

Regular Meeting

September 20, 2023

CHEMEKETA COMMUNITY COLLEGE
YAMHILL VALLEY CAMPUS
288 NE Norton Ln
McMinnville, OR 97128

- I. Workshop 4:30–5 pm Web Conferencing/Livestream/Rooms 103/105**
A. Updates for Yamhill Valley Campus 1
- II. Executive Session 5–5:15 pm Closed Meeting**
Executive session is called in accordance with ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate **real property** transactions.
- III. Administration Updates 5:15–6 pm Closed Meeting**
- IV. Regular Session 6 pm Web Conferencing/Livestream/Rooms 103/105**
A. Call to Order
B. Pledge of Allegiance
C. Chemeketa Land Acknowledgment 2
D. Roll Call
E. Comments from the Public
F. **Approval of Minutes**—Regular College Board of Education Meeting 3–11
of July 19, 2023, and Board Work Session of August 30, 2023
Jessica Howard, President/Chief Executive Officer (CEO)
- G. Reports**
1. Reports from the Associations
a. Joselin Abarca Barrance Associated Students of Chemeketa (ASC) 12–13
b. Steve Wolfe Chemeketa Faculty Association 14
c. Aaron King Chemeketa Classified Employees Association 15–16
d. Liliana Landa-Villalba Chemeketa Exempt Employees Association 17–18
2. Reports from the College Board of Education
- H. Standard Reports**
1. Personnel Report 19–21
Alice Sprague, Interim Vice President—Governance and Administration
2. Budget Status Report 22–23
Aaron Hunter, Vice President—CSSD/Chief Financial Officer

3. Purchasing Report Aaron Hunter, Vice President—CSSD/Chief Financial Officer	24
4. Capital Projects Report Aaron Hunter, Vice President—CSSD/Chief Financial Officer	25
5. Chemeketa Cooperative Regional Library Service Report David Hallett, Interim Vice President—Academic and Student Affairs	26–27
6. Recognition Report Jessica Howard, President/Chief Executive Officer	28–29

I. 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Consent Calendar Process (Items will be approved by the consent calendar process unless withdrawn at the request of a member of the board.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 Building 14 Seismic Rehabilitation Architectural Services Contract Award Aaron Hunter, Vice President—CSSD/Chief Financial Officer	[23-24-110]	30
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J. Appendices

1. Vision – Mission – Values	31
2. Campus Map	32–33
3. District Map	34

K. Future Agenda Items

L. Board Operations

M. Adjournment

UPDATES FOR YAMHILL VALLEY CAMPUS

Prepared by

Paul Davis, Dean—Yamhill Valley Campus Career and Technical Education
Danielle Hoffman, Dean—Yamhill Valley Campus and Polk Center
Holly Nelson, Executive Dean—Regional Education and Academic Development
David Hallett, Interim Vice President—Academic and Student Affairs

The board workshop will offer insights into several emerging projects at the Yamhill Valley Campus.

In fall of 2022, Chemeketa Community College received Future Ready Oregon capacity-building funds. Among its goals was the exploration of student internships and the creating of a job board connecting students and employers. A standout achievement was the collaborative job board for Yamhill County, involving Chemeketa WORKS, McMinnville Economic Development Partners, McMinnville School District, and Unidos. This platform effectively links students with employers, fostering a well-aligned workforce.

The workshop will feature faculty teaching Medical Assisting and Language Development skills to non-native English-speaking learners, reflecting on diversity and inclusion values, and promoting equitable education access. Students from the cohort will share their experiences.

We'll also learn from a faculty member who developed a data-driven inclusivity project, which grew into a recurring faculty community of practice. Faculty reviewed their course data for equity gaps, shared it with peers, and studied proven strategies for broadening participation and student success across various levels. This led to an action plan to broaden participation in courses/programs, yielding a significant positive impact for faculty across the college.

Additionally, the workshop will highlight partnerships with local high schools, facilitating smooth transitions to Chemeketa Community College's education opportunities. These partnerships empower students for vocational and academic pathways, ensuring workforce readiness.

Land Acknowledgement
September 20, 2023

CHEMEKETA COMMUNITY COLLEGE LAND ACKNOWLEDGEMENT

Prepared by

Neva Hutchinson, Chair—Board of Education

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.

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APPROVAL OF BOARD MINUTES

Prepared by

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

Minutes of the board meeting of July 19, 2023, and board work session of August 30, 2023 are submitted for review by the board.

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

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CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

July 19, 2023

I. EXECUTIVE SESSION

Neva Hutchinson, Chair, called the Executive Session to order at 4:30 pm in the Boardroom, Building 2, Room 170, at the Salem Campus. Executive Session was held in accordance with ORS 192.660(2)(e), real property transactions.

Members in Attendance: Jackie Franke; Ken Hector, Vice Chair; Neva Hutchinson, Chair; Ron Pittman; Iton Udosenata; and Diane Watson (via Zoom). Excused Absence: Betsy Earls.

