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 from light yellow at the top to dark green at the bottom.

Regular Meeting

June 15, 2022

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

BOARD OF EDUCATION

Regular Meeting

June 15, 2022

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

- | | | | |
|---|---|------------------------------------|-------|
| I. Workshop | 4–4:30 pm | Web Conferencing/Livestream | |
| A. Excellence in Teaching and Learning Taskforce | | | 1 |
| Jessica Howard, President/Chief Executive Officer | | | |
| II. Executive Session | 4:30–5 pm | | |
| Executive Session is called in accordance with ORS 192.660(2) (i) to review and evaluate the employment related performance of the president/chief executive officer. | | | |
| III. Administration Updates | 5–5:45 pm | | |
| IV. Regular Session | 6 pm | Web Conferencing/Livestream | |
| A. Call to Order | | | |
| B. Pledge of Allegiance | | | |
| C. Chemeketa Land Acknowledgment | | | 2 |
| D. Roll Call | | | |
| E. Comments from the Public | | | |
| F. Separate Action | | | |
| 1. Approval of Retirement Resolutions | | [21-22-154] | 3–12 |
| No. 21-22-29, Kathleen M. “Katie” Bunch; | | | |
| No. 21-22-31, Pamela L. “Pam” Knox; | | | |
| No. 21-22-32, Lynn C. Irvin; | | | |
| No. 21-22-33, Richard D. “Rich” McDonald; | | | |
| No. 21-22-34, Cynthia A. “Cindy” Prentice-Craver; | | | |
| No. 21-22-35, Bradley C. “Brad” Tedrow; | | | |
| No. 21-22-36, Denise Teixeira; | | | |
| No. 21-22-37, Stephen C. “Steve” Vincent; and | | | |
| No. 21-22-38, Ramona D. Vorderstrasse | | | |
| David Hallett, Vice President—Governance and Administration | | | |
| G. Approval of Minutes | —Workshop and Regular Board Meeting of | | 13–20 |
| May 18, 2022 | | | |
| H. Reports | | | |
| 1. Reports from the Associations | | | |
| a. Peter Wirfs | Associated Students of Chemeketa (ASC) | | 21 |
| b. Steve Wolfe | Chemeketa Faculty Association | | 22 |
| c. Aaron King | Chemeketa Classified Employees Association | | 23 |
| d. Megan Cogswell | Chemeketa Exempt Employees Association | | 24 |
| 2. Reports from the College Board of Education | | | |

I. Information		
1. Annual Evaluation of the President Jackie Franke, Chair—Board of Education		25
J. Standard Reports		
1. Personnel Report David Hallett, Vice President—Governance and Administration		26–27
2. Budget Status Report Aaron Hunter, Associate Vice President/Chief Financial Officer		28–31
3. Purchasing Report Aaron Hunter, Associate Vice President/Chief Financial Officer		32–33
4. Capital Projects Report Michael Kinkade, Associate Vice President/CIO—Operations Management		34
5. Chemeketa Cooperative Regional Library Service (CCRLS) Report Bruce Clemetsen, Vice President—Student Affairs		35–36
6. Recognition Report Jessica Howard, President/Chief Executive Officer		37–39
7. President’s Report Jessica Howard, President/Chief Executive Officer		40–42
K. Separate Action (Continued)		
2. Approval of Presidential Contract Jackie Franke, Chair—Board of Education	[21-22-154]	43
3. Approval of Resolution No. 21-22-27, Adopting the Budget, Making Appropriations, and Levying Taxes Aaron Hunter, Associate Vice President/Chief Financial Officer	[21-22-155]	44
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 Full-Time Faculty; Part-Time (Adjunct) Bargaining Faculty; and Part-Time, Non-Bargaining, Non-Credit Faculty Salary Schedules for 2022–2023 David Hallett, Vice President—Governance and Administration	[21-22-156]	45–48
2. Approval of Budget Transfer Requests Aaron Hunter, Associate Vice President/Chief Financial Officer	[21-22-157]	49
3. Approval of Resolution No. 21-22-28, Authorizing Interfund Borrowing Aaron Hunter, Associate Vice President/Chief Financial Officer	[21-22-158]	50–51
4. Approval College Policies—Educational Program 4000 Series, #4015–#4070, #4080, #4210, and #4230–4320 Michael Vargo, Vice President—Academic Affairs	[21-22-159]	52–66

5. Approval of Suspension of Juvenile Justice Associate of Applied Science Degree Michael Vargo, Vice President—Academic Affairs	[21-22-160]	67
6. Approval of Computer Science Major Transfer Map Michael Vargo, Vice President—Academic Affairs	[21-22-161]	68
7. Approval of Suspension of Sustainability in Management Career Pathway Certificate of Completion Michael Vargo, Vice President—Academic Affairs	[21-22-162]	69
8. Approval of Sustainability in Management Career Pathway Certificate of Completion Michael Vargo, Vice President—Academic Affairs	[21-22-163]	70–71
9. Approval of Lay Representative for the Chemeketa Cooperative Regional Library Service (CCRLS) Advisory Council Bruce Clemetsen, Vice President—Student Affairs	[21-22-164]	72

M. Appendices

1. Mission – Vision – Values – Core Themes	73
2. Campus Map	74–75
3. District Map	76

N. Future Agenda Items

O. Board Operations

P. Adjournment

Chemeketa Community College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, protected veteran status, age, gender, gender identity, sexual orientation, pregnancy, whistleblowing, genetic information, domestic abuse victim, 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 503.584.7323, 4000 Lancaster Dr NE, Salem, OR 97305, or <http://go.chemeketa.edu/titleix>. Individuals may also contact the U.S. Department of Education, Office for Civil Rights (OCR), 810 3rd Avenue #750, Seattle, WA 98104, 206.607.1600.

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

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

Workshop-A
June 15, 2022

EXCELLENCE IN TEACHING AND LEARNING TASKFORCE

Prepared by

Keely Baca, Instructor (part-time)—Yamhill Valley Campus, Anthropology
Shannon Othus-Gault, Instructor (full-time)—Yamhill Valley Campus, Physical Science/Geology
Layli Liss, Associate Dean—Center for Academic Innovation
Jessica Howard, President/Chief Executive Officer

President Jessica Howard convened this task force of faculty members from across divisions and classifications to develop a recommendation report for Chemeketa's executive administration team identifying the goals and the means for establishing a cohesive and well-articulated faculty professional development program centered on teaching excellence.

Two representatives from the task force, along with its administrative facilitator, will present a summary and discussion of the recommendation report.

Land Acknowledgement
June 15, 2022

CHEMEKETA LAND ACKNOWLEDGEMENT

We are gathered today on the land of the Kalapuya (pronounced “**cal-uh-poo-yuh**”), who today are represented by the Confederated Tribes of the Grand Ronde and the Confederated Tribes of the Siletz Indians, whose relationship with this land continues to this day.

We offer gratitude for the land itself, for those who have stewarded it for generations, and for the opportunity to study, learn, work, and be in community on this land. We acknowledge that our College’s history, like many others, is fundamentally tied to the first colonial developments in the Willamette Valley.

Finally, we respectfully acknowledge and honor past, present, and future Indigenous students of Chemeketa Community College.

**APPROVAL OF RETIREMENT RESOLUTIONS
NO. 21-22-29, KATHLEEN M. “KATIE” BUNCH; NO. 21-22-31, PAMELA L. “PAM” KNOX;
NO. 21-22-32, LYNN C. IRVIN; NO. 21-22-33, RICHARD D. “RICH” McDONALD;
NO. 21-22-34, CYNTHIA A. “CINDY” PRENTICE-CRAVER;
NO. 21-22-35, BRADLEY C. “BRAD” TEDROW; NO. 21-22-36, DENISE TEIXEIRA;
NO. 21-22-37, STEPHEN C. “STEVE” VINCENT; AND
NO. 21-22-38, RAMONA D. VORDERSTRASSE
[21-22-153]**

Prepared by

David Hallett, Vice President—Governance and Administration

The College Board of Education honors employees who retire after years of service to the college. Attached are resolutions honoring Kathleen M. “Katie” Bunch, Pamela L. “Pam” Knox, Lynn C. Irvin, Richard D. “Rich” McDonald, Cynthia A. “Cindy” Prentice-Craver, Bradley C. “Brad” Tedrow, Stephen C. “Steve” Vincent, and Ramona D. Vorderstrasse who retire effective June 30, 2022.

It is recommended that the College Board of Education adopt Resolution No. 21-22-29, Kathleen M. “Katie” Bunch; No. 21-22-31, Pamela L. “Pam” Knox; No. 21-22-32, Lynn C. Irvin; No. 21-22-33, Richard D. “Rich” McDonald; No. 21-22-34, Cynthia A. “Cindy” Prentice-Craver; No. 21-22-35, Bradley C. “Brad” Tedrow; No. 21-22-36, Denise Teixeira; No. 21-22-37, Stephen C. “Steve” Vincent; and No. 21-22-38, Ramona D. Vorderstrasse.

Separate Action-1
June 15, 2022

**RETIREMENT RESOLUTION NO. 21-22-29,
KATHLEEN M. "KATIE" BUNCH**

WHEREAS, Kathleen M. "Katie" Bunch began her 30 year, 8-month association, as a salaried employee, with Chemeketa Community College in September, 1991; and

WHEREAS, Kathleen M. "Katie" Bunch gave dedicated service to Chemeketa Community College currently as Director-Business Services, Business Services Department of College Support Services Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2022, the College Board of Education hereby honors and commends Kathleen M. "Katie" Bunch for her loyalty, dedication and personal commitment to Chemeketa Community College.

Jackie Franke

Jackie Franke
Board Chairperson

Jessica Howard

Jessica Howard
President/Chief Executive Officer

Separate Action-1
June 15, 2022

**RETIREMENT RESOLUTION NO. 21-22-31,
PAMELA L. "PAM" KNOX**

WHEREAS, Pamela L. "Pam" Knox began her 6 year, 10-month association, as a salaried employee, with Chemeketa Community College in September, 2015; and

WHEREAS, Pamela L. "Pam" Knox gave dedicated service to Chemeketa Community College currently as Student Services Specialist, Health, Human Performance and Athletics of General Education and Transfer Studies Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2022, the College Board of Education hereby honors and commends Pamela L. "Pam" Knox for her loyalty, dedication and personal commitment to Chemeketa Community College.

Jackie Franke

Jackie Franke
Board Chairperson

Jessica Howard

Jessica Howard
President/Chief Executive Officer

Separate Action-1
June 15, 2022

**RETIREMENT RESOLUTION NO. 21-22-32,
LYNN C. IRVIN**

WHEREAS, Lynn C. Irvin began her 23 year, 10-month association, as a salaried employee, with Chemeketa Community College in August, 1998; and

WHEREAS, Lynn C. Irvin gave dedicated service to Chemeketa Community College currently as Administrative Coordinator, College Support Services Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2022, the College Board of Education hereby honors and commends Lynn C. Irvin for her loyalty, dedication and personal commitment to Chemeketa Community College.

Jackie Franke

Jackie Franke
Board Chairperson

Jessica Howard

Jessica Howard
President/Chief Executive Officer

Separate Action-1
June 15, 2022

**RETIREMENT RESOLUTION NO. 21-22-33,
RICHARD D. "RICH" McDONALD**

WHEREAS, Richard D. "Rich" McDonald began his 29 year, 6-month association, as a salaried employee, with Chemeketa Community College in December, 1992; and

WHEREAS, Richard D. "Rich" McDonald gave dedicated service to Chemeketa Community College currently as Director-Budget and Finance, Budget and Finance Department of College Support Services Division; therefore,

BE IT RESOLVED, that upon his retirement date of June 30, 2022, the College Board of Education hereby honors and commends Richard D. "Rich" McDonald for his loyalty, dedication and personal commitment to Chemeketa Community College.

Jackie Franke

Jackie Franke
Board Chairperson

Jessica Howard

Jessica Howard
President/Chief Executive Officer

Separate Action-1
June 15, 2022

**RETIREMENT RESOLUTION NO. 21-22-34,
CYNTHIA A. "CINDY" PRENTICE-CRAVER**

WHEREAS, Cynthia A. "Cindy" Prentice-Craver began her 25-year association, as a salaried employee, with Chemeketa Community College in September, 1997; and

WHEREAS, Cynthia A. "Cindy" Prentice-Craver gave dedicated service to Chemeketa Community College currently as Instructor-Life Science, Life and Physical Science of General Education and Transfer Studies Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2022, the College Board of Education hereby honors and commends Cynthia A. "Cindy" Prentice-Craver for her loyalty, dedication and personal commitment to Chemeketa Community College.

Jackie Franke

Jackie Franke
Board Chairperson

Jessica Howard

Jessica Howard
President/Chief Executive Officer

Separate Action-1
June 15, 2022

**RETIREMENT RESOLUTION NO. 21-22-35,
BRADLEY C. "BRAD" TEDROW**

WHEREAS, Bradley C. "Brad" Tedrow began his 22-year association, as a salaried employee, with Chemeketa Community College in June, 2000; and

WHEREAS, Bradley C. "Brad" Tedrow gave dedicated service to Chemeketa Community College currently as Manger-Grant Accounting and Accounts Payable, Business Services Department of College Support Services Division; therefore,

BE IT RESOLVED, that upon his retirement date of June 30, 2022, the College Board of Education hereby honors and commends Bradley C. "Brad" Tedrow for his loyalty, dedication and personal commitment to Chemeketa Community College.

Jackie Franke

Jackie Franke
Board Chairperson

Jessica Howard

Jessica Howard
President/Chief Executive Officer

Separate Action-1
June 15, 2022

**RETIREMENT RESOLUTION NO. 21-22-36,
DENISE TEIXEIRA**

WHEREAS, Denise Teixeira began her 16-year, association, as a salaried employee, with Chemeketa Community College in September, 2006; and

WHEREAS, Denise Teixeira gave dedicated service to Chemeketa Community College currently as Instructor-Accounting Program, Business and Technology, Early Childhood Education and Chemeketa Center for Business and Industry Department of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2022, the College Board of Education hereby honors and commends Denise Teixeira for her loyalty, dedication and personal commitment to Chemeketa Community College.

