) president/chief executive officer evaluation.

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

College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer; Andrew Bone, Vice President, Governance and Administration; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus; and Greg Harris, Director, Marketing, Public Relations, and Student Recruitment.

Executive Session ended at 5:45 pm.

II. B. ADMINISTRATION UPDATES

Updates were shared or discussed with the board on the upcoming September 6, 2017, board work session, board calendar preview, the September board meeting location change to Eola; legislative updates; funding formula; transfer legislation; key performance measures; employee insurance; Oregon Promise and promotional events; advisor funding; upcoming college events; eclipse plans; board agenda preview; and board operations.

A recess was taken at 6:45 pm.

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III. REGULAR SESSION

A. CALL TO ORDER

Ron Pittman, Chair, reconvened the board meeting at 7 pm. The meeting was held at the Salem Campus in the Board Room, Building 2, Room 170.

B. PLEDGE OF ALLEGIANCE

Ron Pittman led the group in the Pledge of Allegiance.

C. ROLL CALL

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

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

Board Representatives in Attendance: Terry Rohse, Chemeketa Classified Association; and Allison Stewart Hull, Chemeketa Exempt Association.

D. COMMENTS FROM THE AUDIENCE

None were heard.

E. APPROVAL OF MINUTES

Ken Hector moved and Neva Hutchinson seconded a motion to approve the minutes of May 17, 2017.

The motion CARRIED.

F. REPORTS

Reports from the Associations

The Associated Students of Chemeketa (ASC) and the Chemeketa Faculty Association written reports submitted by Seong Jeon and Justus Ballard were acknowledged.

Allison Stewart Hull enjoyed graduation and gave hugs to a number of students including Seong Jeon and Devon Slavkovsky, the student representative on the President's Advisory Council, and said the written report stands as submitted.

Terry Rohse said the classified report stands as written. Terry added that he will continue as the classified association president and board representative for the next two years.

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Reports from the College Board of Education

Ed Dodson reported he participated in a number of Oregon Community College Association (OCCA) executive and governance committee meetings, forums, and legislative calls. Ed attended the barrel tasting at Eola; quarterly lunch with Julie; First Thursdays; spring jazz concert; Engineering students bridge competition; the Becoming Nicole presentation; Visual Communications portfolio show; Fire Suppression graduation; Harley Roth's celebration of life; Kathy Campbell's retirement; LPN and RN pinning ceremonies; CAMP and HEP celebrations; alma mater practice; the Law Enforcement graduation; the college graduation; and he attended and served at the end-of-year student and staff BBQ.

Neva Hutchinson also helped serve at the student and staff BBQ and attended the barrel tasting event; Susan Murray and Kathy Campbell retirements; the LPN pinning ceremony; the Law Enforcement and college graduations.

Jackie Franke attended a quarterly meeting with Julie and the Mid-Valley Council of Governments meeting.

Diane Watson served at the student and staff BBQ and attended a quarterly lunch with Julie; barrel tasting event; choir concert; retirement celebrations for Susan Murray, Kathy Campbell, and Lane Community College president Mary Spilde; alma mater practice; and the Fire Suppression, Law Enforcement, and college graduations.

Betsy Earls attended the barrel tasting at Eola and Susan Murray's retirement celebration.

Ken Hector attended a foundation Board meeting; barrel tasting event; Kathy Campbell's retirement; Fire Suppression, Law Enforcement, and college graduations; Woodburn Rotary greeters; and the Silverton Chamber business meeting, which highlighted Chemeketa's Center for Business and Industry. Ken also volunteered at the Silverton Strawberry Festival.

Ron Pittman met with YVC staff Holly Nelson, Paul Davis, and Danielle Hoffman; attended Susan Murray's retirement celebration; and the college graduation.

Reports from the Administration

Jim Eustrom addressed the core theme of Access—A broad range of educational and workforce training is provided to students in pursuit of their goals. Jim shared two new summer programs. The college is partnering with the Salem-Keizer School District's Summer Migrant Program to offer a four-week program for 73 students to attend high school classes in the morning and in the afternoon the students would come to Chemeketa to take a variety of career-technical education (CTE) classes. Courses in early childhood education, dental assisting, pharmacy technology, and robotics will be offered. Students will receive 1–3 college credits depending on which pathway they choose. The college received a South Metro STEM grant for \$10,000 to cover the costs. Jim thanked Cheryl Buckholz, Larry Cheyne, Tina Clarke, Kelley Gembala, Sandi Kellogg, Moses Navarro, and R. Taylor for making this happen.

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The second event is a partnership with Apprenticeship/Applied Technology and the Boys and Girls Club. Two week-long summer robotics camps will be hosted by the college where participants will be building a Vex robot; there will be 12 students attending each camp. Thanks to Larry Cheyne, Nol Cobb, Megan Cogswell, and Moses Navarro who organized this event.

G. INFORMATION

Annual Evaluation of the President

Board members evaluated Julie Huckestein in the following categories: 1) The Board of Education; 2) Management Competencies, a) Achieves Results; b) Communicates Effectively, and c) Facilitates Team Success; 3) the Community; 4) Educational Planning and Leadership; 5) Business, Finance and Facilities; and 6) College Personnel. Ron Pittman read the public statement on behalf of the board; a copy will be in the official board file. In summary, the board rated Julie's performance as exemplary in her second full year as president of Chemeketa Community College.

Julie thanked the board, everyone in the room, and all employees at the college. Julie said it takes everyone working together as a team to make the college successful and is proud of the good work and accomplishments that were made this year.

College Policies #5130, Tuition and Fees; #6010, Accounting for Funds; #6020, Handling of Funds and #6110, Signatures on Payments

Andrew Bone reported in place of Rebecca Hillyer. Three of the four policies had no changes and the other policy had minor capitalization changes in a title. The policies were reviewed by the President's Advisory Council. The policies will be brought back in July for board action.

H. STANDARD REPORTS

Personnel Report

Andrew Bone said the report stands as written.

Budget Status Report

Miriam Scharer reported that this is the last budget status report for this academic year until the final audit report is presented to the board in December. However, a budget update will be shared in September. Tuition revenue continues to show a decline, however, adjustments will continue to be made. There was nothing significant to report on the Budget Status Report; it is close to where it was last year, but additional expenses are anticipated. There may be some savings in personnel and transfers. There was nothing significant to report on the status of investments.

Ken Hector noticed a couple of notes matured on June 15 and asked if those will be renewed. Miriam explained those funds have been re-deposited in the college's investment fund and based on cash flow, additional investments will be made in the new fiscal year.

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Miriam called the board's attention to action item No. 6, Approval of Softball Field Complex Phase I Fields Construction Contract Award, in the consent calendar. The college went out twice for bids on this project and, unfortunately, no bids were received. As a result, this item should be pulled from the consent calendar. Miriam also shared an update on the contract award for the HVAC, plumbing and boiler work that was brought as an information item a few months ago. A contract award may be presented in July for board approval.

Capital Projects Report

Tim Rogers reported in place of Phil Wright who has taken the position of executive director of Capital Projects and Facilities Management at the Spokane School District in Washington State. A send-off for Phil will be held Thursday, June 29, at 4:30 pm in Building 20 and board members were invited to attend.

Tim said the report stands as written, but he had a couple of updates. As Miriam noted earlier, there were no bids on the softball field; however, it is still an active project and staff will continue to pursue next steps to move this project forward. The Building 3 math faculty office, which started last spring, should be completed by July. Lastly, the college and the lease tenant for the YVC nephrology remodel are still fine-tuning the language in the lease.

Student Success Data Points

Fauzi Naas shared data points and observations showing a ten-year look at Fall Term Student Headcount for credit and non-credit students; Fall Term Credit Student Enrollment Status for full-time and part-time students; Fall Term New Credit Students; Fall Term Chemeketa Scholars; Fall Term High School Program, and Fall Term TRiO students.

Chemeketa Cooperative Regional Library Service (CCRLS) Report

John Goodyear, executive director for CCRLS, said the report stands as written. John reported CCRLS has been working on multiple major projects and he commended his staff. They have resolved the internet issues of the public libraries; finished the Radio Frequency Identification (RFID) project where staff tagged over a million items; some smaller libraries are working with a new internet provider Online Northwest. The Willamina and Falls City libraries are doing well. Falls City has committed for another year and is planning to have a five-year levy on the November ballot. The Interlibrary Loan (ILL) outbound numbers are up due to recent changes of enabling libraries to do interlibrary loan requests; however CCRLS will be taking on a central role of loaning material from the Salem library. CCRLS will be hosting a national conference at Portland State University in September for other consortia that uses SirsiDynix software. John recognized Paul Lightcap, project coordinator/ analyst, who presented at the Oregon Library Association Annual Conference on recruiting and hiring practices.

John also noted that Patricia Wallace from Mt. Angel has been re-elected for another three-year term on the CCRLS Advisory Council. This is an action item on the consent calendar.

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Recognition Report

Julie Huckestein acknowledged all the employees (100+) in the written report.

I. SEPARATE ACTION

Approval of Presidential Contract

Ron Pittman referred to the copy of the draft of the President's Employment Contract for July 1, 2018–June 30, 2020, in the board folder.

Betsy Earls moved and Ken Hector seconded a motion to approve the Presidential Contract as presented.

The motion CARRIED.

Approval of Resolution No. 16-17-28, Declaration of Election Results

Andrew Bone reported official results from the May 16, 2017, election results declaring four-year appointments for Ron Pittman, Zone 2; Ken Hector, Zone 4; and Jackie Franke, Zone 5 from July 1, 2017–June 30, 2021. They will be sworn in at the July board meeting.