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Interim Vice President, Academic and Student Affairs; Alice Sprague, Interim Vice President, Governance and Administration; and Aaron Hunter, Vice President/Chief Financial Officer, College Support Services/Finance.

Executive Session ended at 4:54 pm.

II. ADMINISTRATION UPDATES

Neva Hutchinson, Chair, called the meeting to order at 5:12 pm, in Building 2, Room 172, at the Salem Campus.

Members in Attendance: Jackie Franke; Ken Hector, Vice Chair; Neva Hutchinson, Chair; Ron Pittman; Iton Udosenata; and Diane Watson (via Zoom). Excused Absence: Betsy Earls.

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Interim Vice President, Academic and Student Affairs; Alice Sprague, Interim Vice President, Governance and Administration; and Aaron Hunter, Vice President/Chief Financial Officer, College Support Services/Finance.

Updates were discussed with the board regarding agenda packets, Association of Community College Trustees (ACCT) conference, August board work session, board workshop schedule, a possible future bond measure, Oregon Community College Association (OCCA) updates, the President's monthly report to the board, and agenda preview.

A recess was taken at 5:54 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Neva Hutchinson, Chair, reconvened the board meeting at 6:01 pm. The meeting was held in the Board Room, Building 2, Room 170, at the Salem Campus.

B. PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

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C. CHEMEKETA LAND ACKNOWLEDGMENT

Neva Hutchinson read the land acknowledgment.

D. ROLL CALL

Members in Attendance: Jackie Franke; Ken Hector, Vice Chair; Neva Hutchinson, Chair; Ron Pittman; Iton Udosenata; and Diane Watson (via Zoom). Excused Absence: Betsy Earls.

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Interim Vice President, Academic and Student Affairs; Alice Sprague, Interim Vice President, Governance and Administration; and Aaron Hunter, Vice President/Chief Financial Officer, College Support Services/Finance.

Board Representatives in Attendance: Steve Wolfe, Chemeketa Faculty Association (CFA) (Via Zoom); Kisha McIntosh, Chemeketa Classified Association (CCA) (via Zoom); and Gaelen McAllister, Chemeketa Exempt Association (CEA).

E. BOARD CHANGES

Neva Hutchinson presented Ron Pittman with a certificate and thanked him for his hard work and leadership as board chair last year. Neva noted that Iton Udosenata is the new board member for Zone 1.

F. COMMENTS FROM THE PUBLIC

None.

G. APPROVAL OF MINUTES

Jackie Franke moved, and Ron seconded a motion to approve the Board of Education minutes from June 21, 2023, and the Special Meeting minutes of July 5, 2023.

The motion CARRIED.

H. REPORTS

Reports from the Associations

Steve Wolfe, Chemeketa Faculty Association (CFA), said there is no report, but noted that faculty are teaching during the summer, the work of the Faculty Association continues, and Steve is working with CFA VP, Amanda Knopf, to help resolve an issue.

Kisha McIntosh, Chemeketa Classified Association (CCA), said the report stands as written.

Gaelen McAllister, Chemeketa Exempt Association (CEA), said there is no report, but noted in the personnel report that several exempt members have moved into leadership positions on campus.

Reports from the College Board of Education

Ron Pittman attended the Special board meeting and three McMinnville Chamber Greeter meetings.

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Jackie Franke attended three East Salem Rotary meetings.

Ken Hector attended the Chemeketa Foundation Board meeting, the Special Board meeting, an orientation meeting with board members Iton and Neva, agenda review, the monthly Association of Community College Trustees (ACCT) Public Policy and Advocacy Team meeting, a quarterly meeting with Jessica, a fundraiser lunch at Santiam Hospital, a tour of a micro-shelter facility at Catholic Community Services, and two Silverton Chamber Business group meetings.

Iton Udosenata attended the orientation meeting with board members Ken and Neva.

Diane Watson attended the Special Board meeting, Keizer Greeters, and the Coffee with Mayor Cathy Clark Zoom show.

Neva Hutchinson attended the Special Board meeting, an orientation meeting with Iton and Ken, agenda review, and a tour of the micro-shelter facility at Catholic Community Services.

I. INFORMATION

2023 Fall Kickoff

David Hallett noted that the Fall Kickoff is scheduled for September 12 and that this will be a partial-day closure rather than a full-day closure to better serve the students. The college will open at 1 pm on that day.

Resolution No. 23-24-01, Pursuit, Development, and Offering of Bachelor of Science in Nursing at Chemeketa Community College

Jessica discussed the background of how the Bachelor of Science in Nursing degree came about. During the 2023 legislative session, SB523 was proposed and, with the tremendous advocacy of the community college sector across the state and Chemeketa's board, community colleges in Oregon may offer BSN degrees. Jessica thanked Julie Huckestein, retired Chemeketa President/CEO, for her effort. The board will be asked to approve this resolution later this evening.

J. STANDARD REPORTS

Personnel Report

Alice said the report stands as written and highlighted that three of the new hires are funded from the general fund, one is from self-support, and a large section in the report showcased employees moving up in the organization. Alice extended her congratulations and gave a special thank you to the retirees listed.