Jackie Franke

Jackie Franke
Board Chairperson

Jessica Howard

Jessica Howard
President/Chief Executive Officer

Separate Action-1
June 15, 2022

**RETIREMENT RESOLUTION NO. 21-22-37,
STEPHEN C. "STEVE" VINCENT**

WHEREAS, Stephen C. "Steve" Vincent began his 41 year, 3-month association, as a salaried employee, with Chemeketa Community College in March, 1981; and

WHEREAS, Stephen C. "Steve" Vincent gave dedicated service to Chemeketa Community College currently as Technology Analyst I, Information Technology of College Support Services Division; therefore,

BE IT RESOLVED, that upon his retirement date of June 30, 2022, the College Board of Education hereby honors and commends Stephen C. "Steve" Vincent for his loyalty, dedication and personal commitment to Chemeketa Community College.

Jackie Franke

Jackie Franke
Board Chairperson

Jessica Howard

Jessica Howard
President/Chief Executive Officer

Separate Action-1
June 15, 2022

**RETIREMENT RESOLUTION NO. 21-22-38,
RAMONA D. VORDERSTRASSE**

WHEREAS, Ramona D. Vorderstrasse began her 20 year, 10-month association, as a salaried employee, with Chemeketa Community College in September, 2001; and

WHEREAS, Ramona D. Vorderstrasse gave dedicated service to Chemeketa Community College currently as Instructional Specialist-10 months, Health Sciences Department of Career and Technical Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 30, 2022, the College Board of Education hereby honors and commends Ramona D. Vorderstrasse for her loyalty, dedication and personal commitment to Chemeketa Community College.

Jessica Franke

Jackie Franke
Board Chairperson

Jessica Howard

Jessica Howard
President/Chief Executive Officer

Minutes
June 15, 2022

APPROVAL OF BOARD MINUTES

Prepared by

Julie Deuchars, Executive Coordinator/Board Secretary
Jessica Howard, President/Chief Executive Officer

Minutes of the board meeting of May 18, 2022, are submitted for review by the board.

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

Minutes
June 15, 2022

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

May 18, 2022

I. EXECUTIVE SESSION

Jackie Franke, Chair, called Executive Session to order at 3:35 pm in the Board Room, Building 2, Room 170, at the Salem Campus. Executive Session was held in accordance with ORS 192.660(2)(i), evaluating the chief executive officer.

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

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

Executive Session ended at 4:04 pm.

II. WORKSHOP

Jackie Franke, Chair, called the workshop to order at 4:13 pm in the Board Room, Building 2, Room 170, at the Salem Campus.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Mike Vargo, Vice President, Academic Affairs; David Hallett, Vice President, Governance and Administration; and Bruce Clemetsen, Vice President, Student Affairs;

Math and Developmental Writing Corequisites

Keith Schloeman, Mathematics Program Co-Chair presented on MTH 105 with corequisite support. Keith covered the goal of the initiative, the model for the non-STEM math pathway, MTH105 with co-requisite support, fall 2021 term results, and next steps, and acknowledged the math faculty assisting in this effort.

Chris Kato, Dean, Academic Development presented on developmental reading and writing co-requisites. Chris covered what makes corequisites effective; accelerated placement history; three models: the move to non-credit, the modified learning community, and integrated education and training; and the future of co-requisites.

Designed for Persistence—Student Athletes

David Abderhalden, Athletic Director discussed athletics at the college; athletic traditions; and the student athlete experience from 2015---2021: personal development, academic support, athletic experience, and transition to four-year institution. David introduced three student athletes and they each shared their experiences at Chemeketa.

Minutes
June 15, 2022

Meeting Minutes
Chemeketa Board of Education
May 18, 2022
Page 2

Board members asked clarifying questions during the workshops. Jackie Franke thanked staff for their presentations.

The workshop ended at 5:02 pm.

III. ADMINISTRATION UPDATES

Jackie Franke, Chair, called the meeting to order at 5:09 pm in the Board Room, Building 2, Room 170, at the Salem Campus.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Mike Vargo, Vice President, Academic Affairs; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; Michael Kinkade, Associate Vice President, College Support Services/Operations; and Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance.

Updates were discussed with the board regarding bond updates, the President's monthly report to the board, and agenda preview.

Administration updates ended at 5:57 pm

IV. REGULAR SESSION

A. CALL TO ORDER

Jackie Franke, Chair reconvened the board meeting at 6:02 pm.

B. PLEDGE OF ALLEGIANCE

C. CHEMEKETA LAND ACKNOWLEDGEMENT

Jackie Franke read the land acknowledgement.

D. ROLL CALL

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Mike Vargo, Vice President, Academic Affairs; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; Michael Kinkade, Associate Vice President, College Support Services/Operations; and Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance.

Board Representatives in Attendance: Josh Wray, Associated Students of Chemeketa (ASC); Steve Wolfe, Chemeketa Faculty Association (CFA); Aaron King, Chemeketa Classified Association (CCA); and Megan Cogswell, Chemeketa Exempt Association (CEA).

Minutes
June 15, 2022

Meeting Minutes
Chemeketa Board of Education
May 18, 2022
Page 3

E. COMMENTS FROM THE PUBLIC

None.

F. PUBLIC HEARING ON PROPOSED BUDGET

Jackie Franke opened the public hearing for the proposed budget for FY22–23 and asked Aaron Hunter if any public comments had been received. Aaron noted that a public notice was posted and that the information on the public website advised any individual who was inclined to submit comments by 5:00 pm on May 17. He also indicated that no comments or questions were received. Jackie closed the public hearing for the proposed budget.

G. SPECIAL HONORS

Layli Liss, Associate Dean and Daniel Couch, Chair, Excellence in Teaching Award Committee discussed the Excellence in Teaching Award. Jackie Franke, Mike Vargo, and Jessica Howard presented Taylor Marrow III (via Zoom), full-time faculty in History and Brent Mobley-Oorthuys, part-time faculty, Health Information Management the first annual inaugural Excellence in Teaching awards. Taylor and Brent said a few words and the board and staff congratulated them for the great job they do.

H. APPROVAL OF MINUTES

Ken Hector moved and Diane Watson seconded a motion to approve the Budget Committee and College Board of Education minutes from April 20, 2022.

The motion CARRIED.

I. REPORTS

Reports from the Associations

Josh Wray, Associated Students of Chemeketa (ASC) and Megan Cogswell, Chemeketa Exempt Association said their reports stand as written.

Steve Wolfe, Chemeketa Faculty Association said his report stands as written, congratulated Taylor Morrow III and Brent Mobley-Oorthuys for their Excellence in Teaching Awards and also Shannon Othus-Gault, Geology and General Science instructor for publishing an article in the journal *Earth and Space Science*. She has additional articles waiting to be published.

Aaron King, Chemeketa Classified Association (CCA) noted CCA has been advocating for quality working conditions for classified employees and thanked Vivi Caleffi Prichard, David Hallett, and Alice Sprague for actively listening to employees who came forward.

Reports from the College Board of Education

Ed Dodson attended the Oregon Community College Association (OCCA) legislative committee meeting, the HB 2590 legislative hearing at Western Oregon University (WOU), the OCCA Oregon Student Success Center (OSSC) advisory committee, the President's Compensation committee meeting, the Marion County Second Chance breakfast, the National Association for the Advancement of Colored People (NAACP) banquet, the EOLA barrel tasting, the OCCA board forum and board meeting, the Chemeketa student art show, the ASCETA design-the-future meeting, and the Brooks Campus pancake breakfast.

Minutes
June 15, 2022

Meeting Minutes
Chemeketa Board of Education
May 18, 2022
Page 4

Neva Hutchinson attended the HB 2590 legislative hearing at WOU, the President's Compensation committee meeting, the Marion County Second Chance breakfast, the NAACP banquet, and the Brooks campus pancake breakfast.

Ken Hector attended the Marion County Second Chance breakfast, the quarterly meeting with President Jessica Howard, two Silverton Chamber business meetings, two Silverton Rotary meetings, and the Association of Community College Trustees (ACCT) Public Policy and Advocacy committee meeting.

Betsy Earls met with Scott Dadson from the Mid-Willamette Valley Council of Governments (MWVCOG) to discuss her role on the MWVCOG board before its June meeting.

Diane Watson attended the Marion County Second Chance breakfast, the EOLA barrel tasting, the quarterly lunch with President Jessica Howard, and the Brooks campus pancake breakfast. She also sent letters of support to three Oregon congressional representatives regarding HR4521.

Ron Pittman attended the National Center for Higher Education Management Systems (NCHEMS) Higher Education Landscape Study meeting, agenda review, the quarterly lunch with President Jessica Howard, a meeting with Danielle Hoffman and Paul Davis from the Yamhill Valley Campus (YVC), and the McMinnville Chamber Greeters on Friday mornings.

Jackie Franke attended the President's Compensation committee meeting, the Marion County Second Chance breakfast, the Brooks campus open house and pancake breakfast, four East Salem Rotary meetings, a Mexican Heritage celebration, a McKay Commons Project, agenda review, and the quarterly lunch with President Jessica Howard.

J. INFORMATION

Annual Graduation Exercises

Bruce Clemetsen provided an update on the Friday, June 10, 2022 commencement. This will be a drive-thru "car-mencement" parade-style ceremony through campus, and will be recorded and live-streamed.

College Policies—Educational Program 4000 Series, #4015–#4070, #4080, #4210, and #4230–#4320

Mike Vargo stated there were twelve policies being presented to the board, and that these were on the normal three-year review cycle. The only substantive changes were to the graduation requirements policy, adding the Bachelor of Applied Science degree and removing the Adult High School Diploma because the college no longer offers that.

Full-Time Faculty; Part-Time (Adjunct) Bargaining Faculty; and Part-Time Non-Bargaining, Non-Credit Salary Schedules for 2022–2023

David Hallett said the faculty salary schedules were bargained during faculty negotiations last year, and the board will be asked to approve the salary tables at the June board meeting.

Meeting Minutes
Chemeketa Board
May 18, 2022
Page 5

Suspension of Juvenile Justice Associate of Applied Science Degree

Megan Gonzales, Program Chair, Criminal Justice noted the last three-to-four years they have been working with the Criminal Justice Advisory Committee to try to increase numbers, offer courses at different times, and utilize different modalities, and yet the program continued to dwindle and take resources from other programs. The college is working with the individual students in the program to ensure that they can complete their degree within a two-year cycle. The board will be asked to approve the suspension at the June board meeting.

Computer Science Major Transfer Map (MTM)

Andrew Scholer, Program Chair, Computer Science noted that the two new associate of science transfer computer science (AST-CS) degrees, one for each track of the major transfer map (MTM), will replace the existing ASOT-CS and provide stronger guarantees for students upon transfer, a clearer roadmap, and fewer excess credits taken. The board will be asked to approve the AST-CS degree at the June meeting.

Suspension of Sustainability in Management Career Pathway Certificate of Completion/Sustainability in Management Career Pathway Certificate of Completion

R. Taylor, Dean, Business and Technology Programs and Early Childhood Education noted that the current certificate does not allow leeway for course substitution which is challenging for students when a required course is canceled, and creates insufficient enrollment because the program is not being promoted. The proposed changes will allow more students to complete the certificate as an entry-level option. The board will be asked to approve at the June board meeting.

K. STANDARD REPORTS

Personnel Report

Alice Sprague, Associate Vice President of Human Resources said the report stands as written and provided a few highlights. The three new employees under the new hire section are funded by grant funding and self-support.

Budget Status Report

Aaron Hunter noted on page 53, Statement of Resources and Expenditures that everything is in order as far as budget to actuals; however, there is an error under the state appropriations-current line item. The fifth CCSF payment for this year has been included and is usually shown as state appropriations-deferred to FY 23. That will be corrected for the next report. Aaron noted that on page 54, Budget Status Report that the exempt, classified, faculty and part-time faculty salaries on all encumbrances are now projected through the end of the fiscal year. The insurance and maintenance accounts are fully expended for the year, and the staff development and travel accounts have a carryover and that is due to less traveling because of COVID. On page 55, Status of Investments there are no new investments or maturities for April. In May a new one will be added. The local government investment pool has moved 10 basis points in the last month, and then in the middle of May it will go up another 10 basis points.

Minutes
June 15, 2022

Meeting Minutes
Chemeketa Board
May 18, 2022
Page 6

Capital Projects Report

Michael Kinkade said the report stands as written and noted that the Agriculture Complex greenhouse is complete and the hoop houses are under construction. In addition, six of eleven HVAC upgrades are underway as well.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

L. SEPARATE ACTION

Approval of Retirement Resolution No. 21-22-26, David J. Horton

Diane Watson read David J. Horton's retirement resolution. This employee worked a total of 30 years and 6-months.

Ken Hector noted there was a typo in the resolution number and moved approval of resolution No. 21-22-26. Neva Hutchinson seconded a motion to approve the retirement resolution of David J. Horton

The motion CARRIED.

Jackie stated that she attended the April 29th In-Service and said the overall program was great and that President Jessica Howard's comments were inspiring for the future and recognized and acknowledged all of the work that is going on and individuals involved. Jackie asked that Jessica send the board her comments.

M. ACTION

Ron Pittman moved and Betsy Earls seconded a motion to approve consent calendar items No. 1-7.

The motion CARRIED.

Ron Pittman would like the board to meet to discuss the materials from the NCHEMS conference in Eugene.

N. APPENDICES

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

O. FUTURE AGENDA ITEMS

None were heard.

P. BOARD OPERATIONS

None.

Q. ADJOURNMENT

The meeting adjourned at 7:01 pm.