Ed Dodson moved and Diane Watson seconded a motion to approve Resolution No. 16-17-28.

The motion CARRIED

Approval of Resolution No. 16-17-29, Adopting the Budget, Making Appropriations, and Levying Taxes

Rich McDonald referred to the white handout in the board folder entitled Separate Action-3, page 45, Resolution No. 16-17-29, Adopting the Budget, Making Appropriations, and Levying Taxes. The total general fund budget for 2017–2018 was \$82,840,000. In order to have spending authority for next year, this resolution needs approval from the board by June 30, 2017. Tax rates will be imposed at the rate of \$0.6259 per \$1,000 of assessed value for operations, \$0.0818 per \$1,000 of assessed value for the Regional Library, and the amount of \$9,725,000 for payment of bonded debt. Ken Hector read the resolution into the record.

Ken Hector moved and Ed Dodson seconded a motion to approve Resolution No. 16-17-29.

The motion CARRIED.

Approval of Exempt Employees Administrative Handbook Revisions

Andrew Bone reported the Administrative Handbook for Exempt Employees was reviewed and revised by members of the Chemeketa Exempt Association. Most of the changes are housekeeping changes, however he highlighted a few of the substantive changes including Evaluation, page 53; Classification, Reclassifications and Appeals, page 54; Sick Leave, page 57; and Appendix B, page 63, first bullet.

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Betsy Earls moved and Ken Hector seconded a motion to approve the Administrative Handbook for Exempt Employees, effective July 1, 2017–June 30, 2019.

The motion CARRIED.

Approval of Retirement Resolution No. 16-17-31, W. Laney Furr and Resolution No. 16-17-32, Betty Jean “BJ” Knofler

Ed Dodson read the retirement resolution for W. Laney Furr.

Ed Dodson moved and Neva Hutchinson seconded a motion to approve Retirement Resolution No. 16-17-31.

The motion CARRIED.

Neva Hutchinson read the retirement resolution for Betty Jean “BJ” Knofler.

Neva Hutchinson moved and Ed Dodson seconded a motion to approve Retirement Resolution No. 16-17-32.

The motion CARRIED.

J. ACTION

Diane Watson moved and Neva Hutchinson seconded a motion to pull action Item No. 6, Approval of Softball Field Complex Phase I Fields Construction Contract Award, from the consent calendar.

The motion CARRIED.

Ken Hector moved and Ed Dodson seconded a motion to approve action items 1–5.

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.


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N. ADJOURNMENT

The meeting adjourned at 8 pm.

Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

7/26/2017

Date

CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Justus Ballard, President—Chemeketa Faculty Association

SUMMER TERM

The work of the college continues during the summer, albeit at a somewhat different pace and level of intensity. There are fewer sections offered during the summer, which means that some part-time faculty are not able to teach for the college. Most full-time faculty are on 180-day contracts that cover fall, winter, and spring terms, and while a decent number of them teach overload courses, summer term is essentially a part-time job that is worked in addition to their normal full-time job.

Some full-time faculty, such as the current president of the CFA, do not teach during the summer. Those faculty perhaps spend some of their time during the months of July and August explaining to people who are unfamiliar with the concept of annual contracts capped at 180 days that faculty are not getting paid for the days they are not working, which means that summer isn't actually a "vacation" in the way most people understand the term.

For part-time faculty who aren't teaching, and who don't have the benefit of an annual salary that covers ten months of work but is spread out over twelve monthly paychecks, summer is definitely not a vacation. It's a period of (often involuntary) unemployment.

Perhaps in the future, it might be a good idea to farm the writing of the July CFA board report out to a CFA officer who does teach during the summer term. Such a person might have a bit more to offer in terms of information and insight about the experience of faculty who are working during the month of July.

CHEMEKETA COMMUNITY COLLEGE CLASSIFIED EMPLOYEES ASSOCIATION (CCA)

Prepared by

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

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

RETIREMENTS

Two members will receive “lunch on CCA” gift cards in recognition of recent retirements:

- Linda Crosby, department technician 1 for Library and Learning Resources, retires July 31, 2017, after a long career at Chemeketa since October 1981. Linda has worked in the Chemeketa Library for that entire time, mainly in library acquisitions; although Linda did work as a circulation coordinator for a year. Linda will miss library co-workers and the library environment, but will not miss the ten hour work days in the summers AT ALL. Linda plans to spend more time volunteering at the Willamette Humane Society (WHS) in retirement for the dog behavior team. A stealthy web search reveals that Linda was recently nominated by WHS for its 2017 Humaneitarian (yes, correct spelling) Award which celebrates “individuals who have made significant contributions to improving the lives of animals in Marion and Polk counties.” The award nomination states that Linda “Is known for her genuine compassion for working with shelter dogs. From walking dogs, to helping during doggy playgroup, peers say that Linda is always willing to lend a paw.” See an example of Linda’s photographic exploits with adoptable and adorable furry friends at https://adopt-an-oregon-dog.com/2017/07/12/this-weeks-featured-adoptable-dogs-willamette-humane-society-by-martha-russell-31/dsc_02982/.
- Arminta “Minty” Schmid retired June 30, 2017, from High Schools Partnerships. Minty worked as an 11–month student services specialist with the Winema Day and Evening Program for many years.

PROMOTIONS AND JOB CHANGES

- Christina Walker, Information Technology, is the newest Technology Analyst 1 as of July 10, 2017.
- Adam Mennig has returned to a student services coordinator/analyst 1 Counseling and Student Support Services assignment as of July 1, 2017, from a temporary placement in Academic Transitions.
- Joshua “Josh” Seech is trying a temporary summer assignment on for size as a student services specialist for First Year Programs.

CCA WELCOMES NEW MEMBERS

Financial Services Job Family

- Kimberly “Kim” Schneiter began working in Business Services on July 10, 2017, as a financial services technician II. Kim’s new boss, Business Services Director Katie Bunch, shared that “Kimberly has a wealth of customer service and management experience in retail and has recently finished her Associates in Accounting. She has also worked this past year at Linn Benton Community College in their Financial Aid office.” Kim is also a self-identified Oregon Duck fan which is important to know for “fan divided” department co-workers.

Instructional Services Job Family

- Brian Mosher has joined Chemeketa Press as an instructional coordinator/analyst II as of July 1, 2017. Brian previously worked for the college in a trial faculty capacity.

Student Support Services Job Family

- Dominic Annen is the new student services technician assistant for Enrollment Services as of July 10, 2017. Dominic previously worked for the college in a part-time hourly capacity.
- Kekeli Gbofu, former Chemeketa student, joined Enrollment Services on June 21, 2017, as a student services assistant, replacing Cintia Ramos-Carreon, who has taken on a new assignment as the bilingual student services assistant.

CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

Lynn Irvin, Secretary—Chemeketa Community College Exempt Association
Allison Stewart Hull, President—Chemeketa Community College Exempt Association

The exempt association board will meet during the summer or in early fall to discuss board goals, plan agendas and set dates for upcoming meetings during the 2017–2018 year.

The following exempt association members were on the planning and organizing team for the 61st commencement ceremony: Jim Eustrom, Mike Evans, Manuel Guerra, Jeannie Odle, and Stacey Wells. Exempt helpers and volunteers for commencement included: Nette Abderhalden, Cassie Belmodis, James Berndt, Bob Denherder, Melissa Frey, Teter Kapan, Bill Kohlmeyer, Greg Harris, Lynn Irvin, Brian Rader, Eme Smith and Jill Ward. Exempt association Alma Mater singers included: Julie Huckestein, Lynn Irvin, Susan McCaffrey, Jeannie Odle and Jill Ward.

The association is honored to welcome the following new exempt employees: Jon Mathis, Dean of Counseling and Student Support Services; Paula Hendrix, Health Sciences Coordinator; Laura Leon-Cipriano, HEP Coordinator and Ryan West, Director of Financial Aid.

On June 29, college employees said farewell and thank you to Phil Wright, who is moving to Spokane.

Information-1
July 26, 2017

ECLIPSE PLANNING UPDATE

Prepared by

Tim Rogers, Associate Vice President/Chief Information Officer
Julie Huckestein, President/Chief Executive Officer

The mid-Willamette Valley is expecting a large number of visitors to witness the total solar eclipse on August 21. A task force has been assembled and plans for the college are underway. An update will be shared at the July board meeting.

Information-2
July 26, 2017

2017 FALL KICKOFF

Prepared by

Andrew Bone, Vice President—Governance and Administration

On Tuesday, September 12, the college will be closed for a day dedicated to employee inservice activities for the 2017–2018 academic year. This day will include a morning gathering and program, a hosted lunch, networking opportunities and a retreat for classified employees.

RESULTS OF THE 2016 CERTIFICATION/LICENSURE EXAMINATIONS

Prepared by

Megan Cogswell, Coordinator—Apprenticeship
Paul Davis, Director—Yamhill Valley Campus Career and Technical Education
Sandi Kellogg, Dean—Health Sciences
Larry Cheyne, Dean—Applied Technologies
Marshall Roache, Dean—Emergency Services
Johnny Mack, Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

APPRENTICESHIP PROGRAM

Forty electrician apprenticeship students completed fourth year and eight were enrolled in the fifth year test preparation course. These students went on to test for the Oregon Electrician State Exam. In addition, another 13 apprentice plumbers passed the state examination and all passed to Journey-worker status. The Heating Ventilating, Air Conditioning and Refrigeration (HVAC/R) apprenticeship students have the option to complete the program with a journey-level card or to continue on and take the state Limited Energy Technician Class B (LE/B) test. Two HVAC/R apprentices completed to journey-level status and both of them passed the LE/B license. The Sheet Metal program does not require a state license; two apprentices turned out with a journey-level card.