Budget Status Reports

Aaron Hunter noted that the standard budget actual reports are not in the packet. The college is in the process of closing the books as of the June 30 fiscal year end in preparation for the audit. The reports will be included in the next board meeting, and the audit will be presented in December. The Status of Investments shows one maturity and no reinvestments, and the Local Government Investment Pool rates show no change from last month.

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Purchasing Report

Aaron noted the college is the recipient of a \$1.4 million grant from the Oregon Business Development Department to fund the seismic retrofit projects for Building 14 on the Salem campus. A Request for Proposal (RFP) went out earlier this month, and a recommendation for contract award will be brought back to the board at the September meeting.

Capital Projects Report

Aaron stated the report stands as written. Aaron noted in June there were quite a bit of asphalt improvements at the Salem and YVC campuses and sidewalk work at EOLA. In addition, the HVAC systems in Building 1 and 2 are substantially complete and should be fully operational in a few weeks.

Ron Pittman thanked the crew for their hard work in completing the HVAC systems.

Institutional Advancement Foundation Quarterly Report

Marie Hulett, Executive Director, Institutional Advancement, said the report stands as written. Marie noted the annual report has been completed and discussed the STARS Reception in May where recipients and donors came together and shared stories.

Grant Activities April 2023–June 2023

Gaelen McAllister, Director of Institutional Grant Development, said the report stands as written. Gaelen highlighted the grant creating an apprenticeship for Cybersecurity.

Ken Hector, Jackie Franke, and Diane Watson thanked Gaelen and the staff working to complete the grant applications. Neva Hutchinson recognized the grants that focus on diversity, equity, and inclusion.

Spring Term Enrollment Report

Colton Christian, Director of Institutional Research and Reporting, said spring term 2023 enrollment was up 6.6 percent from last spring and was in line with the winter term. The total year-to-date reimbursable FTE is up 4.4 percent from last year, and the year-to-date unduplicated headcount is up one percent.

Recognition Report

Jessica Howard acknowledged employees in the written report.

K. Separate Action

1. Approval of Resolution No. 23-24-01, Pursuit, Development, and Offering of Bachelor of Science in Nursing at Chemeketa Community College

Ken Hector moved approval of the BSN and Jackie Franke seconded the motion.

2. Approval of Retirement Resolution No. 23-24-02, Debra A. Pillette-Stephens, and No. 23-24-03, Jennifer J. Sadouk

These two employees represent a total of 43 years and 8 months of service to the college.

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Ken Hector read Debra Pillette-Stephen's retirement resolution. Ken Hector moved and Ron Pittman seconded the motion to approve.

Jackie Franke read Jennifer Sadouk's retirement resolution. Jackie Franke moved and Iton Udosenata seconded the motion to approve.

The motions CARRIED.

L. ACTION

Jackie Franke moved, and Ken Hector seconded a motion to approve consent calendar items No. 1–8.

1. Approval of Suspension of Computer Information Systems Certificates of Completion: Systems Administration and Network Security, Computer Programming, and Web Developer Certificates of Completion [23-24-102]
2. Approval of Suspension of Virtual Office Assistant Certificate of Completion [23-24-103]
3. Approval of Suspension of Corrections Associate of Applied Science Degree and New Corrections Associate of Applied Science Degree [23-24-104]
4. Approval of Suspension of Law Enforcement Associate of Applied Science Degree and New Law Enforcement Associate of Applied Science Degree [23-24-105]
5. Approval of Human Services Program and Degree Changes [23-24-106]
6. Approval of Medical Assisting Associate of Applied Science Degree [23-24-107]
7. Acceptance of Program Donations April 1, 2023, through June 30, 2023 [23-24-108]
8. Approval of Grants Awarded April 2023–June 2023 [23-24-109]

The motion CARRIED.

Ron Pittman asked if the library was still busy because some college libraries are hardly populated anymore. Jessica Howard stated that portions of the library are very heavily used, especially the study rooms that students use to take Zoom classes. Students check out laptops from the library as well. So, besides books, the library offers many options.

Ken Hector noted that former Dean, Cecelia Monto, retired, and is now the Vice President of Academic Affairs at Warner Pacific University.

M. APPENDICES

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

N. FUTURE AGENDA ITEMS

None were heard.

O. BOARD OPERATIONS

P. ADJOURNMENT

The meeting adjourned at 6:41 pm.

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Respectfully submitted,

Julie Deuchars
Executive Coordinator

Jessica Howard
President/Chief Executive Officer

Board Chair

Date

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CHEMEKETA COMMUNITY COLLEGE

**BOARD WORK SESSION
MEETING MINUTES**

August 30, 2023

Neva Hutchinson, Chair, called the Board Work Session to order at 8:44 am. The Work Session was held at the Chemeketa Agriculture Hub, Room, 102, at the Salem Campus.