Minutes
June 15, 2022

Meeting Minutes
Chemeketa Board
May 18, 2022
Page 7

Respectfully submitted,

Julie Deuchars
Board Secretary

Jessica Howard
President/Chief Executive Officer

Jackie Franke
Board Chair

Date

ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

Prepared by

Peter Wirfs and Josh Wray, ASC Executive Coordinators

ASC / MULTICULTURAL STUDENT SERVICES (MSS) PAST EVENTS

Intercultural Movie Afternoons

- The Multicultural Center showed the following list of movies on Thursdays during the month of May.
 - May 5 – Whale Rider
 - May 12 – Warriors of the Rainbow
 - May 19 – Tanna
 - May 26 – Once Were Warriors

NCHEMS Study

- Three students from the ASC team participated in a focus group at Lane Community College on May 11. This was done for the National Center for Higher Education Management Systems.

Pacific Islander Community Event

- On May 19, the Multicultural Student Center hosted storytelling, music and dancing, and provided refreshments. Director Tassi Keener was in attendance for the event.

Get Yourself Tested (GYT) Sexually Transmitted Diseases (STD) Awareness and Testing

- The annual Get Yourself Tested event took place on May 10. The tests were confidential and all students and staff were welcomed to the event.

End of the Year Barbeque

- The Student Retention and College Life Office hosted a barbeque from 11 an–2 pm on June 1. Around 500 Students and staff signed up and enjoyed the food and refreshments.

ASC / MSS PRESENT EVENTS

Java Mondays

- Student Life has been providing free coffee outside of the Student Retention and College Life office to all students on Mondays.

Legislative Internship

- Joel Gisbert and Peter Wirfs are working on a Legislative Internship Committee as part of the Student-Initiated Fee initiative. They are in draft mode and are finalizing the informational material.

Men's Wellness Group

- Joel Gisbert leads a men's wellness group meeting on Thursday's every week from 3–5 pm.

CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Steve Wolfe, President—Chemeketa Faculty Association

FACULTY ACCOMPLISHMENTS

Traci Hodgson, full-time History instructor, recently served as a judge at the Oregon History Day state contest for middle school and high school history students. She was also an External Peer Reviewer for the History program review at Lane Community College and was a peer reviewer for the Higher Education Coordinating Commission (HECC) for the Mt. Hood Community College dual credit program.

CFA ELECTIONS

Elections for positions on the CFA Executive Board were held the third week of May. Chris Nord (Vice President for Full-time Faculty) and Donna Bernhisel (Secretary) each have one year remaining of their current term in office. The other three officers were each reelected to a two-year term: Steve Wolfe (President), Amanda Knopf (Vice President for Part-time Faculty), and Leslie Maksun (Treasurer).

Area representatives each serve a one-year term on the board. All five representatives were reelected:

- Alissa Hattman (Regional Education and Academic Development)
- Stephanie Lenox (Non-ILC Based Faculty)
- Taylor Marrow (General Education and Transfer Studies)
- Rebecca Owen (Part-time Faculty)
- Sheldon Schnider (Career/Technical Education)

CFA SPRING GENERAL MEMBERSHIP MEETING

The CFA spring general membership meeting was held via Zoom on Thursday, May 26. Nearly 50 faculty attended. Updates and other information were provided by Oregon Education Association (OEA) Community College Council President Traci Hodgson and OEA UniServ Consultant Roxann Fonoimoana. The agenda also included announcing the results of the CFA elections, summarizing work done by the CFA this year, and sharing information about workshops and other learning and service opportunities for faculty members.

CHEMEKETA COMMUNITY COLLEGE CLASSIFIED EMPLOYEES ASSOCIATION (CCA)

Prepared by

Tim King, Director of Public Relations—Chemeketa Community College Classified Employees Association
Amanda Beckner, External Vice-President—Chemeketa Community College Classified Employees Association
Aaron King, President—Chemeketa Community College Classified Employees Association

PRESIDENT'S MESSAGE

The Chemeketa Classified Association participated in the 2022 Student Art Showcase and selected for the CCA's Choice Recognition Award, "*Movement*" by Christie Miller. Congratulations to Christie and all the other students who participated in this year's showcase. Chemeketa has some truly talented students.

WELCOME NEW CLASSIFIED EMPLOYEES

- On May 11, 2022, Jordan Collmann was hired for the position of Custodian I in the Capital Projects and Facilities department.
- On June 1, 2022, Karl Galbreath was hired for the position of Custodian I in the Capital Projects and Facilities department.

CHANGES

- On May 16, 2022, Erick Iniguez changed positions and is now working as a Student Services Specialist in the High School Partnerships department.

RETIREMENTS

On Wednesday, May 25, the Chemeketa Retirement committee celebrated this year's retirees with a lovely afternoon soiree complete with strawberry shortcake. Though not one of the organizers, the CCA helped promote the event. Once again, the board would like to congratulate the retirees and thank them for their many years of dedication and loyalty.

LUNCH AND LEARN

On Thursday, May 26, the board hosted its first physical Lunch and Learn event in over two years. Approximately 20 employees were in attendance and several others watched via Zoom as CCA counsel John Sutter talked about the latest news and answered questions regarding the current state of contract negotiations. The board hosted a second event the following evening, focusing on the college's custodial staff.

OTHER ACTIVITIES

Several Board members participated in different Community Wellness and Recovery Workshops offered through the partnership between Chemeketa Cooperative Regional Library Service (CCRLS) and Chemeketa Community College.

CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

Lynn Irvin, Vice President—Chemeketa Community College Exempt Association
Megan Cogswell, President—Chemeketa Community College Exempt Association

- The exempt association board is working with the foundation to award scholarships for fall term 2022.
- Elections for the exempt association board for the upcoming academic year are in progress.
- Exempt board member past president, Marshall Roache has completed his term as a board member. He is applauded and thanked for his contributions over the past three years!

Information-1
June 15, 2022

ANNUAL EVALUATION OF THE PRESIDENT

Prepared by

Jackie Franke, Board Chair

The annual presidential evaluation was conducted in executive session on June 15, 2022. A summary will be shared during the regular meeting tonight.

PERSONNEL REPORT

Prepared by

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

NEW HIRES

Jordan M. Collmann, Custodian I—Capital Projects and Facilities, College Support Services Division, 100 percent, 12-month assignment, Range A-2, Step 2.

Karl J. Galbreath, Custodian I—Capital Projects and Facilities, College Support Services Division, 100 percent, 12-month assignment, Range A-2, Step 3.

POSITION CHANGES

Diana Inch, Instructional Technician—10-months—Library Services, Student Development and Learning Resources Division, 100 percent, position has changed from a 12-month assignment to a 10-month assignment.

Erick Iniguez, Student Support Specialist—High School Partnerships, Regional Education and Academic Development Division, Range B-3, Step 4, from Student Support Specialist—Woodburn Center, Regional Education and Academic Development Division.

Hector Lopez-Delgado, Department Technician I—11-months—Academic Development, Regional Education and Academic Development Division, Range B-1, Step 6, from Maintenance/Trades Technician I—Capital Projects and Facilities, College Support Services Division.

Carlos Zuleta, Instructional Technician—Library Services, Student Development and Learning Resources Division, 100 percent, position has changed from a 10-month assignment to a 12-month assignment.

RETIREMENTS

Kathleen M. “Katie” Bunch, Director-Business Services—President’s Office Division, effective June 30, 2022.

Pamela L. “Pam” Knox, Student Services Specialist—Health, Human Performance and Athletics, General Education and Transfer Studies Division, effective June 30, 2022.

Lynn C. Irvin, Administrative Coordinator—College Support Services Division, effective June 30, 2022.

Richard D. “Rich” McDonald, Director-Budget and Finance—College Support Services Division, effective June 30, 2022.

Standard Report-1
June 15, 2022

Cynthia Prentice-Craver, Instructor-Life Science—Life and Physical Science, General Education and Transfer Studies Division, effective June 30, 2022.

Bradley C. “Brad” Tedrow, Manager-Grant Accounting and Accounts Payable—Business Services, College Support Services Division, effective June 30, 2022.

Denise Teixeira, Instructor-Accounting Program—Business and Technology, Early Childhood Education and Chemeketa Center for Business and Industry, Career and Technical Education Division, effective June 30, 2022.

Stephen C. “Steve” Vincent, Technology Analyst I—Information Technology, College Support Services Division, effective June 30, 2022.

Ramona D. Vorderstrasse, Instructional Specialist—10-months—Health Sciences, Career and Technical Education Division, effective June 30, 2002.

SEPARATIONS

Heath Meier, Custodian I—Capital Project and Facilities, College Support Services Division, effective May 27, 2022.

Jonathon C. Sowerby, Technology Analyst I—Information Technology, College Support Services Division, effective May 20, 2022.

Zachary A.M. Yamada, Instructor-Computer Information Systems—Business and Technology, Early Childhood Education and Chemeketa Center for Business and Industry, Career and Technical Education Division, effective June 30, 2022.

BUDGET STATUS REPORT

Prepared by

Rich Kline, Director—Business Services
Brian Knowles, Director—Budget and Finance
Aaron Hunter, Associate Vice President/Chief Financial Officer

The financial reports of the general fund and investments for the period from July 1, 2021, through May 31, 2022, are attached.

The following items are included in the report:

- General Fund Statement of Resources and Expenditures
- General Fund Budget Status Report
- Status of Investments as of May 31, 2022

Chemeketa Community College
Statement of Resources and Expenditures
As of May 31, 2022

Standard Report-2
 June 15, 2022

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	25,030,000	24,797,856	99.07%	(232,144)
Tuition and Fees	25,460,000	21,885,827	85.96%	(3,574,173)
State Appropriations - Current	37,300,000	36,904,602	98.94%	(395,398)
State Appropriations - Deferred to FY 23	-	9,315,344	-	9,315,344
Indirect Recovery	1,140,000	938,740	82.35%	(201,260)
Interest	600,000	239,732	39.96%	(360,268)
Miscellaneous Revenue	300,000	648,547	216.18%	348,547
Transfers In	100,000	100,000	100.00%	-
Fund Balance	13,000,000	15,502,276	119.25%	2,502,276
Total Resources	102,930,000	110,332,924	107.19%	7,402,924
Expenditures:				
Instruction	39,517,659	34,287,928	86.77%	5,229,731
Instructional Support	13,892,009	11,367,578	81.83%	2,524,431
Student Services	9,672,565	7,692,647	79.53%	1,979,918
College Support Services	19,216,209	15,777,858	82.11%	3,438,351
Plant Operation and Maintenance	7,481,558	5,997,523	80.16%	1,484,035
Transfers and Contingency	11,650,000	3,811,749	32.72%	7,838,251
Total Expenditures	101,430,000	78,935,283	77.82%	22,494,717
Unappropriated Ending Fund Balance	1,500,000			

Chemeketa Community College
Budget Status Report
As of May 31, 2022

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	10,142,103.00	9,219,796.30	817,798.69	104,508.01
6120	Classified Salaries	13,819,939.00	11,676,819.94	1,007,731.56	1,135,387.50
6124	Part-Time Hourly & Student Wages	1,427,487.00	795,671.92	-	631,815.08
6130	Faculty Salaries	17,753,432.00	16,496,717.40	326,753.70	929,960.90
6132	Part-Time Faculty	8,459,866.00	6,825,401.78	585,385.46	1,049,078.76
6510	Fixed Fringe Benefits	10,584,378.00	8,585,879.40	-	1,998,498.60
6511	Variable Fringe Benefits	16,520,052.00	13,941,194.82	-	2,578,857.18
6512	Other Fringe Benefits	175,000.00	167,039.00	-	7,961.00
	Subtotal Personnel Services	78,882,257.00	67,708,520.56	2,737,669.41	8,436,067.03

85.83%

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,782,351.00	839,285.53	4,727.32	938,338.15
720	Equipment \$500-\$4,999	280,638.00	65,335.98	-	215,302.02
7300	Legal Services	128,300.00	82,603.27	10,750.00	34,946.73
7310	Insurance	704,245.00	696,918.30	-	7,326.70
7320	Maintenance	562,005.00	532,428.35	-	29,576.65
7330	Communications	984,058.00	556,388.38	-	427,669.62
7340	Space Costs	1,871,697.00	1,254,688.15	43,444.62	573,564.23
7350	Staff Development	132,180.00	46,826.45	-	85,353.55
7360	Travel	398,472.00	45,152.40	-	353,319.60
7370	Other Services	3,820,290.00	3,207,057.37	129,744.24	483,488.39
7550	Capital Outlay	233,507.00	88,329.50	-	145,177.50
8150	Transfers Out	5,150,000.00	3,811,748.75	-	1,338,251.25
8500	Contingency	6,500,000.00	-	-	6,500,000.00
	Subtotal Non-Personnel Services	22,547,743.00	11,226,762.43	188,666.18	11,132,314.39

49.79%

Report Totals		101,430,000.00	78,935,282.99	2,926,335.59	19,568,381.42
					77.82%