DENTAL ASSISTING PROGRAM

Twenty-four students graduated from the Dental Assisting Program in June 2016. Reports show that all 24 students were eligible to sit for the Dental Assisting National Board (DANB) certification examination. This exam includes Radiation Health and Safety, Infection Control and General Chairside. Twenty-two out of 24 successfully passed all three portions of the exam on the first attempt, and consequently they received their Certified Dental Assistant credential. Chemeketa graduates' average scores exceeded the national averages on all three portions of the exam.

EMERGENCY MEDICAL TECHNOLOGY (EMT) PROGRAM

Fourteen students completed the EMT–Paramedic program in January 2016. Fourteen sat for the state/national written and practical certification examinations. Thirteen of them passed and one of them is still in process.

The next cohort of 19 students completed the EMT–Paramedic program in July 2016. Nineteen sat for the state/national written and practical certification examinations and all of them passed for a pass rate of 100 percent.

Currently, the program is still unable to get complete information on these students as far as national certification and state licensure. It appears that those who are taking the tests are having good pass rates. Across the State of Oregon, the pass rates continue to be very high with Oregon being the fifth highest pass rate in the nation.

MEDICAL ASSISTING PROGRAM

The Medical Assisting Program offers two cohorts a year with fall and spring starts. During the 2016–2017 academic year, 53 students completed the Medical Assisting program and took the National Center for Competency Testing (NCCT) exam for Medical Assisting. Fifty-one students passed the exam for a pass rate of 96 percent. The national pass rate was 67 percent. Chemeketa graduates' mean test scores were 80.10 compared to the national mean of 71.60. In addition to taking the Medical Assisting exam, students are eligible to sit for the Phlebotomy Technician exam. Forty-two students elected to take the Phlebotomy Technician exam and 40 successfully passed with a pass rate of 95 percent compared to the national pass rate for phlebotomy at 75 percent.

NURSING PROGRAM

In June 2016, 35 students completed the Practical Nursing (PN) certificate program and 38 completed the Associate of Applied Science (AAS) nursing degree. All of these graduates were qualified to take the National Council Licensing Examination (NCLEX) for the students' respective category of nursing. Reports through December 31, 2016, indicate that 25 PN graduates attempted the NCLEX–PN and 25 passed, for a pass rate of 100 percent. For the period January 1, 2015–December 31, 2016, the national average for the first-time pass rate on the NCLEX-PN was 83.73 percent.

Reports through December 31, 2016, indicated that 40 graduates of the AAS attempted the NCLEX–Registered Nurse (RN) Thirty-eight graduated in June 2016, and the other two came from previous years. The additional two students provided a pass rate of 97.5 percent. For the period January 1, 2016–December 31, 2016, the national average for the first-time pass rate on the NCLEX–RN was 81.68 percent.

PHARMACY TECHNICIAN PROGRAM

Pharmacy technician graduates are eligible to become a Certified Pharmacy Technician (CPhT) through the national Pharmacy Technician Certification Board examination (PTCB) or the national Exam for the Certification of Pharmacy Technicians (ExCPT). Of the 18 program graduates, eight took a national certification examination and all eight graduates passed for an overall pass rate of 100 percent. There are more graduates that take the test after graduation, but the college is not able to get a list of those who passed the PTCB or ExCPT. For 2017, the program had the students test before they graduated and left the college. The program will have more accurate numbers to report next year.

WELDING TECHNOLOGY PROGRAM

In June 2017, 26 students in the Welding Technology program participated in the American Welding Society (AWS) certification process. The college administered a total of 89 welding exams. The students passed 81 of the examinations and earned their corresponding AWS certification cards.

COLLEGE POLICIES #2250—ALCOHOL, MARIJUANA, AND OTHER DRUGS ON COLLEGE PROPERTY; #5150—DELINQUENT DEBTS AND #6030—TRANSFER OF BUDGET APPROPRIATIONS

Prepared by

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

**ALCOHOL, MARIJUANA, AND OTHER DRUGS ON COLLEGE PROPERTY—
POLICY #2250**

This policy was last reviewed by the board in December 2016. With changes in Oregon law regarding marijuana, the Alcohol and Drug Committee recommended that marijuana be called out specifically in the policy. There were also some minor edits to employee titles and naming which procedures apply to events.

DELINQUENT DEBTS—POLICY #5150

This policy was last reviewed by the board in July 2015. This policy has received minor edits in the last paragraph. The first makes the sentence more clear and to the point. The second edit adds “students” so it is clear that students may be sent to collections for their delinquent debts and be responsible for collections and attorney fees.

TRANSFER OF BUDGET APPROPRIATIONS—POLICY #6030

This policy was last reviewed by the board in October 2014. There appears to be several edits to this policy, but only changes to the wording so it is an easier read. None of the changes impact the meaning of the policy.

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 September board meeting.

Administrative Series—2000

ALCOHOL, MARIJUANA, AND OTHER DRUGS ON COLLEGE PROPERTY

Chemeketa Community College is committed to providing an environment which fosters excellence in learning for its students and community, and excellence in work performance for all of its employees. The misuse and/or illegal use of alcohol, marijuana, and other drugs is contrary to this effort. This policy prohibits the possession or use of marijuana products on any college-owned and/or college-controlled property.

In keeping with federal and state statutes, the illegal use, possession, distribution, manufacture, or sale of alcohol, marijuana, and/or other drugs is not permitted on college-owned or college-controlled property. Being under the influence of alcohol, marijuana, and/or other drugs is not permitted on college-owned or college-controlled property, or while representing the college on business or in college-sponsored activities. The legal sale, manufacture, and consumption of alcohol on the facilities of the college or at college-sponsored events and activities are regulated by this policy 2250; ~~or~~ and procedures ~~2250, 2251 or 2252.~~

Procedures will be established for the following populations: students, student employees, college employees, and campus visitors. The established procedures are to include:

- Awareness programs
- Referral resources for students and employees
- Sanctions (institutional and legal)
- Conditions for special use permits for alcohol

Chemeketa will maintain an Alcohol and Drugs Committee consisting of the ~~D~~director of Human Resources, general counsel, ~~D~~dean of Student Retention and College Life, ~~E~~xecutive ~~D~~dean of Student Development and Learning Resources, and ~~D~~irector of Marketing, Public Relations and Student Recruitment, or their designees, for the development, monitoring, implementation, and dissemination of college policies, procedures, programs around alcohol, marijuana, and other drugs, and compliance with federal¹ and state² law.

September 18, 1991

Adopted College Board of Education

July 26, 2000; March 15, 2006, May 21, 2008;

May 19, 2010; December 20, 2016

Revised College Board of Education

¹ The Drug-Free Work Place Act of 1988 (41 U.S.C. §701 et seq.)

The Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. §7101)

² Oregon Revised Statutes 471.105 et al and 475.0005 et al

Student Services Series—5000

DELINQUENT DEBTS

A debt will be considered delinquent when payment is not received within the due date established in the term schedule of classes or an official invoice, or when payment is not received by the end of the term the debt was incurred, whichever is earlier. A student's official transcript shall be withheld and online access to unofficial transcripts and grades shall be withheld until all delinquent debts to the college have been paid in full. Unofficial transcripts and grades shall be available to students with delinquent debt upon formal written request or in person with proper identification.¹

Chemeketa Community College may refuse to enroll a student or provide access to college services until all the student's delinquent debts to the college have been paid in full or satisfactory arrangements have been made with the college for payment in accordance with college guidelines or procedures. If the student is enrolled and fails to pay the delinquent fees in accordance with guidelines or procedures, the college may drop the student from class(es).

A student with a history of delinquent debts to the college may be required to pay for registration or other charges ~~immediately after incurring the charge~~ in advance. The college may refer a student's delinquent debt to collections, and the students would be responsible to pay collection fees and/or attorney fees.

October 23, 1991

Adopted College Board of Education

June 28, 2006; March 16, 2011;

July 15, 2015

Revised College Board of Education

¹ Family Educational Rights & Privacy Act of 1974 and as amended (FERPA)

Business Operations Series—6000

TRANSFER OF BUDGET APPROPRIATIONS

~~For Chemeketa Community College, Appropriation~~ Chemeketa College Board of Education must approve appropriation transfers between contingency and any other category, between college areas within the general fund, and between major categories of a fund ~~must be approved by the College Board of Education.~~¹ Other budget transfers may be done administratively.

CLEAN COPY

Chemeketa College Board of Education must approve appropriation transfers between contingency and any other category, between college areas within the general fund, and between major categories of a fund.¹ Other budget transfers may be done administratively.

July 17, 1985

Adopted College Board of Education

September 20, 2006; March 16, 2011;

October 15, 2014

Revised College Board of Education

¹ ORS 294.463

PERSONNEL REPORT

Prepared by

Alice Sprague, Director—Human Resources
Andrew Bone, Vice President—Governance and Administration

NEW HIRES AND NEW POSITIONS

Zackary A. Delgado, Technology Support Specialist—Information Technology, College Support Services Division, limited duration position, 100 percent, 12-month assignment, Range B-3, Step 2.

Kekeli K. Gbofu, Student Services Assistant—Enrollment Services, Student Development and Learning Resources Division, replacement, 100 percent, 12-month assignment, Range B-1, Step 1.

Reilly D. Leaton, Technology Support Specialist—Information Technology, College Support Services Division, limited duration position, 100 percent, 12-month assignment, Range B-3, Step 2.

Jonathan B. “Jon” Mathis, Dean—Counseling and Student Support Services—Student Development and Learning Resources Division, replacement, 100 percent, 12-month assignment, Range D-3, Step 5.