Members in Attendance: Jackie Franke; Ken Hector, Vice Chair; Neva Hutchinson, Chair; Ron Pittman; Diane Watson, Iton Udosenata (left at 10:55 am). Excused Absence: Betsy Earls.

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Interim Vice President, Academic and Student Affairs; Alice Sprague, Interim Vice President, Governance and Administration; and Aaron Hunter, Vice President/Chief Financial Officer, College Support Services/Finance.

Guests: Colton Christian, Director, Institutional Research and Reporting; Marie Hulett, Executive Director, Institutional Advancement; Diane McLaran, Director of Community Relations; and Julie Peters, Dean, Academic and Organizational Effectiveness.

Review Agenda/Board Committee Assignments

Neva Hutchinson reviewed the agenda and the 2023–2024 Board Committee Assignments. The committee assignments were affirmed.

2022–2023 Board Evaluation and Self-Assessment

Alice Sprague and Neva Hutchinson reviewed the compiled ratings and comments with the board and discussed a few areas that stood out.

Board Guiding Principles and Monitoring System Review

The board re-affirmed that the current guiding principles were still relevant and the re-affirmation date was added to the document.

Board Goals for 2022–2023

The board reviewed its five goals and discussed changes. The goals will reflect how the board can support diversity, equity, and inclusion strategies; the strategic direction of the college; continuing involvement with legislators, partners, community, and stakeholders; working closely with the president and senior executive administration; engaging in activities to support passage of a future bond measure; and engaging in supporting the college value of belonging for the year. Alice Sprague will meet with board members on the board planning and goals committee and update the draft of board goals for next year. Alice will share the draft with the board for its final review.

Board members were asked to send their individual goals for 2023–2024 to Julie Deuchars, Executive Coordinator, by October 2, 2023.

A recess was taken at 10:15 am

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Executive Session

Neva Hutchinson, Chair, called the Executive Session to order at 10:16 am at the Chemeketa Agriculture Hub, Room 102, at the Salem Campus. Executive Session was held in accordance with ORS 192.660(2)(e), real property transactions.

The Executive Session ended at 10:55 am.

The Work Session reconvened at 10:56 am.

Look-Ahead for 2023–2024

Jessica Howard, Alice Sprague, Aaron Hunter, and David Hallett provided the board with an overview of what is coming up internally and externally during the 2023–2024 academic year.

Strategic Planning

Julie Peters and Colton Christian gave a strategic plan update, an effort that is being led by the College Council; reviewed the structure of that body and the 2023–2024 priorities; and discussed the five themes that have emerged from the work.

EMSI ROI Report

Colton Christian presented an overview of the recent economic impact study from Lightcast and addressed average earnings by education level in District 3, Marion, Polk and Yamhill counties and total jobs in that area. He provided high-level information concerning Chemeketa's economic impact and its impact in terms of investment.

Potential Bond Measure

Diane McLaran discussed the upcoming Community Conversation meetings, pre-bond logistics team meetings, and the Gantt chart detailing the timeline of what is being completed from those meetings and shared a flier promoting new programs and enhancements at Chemeketa.

Marketing Report

Marie Hulett gave an overview of the Marketing department, highlighted the amazing work the staff has done, and discussed events they have attended to promote Chemeketa and awards that have been received.

The board members were very engaged during the work session and asked a multitude of questions during the presentations.

Adjournment

The meeting adjourned at 2:02 pm

Respectfully submitted,

Julie Deuchars
Board Secretary

Jessica Howard
President/Chief Executive Officer

Board Chair

Date

ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

Prepared by

Joselin Abarca-Barranca, ASC Executive Coordinator

ASC / MSS PAST EVENTS

I-Start

- Throughout the summer, Student Life and the Student Success Center collaborated to facilitate a seamless transition for incoming high school students embarking on their college journey. Over the course of this intensive 5-week program, the primary goal was to equip the 328 incoming students with the essential skills and resources required for a successful first term at college. As part of this initiative, students had the opportunity to earn one free college credit, a valuable head start in their academic pursuits. Additionally, they had the chance to establish crucial connections by meeting with advisors and fellow students, ensuring a supportive network. Assistance was also provided for the registration process offering insights into various methods of financing their college education. This comprehensive program not only paved the way for a smooth transition but will empower students with the tools they need to excel in their college careers.

ASC Recruitment

- ASC conducted a rigorous interview process to identify exceptional candidates from Chemeketa Community College who would effectively represent the student body. Over the span of an extensive eight-week period, the ASC evaluated a total of 18 candidates, ultimately selecting only six who demonstrated the qualities and skills that align with ASC's high standards. The ASC's commitment to recruiting individuals with outstanding abilities ensures that the team maintains the level of excellence expected. With a diverse range of backgrounds and perspectives, ASC is confident that this year's team will be well-equipped to advocate for and serve Chemeketa's student community effectively.