Standard Report-2
June 15, 2022

STATUS OF INVESTMENTS AS OF MAY 31, 2022

<u>Oregon State Treasurer Investments</u>	<u>Investment Ending Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Rate as of 5-31-2022</u>
Oregon Short-Term Fund - General	5/31/2022	On demand	\$ 20,959,620.37	0.900%
Oregon Short-Term Fund - Capital	5/31/2022	On demand	\$ 8,867,722.43	0.900%
Total Oregon State Treasurer Investments			<u>\$ 29,827,342.80</u>	
<u>Other Investments</u>	<u>Investment Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Yield</u>
Treasury Note - United States Treasury	11/18/2021	5/31/2022	\$ 2,002,068.03	0.410%
Treasury Note - United States Treasury	11/18/2021	6/30/2022	\$ 2,001,977.88	0.420%
Treasury Note - United States Treasury	11/18/2021	7/31/2022	\$ 2,001,767.28	0.520%
Treasury Note - United States Treasury	11/18/2021	8/31/2022	\$ 2,001,365.58	0.730%
Corporate Note - JP Morgan Chase	11/2/2021	9/23/2022	\$ 5,149,754.17	0.276%
Discounted CP - Nordea Bank	11/1/2021	10/21/2022	\$ 1,994,493.33	0.281%
Treasury Note - United States Treasury	12/10/2021	11/30/2022	\$ 1,996,866.68	0.290%
Treasury Note - United States Treasury	12/10/2021	12/31/2022	\$ 1,996,679.34	0.335%
Treasury Note - United States Treasury	12/10/2021	1/31/2023	\$ 2,044,514.35	0.346%
Treasury Note - United States Treasury	2/22/2022	1/31/2023	\$ 1,983,866.00	0.990%
Treasury Note - United States Treasury	12/13/2021	2/28/2023	\$ 1,995,025.14	0.361%
Treasury Note - United States Treasury	2/22/2022	2/28/2023	\$ 1,981,540.00	1.040%
Treasury Note - United States Treasury	12/13/2021	3/31/2023	\$ 1,993,415.11	0.400%
Corporate Note - Royal Bank of Canada	5/13/2022	4/17/2023	\$ 1,991,526.67	2.217%
Treasury Note - United States Treasury	12/13/2021	4/30/2023	\$ 1,991,623.87	0.441%
Corporate Note - Bank of Nova Scotia	11/1/2021	5/1/2023	\$ 5,083,675.69	0.505%
Corporate Note - Chevron	12/9/2021	5/11/2023	\$ 2,595,258.67	0.647%
Gov't Agency - Federal Home Loan Mtg. Corp.	12/8/2021	6/19/2023	\$ 2,093,699.44	0.521%
Corporate Note - Toronto Dominion Bank	11/3/2021	7/19/2023	\$ 4,247,604.44	0.458%
Total Other Investments			<u>\$ 47,146,721.67</u>	

13 week Treasuries 1.13% as of 5/31/2022

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
Rich Kline, Director—Business Services
Aaron Hunter, Associate Vice President/Chief Financial Officer

INSURANCE AGENT OF RECORD AND RISK MANAGEMENT CONSULTANT

As the result of formal Request for Proposal (RFP) process, on March 20, 2017, the college entered into a contract with Wells Fargo Insurance Services USA, Inc. for the provision of insurance agent of record and risk management consulting services. On April 1, 2017, the contractor changed their name to USI Insurance Services National, Inc. In July of 2020, Kibble & Prentice Holding Co., dba USI Insurance Services Northwest (USI), purchased the company.

The insurance agent of record services includes, but are not limited to claims management, annual review of coverages, maintaining cost effectiveness, coordinate contracts with insurance carriers, and negotiate, design and/or modify insurance language to meet the college's specified coverage needs.

Risk management consulting services include, but are not limited to identifying trends and making recommendations based on loss trends, providing coverage scenario evaluations and loss analysis/modeling, and identifying ongoing or emerging risk matters in higher education and public entities which may impact the colleges risk program(s).

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

The following findings support the college's intent to renegotiate the terms and conditions, including the contract price, of the original contract with USI:

- 1) The original contract was approved by the College Board of Education after the completion of an exhaustive three-month formal RFP process that included nationwide advertising; proposal evaluations; proposer demonstrations; and reference checks;
- 2) The Emergency/Risk Manager's assistance would be essential to the development of a new solicitation aimed at procuring these services. Addressing the emergencies created by the 2020 forest fires, the 2021 ice storm, and the ongoing COVID preparedness, planning, response, recovery, contact tracing and notification has consumed an overwhelming amount of the Emergency/Risk Manager's time and effort. At this time, the people resources required to adequately prepare for an RFP process of this magnitude do not exist;
- 3) The college is currently addressing requirements imposed by the current cyber security insurance carrier. USI continues to be instrumental in the negotiation of the terms and

Standard Report-3
June 15, 2022

conditions of the policy and assuring that the college knows exactly what is expected to maintain compliance. Bringing in another consultant at this point in the process could jeopardize the success of the project. It could cost the college a significant amount of time and money to bring a new consultant up to speed;

- 4) The renegotiated contract is within the scope of the original contract and does not materially change the terms, conditions, and prices of the original contract; and
- 5) It is unlikely that this process will encourage favoritism, or substantially diminish competition, by renegotiating this public contract.

Pursuant to ORS 279A.065 and CCR.302, notice is hereby given to the College Board of Education that it is the college's intent to renegotiate and extend the current contract for the provision of insurance agent of record and risk management consulting services, with USI Insurance Services Northwest, of Portland, OR, through June 30, 2024, with the option to annually renegotiate one-year contract extensions thereafter for up to an additional three-years. The estimated annual contract amount is \$26,400.

CAMPUS FOOD SERVICES

A Request for Proposal (RFP) for Campus Food Services, including catering services for college meetings and events, was advertised on the college's Procurement Services Website, the OregonBuys Website, and the Bid Locker Website on May 16, 2022, and in the Statesman Journal on May 20, 2022. A recommendation for contract award will be made to the College Board of Education at its July 2022 meeting.

The intent of this RFP process is to first create a master agreement for retail and catering food services on the Salem Campus then extend the services to Brooks, CCBI and the Yamhill Valley Campus as quickly as possible. Proposers have been encouraged to explore subcontracting opportunities with local State of Oregon certified Emerging Small Businesses, Minority Business Enterprises, and Women Business Enterprises.

CAPITAL PROJECTS REPORT

Prepared by

Rory Alvarez, Director—Facilities and Operations
Michael Kinkade, Associate Vice President—CIO/Operations Management

CURRENT AND COMPLETED CAPITAL PROJECTS

- Agricultural Complex
Exterior Projects: The hoop house footings and framing are complete. Remaining items include: doors, climate control, lighting, and irrigation systems. It is estimated that the majority of construction should be complete in the second week of June.

HVAC UPGRADES (CRSSA FUNDS)

- Salem Campus Building 1
HVAC units are on order to replace roof top units. Updated shipping dates should be received in the next month or so.
- Salem Campus Building 6
The air handler unit 2 replacement is in transit and the install date is being arranged with the mechanical and crane contractors.
- Salem Campus Building 48
Replacement of rooftop units and building controls are planned. Updated shipping information is anticipated soon.
- CCBI
Dedicated outside air system (DOAS) unit replacements have arrived. Facilities is working with the mechanical contractor to determine install dates.
- Brooks Building 1
Replacement furnaces and building controls are needed. The scope of the work for replacement is being mapped by the manufacturer and controls contractor.
- Eola Building 1
Rooftop units and building controls replacement are projected. Planning is occurring with the manufacturer and controls contractor for the required replacement units and controls.

See Appendix–2; Campus Map pages 74–75.

CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE REPORT

Prepared by

John Hunter, Executive Director—Chemeketa Cooperative Regional Library Service
Manuel Guerra, Executive Dean—Student Development and Learning Resources
Bruce Clemetsen, Vice President—Student Affairs

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

CCRLS ADVISORY COUNCIL

The Council held regular meetings on March 10, 2022 and May 12, 2022. At the former, the Council nominated Tracy Dillon, rural lay member, for a second three-year term. The Council held a special meeting on May 19, 2022 to approve minor revisions to its Bylaws required to achieve consistency with CCRLS application procedures for public library membership approved in 2019.

PYM LIBRARIANS' ASSOCIATION

PYM library directors have met monthly since September 2021. The next PYM meeting is scheduled for September 2, 2022.

CCRLS ADMINISTRATION AND AUTOMATION

Confederated Tribes of Grand Ronde (CTGR) Tribal Library Membership: Work to fully integrate the CTGR Tribal Library, delayed by COVID-19, should be substantially complete this month. Following months of data analysis and vendor setup, CTGR began using CCRLS' shared library automation system on June 8, 2022.

Courier Operations: An unanticipated fulltime Mobile Service Assistant vacancy should be filled in June. Two new Isuzu trucks with 16' boxes remain on order. Arrival is delayed due to global supply chain issues. Replacements are needed urgently due to an increasing rate of repair of the two existing trucks that have accrued ~270,000 and ~350,000 miles respectively. The \$139,258 new truck purchase was made using planned savings.

Keizer Library Discussions: The CCRLS executive director presented information about current CCRLS membership procedures and requirements for public libraries at a Keizer City Council Work Session on April 6, 2022 and a Keizer Library Work Group Regular Meeting on May 4, 2022. At the latter, the CCRLS executive director urged the work group to consider approximately \$400,000 in annual city funding as the minimum needed to create a sustainable, legally-established public library in Keizer. The Keizer Community Library Board of Directors was requesting \$125,000 per year in city funding. Subsequent to a decision by the Keizer City Council on May 16, 2022 to place city funding of a public library on the November 2022 ballot, Keizer Mayor Cathy Clark invited the CCRLS executive director to participate in further work group sessions aimed at determining an appropriate library funding level to present to the voters. Those work group sessions have yet to be scheduled.

Standard Report-5
June 15, 2022

CCRLS STATISTICAL REPORT		April 2022	April 2021	Trend
Library users:				
Total registered		136,112	253,595	-46.33%
City resident (FULL)		100,765	185,336	-45.63%
Rural adult resident (BASIC, FEE, OOD)		24,690	46,419	-46.81%
Rural youth (CARE)		9,089	18,466	-50.78%
Active users (activity within previous 3 months)		34,788	29,819	16.66%
Items in collection:		1,081,026	1,077,440	0.33%
Circulation:				
Total checkouts		220,383	112,184	96.45%
Via self-check	31.57%	69,569	18,518	275.68%
To rural adults (BASIC, FEE, OOD)	15.17%	33,441	21,549	55.19%
To rural youth (CARE)	7.98%	17,587	7,494	134.68%
Small library rotating collection		259	206	25.73%
Holds filled		31,191	27,229	14.55%
Items carried via Courier		62,954	44,702	40.83%
Interlibrary Loans:				
Among CCRLS members		40,210	32,679	23.05%
Borrowed from elsewhere		89	0	0.00%
Loaned to elsewhere		263	0	0.00%
Library User Engagement:				
Online registrations		202	81	149.38%
Telephone renewals		62	0	0.00%
Mobile application launches		22,348	15,323	45.85%
Mobile application searches		21,779	16,106	35.22%
Web catalog users		14,219	12,021	18.28%
Web catalog sessions		43,924	40,061	9.64%
Web catalog searches		78,234	61,820	26.55%
CCRLS-provided database uses		6,518	3,300	97.52%
CCRLS-provided eVideo uses		1,611	1,895	-14.99%
CCRLS-provided eBook uses		38,187	38,478	-0.76%
CCRLS Help Desk (tickets resolved)		70	144	-51.39%
Notices to Users:				
via Text (SMS)		10,481	4,448	135.63%
via Telephone		2,812	0	0.00%
via Post		129	0	0.00%

RECOGNITION REPORT

Prepared by

Jessica Howard, President/Chief Executive Officer

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

RORY ALVAREZ, HOLLY NELSON, TIM RAY, the entire Agriculture Science and Technology faculty and staff, and FACILITIES staff for putting together an amazing groundbreaking event at the Agriculture Complex on May 24, 2022. (*Value: Collaboration*) (*Value: Innovation*)

REBECCA HILLYER was a presenter for the *Community College Training Day* hosted by PACE on May 26, 2022. As Chemeketa's risk management provider, PACE provides a comprehensive array of property and casualty coverages, custom-designed for Oregon educational institutions. Rebecca's presentation topic was the Clery Act. The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime statistics on and near the college's campuses and centers. As Chemeketa's compliance officer and reporter for the annual security report, Rebecca is a practiced expert on this subject matter. (*Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.*)

The Automotive Technology team successfully completed renewal of the program's Automotive Service Excellence national accreditation with an onsite review May 20. Renewal is on a five-year cycle and is engineered to evaluate a school's automotive service program—its structure, processes, resources, materials, and mission. The on-site evaluation culminates a year-long, thorough, strategic review and offers accreditation to programs that meet the requirements of the industry's instructional standards. The accreditation process is an effective methodology that dives deep into program structure. Team members include BRIAN COVEY, BRIAN MCLEARN, SAM OLHEISER, DANIEL PERKINS, and DOUG ROGERS. (*Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.*)

The Visual and Performing Arts Program (VAPA) grant was received through the Longhouse Education and Culture Center at The Evergreen State College in Olympia, Washington. This is for Supporting Indigenous Arts Mastery Program (SIAM), and the award for the Visual and Performing Arts Program (VAPA) is for one year and approximately \$30,000.