Kimberly S. Schneiter, Financial Services Technician II—Business Services, College Support Services Division, replacement, 100 percent, 12-month assignment, Range B-2, Step 2.

POSITION CHANGES

Scott T. Dwyer, Instructor—Winemaking—Yamhill Valley campus, Instruction and Student Services, increase from 180 duty days to 200 duty days, 100 percent, Range F-1, Step 4.

Manuel Guerra, Jr., Executive Dean, Student Development and Learning Resources—Instruction and Student Services Division, replacement, 100 percent, from Dean, Student Retention and College Life—Student Development and Learning Resources Division.

Laura J. Leon—Cipriano, Coordinator, HEP-10 months—Academic Advancement, Academic Progress and Regional Education Services Division, replacement, 100 percent, Range C-3, Step 1, from Student Services Specialist-10 months—Academic Development, Academic Progress and Regional Education Services Division.

Dorothy Moore, Faculty Grant Associate—Teaching and Learning, Instruction and Student Services Division, position has been moved from Teaching and Learning to Grants Office, 100 percent, Range F-9, Step 14.

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Brian S. Mosher, Instructional Coordinator/Analyst II—Chemeketa Press, College Support Services Division, new position, 100 percent, Range C-2, Step 6, from Instructor/Editor Open Education Resources—Chemeketa Press, College Support Services Division.

Holly D. Nelson, Executive Dean, Academic Progress and Regional Education Services—Instructional and Student Services Division, replacement, 100 percent, from Dean, Instructional Programs Yamhill Valley campus—Instructional and Student Services Division.

Cintia Ramos Carreon, Student Services Assistant—Enrollment Services, Student Development and Learning Resources Division, lateral transfer, 100 percent, Range B-1, Step 2.

REMEMBRANCES

Honoring Leanne E. Barron for her 17 years, 10-months of dedicated service to Chemeketa Community College. Leanne passed away on June 20, 2017.

RETIREMENTS

Linda K. Crosby, Department Technician I—Library and Learning Resources, Student Development and Learning Resources Division, effective July 31, 2017.

Arminta L. “Minty” Schmid, Student Services Specialist—11 months—High School Partnerships, Academic Progress and Regional Education Services Division, effective June 30, 2017.

SEPARATIONS

Kathy N. Bushman, Instructional Specialist—10 months—Business, Technology, Early Childhood Education and Visual Communications, Career and Technical Education Division, effective June 30, 2017.

Luis A. Cisneros, Student Services Specialist—11 months—High School Partnerships, Academic Progress and Regional Education Services Division, effective July 6, 2017.

Phillip B. Wright, Director—Capital Projects and Facilities—College Support Services Division, effective June 30, 2017.

BUDGET STATUS REPORT

Prepared by

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

Closing of year-end financial reports and preparation for the audit are now in progress. The General Fund Revenue and Expense statement In-Progress for the period ending June 30, 2017, will be included in the September board report.

Final year-end financial reports will be available at the completion of the 2016–2017 audit. College auditors Kenneth Kuhns & Co. will be presenting the audit report at the December board meeting.

The Status of Investments for the period ending June 30, 2017, is included.

STATUS OF INVESTMENTS AS OF JUNE 30, 2017

<u>Oregon State Treasurer Investments</u>	<u>Investment Ending Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Rate as of 6/30/2017</u>
Oregon Short-Term Fund - General	6/30/2017	On demand	\$26,376,842.87	1.45%
Oregon Short-Term Fund - Capital	6/30/2017	On demand	\$ 9,610,431.08	1.45%

13 week Treasuries 1.01% as of 6/30/2017

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

PURCHASING REPORT

Prepared by

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

CONCRETE DELIVERY, INSTALLATION AND FINISHING SERVICES

An Invitation to Bid for CONCRETE DELIVERY, INSTALLATION AND FINISHING SERVICES will be advertised in July 2017, in the *Daily Journal of Commerce*, on the college's Procurement Services Website, and on the State of Oregon Procurement Information Network (ORPIN). A recommendation for contract award will be made to the College Board of Education at its September meeting.

CAPITAL PROJECTS REPORT

Prepared by

Tim Rogers, Associate Vice President/Chief Information Officer
Julie Huckestein, President/Chief Executive Officer

PLANNING AND PRE-PLANNING CAPITAL PROJECTS

- Building 3, Room 257 Remodel, Faculty Offices Phase 2
HVAC modifications are nearing completion and carpentry is well underway. This project is scheduled for final cleaning and completion the week of July 17, 2017.
- Yamhill Valley Campus, Building 4, Oregon Kidney and Hypertension Clinic Expansion and Tenant Improvement
This project is also referred to as the “Nephrology Remodel”. It was reported previously that the tenant requested the lease be based on the tenant’s standard lease agreement and that the college was actively negotiating the lease agreement terms. The lease negotiation continues to be challenging and will likely continue throughout July. Given this, it is most likely that a recommendation for award will not come before the board until September or October.

PROJECTS UNDER CONSTRUCTION

- Salem Campus Athletics Field
Meetings are being held to determine the best way to proceed with this project. The college will be acting as the general contractor on this project to control project delivery and costs. There will be subsequent small contracts issued for other related work of the project, including backstop wall, concrete sidewalks, asphalt, etc.
- Yamhill Valley Campus Daycare Remodel
This project is scheduled for final cleaning and completion the week of July 17, 2017.

See Appendix-2, Campus Map pages 54–55.

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July 26, 2017

**COLLEGE ADVANCEMENT REPORT
APRIL 2017–JUNE 2017**

Prepared by

Andrew Bone, Vice President—Governance and Administration
Julie Huckestein, President/Chief Executive Officer

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

**GRANT ACTIVITIES
APRIL 2017–JUNE 2017**

Prepared by

Peggy Greene, Coordinator—Institutional Grants
Andrew Bone, Vice President—Governance and Administration
Julie Huckestein, President/Chief Executive Officer

GRANTS SUBMITTED APRIL 2017–JUNE 2017:

Grantor	Department	Description	Amount
U.S. Department of Education, Title III Strengthening Institutions Program 84.031F	Student Development and Learning Resources	To support college capacity to serve low-income students. New, five-year grant.	2,950,042
U.S. Department of Education, Title V Developing Hispanic-Serving Institutions Program 84.031S	Student Development and Learning Resources	To support college capacity to serve Hispanic and low-income students. New, five-year grant.	2,409,453
Salem–Kawagoe Sister Cities Association	Evening, Weekend and Education Programs	To support faculty Susan Tanabe's students in the Japanese language course with a visit to the Portland Japanese Gardens. One-year grant.	849
American Association of Community Colleges, MENTORLINKS	Applied Technologies	To provide technical assistance and professional development opportunities for the purpose of improving our Advanced Manufacturing program. Two-year grant.	20,000
State of Oregon, HECC, Oregon Adult Basic Skills Title II Adult Education and Family Literacy	Academic Development	To support adult basic skills and English language learner programs. Two-year grant.	831,568
State of Oregon, HECC, Oregon Adult Basic Skills Title II Adult Education and Family Literacy	Academic Development	To support integrated English literacy and civics education (IELCE). Two-year grant.	91,804
Total:			\$6,303,716

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GRANTS AWARDED APRIL 2017–JUNE 2017:

Grantor	Department	Description	Amount
U.S. Department of Education	College Access Programs	To support Chemeketa’s TRIO Upward Bound, a pre-college program serving 74 high school students each year. Five-year grant.	1,585,275
State of Oregon, HECC, Oregon Adult Basic Skills Title II Adult Education and Family Literacy	Academic Development	To support adult basic skills and English language learner programs. Two-year grant.	1,123,424
State of Oregon, HECC, Oregon Adult Basic Skills Title II Adult Education and Family Literacy	Academic Development	To support integrated English literacy and civics education (IELCE). Two-year grant.	91,804
Evergreen Business Capital Foundation	Chemeketa Foundation	To support Chemeketa’s Small Business Development Center work for the Regional Capital Access Team Support in Region #2 Program. One-year grant.	5,000
Salem–Kawagoe Sister City	Evening, Weekend and Education Programs	To support faculty Susan Tanabe’s students in the Japanese language course with a visit to the Portland Japanese Garden. One-year grant.	849
Open Oregon	Academic Transitions	To support faculty member Tim Van Slyke’s adoption of Open Educational Resources for use in the English as a Second Language classes. One-year grant.	500
Total:			\$2,806,852

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, Foundation—Executive Director
Andrew Bone, Vice President—Governance and Administration
Julie Huckestein, President/Chief Executive Officer

SCHOLARSHIPS

This year over 2,200 students completed scholarship applications and the Foundation expects to award approximately 400 scholarships. Students are currently accepting their awards and writing thank you letters to donors. The letters are inspiring and heartfelt describing their deep appreciation. A majority of the letters acknowledge how their scholarship tells them someone has faith in them and they work harder to succeed

because of it. This is a common theme among awardees.

NEW SCHOLARSHIP AND GIFT RECEIVED

Chemeketa Foundation recently received a commitment of an annual gift of \$40,000 from Chemeketa retirees John and Bobbie Clyde. Their contribution will fund the newly established Clyde Latino Scholarship. Their scholarship supports Latino/Hispanic student parents in need of child care in order to attend college full-time. Preference will be given to first generation students in any certificate or degree program. The Foundation is very grateful to John and Bobbie Clyde for this planned gift.

STARS EVENTS

This was the second year of holding two STARS receptions—one in Salem and one in McMinnville. Both receptions were well-attended and inspirational. STARS bring Foundation donors and the recipients of Foundation scholarships together.