ASC / MSS FUTURE EVENTS

Fall Term Pizza Kick-off

- On September 26, 2023, between 11:30 am and 1 pm, Student Life is excited to host a Pizza Kick-Off event to warmly welcome students back for fall term. This gathering presents an excellent opportunity for students to build connections with both staff and their peers, building a sense of community on campus. It serves as a vital platform for new and returning students to adapt to the academic environment while simultaneously creating an inclusive and welcoming atmosphere. ASC looks forward to sharing delicious pizza and meaningful interactions while embarking on another successful academic term together.

Advice Strengthening Cross-Racial Mentoring Relationships Workshops

- On Tuesday, October 10, 2023, the Diversity, Equity, and Inclusion department is proud to collaborate with the Multicultural Students Office in sponsoring an inspiring workshop via Zoom. This event will be hosted by the esteemed first-generation Chicano scholar, Dr. Martinez-Cola. Dr. Martinez-Cola will share her personal journey, shedding light on three significant mentoring relationships that have shaped her academic path as a Chicana.

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- Through the power of storytelling and self-reflection, she aims to inspire fellow students to engage in their own introspective journey and to develop a deeper understanding of mentor-protégé relationships. MSS anticipates this event to be an enriching experience, promoting inclusivity, diversity, and personal growth within our academic community.

National Coming Out Day

- On Wednesday, October 11, the Diversity, Equity, and Inclusion department, in collaboration with the Multicultural Student Office, is proud to sponsor an event hosted by Safe Haven. This event aims to create a safe and welcoming space for individuals who identify as part of the LGBTQ+ community. It is a heartfelt effort to honor and show support for those who have bravely come out and openly live their authentic lives. This gathering signifies the DEI and MSS departments' commitment to fostering inclusivity, acceptance, and understanding within the campus community, as we stand in solidarity with LGBTQ+ individuals. Your presence and participation in this event are valued and appreciated as we strive to build a more inclusive and compassionate campus environment.

Hispanic Heritage Month

- On Wednesday, October 19, 2023, the Multicultural Student Center takes great pride in hosting an event to commemorate Hispanic Heritage Month. This event serves as a platform to celebrate the rich and diverse cultures of the various countries that make up the Hispanic community. With respect and honor, MSS's objective is to recognize and appreciate the invaluable contributions of the Hispanic community to society. Moreover, it presents a unique opportunity for Hispanic community students to come together and build connections with both fellow students and staff. MSS looks forward to this meaningful gathering, which promotes cultural appreciation and strengthens our sense of community on campus.

Pizza and Politics

- On Tuesday, October 24, 2023, ASC is excited to host the "Pizza and Politics" event in the Multicultural Center. This engaging discussion will be led by ASC Vice President, Esteban Salgado, and aims to create a safe and inclusive space for students to discuss nationwide social and political issues. At this event, students will have a valuable platform to voice their concerns, openly share their opinions, and engage in meaningful dialogue. ASC believes in the power of constructive discourse and the importance of providing opportunities for the student community to actively participate in discussions that shape our society. ASC looks forward to a thought-provoking and insightful exchange of ideas during this event.

Halloween Club Fair

- On October 31, 2023, ASC is excited to host a Club Fair event from 11 am to 2 pm. This event is designed to actively promote student involvement in ASC's vibrant campus club community. At the heart of this gathering, there will be food and games to create a lively and engaging atmosphere. This event offers an excellent opportunity for Chemeketa's diverse range of clubs to showcase their unique interests and activities. It also provides a platform for these clubs to actively recruit new members who share similar passions and interests. ASC encourages all students to come and explore the diverse array of clubs available on campus and discover exciting opportunities for involvement and connection.

CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Steve Wolfe, President—Chemeketa Faculty Association

CFA EXECUTIVE BOARD FOR 2023–2024

Elections for CFA Executive Board officers and representatives for 2023–24 were held in May. Newly elected to the board are Carlos Lopez, Beth Hale, and Jessica Schrunk. These are the faculty who will be serving on the board this year:

- President: Steve Wolfe (Geography instructor)
- Part-time Vice President: Amanda Knopf (Writing instructor)
- Full-time Vice President: Carlos Lopez (Sociology instructor)
- Secretary: Donna Bernhisel (YVC Writing instructor)
- Treasurer: Leslie Maksun (Math instructor)
- Representative for Non-ILC based faculty: Beth Hale (Tech Hub faculty)
- Representative for Regional Education and Academic Development (READ) faculty: Jessica Schrunk (YVC Biology instructor)
- Representative for Part-time faculty: Becca Owen (Writing instructor)
- Representative for Career and Technical Education (CTE) faculty: Sheldon Schnider (CAD/CAM instructor)
- Representative for General Education and Transfer Studies (GETS) faculty: Taylor Marrow (History instructor)

CONTRACT BARGAINING

The current CFA Collective Bargaining Agreement (CBA) will expire at the end of June 2024. Bargaining for a new contract will begin in January. In preparation for that, a bargaining team is currently being formed. Once the team has been finalized, planning and preparation meetings will be held during fall term, including bargaining training. Faculty will also be surveyed to determine priority items to bargain.