LAURA MACK is the lead faculty member for our application; other VAPA faculty contributed, and several faculty will be able to participate in activities associated with the grant. Our project is designed to document and affirm the artistic skill, knowledge and culture from the Confederated Tribes of the Grand Ronde in the art classrooms and curriculum of the college. The consultation with the Tribes will allow our faculty the opportunity to broaden their understanding of the culture, history and art of the Willamette Valley as experienced by artists who are Grande Ronde members. (*Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.*) (*Value: Collaboration*) (*Value: Diversity*)

Standard Report-6
June 15, 2022

Dean CECELIA MONTO was named Vice President of the National Association of Community College Teacher Education Programs (NACCTEP), where she continues to take a leadership role in community college teacher education. *(Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

Dean CECELIA MONTO was also approved to speak at the American Council of Teachers of Foreign Languages national conference in Boston, where she will present her recent publication "Bringing the State Seal of Biliteracy to Higher Education: A Case for Expansion." Chemeketa is the first college in the country to integrate a state seal of biliteracy into language instruction, and there is much interest in replicating this model at other colleges. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.) (Value: Diversity)*

For the second year in a row, the mathematics professors at Chemeketa Community College created a virtual experience in lieu of our formerly annual regional high school math contest. This year, students explored an abandoned mansion and attempted to solve a mystery. The virtual contest was available to every high school student in the Chemeketa region between May 20 and May 27. No entry fee was required to participate and no time limit was given. Every student who successfully solved the mystery was entered into a drawing for one of three coupons to Escape Tech in Salem, Oregon. Fifty-six students from Willamina, McNary, North Salem, South Salem, Teach NW, and West Salem high schools participated in the contest. Thirty-six solved all problems and qualified for the prizes. Three of the finishers were randomly selected to receive a coupon prize and the winners were from North Salem, South Salem and Willamina. *(Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.) (Core Theme: Student Success—Students progress and complete their educational goals.) (Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

A state-wide quiz that is developed each year by the Community Colleges in Oregon was administered on April 20 through MyOpenMath to our district-area high school students. Thirteen high school students from South Salem, West Salem, McNary and Early College High Schools were extended invitations to participate in this year's Oregon Invitational Mathematics Contest which was held at Oregon State University on May 14, 2022. *(Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.) (Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

On June 2, 2022, at the NWAC End-of-Year Awards and Hall of Fame Banquet, current and former Chemeketa student-athletes, along with a former volleyball coach, were honored. Chemeketa sophomore volleyball player PRINCESS "TYLEE" BUNDY was honored as one of two female recipients of the Art Feiro Scholarship for outstanding academics and community service. Tylee was selected from applicants throughout the entire NWAC. Also honored at the event as a Hall of Fame inductee was former head volleyball coach TERRY MCLAUGHLIN. Terry earned this honor by posting 574 wins over his 16-year career while also winning five league championships and three NWAC championships. One of coach McLaughlin's teams was also inducted into the NWAC Hall of Fame. The 2008 team became Southern Region Champions as well as NWAC Champions with a perfect 50-0 season. *(Core Theme: Academic*

Standard Report-6
June 15, 2022

Quality—Quality programs, instruction, and support services are provided to students.) (Core Theme: Student Success—Students progress and complete their educational goals.) (Value: Collaboration)

High School Partnerships was the host for a series of community listening sessions for the proposed Boys and Girls Club Homestead Community Center on Lancaster Drive. The community center will be in addition to the Homestead Club planned to open this fall. Chemeketa staff participating were MAIRA GARCIA, SARA HASTINGS, SARAH WHISENHUNT, and ELENA MARTINEZ. *(Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

Congratulations to LISA HEALEY, mathematics faculty and TRACI HODGSON, history faculty on completing the Center for Academic Innovation's Universal Design for Learning (UDL) certification, including the capstone project. Lisa's project addressed student support for differential calculus and Traci's project made history more approachable. These instructors engaged in a deliberate, reflective practice of examining instructional "pinch points" in their courses, deploying a solution based on UDL principles, gathering and analyzing student data, and drawing conclusions about how to continuously improve their course. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

PRESIDENT'S REPORT

Prepared by

Jessica Howard, President/Chief Executive Officer

Concerning our statewide partners in governance and leadership of Oregon's community colleges, the following operational and strategic activities and programs have been underway since the last President's Report in October of 2021:

OREGON COMMUNITY COLLEGE ASSOCIATION

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

Over the past academic year, the major efforts / discussions / decisions of OCCA have included:

- The hiring of a new executive director for OCCA, Morgan Cowling, who took the helm in January.
- Advocacy during and after the American Association of Community College Trustees (ACCT) Legislative Summit in February on issues affecting community colleges at the federal level. Major legislative priorities included advocating for short-term PELL.
- Advocacy during the 2022 Oregon short legislative session. Major accomplishments: the passage of Future Ready Oregon, with unprecedented one-time funds available for education and training related to workforce development for "priority populations"; gaining funding for community college career pathways earmarked into the future, initially through Future Ready Oregon; and changes to the Oregon Promise Program: reducing the GPA requirement from 2.5 to 2.0, increasing the minimum grant, and eliminating the student co-pay. Disappointments: not securing cybersecurity funding for community colleges for 2022–2023.
- Organizing the logistics of, and themes for testimony related to: the NCHEMS Higher Education Landscape Study (commissioned by universities and community colleges in Oregon) and the HB2590 Task Force on Student Success for Underrepresented Students tour.
- Holding the traditional annual statewide community college conference, but in the month of April rather than November due to the coronavirus concerns. Despite some attendance issues as a result of late snowstorms, the conference (April 13–15) was a success.
- Formalizing an agreement among all 17 community colleges to observe district boundaries in marketing and dual credit / accelerated learning efforts and obtain written agreements if a college engages in such efforts in another college's district.

OREGON STUDENT SUCCESS CENTER

Housed within OCCA and led by Elizabeth Cox-Brand, the OSSC serves as a hub for a statewide shift in focus from the many transactional initiatives to an overarching and transformational goal for all Oregon community colleges. The primary work of OSSC will concentrate on knitting together research, policies, and promising practices to increase understanding and interconnectedness, assist colleges in the analysis and use of data, as well as provide leadership to create the vision for future student success work.

Over the past academic year, the major efforts of the OSSC focused on how Oregon's community colleges can become "student-ready" colleges, through the following best-practice efforts:

- The Guided Pathways Project, in which the OSSC provided resources, webinars, data, and institutes to build and sustain the work among Oregon's community colleges. The OSSC led the collection and sharing of "early momentum metrics" among the state's community colleges as leading indicators (developed by the Community College Research Center to measure impact of guided pathways). These metrics address the performance of first-time college students. CCRC has found that this group is 85% predictive of all students.
- Strong Start Oregon, the project in which co-requisites are combined with key courses in English and Math to accelerate student progress through developmental education.
- Fostering a diversity, equity and inclusion orientation to the work of community colleges, particularly through the OCCA Diversity Committee.

HIGHER EDUCATION COORDINATING COMMISSION

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

Over the past academic year, the major efforts / discussions / decisions of HECC relevant to community colleges have included:

- A review of the Community College Support Fund (CCSF), with an eye toward how state funding can incentivize equitable student success. A taskforce has been created with community college representatives, and discussions are now being facilitated by HCM Strategies. HECC commissioners appear focused on change.
- Community colleges' contribution to the Secretary of State's performance audit of the HECC.
- Conversations between OCCA and HECC concerning developing an agency budget ask for 2023–2025. Currently four POP ideas: Cybersecurity, CTE, student needs, and continuing service level.

COMMUNITY COLLEGES AND WORKFORCE DEVELOPMENT

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

Over the past academic year, the major efforts / discussions / decisions of CCWD have included:

Standard Report-7
June 15, 2022

- Ongoing efforts by the Oregon Transfer Council to move forward the work of the Major Transfer Maps (MTMs). MTMs for sociology and sociology/anthropology have recently achieved their first read-through.
- Developing and managing a process for approving applied baccalaureate degrees in the state, and moving forward two initial degrees: one each from Chemeketa and MHCC.
- Career-connected learning specialists funded by ODE moved forward this year. This investment is focused on the K12-to-community college pipeline and is hoped to improve recruitment and retention efforts for community colleges. The hope is that 1.0 FTE will be in place for each community college by fall 2022.
- Convening a group to address the topic of the applied baccalaureate degree in nursing – employer needs, community college capacity to address those needs, and more.

OREGON PRESIDENTS COUNCIL

OPC is the council of the 17 Oregon community college presidents that meets regularly (usually monthly) to strengthen our community college network and position in the state.

Key topics addressed by OPC over the 2021–2022 academic year include:

- Sharing information regarding extensions for HEERF funding
- Addressing OPC priorities for the 2021–2022 year:
 - Strengthening OPC voice with the HECC
 - Having 2023 CSL budget discussions and preparation
 - Promoting diversity, equity and inclusion at the state and at college levels
 - Meeting cybersecurity needs

Separate Action-2
June 15, 2022

**APPROVAL OF PRESIDENTIAL CONTRACT
[21-22-154]**

Prepared by

Jackie Franke, Chair—College Board of Education

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

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

It is recommended that the Board of Education and college renew the president's contract effective July 1, 2022, through June 30, 2025, as per the contract.

Separate Action-3
June 15, 2022

**APPROVAL OF RESOLUTION NO. 21-22-27,
ADOPTING THE BUDGET, MAKING APPROPRIATIONS,
AND LEVYING TAXES
[21-22-155]**

Prepared by

Brian Knowles, Director—Budget and Finance
Aaron Hunter, Associate Vice President, Chief Financial Officer

ORS 294.435 requires the College Board of Education to adopt the budget, to make appropriations and to declare the ad valorem tax levy. The resolution will be available at the board meeting and will carry out those requirements and allow administration of the 2022–2023 budget.

It is recommended that the College Board of Education adopt Resolution No. 21-22-27, Adopting the Budget, Making Appropriations, and Levying Taxes.

Action-1
June 15, 2022

**APPROVAL OF FULL-TIME FACULTY; PART-TIME (ADJUNCT) BARGAINING FACULTY;
AND PART-TIME NON-BARGAINING, NON-CREDIT FACULTY
SALARY SCHEDULES FOR 2022–2023
[21-22-156]**

Prepared by

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

FULL-TIME FACULTY

Attached is the 2022–2023 salary table for full-time faculty. The salary table reflects a two percent salary table adjustment to all steps. Eligible employees will receive step increases as agreed in the contract.
Effective: July 1, 2022

PART-TIME (ADJUNCT) BARGAINING FACULTY

Attached is the 2022–2023 salary table for part-time (adjunct) bargaining faculty. The part-time faculty schedule is indexed at 64 percent of the 172-day full time faculty schedule. Eligible employees will receive step increases.
Effective: Fall Term 2022–Summer Term 2023

PART-TIME NON-BARGAINING NON-CREDIT FACULTY

Attached is the 2022–2023 salary table for part-time non-bargaining non-credit faculty. The salary table reflects a two percent salary table adjustment to all steps.
Effective: July 1, 2022

It is recommended that the College Board of Education approve the full-time faculty; part-time (adjunct) bargaining faculty; and part-time non-bargaining, non-credit faculty salary schedules for 2022–2023.

**CHEMEKETA COMMUNITY COLLEGE
2022-2023 SALARIED FACULTY SALARY SCHEDULE
EFFECTIVE JULY 1, 2022**

STEP	172 DAYS			192 DAYS			222 DAYS		
	ANNUAL	MONTHLY	DAILY	ANNUAL	MONTHLY	DAILY	ANNUAL	MONTHLY	DAILY
15	\$95,565	\$7,963.75	\$555.61	\$106,677	\$8,889.75	\$555.61	\$116,801	\$9,733.42	\$526.13
14	\$91,014	\$7,584.50	\$529.15	\$101,596	\$8,466.33	\$529.15	\$111,239	\$9,269.92	\$501.08
13	\$86,680	\$7,223.33	\$503.95	\$96,758	\$8,063.17	\$503.95	\$105,942	\$8,828.50	\$477.22
12	\$83,213	\$6,934.42	\$483.80	\$92,890	\$7,740.83	\$483.80	\$101,704	\$8,475.33	\$458.13
11	\$79,884	\$6,657.00	\$464.44	\$89,173	\$7,431.08	\$464.44	\$97,636	\$8,136.33	\$439.80
10	\$76,688	\$6,390.67	\$445.86	\$85,606	\$7,133.83	\$445.86	\$93,731	\$7,810.92	\$422.21
9	\$73,621	\$6,135.08	\$428.03	\$82,181	\$6,848.42	\$428.03	\$89,982	\$7,498.50	\$405.32
8	\$70,676	\$5,889.67	\$410.91	\$78,894	\$6,574.50	\$410.91	\$86,382	\$7,198.50	\$389.11
7	\$67,850	\$5,654.17	\$394.48	\$75,741	\$6,311.75	\$394.48	\$82,927	\$6,910.58	\$373.55
6	\$65,135	\$5,427.92	\$378.69	\$72,709	\$6,059.08	\$378.69	\$79,610	\$6,634.17	\$358.60
5	\$62,529	\$5,210.75	\$363.54	\$69,799	\$5,816.58	\$363.54	\$76,426	\$6,368.83	\$344.26
NORMAL STARTING STEP 4	\$60,029	\$5,002.42	\$349.01	\$67,009	\$5,584.08	\$349.01	\$73,369	\$6,114.08	\$330.49
3	\$58,227	\$4,852.25	\$338.53	\$64,997	\$5,416.42	\$338.53	\$71,167	\$5,930.58	\$320.57
2	\$56,481	\$4,706.75	\$328.38	\$63,049	\$5,254.08	\$328.38	\$69,032	\$5,752.67	\$310.95
1	\$54,786	\$4,565.50	\$318.53	\$61,158	\$5,096.50	\$318.53	\$66,960	\$5,580.00	\$301.62

CHEMEKETA COMMUNITY COLLEGE PART-TIME (ADJUNCT) FACULTY BARGAINING UNIT SALARY SCHEDULE Effective Fall Term 2022 - Summer Term 2023										
LEVEL	DESCRIPTION	STEPS								LEVEL
		1	2	3	4	5	6	7	8	
A	Lecture Credit Courses ILC Rates	\$828.00	\$854.00	\$889.00	\$965.00	\$1,047.00	\$1,136.00	\$1,233.00	\$1,359.00	A
	Hourly Rates	\$75.2727	\$77.6364	\$80.8182	\$87.7273	\$95.1818	\$103.2727	\$112.0909	\$123.5455	
B / C	Labs (1 lab hr. = 0.82 ILC) Hourly Rates ABE/GED/HSC/ESL Labs Agriculture Credit Labs Health Care Skills Credit Labs Laboratory Credit Courses Physical Education Activity Courses Science Credit Labs Studio Art Classes Technology Credit Labs Trade Credit Labs Vocational Preparatory Credit Labs Vocational Supplemental Credit Labs	\$678.96 \$61.7236	\$700.28 \$63.6618	\$728.98 \$66.2709	\$791.30 \$71.9364	\$858.54 \$78.0491	\$931.52 \$84.6836	\$1,011.06 \$91,9145	\$1,114.38 \$107,3073	B / C
D	Workshops/Special Assignments (Bargaining Unit Rate) (See Article 23B.5)	Minimum =	\$51.34	(CD = Curriculum Development Rate)						D
E	Hourly Employee Rate Counseling CWE Coordinator Library Work	\$29.87	\$31.31	\$32.92	\$34.60	\$36.30	\$38.26	\$39.83	\$40.77	E
Required Meeting (RM) Rate = \$46.37 2021-2024 CFA Collective Bargaining Agreement, Art. 23B.6.b.i) Curriculum Development Rate (CD) = \$51.34										

CHEMEKETA COMMUNITY COLLEGE											
PART-TIME FACULTY NON-BARGAINING NON-CREDIT UNIT SALARY SCHEDULE											
Effective Fall 2022 - Summer Term 2023											
LEVEL	DESCRIPTION	STEPS								LEVEL	
		1	2	3	4	5	6	7	8		
D	Noncredit *Nonbargaining Unit Exception Classes Hourly Rates Used for workshops or non-bargaining unit classes scheduled in on-standard time formats. (i.e. shorter or weekend workshops). This market driven rate is also used for specialized topics that demand unusual expertise or and/or exceptional pay.										D
											minimum = \$22.61 No Maximum
J	Noncredit Vocational Preparatory Vocational Supplementary Workforce Readiness/Workforce Applied Basic Skills Hourly Rates Reimbursable 9800 Series	\$30.59	\$32.73	\$35.01	\$37.45	\$40.06	\$42.85	\$45.84	\$49.04		J
K	Noncredit Community Education English Now Hourly Rates Used for reimbursable and nonreimbursable noncredit community education courses for personal enrichment	\$22.61	\$23.79	\$25.03	\$26.33	\$27.70	\$29.14	\$30.66	\$32.25		K
Special Projects: Non-teaching work related to classes Curriculum Development & Meeting Rate \$22.61 \$22.61											
* D Level courses require Executive Dean/VP approval notated on the Payroll Authorization											

Action-2
June 15, 2022

**APPROVAL OF BUDGET TRANSFER REQUESTS
[21-22-157]**

Prepared by

Brian Knowles, Director—Budget and Finance
Aaron Hunter, Associate Vice President/Chief Financial Officer

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

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

Official action is requested to approve the budget transfers presented.