The second annual McMinnville STARS reception was held on May 5 at the Yamhill Valley Campus (YVC). President Julie Huckestein shared a welcome followed by a short speech by Erma Vasquez, the YVC Gold STAR Sponsor. Approximately 70 people attended including McMinnville area Foundation board members, Peter Hofstetter, Pattie Warner, Mark Trumbo and Chemeketa board members, Ed Dodson and Ron Pittman.

The ninth annual Salem STARS reception was held on May 12 at Broadway Commons in downtown Salem. President Julie Huckestein shared a welcome followed by a short speech by former Foundation Board President Bob Emrick and current board member Tiffany Lawrence. Both are Gold STAR Sponsors of the Salem STARS reception. Approximately 200 people attended including Foundation board members Brenna Baucum, Rich Duncan, Betty O'Brien, Selma Pierce and Chemeketa board members, Neva Hutchison and Diane Watson.

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July 26, 2017

ADELMAN

This year will be the 28th and FINAL Adelman golf tournament and it is only weeks away—August 7. After 28 years of attending the Adelman Golf Classic, retired NBA Coach Rick Adelman will golf in one last tournament. It will have a Hawaiian theme and golfers are encouraged to wear their favorite Hawaiian shirt. The luncheon will be a Hawaiian luau and include honoring Rick for his long-time generous support of Chemeketa athletics.

The planning committee once again consists of LeAnn Keim, Lee Sjothun, Lindsey Martin, Nancy Duncan and Andrew Bone. Several Foundation board members help obtain sponsors and also volunteer the day of the tournament. Everyone is encouraged to join this final tournament and golf to support athletic scholarships.

SPRING TERM ENROLLMENT REPORT

Prepared by

Beth Perlman, Institutional Research Analyst
Fauzi Naas, Director—Institutional Research
Andrew Bone, Vice President—Governance and Administration

Items included in this report:

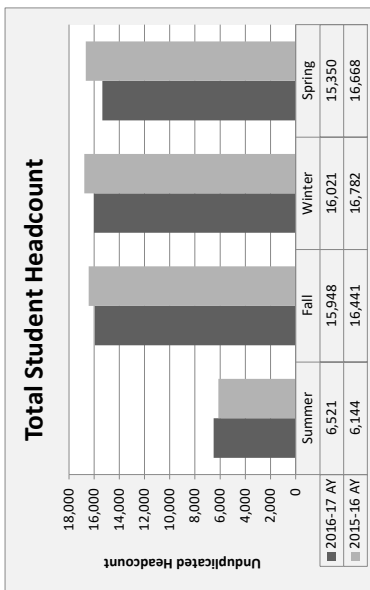
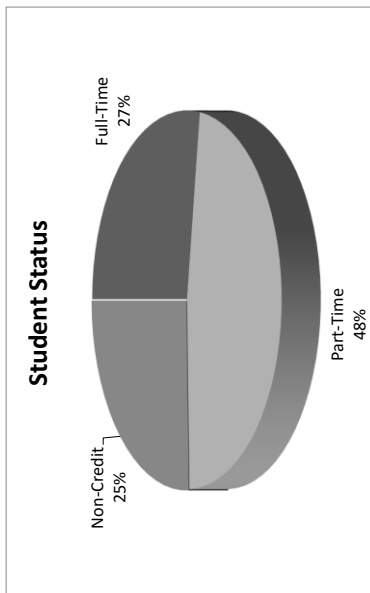
- Student, FTE and Enrollment Profile
- Spring Term Enrollment vs. Prior Years
- Spring Term Cumulative Enrollment

Spring 2017
Student, FTE and Enrollment Profile
All Locations

Spring 2017
STUDENTS (unduplicated headcount)

Total Students	15,350
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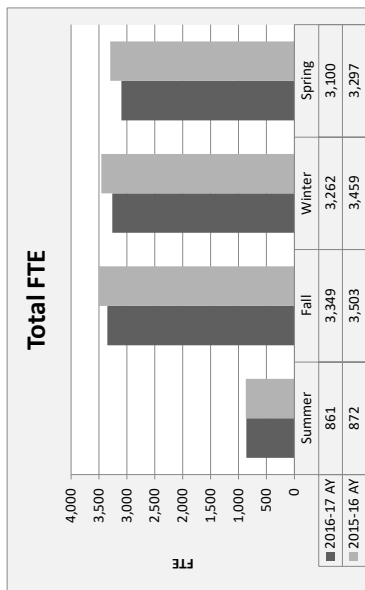
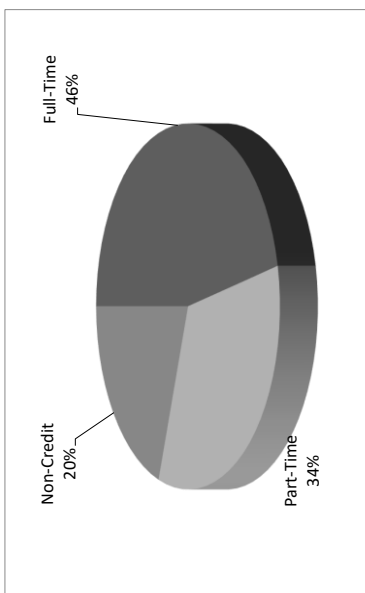
Full-Time	Part-Time	Non-Credit
4,170	7,280	3,900
27.2%	47.4%	25.4%



FTE

Total FTE	3,100
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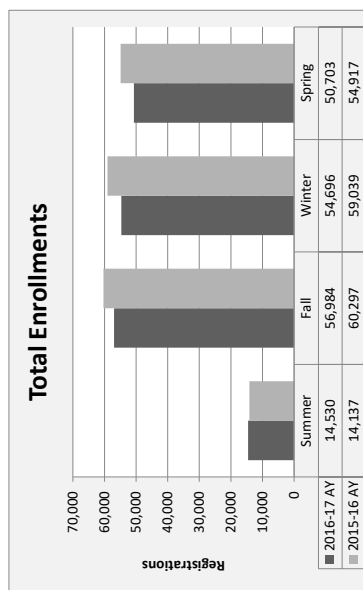
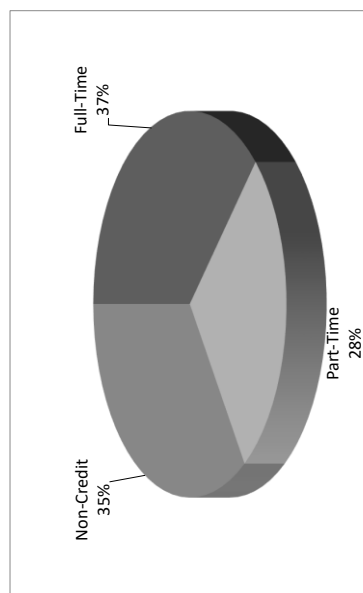
Full-Time	Part-Time	Non-Credit
1,440	1,046	614
46.5%	33.7%	19.8%



ENROLLMENTS (duplicated headcount)

Total Enrollments	50,703
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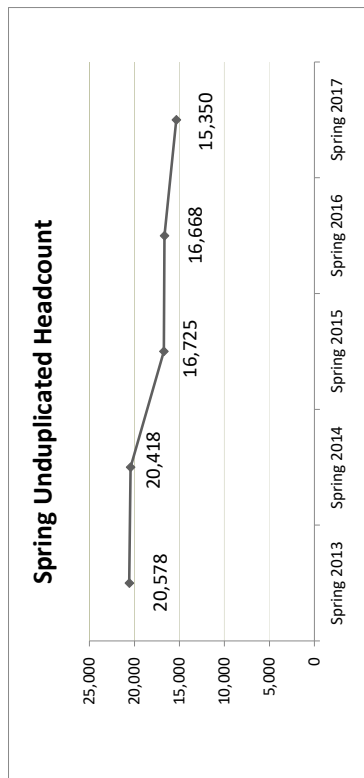
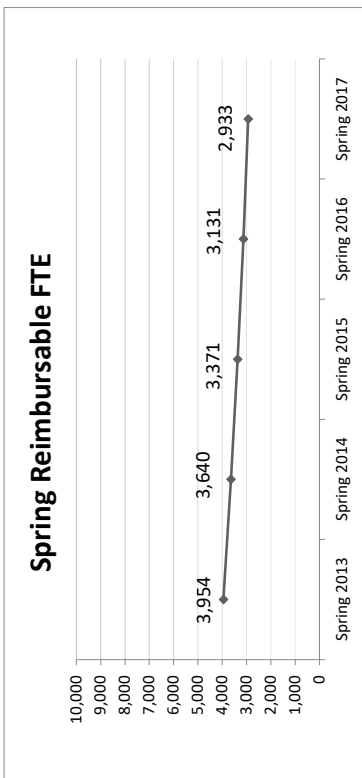
Full-Time	Part-Time	Non-Credit
18,716	14,448	17,539
36.9%	28.5%	34.6%