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

Prepared by

Timothy King, Director of Public Relations—Chemeketa Community College Classified Employees Association
Pilar Torres-Barrera, External Vice-President—Chemeketa Community College Classified Employees Association
Aaron King, President—Chemeketa Community College Classified Employees Association

PRESIDENT'S MESSAGE

During the College Council's Summer Retreat, the College shared with its stakeholders that they will be adopting one value each year during the upcoming accreditation cycle. Those values are Adaptability, Belonging, Community, Opportunity, and Quality. For the 2023–2024 school year, the highlighted value will be Belonging, which is described in the Mission, Vision, and Values as the following: "We create a welcoming culture and environment that honors the ways people are diverse so that each individual feels valued, supported, and safe in their work and learning journeys."

As Classified employees, we are the first contact with prospective current, and past students, as well as the community we serve. We create a welcoming culture and environment that honors the ways people are diverse so that each individual feels valued, supported, and safe in their work and learning journeys. I encourage you to share your stories of Belonging and the positive impacts Classified employees have on supporting the College's Mission, Vision, and Values.

The CCA Board held its Annual Retreat during August where we discussed the value of Belonging and how the Association can further promote and foster a belonging culture. Other agenda items included setting a schedule for regular board meetings, membership activities, and the upcoming bargaining session in 2024. The Board also began plans for a Fall Inservice to be held on September 8. CCA would like to thank Alice Sprague, Chanita Parker-Keebler, Stephen Munshaw, and Trina Butler for all their support in making this a successful event. Also, a special thank you to the Classified Inservice Committee, Tim King, Pilar Torres-Barrera, Ana Angel, Svetlana Kravets, and Kisha McIntosh for all their hard work behind the scenes to make this all possible in such a short timeframe.

I was invited to a Zoom meeting hosted by Kimberly Koplien, President of The Independent Association of Classified Employees (IACE) at Linn-Benton Community College. The purpose of the meeting was to connect with other Associations that represent Classified Employees within the 17 community colleges in Oregon. Others in attendance were Shannon Burruss, President of Southwestern Oregon Community College Classified Federation (SWOCCF, Local 3972, AFT); Kelly White, President of Clackamas Community College Association of Classified Employees (OEA/NEA); Allison Dickerson, President of Classified Association of COCC (CACOCC) and Michael Flores, President of Mt. Hood Community College Association.

WELCOME NEW CLASSIFIED EMPLOYEES AND NEW POSITIONS

- On July 1, 2023, Virginia Diaz was hired for the position of Student Services Specialist in the Yamhill Valley Campus department.

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- On July 17, 2023, Eric Swenson was hired for the position of Instructional Coordinator/Analyst II in the CCBI, Business Programming and Early Childhood Education department.
- On August 15, 2023, Mason Stokes was hired for the position of Technology Support Specialist in the Institutional Research and Reporting department.
- On August 30, 2023, Erin Ellison was hired for the position of Student Services Specialist in the Student Accessibility and Testing department
- On July 1, 2023, Ian Snyder was promoted to the Exempt position of Administrative Coordinator in the College Support Services/Human Resources. Great job, Ian!
- On July 1, 2023, Patricia Bowsby was promoted to the position of Department Technician II. Way to go, Patricia!
- On July 10, 2023, Catherine Martell Straight was promoted to the position of Student Services Specialist in the Academic Development Workforce Partnerships department. Good luck, Catherine!
- On July 17, 2023, Denise Yancey was promoted to the position of Department Specialist in the Human Resources department.
- On July 17, 2023, Julia Bynum-Lewis was promoted from the position of Department Assistant to the position of Department Technician for Circulation and Access Services of the Library and Learning Resources department. Great job, Julia!
- On July 30, 2023, (former CCA board member) Trina Butler changed from the position of Department Technician II in CCBI, Business Programming, and Early Childhood Education, to the position of Department Specialist in the Capital Projects and Facilities department. Congratulations, Trina!
- On July 1, 2023, Laura Chappell was promoted to the position of Department Technician II in the Applied Technologies department. Job well done, Laura!
- On July 1, 2023, Sherrie Magarrell was promoted to the position of Department Technician II in the Health and Human Services department. Great job, Sherrie!
- On August 14, 2023, Suzanne Monson changed from the position of Student Services Assistant in the Enrollment Services department to the position of Department Specialist in the Math, Engineering, and Computer Science department. Congratulations, Suzanne!
- On August 13, 2023, Jesus Moreno changed from the position of Student Services Specialist in the Woodburn Center department to Student Services Specialist in the Advising and First Year Programs department. Good luck, Jesus!
- On July 1, 2023, Daryl Redwine was promoted to the position of Technology Analyst II in the Information Technology department. Congratulations, Daryl!

CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

Adrian Lutz, Vice President—Chemeketa Community College Exempt Association
Liliana Landa-Villalba, President—Chemeketa Community College Exempt Association

Exempt Association Board Members Gaelen McAllister, Past President, Adrian Lutz, Vice President, and Liliana Landa-Villalba, President met this month to discuss the transition of board leadership roles and responsibilities. Plans are underway for the Exempt Association Board members to meet to plan the year’s activities and events. The Board is still in search of a President-Elect for next year.