Action-3
June 15, 2022

**APPROVAL OF RESOLUTION NO. 21-22-28,
AUTHORIZING INTERFUND BORROWING
[21-22-158]**

Prepared by

Brian Knowles, Director—Budget and Finance
Aaron Hunter, Associate Vice President/Chief Financial Officer

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

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

The resolution will allow the college to borrow money between funds. It is recommended that the College Board of Education approve Resolution No. 21-22-28, Authorizing Interfund Borrowing.

Action-3
June 15, 2022

RESOLUTION NO. 21-22-28, AUTHORIZING INTERFUND BORROWING

WHEREAS, it may become necessary during the year 2022–2023 to borrow money between funds, and

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

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

BE IT RESOLVED by the Chemeketa Community College Board of Education, that it hereby authorizes interfund borrowing as necessary during the year 2022–2023.

DATED this 15th day of June, 2022

Jackie Franke

Jackie Franke
Board Chairperson

Jessica Howard

Jessica Howard
President/Chief Executive Officer

**APPROVAL OF COLLEGE POLICIES—EDUCATIONAL PROGRAM 4000 SERIES,
#4015—#4070, #4080, #4210, AND #4230—#4320
[21-22-159]**

Prepared by

Sean Yoder, Chair—Academic Standards Advisory Council
Michael Vargo, Vice President—Academic Affairs

The policies below were reviewed and approved by the Academic Standards Advisory Council by unanimous consent on April 8, 2022.

CLASS LIST AND REGISTRATION—POLICY #4015

No substantive changes were made to the policy.

ACADEMIC CALENDAR—POLICY #4020

The policy was updated to state that the appropriate groups as outlined in the procedure, will be consulted in the development of the academic calendar.

GRADUATION REQUIREMENTS—POLICY #4030

The policy was updated to add the Bachelor of Applied Science (BAS) and to remove the Adult High School Diploma. The college is in the process of obtaining Higher Education Coordinating Commission approval for Chemeketa's first BAS degree. The college no longer offers an Adult High School Diploma.

CONTRACTS FOR COURSES AND SERVICES—POLICY #4040

No substantive changes were made to the policy.

COURSE OFFERINGS FOR SECONDARY SCHOOLS—POLICY #4050

No substantive changes were made to the policy.

CRITERIA FOR RETENTION OF CLASSES—POLICY #4060

No changes were made to the policy.

GRADING—POLICY #4070

No changes were made to the policy.

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

No changes were made to the policy.

USE OF COPYRIGHT MATERIALS—POLICY #4210

No changes were made to the policy.

EDUCATIONAL EXCURSIONS— POLICY #4230

The policy was updated to provide clear guidelines regarding conduct and that procedures will be established to regulate the use of college funds for off campus activities that are performed as a class assignment or co-curricular activity.

ACADEMIC FREEDOM—POLICY #4310

No changes were made to the policy, as the language comes directly from the faculty collective bargaining agreement.

STANDARDS FOR INSTRUCTIONAL QUALIFICATIONS—POLICY #4320

No substantive changes were made to the policy.

It is recommended that the College Board of Education approve policies #4015–#4070, 4080, #4210, and #4230–#4320.



Education Program Series (4000)

POL #4015

Class List and Registration

Students must be officially registered through the eCollege's registration system by established deadlines. Instructors must ensure the accuracy of the class list for any courses for which they are the primary instructor of record. Students who do not attend class or make contact with the instructor by the established deadlines must be dropped from the course by the instructor.

March 18, 2020

Adopted College Board of Education

Revised College Board of Education

References:

Oregon Community Colleges Handbook & Planning Guide
NWCCU Standards 1.C.4, 1.D.1
ORS 341.290, 341.465



Education Program Series (4000)

POL #4020

Academic Calendar

In order to serve the needs of Chemeketa Community College students and maximize the use of college facilities, the eCollege will strive to offer classes in each of the four terms (summer, fall, winter and spring). The eCollege may alter or eliminate one or more terms in a fiscal year.

Chemeketa Community College shall, in consultation with the appropriate groups as outlined in the procedure, submit an academic calendar to the Board of Education for approval.

July 17, 1985

Adopted College Board of Education

May 17, 2006

Reviewed College Board of Education

March 21, 2001; July 16, 2014; June 20, 2018

Revised College Board of Education

References:

NWCCU Standard 2.G.2

No Oregon statutory requirement



Education Program Series (4000)

POL #4030

Graduation Requirements

The cCollege grants the following degrees to those students who have completed the requirements for graduation:

- Associate of Arts Oregon Transfer (AAOT)
- Associate of Science Oregon Transfer (ASOT),
- Associate of Arts Transfer (AAT)
- Associate of Science Transfer (AST)
- Associate of General Studies (AGS)
- Associate of Applied Science (AAS)
- Associate of Science (AS)
- Bachelor of Applied Science (BAS)
- an Adult High School Diploma

Students may be awarded a Certificate of Completion upon successful completion of a minimum of 12 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences which develop certain capabilities that may be oriented to career or general education.

Students may complete requirements in any term. It is the responsibility of the student, with the guidance of the student's advisor, to fulfill requirements for graduation.

Chemeketa Community College may award a degree or certificate to students who meet the requirements for graduation in an academic program with or without a graduation application. Students may apply for graduation at any time through Graduation Services.

Degrees, certificates, and diplomas are conferred by the Board of Education upon the recommendation of the college. The President shall establish procedures to determine degree and certificate requirements that follow state guidelines and are reviewed through the cCollege's curriculum committee. The procedures shall assure that graduation requirements are published in the College's catalog(s) and included in other resources that are available to students.

April 8, 2022; October 29, 2021

Revised College Council

July 17, 1985

Adopted College Board of Education

February 21, 2001; December 17, 2003; May 18, 2005;
March 17, 2010 (Effective July 1, 2010); March 16, 2011;
April 18, 2012; March 16, 2016; April 18, 2018; March 17, 2021

Revised College Board of Education

References:
Oregon Community Colleges Handbook & Planning Guide (CCWD)
NWCCU Standards 1.C.4, 1.D.1
ORS 341.290, 341.465



Education Program Series (4000)

POL #4040

Contracts for Courses and Services

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

July 17, 1985

Adopted College Board of Education

March 21, 2001; July 16, 2014; January 18, 2017; July 22, 2020

Revised College Board of Education



Education Program Series (4000)

POL #4050

Course Offerings for Secondary Schools

College Credit Now

Chemeketa

Chemeketa Community College may offer appropriate courses to secondary school students.

Secondary School Students

Secondary school students wishing to enroll in credit classes shall follow ~~procedure #4050~~ the College's established procedures.

Chemeketa Department Deans

Courses must meet the eCollege's and academic programs' standards (as determined by the appropriate department dean) regarding courses offered, instructor qualifications, course content, outcomes, placement, and (in some cases) facilities.

July 17, 1985

Adopted College Board of Education

April 18, 2001; July 16, 2014; May 18, 2016; March 18, 2020

Revised College Board of Education

References:

OAR 589-008-0100: The master's degree requirement may be waived by the college's president or substituted according to the community college's personnel policy.



Education Program Series (4000)

POL #4060

Criteria for Retention of Classes

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

October 29, 2021

Revised College Council

July 17, 1985

Adopted College Board of Education

March 21, 2001; July 15, 2015; June 26, 2019

Revised College Board of Education



Education Program Series (4000)

POL #4070

Grading

The responsibility for evaluating student performance and for assigning grades rests with the instructor.

The responsibility for demonstrating competency within the framework of a course's outcomes and criteria rests with the student.

Students have the right to know how and on what basis their performance is being evaluated.

Final grades are issued at the end of each term. Grades cannot be changed after one year. Letter grades are assigned points according to the following system:

Grade	Meaning	Points
A	Excellent. An indication that the student has met the stated outcomes and course criteria at the highest level, demonstrating mastery of required knowledge and skills	4
B	Very Capable. An indication that the student has met the stated outcomes and course criteria at a high level, demonstrating mastery of most required knowledge and skills	3
C	Competent. An indication that the student has met the stated outcomes and course criteria with sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite	2
D	Limited success. An indication that the student has only minimally met the stated outcomes and criteria of the course but may not have sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite	1
F	Failure. An indication that the student has not adequately met the stated outcomes and criteria of the course	0
IB IC ID IF	Incomplete. Assigned by instructor when additional time is granted for completion of coursework. The standard extension is one term, but may be up to one year. If the contract is not fulfilled then the "I" grade will revert to the specified letter grade	0
P	Pass. Acceptable Performance. A grade of "P" represents satisfactory achievement which would have been graded "C" or better on the regular grading scale, but is given instead of a letter grade.	0

References:
NWC UU Standards 2.G.2
No Oregon statutory requirement

Action-4
June 15, 2022

NP	No Pass. Unacceptable Performance. Does not satisfy requirements for entry into courses where prerequisites are specified.	0
CEU	Continuing education unit earned	0
NOC	Continuing education unit not earned	0

The student's grade point average is computed by dividing the total credit hours (except I, P, and NP) into the total points earned.

The following marks may appear on a student's transcript and are assigned by Enrollment Services:

Mark	Meaning
X	Audit. This mark is used when a student participates in the class but does not wish to receive a grade or credit for the course.
R	Course Repeated. The "R" mark was used prior to the 2020-2021 academic year. This was upon student request when a course taken at Chemeketa had been repeated and the student received a higher grade in the repeated course.
M	Missing Grade. Grade was not assigned by the instructor before the grade input deadline for the term.
W	Withdrawal. Student has withdrawn from class after the last day to drop with a refund and prior to the end of the 6 th week of term (or equivalent for accelerated courses).

July 17, 1985

Adopted College Board of Education

May 17, 2006

Reviewed College Board of Education

April 16, 2003; March 17, 2010 (Effective July 1, 2010);

April 17, 2013; April 18, 2018

Revised College Board of Education



Education Program Series (4000)

POL #4080

Transfer of Previous Credit and Alternate Approaches to College Credit

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

Transcript Notations

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

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

Transcript Grade Legend

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

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

July 17, 1985

Adopted College Board of Education

July 25, 1985; May 17, 2006; April 15, 2015;
July 24, 2019

Revised College Board of Education



Education Program Series (4000)

POL #4210

Use of Copyright Materials

A copyright is a property right granted by federal statute to the author or originator of a literary or artistic product. Use of copyright materials by Chemeketa Community College employees shall be in accordance with state and federal statutes.

July 17, 1985

Adopted College Board of Education

May 17, 2006; May 18, 2016

Revised College Board of Education

References:

Copyright Act of 1976, 17 USC Sections 101 et seq., Digital Millennium Copyright Act of 1998 (DMCA).
ORS 359.010 to 359.137



Education Program Series (4000)

POL #4230

Educational Excursions

College approved and endorsed or sponsored activities and excursions outside of the traditional classroom or laboratory experience are considered college activities and are subject to college policies and procedures.

While traveling and attending such activities and excursions, students and employees shall at all times adhere to the standards of conduct applicable to conduct on campus.

Chemeketa shall establish procedures that regulate the use of college funds for travel and attendance at activities and excursions off campus that are performed as a class assignment or co-curricular activity.

July 17, 1985

Adopted College Board of Education

May 17, 2006; December 20, 2016

Revised College Board of Education

References:

No Oregon statutory requirement



Education Program Series (4000)

POL #4310

Academic Freedom

- 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 their institution, and as a member of 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.
 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

May 15, 2019

Revised College Board of Education

References:

NWCCU Standards 2.B.1, 2.B.2
No Oregon statutory requirement
American Association of University Professors 1940 Statement of Principles
Article 27 (Collective Bargaining Agreement)
American Association of University Professors 1970 Interpretive Comment



Education Program Series (4000)

POL #4320

Standards for Instructional Qualifications

Minimum instructional qualifications are determined by Oregon Administrative Rules. The College may ~~add~~ adjust requirements, in accordance with Oregon Administrative Rules, and with consideration for equal employment opportunity, the College's affirmative action plan, and advancing equitable access and student success based on recommendations of department faculty and deans with approval by the chief academic officer or designee.