Standard Report-6
July 26, 2017

Spring 2017
Student, FTE and Enrollment Profile
All Locations

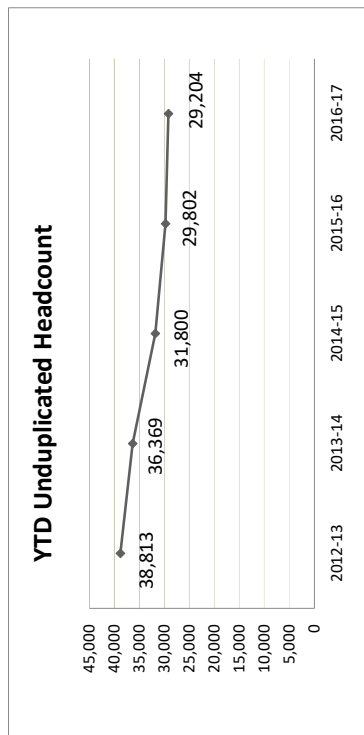
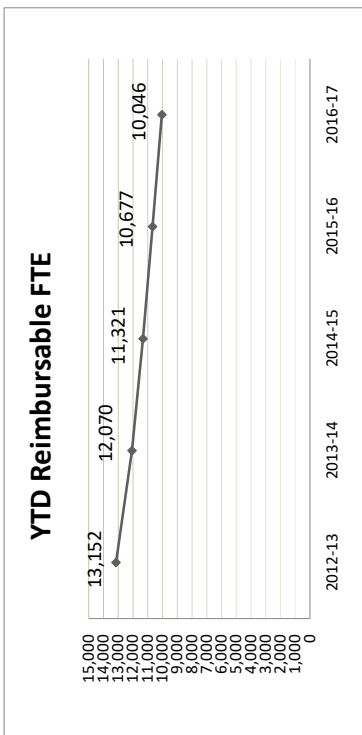
Spring-to-Spring Comparison			
Winter Term FTE and Headcount	Spring 2016	Spring 2017	% Change
Reimbursable FTE	3,131	2,933	-6.3%
Non-Reimbursable FTE	165	167	0.9%
Total FTE	3,297	3,100	-6.0%
Unduplicated Headcount	16,668	15,350	-7.9%



Rate of Change from Spring to Spring	2013 to 2014		2014 to 2015		2015 to 2016		2016 to 2017	
	2013	2014	2014	2015	2015	2016	2016	2017
Change in Reimbursable FTE	↓ -7.9%	↓ -7.4%	↓ -7.1%	↓ -7.1%	↓ -6.3%	↓ -6.3%	↓ -6.3%	↓ -7.9%
Change in Unduplicated HC	↑ -0.8%	↓ -18.1%	↑ -0.3%	↑ -0.3%	↓ -7.9%	↓ -7.9%	↓ -7.9%	↓ -7.9%

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

Year-to-Date FTE and Headcount	Year-to-Date			
	2015-16	2016-17	2016-17	% Change
YTD Reimbursable FTE	10,677	10,046	10,046	-5.9%
YTD Non-Reimbursable FTE	454	526	526	15.8%
YTD Total FTE	11,131	10,572	10,572	-5.0%
YTD Unduplicated Headcount	29,802	29,204	29,204	-2.0%



Rate of Change YTD to YTD	2012-13 to 2013-14		2013-14 to 2014-15		2014-15 to 2015-16		2015-16 to 2016-17	
	2012-13	2013-14	2013-14	2014-15	2014-15	2015-16	2015-16	2016-17
Change in YTD Reimbursable FTE	↓ -8.2%	↓ -6.2%	↓ -6.2%	↓ -5.7%	↓ -5.9%	↓ -5.9%	↓ -5.9%	↓ -5.9%
Change in YTD Unduplicated HC	↓ -6.3%	↓ -12.6%	↓ -6.3%	↓ -6.3%	↓ -6.3%	↓ -6.3%	↓ -6.3%	↓ -2.0%

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.

Thanks to the following staff who volunteered 4.5 hours at an Oregon Garden fundraising event on June 16: ADRIANA BARRERA, MEGAN COGSWELL, AMY EARLY, MELISSA FREY, KELLEY GEMBALA, MANUEL GUERRA, JOHNNY MACK, HEATHER MISENER, CHRIS NELSON, HOLLY NELSON, LESLIE ROACHE, MARSHALL ROACHE, and EME SMITH. *(Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

REBECCA BOLANTE, REBECCA HILLYER, and BILL KOHLMAYER developed and facilitated two Threat Assessment Trainings (TAT) dedicated to the prevention of, reaction to, and recovery from, targeted violence and disasters. The first was at Leeward Community College and University of Hawaii in Pearl City, Hawaii, on May 26 and 27; the second was at Century College and Metropolitan State University in St. Paul, Minnesota on July 19 and 20. *(Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

JOHNNY MACK, and MARSHALL and LESLIE ROACHE, participated and completed the Black Butte Sprint Triathlon on July 2. This included an 800 meter swim, 20 kilometer bike, and 5 kilometer trail run. They were cheered on by ADAM MENNIG, and CHRIS and HOLLY NELSON. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

JON TUCKER, director of Corrections Education, was the keynote speaker at the Marion County Parole and Probation Appreciation Week BBQ on July 20 at the Marion County Transition Center. *(Core Theme: Access—A broad range of educational opportunities and workforce training are provided to students in pursuit of their goals.)*

LYNN IRVIN, executive assistant for College Support Services, helped organize the American Association of Women in Community Colleges (AAWCC) Summer Conference that was held at Salishan on July 20. *(Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

Separate Action-1
July 26, 2017

**APPROVAL OF RETIREMENT RESOLUTIONS
NO. 17-18-01, ARMINTA L. "MINTY" SCHMID AND
NO. 17-18-02, LINDA K. CROSBY
[17-18-100]**

Prepared by

Andrew Bone, Vice President—Governance and Administration

The College Board of Education honors employees who retire after years of service to the college. Attached are resolutions honoring Arminta L. "Minty" Schmid, who retired effective June 30, 2017, and Linda K. Crosby, who retires effective July 31, 2017.

It is recommended that the College Board of Education adopt Resolution No. 17-18-01, Arminta L. "Minty" Schmid and No. 17-18-02, Linda K. Crosby.

Separate Action-1
July 26, 2017

**RETIREMENT RESOLUTION NO. 17-18-01
ARMINTA L. "MINTY" SCHMID**

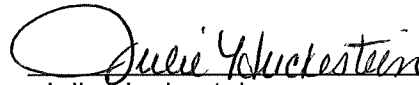
WHEREAS, Arminta L. "Minty" Schmid began her 37-year, 4-month association, as a salaried employee, with Chemeketa Community College in March, 1980; and

WHEREAS, Arminta L. "Minty" Schmid gave dedicated service to Chemeketa Community College, currently as Student Services Specialist—11 months, High School Partnerships Department of Academic Progress and Regional Education Services Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2017, the College Board of Education hereby honors and commends Arminta L. "Minty" Schmid for her loyalty, dedication and personal commitment to Chemeketa Community College.



Ron Pittman
Board Chairperson



Julie Huckestein
President/Chief Executive Officer

Separate Action-1
July 26, 2017

**RETIREMENT RESOLUTION NO. 17-18-02
LINDA K. CROSBY**

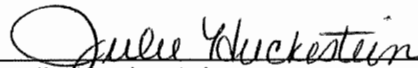
WHEREAS, Linda K. Crosby began her 35-year, 9-month association, as a salaried employee, with Chemeketa Community College in October, 1981; and

WHEREAS, Linda K. Crosby gave dedicated service to Chemeketa Community College, currently as Department Technician I, Library and Learning Resources Department of Student Development and Learning Resources Division; therefore,

BE IT RESOLVED, that upon her retirement date of July 31, 2017, the College Board of Education hereby honors and commends Linda K. Crosby for her loyalty, dedication and personal commitment to Chemeketa Community College.



Ron Pittman
Board Chairperson



Julie Huckestein
President/Chief Executive Officer

Action-1
July 26, 2017

**APPROVAL OF COLLEGE POLICIES
#5130—TUITION AND FEES; #6010—ACCOUNTING FOR FUNDS;
#6020—HANDLING OF FUNDS AND #6110—SIGNATURES ON PAYMENTS
[17-18-101]**

Prepared by

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

TUITION AND FEES—POLICY #5130

This policy was last reviewed by the board in September 2014. No changes are recommended to this policy.

ACCOUNTING FOR FUNDS—POLICY #6010

This policy was last reviewed by the board in September 2016. This policy has received very minor edits in the second sentence. The title was changed from all capitals to lower case to comply with college policy standards.

HANDLING OF FUNDS—POLICY #6020

This policy was last reviewed by the board in October 2014. No changes are recommended to this policy.

SIGNATURES ON PAYMENTS—POLICY #6110

This policy was last reviewed by the board in July 2014. No changes are recommended to this policy.

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.

It is recommended that the College Board of Education approve college policies #5130—Tuition And Fees; #6010—Accounting For Funds; #6020—Handling Of Funds and #6110—Signatures On Payments to become effective immediately.

Student Services Series—5000

TUITION AND FEES

The Chemeketa Community College president/chief executive officer shall annually submit a proposed tuition schedule for College Board of Education approval.

The college shall set fees as needed. The college president/chief executive officer shall inform the College Board of Education of the fee schedule on an annual basis.

The percentage of tuition and fee refunds that may be permitted upon withdrawal from the college shall be established by college procedure.

July 17, 1985

Adopted College Board of Education

February 22, 2011; September 17, 2014

Revised College Board of Education

June 28, 2006

Reviewed College Board of Education

Action-1
July 26, 2017

Policy #6010 POL

Business Operations Series—6000

ACCOUNTING FOR FUNDS

The associate vice president of financial management will be responsible to the college president/chief executive officer for the proper accounting of all Chemeketa Community College funds.

College revenue will be received, recorded, and accounted for by Business Services or other departments or locations authorized by the ~~A~~ssociate ~~V~~ice ~~P~~resident of ~~F~~inancial ~~M~~anagement.

July 17, 1985

Adopted College Board of Education

September 20, 2006; March 16, 2011;

October 15, 2014; September 21, 2016

Revised College Board of Education

Action-1
July 26, 2017

Policy #6020 POL

Business Operations Series—6000

HANDLING OF FUNDS

Only employees authorized by Chemeketa Community College shall receive funds (cash, check, credit card, etc.) for any college-related purpose.