Exempt Association Members for 2023–2024

Gaelen McCallister	Past President
Liliana Landa-Villalba	President
Vacant	President-Elect
Adrian Lutz	Vice President
Kate Hoerauf	Treasurer
Adam Mennig	Member at Large
Brett Matti	Member at Large
Julie Deuchars	Member at Large
Laura Leon-Cipriano	Member at Large
Tom Howard	Member at Large
Isaac Talley	Member at Large
Savannah Mullin	Member at Large
Robert Yates	Member at Large
Rich Kline	Member at Large

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Laura Leon-Cipriano and Liliana Landa-Villalba traveled to Washington D.C. this summer to attend the 2023 HEP and CAMP Annual Directors' Meeting. The HEP and CAMP programs serve students from migrant or seasonal farm-worker families. HEP helps students who have dropped out of high school get their High School Equivalency credential. CAMP assists students in their first year of college with academic, personal, and financial support.

Pictured below: HEP and CAMP directors across the country.



PERSONNEL REPORT

Prepared by

Heather McDaniel, Interim Associate Vice President—Human Resources
Alice Sprague, Interim Vice President—Governance and Administration

NEW HIRES

Erin M. Ellison, Student Services Specialist—Student Accessibility and Testing Services, Student Affairs Division, 100 percent, 12-month assignment, Range B3, Step 6.

Abby M. Grewatz, Enrollment Services Coordinator—Admissions, Enrollment and Graduation Services, Student Affairs Division, 100 percent, 12-month assignment, Range C3, Step 5.

Daniel J. Lehman, Student Services Assistant—Admissions, Enrollment, and Graduation Services, Student Affairs Division, 100 percent, 12-month assignment, Range B1, Step 5.

Jason A. Redel, Department Technician I—Chemeketa Cooperative Regional Library Service, Student Affairs Division, 100 percent, 12-month assignment, Range B1, Step 6.

Francisco W. Saldivar, Director of Apprenticeship—Apprenticeship, Academic Affairs Division, 100 percent, 12-month assignment, Range D1, Step 6.

Mason P. Stokes, Technology Support Specialist—Institutional Research and Reporting, President's Office Division, 100 percent, 12-month assignment, Range B3, Step 2.

Eric W. Swenson, Instructional Coordinator/Analyst II—Chemeketa Center for Business and Industry, Business Programming, and Early Childhood Education, Academic Affairs Division, 100 percent, 12-month assignment, Range C2, Step 4.

POSITION CHANGES

Bryan K. Bagwell, Public Safety Supervisor—Public Safety, Academic Affairs Division, 100 percent, Range C3, Step 6. from Public Safety Officer-Public Safety, Academic Affairs Division.

Bryan J. Berenguer, Instructor—Yamhill Valley Campus Vineyard Management, Regional Education and Academic Development Division, Range F1-11 Month, from Yamhill Valley Campus Vineyard Management, Regional Education and Academic Development Division, Range F9, 10-month.

Patricia "Trish" A. Bowsby, Position Transfer, Department Technician I—Human Resources, Governance and Administration Division, 100 percent, Range B1, Step 11, from Department Technician II-Center for Academic Innovation, Academic Affairs Division.

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Trina L. Butler, Department Specialist—Capital Projects and Facilities, College Support Services Division, 100 percent, Range B3, Step 7, from Department Technician II, Chemeketa Center for Business and Industry Programming and Early Childhood Education, Academic Affairs Division.

Nolan “NoI” Cobb, Interim Human Resources Operations Director—Human Resources, Governance and Administration Division, 100 percent, Range D2, Step 7, from Interim Director-Apprenticeships, Career and Technical Education, Academic Affairs Division.

Carla V. Craig, Limited Duration Assistant Director Information Technology—Information Technology, Governance and Administration Division, 100 percent, Range D1, Step 4, from Technology Support Technician, Information Technology, Governance and Administration Division.

Paula Lisoff, Executive Assistant—Career and Technical Education, Academic Affairs Division, lateral position change, 100 percent, Range B4, Step 11, from Executive Assistant-Regional Education and Academic Development, Academic Affairs Division.

Angelica Macias, Student Services Specialist—Academic Development and Corrections Education, Academic Affairs Division, position changed from a 12-month assignment to a 10-month assignment.

Jon B. Mathis, Executive Director-Title IX—Diversity Equity and Inclusion, President’s Office Division, position reclassified, 100 percent, Range D-2, Step 11, from Director-Title IX, Diversity Equity and Inclusion, President’s Office Division.

Suzanne M. Monson, Department Specialist—Math, Engineering, and Computer Science, General Education and Transfer Studies, 100 percent, Range B3, Step 6, from Student Services Assistant, Enrollment Services, Student Affairs Division.

Jesus H. Moreno, Student Service Specialist—Advising and First Year Programs, Student Affairs Division, Range B3, Step 8, from Student Service Specialist, Woodburn Center, Career and Technical Education Division, and Public Safety Division.