March 18, 2015

Adopted College Board of Education

Revised College Board of Education

References:
OAR 589-008-0100

**APPROVAL OF SUSPENSION OF JUVENILE JUSTICE
ASSOCIATE OF APPLIED SCIENCE DEGREE
[21-22-160]**

Prepared by

Megan Gonzalez, Program Chair—Criminal Justice
Jordan Bermingham, Dean—Emergency Services and Diesel Technology
Marshall Roache, Executive Dean—Career and Technical Education
Michael Vargo, Vice President—Academic Affairs

The Criminal Justice program currently offers two pathway certificates and four degree options. While these certificates and degrees share some common courses, there are also unique requirements for each. At the time of development, each of these options reflected a response to the community and a different focus within the justice system. However, current trends, industry needs, and student interest have shown that some of these offerings can be consolidated. A recommended suspension of the Juvenile Justice Associate of Applied Science degree is based on a review of enrollment data and the Criminal Justice Advisory Committee input.

The degree was originally conceived to prepare students to work specifically within the juvenile justice field in juvenile corrections positions. While interest in this degree has been limited, we anticipate continuing to be able to support students looking to specialize in working within the juvenile justice system through recommendation of either the Criminal Justice degree or the Corrections degree. This will be accomplished via individual goal setting and advising with students. Students who choose to complete the Criminal Justice degree will also complete a Cooperative Work Experience Internship with a juvenile justice agency. Students who choose to complete the Corrections degree will continue to receive course content and outcomes which include a focus on learning about the juvenile justice system and career options within it. Program faculty will work individually with currently enrolled students to facilitate degree completion.

The program has identified 13 students who are currently attempting to complete the Juvenile Justice degree, as of December 2021. The program plans to offer the Juvenile Justice degree specific courses for the next two academic years and notify the current degree seeking students of the scheduled offerings. If these courses must be terminated due to low enrollment, the program has identified substitute courses for the currently enrolled students, allowing them to still earn the degree.

It is recommended that the College Board of Education approve the suspension of the Juvenile Justice Associate of Applied Science degree.

**APPROVAL OF COMPUTER SCIENCE MAJOR TRANSFER MAP (MTM)
[21-22-161]**

Prepared by

Andrew Scholer, Program Chair—Computer Science
Timor Saffary, Dean—Math, Engineering and Computer Science
Don Brase, Executive Dean—General Education and Transfer Studies
Michael Vargo, Vice President—Academic Affairs

House Bill 2998, passed in 2017, requested general education disciplines create efficient programs of study that transfer directly to public universities in a 2+2 format called a Major Transfer Map (MTM). The Computer Science MTM was approved by the Higher Education Coordinating Commission (HECC) and signed off by all colleges and university presidents in Oregon. The initiative supports overall student success by reducing transfer confusion and providing streamlined degree attainment.

The Computer Science MTM consists of two distinct paths. After a common first year of courses, students will have to choose in their second year to complete a "Research university" MTM (accepted by Oregon State University, University of Oregon and Portland State University) or a "Regional university" MTM (accepted by Western Oregon University, Southern Oregon University, and Eastern Oregon University). This fork was agreed upon as a necessary evil based on substantially different math and science requirements imposed by accreditation requirements for the engineering based programs.

Completion of the appropriate 90-credit program of study guarantees students' junior status in the discipline, with approximately a 90 credit path to a Bachelor's degree in Computer Science at state public universities that accept the version of the MTM that was completed.

To accommodate the extensive discipline specific course work required within 90 credits available in the MTM, these programs of study are not designed to overlay an AAOT degree. Instead, students will earn an Associate of Science Transfer degree in Computer Science (AST-CS). The Associate of Science Transfer degree is the new format developed at the state level to accommodate MTMs. These degrees involve completion of a Core Transfer Module (approximately 30 credits of general education applicable to any degree) as well as approximately 60 credits of additional work that are applicable to a Bachelor's degree in the chosen discipline at all of the participating universities. There will be two AST-CS degrees, one for each track of the MTM.

These new degrees will replace the existing ASOT-CS, which will be phased out at the college. Compared to the ASOT-CS, the AST degrees provide stronger guarantees for students upon transfer, a much clearer roadmap, and fewer excess credits taken.

It is recommended that the College Board of Education approve the Computer Science Major Transfer Map.

**APPROVAL OF SUSPENSION OF SUSTAINABILITY IN MANAGEMENT
CAREER PATHWAY CERTIFICATE OF COMPLETION
[21-22-162]**

Prepared by

Karen Edwards, Program Chair—Management
R.Taylor, Dean—Business and Technology Programs and Early Childhood Education
Marshall Roache, Executive Dean—Career and Technical Education
Michael Vargo, Vice President—Academic Affairs

The Business Management program currently offers the Sustainability in Management Certificate of Completion. This certificate was designed to provide students with a foundational understanding of the facets of sustainability and its impact on business. The certificate utilizes an interdisciplinary approach, including courses from both the Business Management and Sociology programs.

Due to the limited number of credits in the existing certificate (12), students must complete all required courses in order to receive the certificate. Specifically, no course substitutions can be made due to college and state policies related to the percentage of allowable substitution credits. This has posed a challenge for students attempting to earn the certificate when a course is canceled for any reason.

The Business Management program will be proposing a new certificate option to replace this certificate. Current students that have indicated an intention to complete the certificate will be able to do so if all courses are offered. If all courses are not offered, these students will have the option to complete the new certificate.

It is recommended that the College Board of Education approve the suspension of the current Sustainability in Management Career Pathway Certificate of Completion.

Action-8
June 15, 2022

**APPROVAL OF SUSTAINABILITY IN MANAGEMENT
CAREER PATHWAY CERTIFICATE OF COMPLETION
[21-22-163]**

Prepared by

Karen Edwards, Program Chair—Management
R. Taylor, Dean—Business and Technology Programs and Early Childhood Education
Marshall Roache, Executive Dean—Career and Technical Education
Michael Vargo, Vice President—Academic Affairs

The Business Management program is proposing a new Sustainability in Management Certificate of Completion to replace the existing certificate of the same name. This is a career pathway certificate which can be earned on its own, as part of the Management Associate of Applied Science degree, or as part of the Associate of Science/Oregon Transfer in Business degree.

The new Sustainability in Management Certificate of Completion will continue to emphasize an interdisciplinary approach to sustainability and expand on the business foundation in the current certificate. The Business Management Advisory Committee continues to support the offering of this certificate.

The proposed certificate will include foundational courses in business that provide opportunities for students to apply principles of sustainable business practices across a variety of industry sectors. Supplemental coursework in sociology is included to enhance critical thinking and understanding of the connection between business and society.

It is recommended that the College Board of Education approve the Sustainability in Management Career Pathway Certificate of Completion.

Action-8
June 15, 2022

SUSTAINABILITY IN MANAGEMENT CAREER PATHWAY CERTIFICATE OF COMPLETION

Course No.	Course Title	Credit Hours
BA101	Introduction to Business	4
BA277	Business Ethics	3
BA285	Organizational Behavior	4
BA288	Principles of Responsible Management	4
SOC223	Sociology of the Environment	4
or		
SOC204	The Sociological Perspective	-4
	Certificate Total	19

Action-9
June 15, 2022

**APPROVAL OF LAY REPRESENTATIVE FOR THE
CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE (CCRLS)
ADVISORY COUNCIL
[21-22-164]**

Prepared by

John Hunter, Executive Director—Chemeketa Cooperative Regional Library Service
Manuel Guerra, Executive Dean—Student Development and Learning Resources
Bruce Clemetsen, Vice President—Student Affairs

The bylaws of the CCRLS Advisory Council require board approval of lay council members nominated by the full council. The council recommends that the College Board of Education approve Tracy Dillon as the Rural Lay Member (representing the entire region outside the boundaries of any member library) of the CCRLS Advisory Council for a second term, expiring June 30, 2025.

MISSION • VISION • CORE THEMES • VALUES

MISSION *(Our purpose)*

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

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

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

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

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

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

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

Student Success – Students progress and complete their educational goals.

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

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

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

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

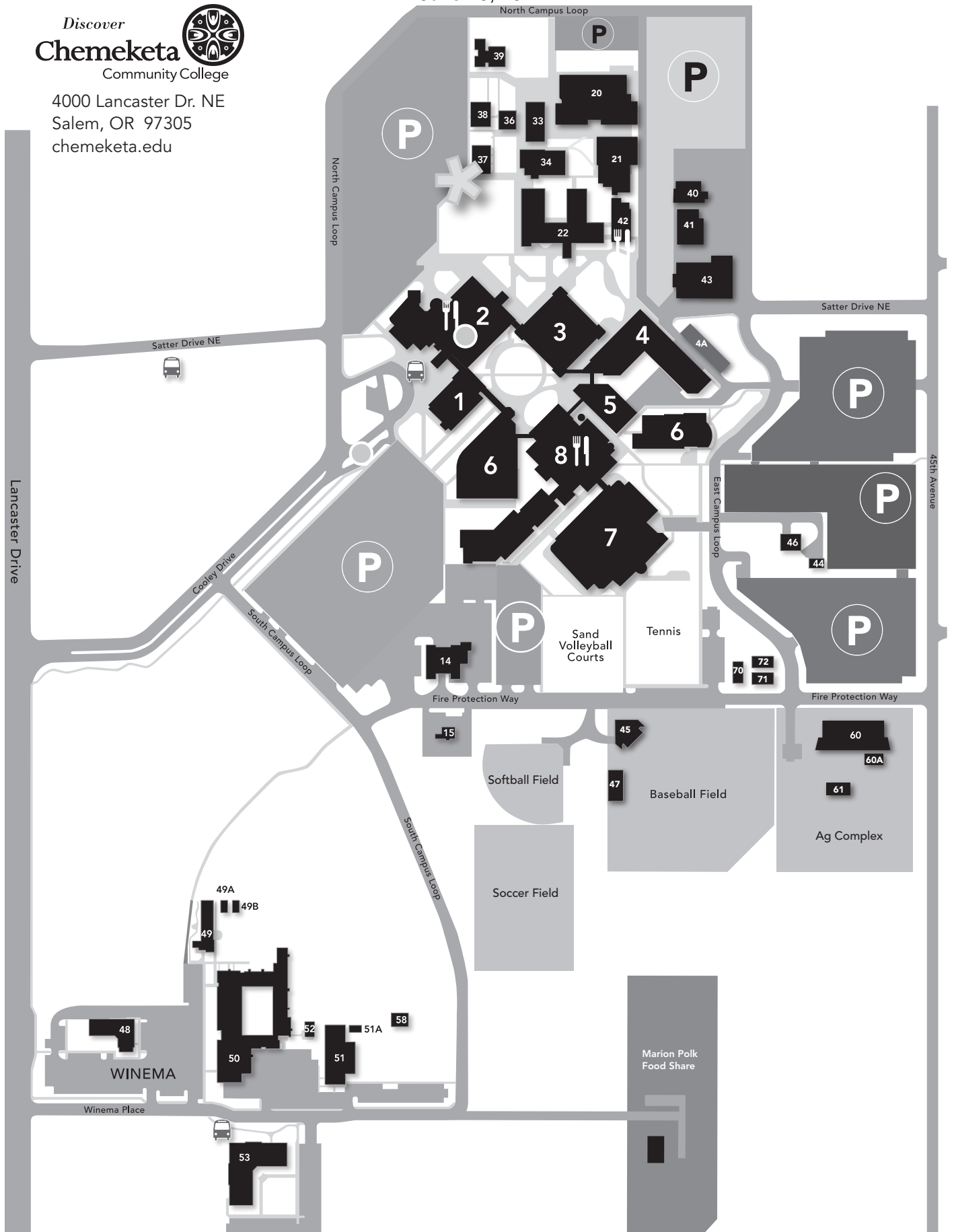
Innovation – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

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

Appendix-2
June 15, 2022



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



Building directory on reverse side

Appendix-2 June 15, 2022

Building and Primary Function(s)

- 001 1st Floor: Bookstore,
- 001 2nd Floor: Faculty Offices
- 002 1st Floor: Advising & Counseling; Career Center; Convenience Store; Food Court; Information Center; Multicultural Center; Placement Assessment; Planetarium; Public Safety; Student Accessibility Services; Student Recruitment; Student Retention & College Life; Student Support Services
- 002 2nd Floor: Business Services; CAMP; Chemeketa Completion Program; College Support Services; Enrollment Center; Financial Aid; Graduation Services; Human Resources; President's Office; Procurement; TRiO; Talent Search; Title IX Office; Tutoring Services; Upward Bound; Veterans Services
- 003 1st Floor: Gretchen Schuette Art Gallery; Classrooms
- 003 2nd Floor: Classrooms; Instruction and Student Services; Math Hub; Math Faculty; Testing Center
- 004 1st Floor: Automotive Program; Electronics Program; Faculty Offices
- 004 2nd Floor: Visual Communications; Robotics; Electronics & Networking Programs; Faculty Offices
- 005 1st Floor: Art Classrooms
- 005 2nd Floor: Classrooms; Foundation, Marketing & Public Relations; Public Information
- 006 1st Floor: Auditorium; Classrooms
- 006 2nd Floor: Classrooms; Employee Development
- 007 Gymnasium; Physical Education Classrooms
- 008 1st Floor: Dental Clinic; Health & Science Classrooms;
- 008 2nd Floor: Health & Science Classrooms
- 009 1st Floor: Classrooms; The Center for Academic Innovation; Academic Effectiveness; IT Help Desk; Television Studio; Online Programs
- 009 2nd Floor: Library; Writing Center; Computer Lab; Study Rooms
- 014 Public Safety
- 015 Burn Tower
- 020 Drafting; Engineering; Machining Program; Faculty Offices
- 021 Welding Program
- 022 Academic Development; HEP; Information Technology
- 033 Apprenticeship Programs
- 034 Conference Rooms; SOAR
- 037 Faculty Offices
- 038 Faculty Offices; Occupational Skills Training; Cooperative Work Experience
- 039 Child Development Center
- 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; Blue Moon Cafe
- 049 Mid-Willamette Education Consortium, Youth GED Options
- 050 High School Partnerships
- 051 Winema High School; Lab
- 052 Classrooms
- 053 Department of Human Services
- 058 Facilities & Operations Annex
- 060 Agricultural Sciences
- 061 Headhouse
- 062 Pavillion