July 17, 1985

Adopted College Board of Education

September 20, 2006; March 16, 2011;

October 15, 2014

Revised College Board of Education

Action-1
July 26, 2017

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 of financial management are authorized to sign college payments. A facsimile signature is authorized for the president/chief executive 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

Revised College Board of Education

**APPROVAL OF GRANTS AWARDED
APRIL 2017–JUNE 2017
[17-18-102]**

Prepared by

Peggy Greene, Coordinator—Institutional Grants
Andrew Bone, Vice President—Governance and Administration
Julie Huckestein, President/Chief Executive Officer

These grants have been awarded to the college from April 2017–June 2017. It is recommended that the board accept these grants.

Grantor	Department	Award Description	Amount
U.S. Department of Education	College Access Programs	To support Chemeketa's TRIO Upward Bound, a pre-college program serving 74 high school students each year. Five-year grant.	1,585,275
State of Oregon, Higher Education Coordinating Commission (HECC), Oregon Adult Basic Skills Title II Adult Education and Family Literacy	Academic Development	To support adult basic skills and English language learner programs. Two-year grant.	1,123,424
State of Oregon, HECC, Oregon Adult Basic Skills Title II Adult Education and Family Literacy	Academic Development	To support integrated English literacy and civics education (IELCE). Two-year grant.	91,804
Evergreen Business Capital Foundation	Chemeketa Foundation	To support Chemeketa's Small Business Development Center work for the Regional Capital Access Team Support in Region #2 Program. One-year grant.	5,000
Salem-Kawagoe Sister Cities Association	Evening, Weekend and Education Programs	To support faculty Susan Tanabe's students in the Japanese language course with a visit to the Portland Japanese Gardens. One-year grant.	849

Action-2
July 26, 2017

Open Oregon	Academic Transitions	To support faculty member Tim Van Slyke's adoption of Open Educational Resources for use in the English as a Second Language classes. One-year grant.	500
		Total:	\$2,806,852

**ACCEPTANCE OF PROGRAM DONATIONS
APRIL 1, 2017 THROUGH JUNE 30, 2017
[17-18-103]**

Prepared by

Margarita Escobedo, Office Assistant—Chemeketa Foundation
Jamie Wenigmann, Development Associate—Chemeketa Foundation
Nancy Duncan, Executive Director—Chemeketa Foundation
Andrew Bone, Vice President—Governance and Administration
Julie Huckestein, President/Chief Executive Officer

Item: 1 box of oranges Donor: Virginia Lankins Declared Value: \$30.00 Program: Food pantry	Item: 2—\$25 gift certificates Donor: Casa Rojas Declared Value: \$50.00 Program: TRiO event
Item: 241 lbs. of food for pantry Donor: Marion Polk Food Share Declared Value: \$574.00 Program: Food pantry	Item: 2—\$25 gift cards Donor: Straight From NY Pizza Declared Value: \$50.00 Program: TRiO event
Item: 3 piñatas Donor: Carniceria Fin de Semana Declared Value: \$60.00 Program: Cinco de Mayo Woodburn event	Item: Stainless steel sheets— 1109 ft ² Donor: JV Northwest Declared Value: \$9,369.60 Program: Welding
Item: 1993 Ford Bronco Donor: Gary LeMaster Declared Value: \$2,000 Program: Automotive Technology	Item: \$110 Visa gift card Donor: Umpqua Bank Declared Value: \$110.00 Program: TRiO event
Item: 1 gift basket, 1—\$50 gift certificate Donor: Salon Stellar Declared Value: \$100.00 Program: Cinco de Mayo Woodburn event	Item: 5 platters and sides Donor: Guamanian Grill Declared Value: \$80.00 Program: TRiO event

Action-3
July 26, 2017

Item:	1 haircut	Item:	Auto tools and equipment
Donor:	The Roots Beauty Salon	Donor:	Doug Alexander
Declared Value:	\$20.00	Declared Value:	\$1,200.00
Program:	Cinco de Mayo Woodburn event	Program:	Automotive Technology
Item:	264 lbs. of food for pantry	Item:	Various SMT components
Donor:	Marion Polk Food Share	Donor:	Garmin AT
Declared Value:	\$653.00	Declared Value:	\$28,743.38
Program:	Food pantry	Program:	Electronics
Item:	1—\$25.00 gift card	Item:	SMT components and scale
Donor:	Safeway—Woodburn	Donor:	Garmin AT
Declared Value:	\$25.00	Declared Value:	\$1,686.34
Program:	Cinco de Mayo Woodburn event	Program:	Electronics
Item:	4—\$10.00 gift certificates	Item:	1999 Chevrolet Tahoe
Donor:	Trapala Brewpub & Rostisseria	Donor:	Kenneth and Kathryn Pickett
Declared Value:	\$40.00	Declared Value:	\$1,800.00
Program:	Cinco de Mayo Woodburn event	Program:	Automotive Technology
Item:	Miscellaneous party supplies	Item:	2007 Nissan Altima
Donor:	Ani's Party Supply	Donor:	Clay Lindsey
Declared Value:	\$283.96	Declared Value:	\$2,600.00
Program:	Cinco de Mayo Woodburn event	Program:	Automotive Technology
Item:	5 pies	Item:	2005 Toyota Camry
Donor:	Shari's Restaurant	Donor:	Eldon and Ruth Greaves
Declared Value:	\$54.95	Declared Value:	\$3,200.00
Program:	Cinco de Mayo Woodburn event	Program:	Automotive Technology

Action-3
July 26, 2017

Item:	4 rounds of golf	Item:	1 Indiana saxophone
Donor:	OGA Golf Course	Donor:	Ron & Carol Hulett
Declared Value:	\$280.00	Declared Value:	\$1,000.00
Program:	Cinco de Mayo Woodburn event	Program:	Music
Item:	2 three month family gym memberships	Item:	Body-solid combo weight bench
Donor:	Flex Fitness	Donor:	Marshall Roache
Declared Value:	\$600.00	Declared Value:	\$175
Program:	TRiO event	Program:	Fire Science
Item:	10—16 oz free drink cards	Item:	Various electronics
Donor:	Dutch Bros	Donor:	Oregon Dept. Of Transportation
Declared Value:	\$47.50	Declared Value:	\$1,000
Program:	TRiO event	Program:	Electronics
Item:	248 lbs. of food for pantry	Item:	4 books
Donor:	Marion Polk Food Share	Donor:	Linda Bennett
Declared Value:	\$766.00	Declared Value:	\$425.00
Program:	Food pantry	Program:	Library

Action-4
July 26, 2017

**APPROVAL OF ON CALL SERVICES FOR HVAC,
BOILER AND PLUMBING MAINTENANCE
AND REPAIR CONTRACT AWARD
[17-18-104]**

Prepared by

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

**ON CALL SERVICES FOR HVAC, BOILER AND PLUMBING MAINTENANCE AND
REPAIR**

An Invitation to Bid for On Call Services for HVAC, Boiler and Plumbing Maintenance and Repair was advertised on July 10, 2017, in the *Daily Journal of Commerce*, on the college's Procurement Services Website, and on the State of Oregon Procurement Information Network (ORPIN). Bids were opened immediately following the bid closing at 2 pm, July 20, 2017. One bid was received from the following company:

CJ Hansen Company, Incorporated, Salem, Oregon

It is recommended that the College Board of Education approve the award of the contract to provide On Call Services for HVAC, Boiler and Plumbing Maintenance and Repair to CJ Hansen Company, Incorporated, Salem, Oregon—the lowest responsible and responsive bidder, for a period not to exceed 5 years, for an estimated contract value of \$850,000.00.

MISSION • VISION • CORE THEMES • VALUES

MISSION *(Our purpose)*

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

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

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

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

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

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

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

Student Success – Students progress and complete their educational goals.

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

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

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

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

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

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

Appendix-2
July 26, 2017



Discover
Chemeketa
Community College



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

Building directory on reverse side

Appendix-2 July 26, 2017

Building and Primary Function(s)

- 001 1st Floor:** Bookstore,
001 2nd Floor: Faculty Offices
002 1st Floor: Advising & Counseling; Career Center; Graduation Services; College Assistance Migrant Program; Convenience Store; Disability Services; Food Court; Information Center; Multicultural Center; Occupational Skills Training; Planetarium; Public Safety; Student Retention & College Life; Student Support Services; Testing Services
002 2nd Floor: Business Office; Enrollment Center; 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: Art Gallery; Classrooms;
003 2nd Floor: Classrooms; Math Learning Center; Extended Learning, Instruction and Student Services, Placement Testing
004 1st Floor: Automotive Program; Electronics Program
004 2nd Floor: Visual Communications; CAD Program
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; Massage Clinic;
008 2nd Floor: Health & Science Classrooms
009 1st Floor: Classrooms; Distance Education; Curriculum Resource Center; Opportunity Center; Television Studio; Online Programs
009 2nd Floor: Library; Writing Center; Computer Lab; Study Rooms
014 Public Safety
015 Burn Tower
020 Drafting, Engineering, Machine Shop
021 Welding Program
022 Academic Development; HEP; Information Technology
033 Trades & Technology
034 Catering Kitchen, Northwest Innovations, Conference Rooms; SOAR
037 Faculty Offices
038 Faculty Offices
039 Child Development
040 Facilities & Operations
041 Facilities & Operations
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; Trades & Technologies
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

Board Room—2/170

Bookstore—1/First Floor

Business Office—2/202

Chemeketa Cooperative Regional Library Service—9/136

Computer Labs—6/218

Convenience Store—2/180

Cooperative Work Experience—2/115

Dental Clinic—8/101

Executive Dean of Students—3/272

Disability Services—2/174

Employee Training Facility—33/106

English for Speakers of Other Languages—22/100

Enrollment Center—2/200

Evening & Weekend Programs—5/264

Extended Learning—3/252

Financial Aid—2/200

First Aid—2/173

Food Service—2/First Floor, 4, & 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

Massage Clinic—8/104

Multicultural Center—2/177A

Northwest Innovations—33/101

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

Study Skills—2/210

Television Studio—9/162

Testing Center—2/101 (Testing Annex—6/216)

Transcripts—2/200

Transfer Information—2/110

Tutoring Center—2/210

Vending Machine Refunds—2/Food Court

Veterans' Services—2/200

Writing Center—9/210

Instructional Department Offices

Dental Programs—8/109

Distance Education & Academic Technology—9/106

Evening and Weekend Programs—5/264B

Emergency Services—19

Health, & Human Performance—7/103

Health Sciences—8/114

Humanities & Communications—1/204

Applied Technologies—5/264D

Math, Science—9/105

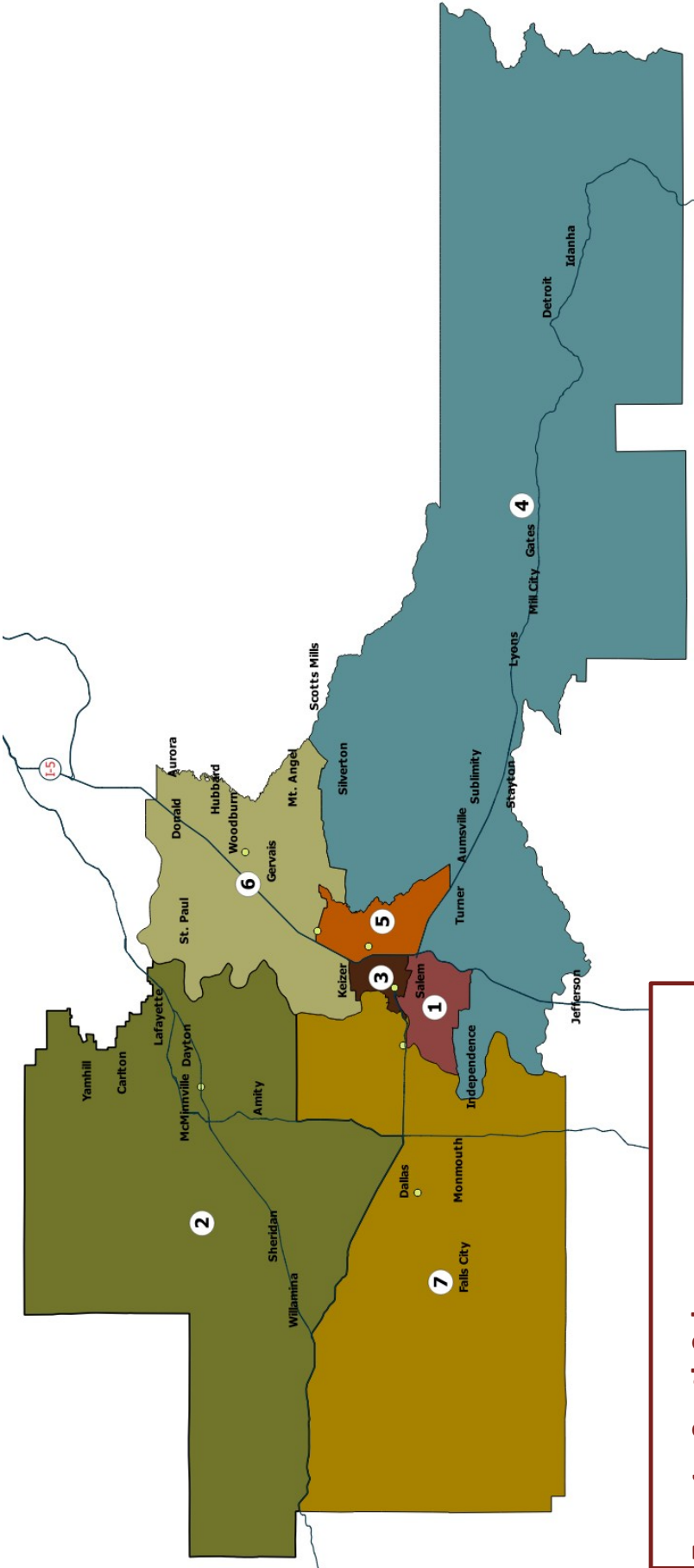
Agricultural Sciences—60

Nursing—8/113

Pharmacy Technology—8/113

Social Science, Business and Human Services—1/204

**Chemeketa Community College
 Board Zone Boundary Map**



- Zone 1 — South Salem**
- Zone 2 — Yamhill County**
- Zone 3 — North Salem**
- Zone 4 — South Marion County**
- Zone 5 — East Salem**
- Zone 6 — North Marion County**
- Zone 7 — Polk County**

- Board Members
- ZONE 1 Ed Dodson**
 - ZONE 2 Ron Pittman, Chairperson 2016–2017**
 - ZONE 3 Neva Hutchinson**
 - ZONE 4 Ken Hector, Vice Chairperson 2016–2017**
 - ZONE 5 Jackie Franke**
 - ZONE 6 Diane Watson**
 - ZONE 7 Betsy Earls**

Handouts
July 26, 2017

PARTICIPANTS IN WORKSHOP BOARD MEETING PRESENTATION
EMERGENCY SERVICES PROGRAM TOUR AND UPDATE
JULY 26, 2017

WORKSHOP MEETING

4:30 PM

**Chemeketa Brooks Center
4910 Brooklake Rd. NE
Building 2**

Workshop demonstrations:

- Mike Withington, Instructor—Criminal Justice defensive tactics class
- Bill Klein, Instructor—Fire Rescue scenario
- Chris Arbuckle, Instructor—Emergency Medical Technician (EMT) medical scenario
- Tania Kleinschmit, Instructor—National Testing Network scenarios

Additional instructors and employees in attendance:

- Bill Klein, Instructor—Fire
- Cliff Munson—Fire
- Debra Pillette-Stephens, Instructor—Criminal Justice
- Megan Gonzalez, Instructor—Criminal Justice
- Mike Withington—Criminal Justice
- Chris Arbuckle, Instructor—EMT
- Gregg Lander, Instructor—EMT
- Kiva Lyell, Instructor—EMT
- Rhonda Woods, Instructor—EMT
- Amy Early, Department Specialist— Emergency Services
- Tania Kleinschmit, Instructional Specialist—Emergency Services
- Marshall Roache, Dean—Emergency Services

Inservice & Kickoff September 11-22, 2017

* Times and locations subject to change

Monday	Tuesday	Wednesday	Thursday	Friday
<p>11</p> <p>CSSD Pancake Breakfast 7:30-9:30 am, Bldg. 2 Food Court</p> <p>HVAC Art Exhibit Opens 10 am-4 pm, Gretchen Schuette Gallery</p> <p>Faculty DPR Training Time, Location</p>	<p>12 KICK-OFF DAY</p> <p>Kick-Off Morning Program* 9-10:30 am</p> <p>Wellness Fair 10:30 am-12:30 pm, New Quad</p> <p>Lunch 11:30 am-1 pm</p> <p>Classified Retreat 1-5 pm, Location</p> <p>Academic Data Meetings 1-5 pm, Various Locations</p>	<p>13</p> <p>Faculty Training Time, Bldg. 9</p> <p>Brown Bag Lunches Bldg. 9 11:30 am-12:30 pm 12:30-1:30 pm</p> <p>Tech Fair 1-3 pm, Bldg. 9 First Floor</p> <p>HVAC Exhibit Reception 4:30-5:30 pm, Gretchen Schutte Gallery</p> <p>Part-Time Faculty Dinner 5:30-7 pm, Location</p>	<p>14</p> <p>Faculty Retreat 8:30 am-3:30 pm, Eola</p> <p>Faculty Training 3:30-5 pm, Bldg. 8, Rm. 201</p>	<p>15</p> <p>Progressive Open House 8-9:30 am, Bldg. 2, Second Floor</p>
<p>18</p>	<p>19</p> <p>ISS Breakfast Burrito 7:30-9:30 am, Bldg. 2, Food Court</p>	<p>20</p>	<p>21</p> <p>Employee Bowling 6-8 pm, Northgate Bowl</p>	<p>22</p> <p>New Student Preview Time, Location</p>

DRAFT

*See next pages for Kickoff Day program and other events
Updated 7/11/17

Kickoff - Tuesday, September 12

9-9:30 am	Meet and Eat	Bldg. 7, Lobby
9:30-10:30 am	President's Welcome <ul style="list-style-type: none">• Julie's welcome• Presentations	Bldg. 7, Gym
10:30 am-12:30 pm	Wellness Fair	New Quad
11:30-1 pm	Lunch	Location <u>2</u>
1-5 pm	Classified Retreat <ul style="list-style-type: none">• Description OR link to more info	Location
1-5 pm	Academic Program Data Meetings <ul style="list-style-type: none">• Description OR link to more info	Location

Other Events

Tuesday, August 29, 9-11 am	Health benefit presentation	Bldg. 6, Rm. 218B
Tuesday, September 5, TIME	New Employee Orientation	Bldg. 6, Rm. 218B
Wednesday, September 6, TIME	New Employee Orientation	Bldg. 6, Rm. 218B
Thursday, September 7, TIME	New Faculty Orientation	Location
Friday, September 8, TIME	New Faculty Orientation	Location
Monday, September 11, 1:30-3:30 pm	Health benefit presentation	Bldg. 6, Rm. 218B

Other Committee/Group Meetings

Friday, September 15, 10-11 am	College Credit Now Liaison Meeting	Bldg. 9, Rm. 109
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