Area or Service—Building/Room

- Academic Development—22/100
- Admissions—2/200
- Advising—2/110
- Art Gallery—3/122
- Athletics—7/103
- Auditorium—6/115
- Boardroom—2/170
- Bookstore—1/First Floor
- Business Services—2/202
- Career Center—2/115
- Chemeketa Cooperative Regional Library Service—9/136
- Chemeketa Online—9/106
- Computer Labs, Library—9/Second Floor
- Convenience Store—2/180
- Cooperative Work Experience—38
- Dental Clinic—8/101
- Executive Dean of Students—3/272
- Employee Development Center—6/218b
- English for Speakers of Other Languages—22/100
- Enrollment Center—2/200
- Extended Learning—3/252
- Financial Aid—2/200
- First Aid—2/173
- Food Service—2/First Floor, 8, & 42
- GED—22/100
- General Information (Welcome Center)—2/110
- Gymnasium—7
- Human Resources—2/214
- International Programs and Study Abroad—2/174
- Instruction & Student Services—3/272
- IT Help Desk—9/128
- Library—9/Second Floor
- Lost & Found—2/173
- Mail Room—43
- Multicultural Center—2/177A
- Northwest Innovations—42
- Parking Permits—2/173 Public Safety Placement Assessment—2/201
- Planetarium—2/171
- Posting Notices on Campus—2/176
- President's Office—2/216

- Public Information—5/266
- Public Safety—2/173—503.399.5023
- Registration—2/200
- Scholarships—5/266
- Student Accessibility Services—2/174
- Student Center—2/179
- Student Clubs—2/176
- Student Identification Cards—1/First Floor
- Bookstore
- Study Skills—2/210
- Television Studio—9/162
- Testing Center—3/267
- Transcripts—2/200
- Transfer Information—2/110
- Tutoring Center—2/210
- Vending Machine Refunds—1/First Floor
- Bookstore
- Veterans Services—2/201
- Veterans Resource Center—2/116
- Writing Center—9/210

Instructional Department Offices

- Agricultural Sciences—60
- Applied Technologies—20/203
- Business & Technology, Early Childhood Education & Visual Communications—1/204
- Chemeketa Online/Tech Hub—9/106
- Dental Programs—8/109
- Education, Languages & Social Sciences—3/252
- Emergency Services—Brooks Regional Training Center
- Health, & Human Performance—7/103
- Life Sciences and Physical Sciences—8/104
- Liberal Arts—1/204
- Math, Engineering & Computer Science—3/252
- Nursing—8/104
- Pharmacy Technology—8/113

Restrooms

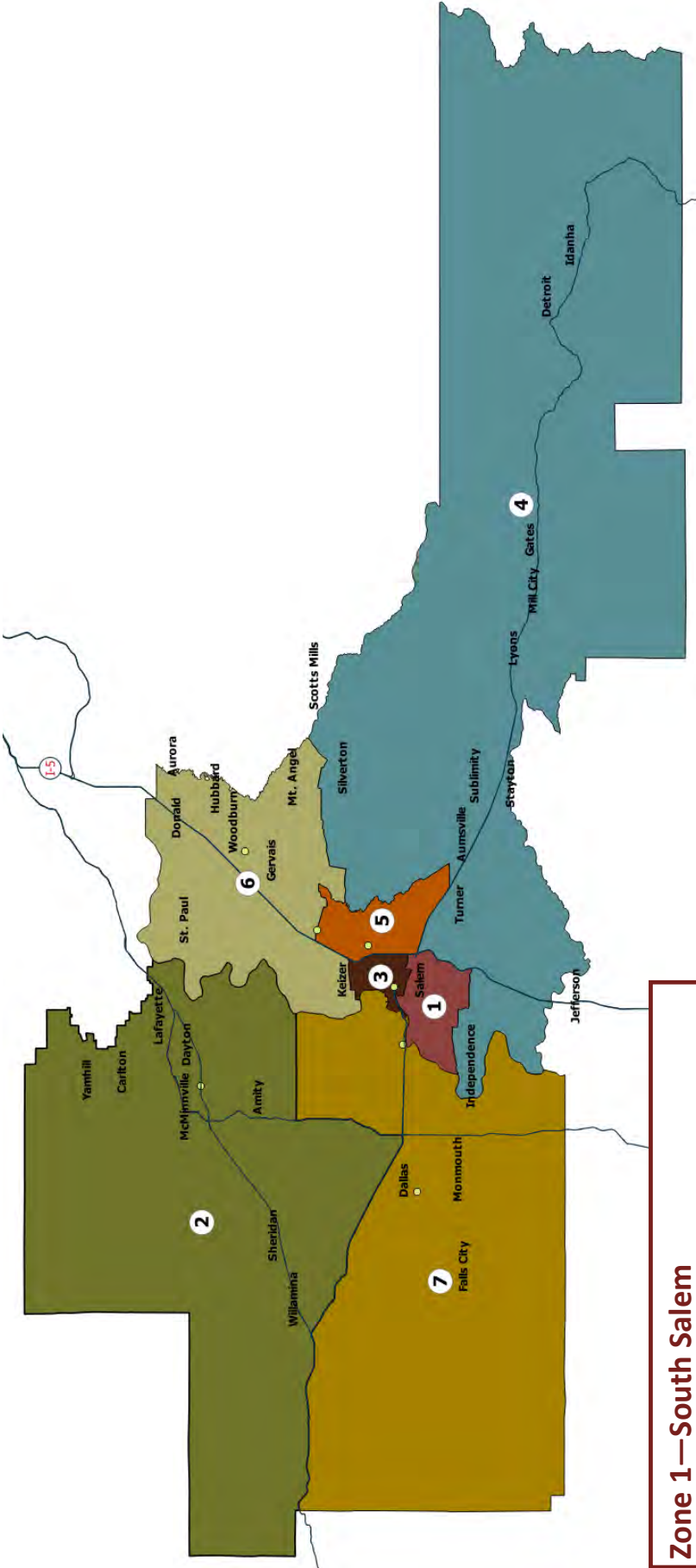
SINGLE OCCUPANCY

- Building 2—First floor, across from C-Store
- 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, next door to C-Store
- Building 8—First floor
- Building 20—Second floor
- Building 40—Second floor

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, Vice Chair 2021-2022**
 - ZONE 3 Neva Hutchinson**
 - ZONE 4 Ken Hector**
 - ZONE 5 Jackie Franke, Chair 2021-2022**
 - ZONE 6 Diane Watson**
 - ZONE 7 Betsy Earls**

Handouts
June 15, 2022

CHEMEKETA COMMUNITY COLLEGE
RESOLUTION NO. 21-22-27
ADOPTING THE BUDGET, MAKING APPROPRIATIONS,
AND LEVYING TAXES

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

WHEREAS the budget committee has approved a General Fund expenditure budget of \$105,060,000 and other funds at a budget meeting on April 20, 2022, and the Board of Education is requested to adopt at this time a General Fund expenditure budget of \$105,060,000 and other funds as attached,

BE IT RESOLVED that the Board of Education hereby imposes the taxes provided for in the adopted budget at the rate of \$0.6259 per \$1,000 of assessed value for operations, \$0.0818 per \$1,000 of assessed value for the Regional Library, and in the amount of \$11,800,000 for payment of bonded debt; and that these taxes are hereby imposed and categorized for the tax year 2022-2023 upon the assessed value of all taxable property within the district.

	Subject to the Education Limitation	Subject to the General Government Limitation	Excluded From Limitation
General Fund	\$0.6259/\$1,000	0	0
Regional Library	0	\$0.0818/\$1,000	0
Bonded Debt Fund	0	0	\$11,800,000

NOW BE IT RESOLVED that the fiscal year beginning July 1, 2022, the amounts shown below are hereby appropriated for the purpose indicated within the funds listed:

GENERAL FUND

President's Office	
Personnel Services	5,274,709
Materials and Services	1,089,341
Capital Outlay	<u>318</u>
Total President's Office	6,364,368
College Support Services	
Personnel Services	15,064,457
Materials and Services	6,435,421
Capital Outlay	133,528
Transfers	5,190,000
Contingency	<u>8,000,000</u>
Total College Support Services	34,823,406

Academic Affairs	
Personnel Services	49,266,038
Materials and Services	2,483,734
Capital Outlay	<u>1,554</u>
Total Academic Affairs	51,751,326
Student Affairs	
Personnel Services	10,666,157
Materials and Services	1,353,636
Capital Outlay	<u>101,107</u>
Total Student Affairs	12,120,900
GRAND TOTAL GENERAL FUND	\$105,060,000

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

CAPITAL DEVELOPMENT FUND	
Personnel Services	275,000
Materials and Services	8,000,000
Capital Outlay	12,825,000
Transfers	<u>800,000</u>
Total Capital Development Fund	21,900,000
PLANT EMERGENCY FUND	
Materials and Services	475,000
Capital Outlay	<u>275,000</u>
Total Plant Emergency Fund	750,000
SPECIAL PROJECTS FUNDS	
Personnel Services	6,670,000
Materials and Services	22,430,000
Capital Outlay	2,500,000
Transfers	<u>1,000,000</u>
Total Special Projects Funds	32,600,000
SELF-SUPPORTING SERVICES FUND	
Personnel Services	16,050,000
Materials and Services	7,850,000
Capital Outlay	250,000
Transfers	<u>480,000</u>
Total Self-Supporting Services Fund	24,630,000
DEBT SERVICE FUND	
Debt Service	<u>36,100,000</u>

Total Debt Service Fund	36,100,000
RESERVE FUNDS	
Materials and Services	30,000
Capital Outlay	<u>410,000</u>
Total Reserve Funds	440,000
REGIONAL LIBRARY	
Personnel Services	985,000
Materials and Services	2,880,000
Capital Outlay	5,000
Transfers	65,000
Contingency	<u>630,000</u>
Total Regional Library	4,565,000
AUXILIARY ENTERPRISE FUND	
Personnel Services	970,000
Materials and Services	4,860,000
Capital Outlay	10,000
Transfers	<u>160,000</u>
Total Auxiliary Enterprise Fund	6,000,000
INTRA-COLLEGE SERVICES FUND	
Personnel Services	2,380,000
Materials and Services	5,100,000
Capital Outlay	500,000
Transfers	300,000
Contingency	<u>5,500,000</u>
Total Intra-College Services Fund	13,780,000
STUDENT GOVERNMENT, CLUBS AND NEWSPAPER	
Personnel Services	152,000
Materials and Services	<u>215,000</u>
Total Student Government, Clubs and Newspaper	367,000
ATHLETICS	
Personnel Services	115,000
Materials and Services	<u>170,000</u>

Total Athletics	285,000
EXTERNAL ORGANIZATION BILLING FUND	
Personnel Services	90,000
Materials and Services	410,000
Capital Outlay	<u>10,000</u>
Total External Organization Billing Fund	510,000
STUDENT FINANCIAL AID FUNDS	
Financial Aid Expenditures	<u>51,900,000</u>
Total Student Financial Aid Funds	51,900,000

Jackie Franke

Jackie Franke
Chairperson

Jessica Howard

Jessica Howard
President/Chief Executive Officer

Date

CHEMEKETA COMMUNITY COLLEGE
FY2021-2022
TRANSFERS OF GENERAL FUND APPROPRIATIONS
RESOLUTION TRANSFERS

Through June 30, 2022

	Adopted Budget <u>6/23/2021</u>	Transfer Requested <u>6/15/2022</u>		Adjusted Budget <u>6/15/2022</u>
PRESIDENT'S OFFICE				
Personnel Services	4,957,764	23,231	2	4,980,995
Materials and Services	1,175,734	-		1,175,734
Capital Equipment	318	-		318
TOTAL	6,133,816	23,231		6,157,047
COLLEGE SUPPORT SERVICES				
Personnel Services	14,324,663	62,135	2	14,386,798
Materials and Services	6,223,421	-		6,223,421
Capital Equipment	133,528	-		133,528
Transfers	5,150,000	-		5,150,000
Contingency	6,500,000	-		6,500,000
TOTAL	32,331,612	62,135		32,393,747
ACADEMIC AFFAIRS				
Personnel Services	48,983,440	(140,117)	1,2	48,843,323
Materials and Services	2,269,975	5	1	2,269,980
Capital Equipment	1,554	-		1,554
TOTAL	51,254,969	(140,112)		51,114,857
STUDENT AFFAIRS				
Personnel Services	10,616,390	54,751	1	10,671,141
Materials and Services	992,106	2,995	1,3	995,101
Capital Equipment	101,107	(3,000)	3	98,107
TOTAL	11,709,603	54,746		11,764,349
GRAND TOTAL	101,430,000	0		101,430,000

1. Reorganization
2. Position adjustments; includes implementation of faculty contract
3. Transfers from capital to m & s

CHEMEKETA COMMUNITY COLLEGE
FY2021-22
PENSION ADJUSTMENT FUND APPROPRIATIONS

Through June 30, 2022

	<u>As Adopted 6/23/2021</u>	<u>Supplemental Budget 7/21/2021</u>	<u>Transfer Requested 6/15/2022</u>	<u>Adjusted Budget 6/15/2022</u>
Personnel Services	-	60,000,000	(1,000,000)	59,000,000
Materials and Services	-	-	1,000,000	1,000,000
TOTAL	-	60,000,000	-	60,000,000

Explanation:
Issuance costs

CHEMEKETA COMMUNITY COLLEGE
FY2021-22
SPECIAL PROJECTS FUND APPROPRIATIONS

Through June 30, 2022

	<u>As Adopted 6/23/2021</u>	<u>Appropriation Transfer 12/15/2021</u>	<u>Transfer Requested 6/15/2022</u>	<u>Adjusted Budget 6/15/2022</u>
Personnel Services	6,670,000	-		6,670,000
Materials and Services	69,405,000	(2,000,000)	(3,000,000)	64,405,000
Capital Equipment	1,000,000	-	3,000,000	4,000,000
Transfers	1,000,000	2,000,000		3,000,000
TOTAL	78,075,000	-	-	78,075,000

Explanations:
HEERF funding capital equipment