Alexander N. Rashe, Instructor, General Education Degree (GED) Options/High School Programs—High School Partnerships, Academic Affairs Division, 100 percent, Range F1, Step 4, from Part Time Adjunct, High School Partnerships, Academic Affairs Division.

Julia R. Bynum-Lewis, Department Technician—Circulation and Access Services, Student Affairs Division, 100 percent, Range B1, Step 5, from Department Assistant-Library Services Department, Student Development and Learning Division.

Daryl A. Redwine, Limited Duration Technology Analyst II—Information Technology, Governance and Administration Division, 100 percent, Range C2, Step 6, from Limited Duration Technology Analyst I-Information Technology, Governance and Administration Division.

SEPARATIONS

Rebecca “Becki” J. Gann, Financial Services Specialist—Payroll, Human Resources Division, effective July 31, 2023.

Alissa S. Hattman, Instructor—Developmental Writing, Regional Education and Academic Development Division, effective August 31, 2023.

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Blanca E. Lule Carreno, Assistant Director—Information Technology, Governance and Administration Division, effective August 4, 2023.

Anna L. Scheler, Department Technician I—Yamhill Valley Campus, Library and Learning Resources, Student Affairs Division, effective September 5, 2023.

Kellie S. Schellenberg, Dean—Center for Academic Innovation, Academic Affairs Division, effective August 3, 2023.

Stephanie M. Spyrka, Student Services Specialist—High School Partnerships, Academic Affairs Division, effective August 22, 2023.

BUDGET STATUS REPORT

Prepared by

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

The following items are included in the printed agenda:

- Status of Investments as of August 31, 2023

The following financial reports for the period of July 1, 2023, through August 31, 2023, will be available at the board meeting:

- General Fund Revenue and Expense Statement
- General Fund Budget Status Report

In addition, the General Fund Revenue and Expense statement In-Progress for the period ending June 30, 2023, will also be available at the board meeting.

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Statement of Resources and Expenditures
As of August 31, 2023

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:				
Beginning Fund Balance	18,000,000	-	0.00%	(18,000,000)
Property Taxes	27,551,434	129,544	0.47%	(27,421,890)
Tuition and Fees	18,612,094	7,459,258	40.08%	(11,152,836)
State Appropriations - Current	36,904,602	19,201,309	52.03%	(17,703,293)
State Appropriations - Carryover from FY22	-	0	#DIV/0!	-
Indirect Recovery	1,006,586	132,335	13.15%	(874,251)
Interest	2,100,000	591,344	28.16%	(1,508,656)
Miscellaneous Revenue	511,043	14,939	2.92%	(496,104)
Transfers In	100,000	-	0.00%	(100,000)
Total Resources	104,785,759	27,528,729	26.27%	(77,257,030)
Expenditures:				
Instruction	36,851,031	3,071,330	8.33%	33,779,701
Instructional Support	13,066,286	1,860,268	14.24%	11,206,018
Student Services	9,463,162	1,318,135	13.93%	8,145,027
College Support Services	17,523,509	3,030,767	17.30%	14,492,742
Plant Operation and Maintenance	8,098,119	919,867	11.36%	7,178,252
Transfers	5,455,000	1,385,000	25.39%	4,070,000
Total Expenditures (Excluding Contingency)	90,457,107	11,585,367	12.81%	78,871,740
Contingency	14,328,652	-	0.00%	14,328,652
Total Expenditures	104,785,759	11,585,367	11.06%	93,200,392
Unappropriated Ending Fund Balance		-		

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Chemeketa Community College Budget Status Report
As of August 31, 2023

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance	
6110	Exempt Salaries	10,163,927	1,590,394	7,664,505	909,028	
6120	Classified Salaries	13,283,116	1,895,798	9,859,153	1,528,165	
6124	Part-Time Hourly & Student Wages	1,172,911	152,681	-	1,020,230	
6130	Faculty Salaries	16,560,701	561,071	14,696,778	1,302,852	
6132	Part-Time Faculty	8,609,488	1,200,459	37,036	7,371,993	
6510	Fixed Fringe Benefits	9,609,268	1,412,350	-	8,196,918	
6511	Variable Fringe Benefits	15,928,204	1,886,763	-	14,041,441	
6512	Other Fringe Benefits	380,000	66,879	-	313,121	
Subtotal Personnel Services		75,707,615	8,766,395	32,257,472	34,683,748	11.58%
Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance	
710	Materials & Services	1,582,797	59,258	-	1,523,539	
720	Equipment \$500-\$4,999	126,918	14,387	6,536	105,995	
7300	Legal Services	226,790	-	-	226,790	
7310	Insurance	921,700	836,835	-	84,865	
7320	Maintenance	369,292	14,774	52,412	302,106	
7330	Communications	880,775	87,304	-	793,471	
7340	Utilities	2,369,441	117,175	76,816	2,175,450	
7350	Staff Development	126,573	2,655	1,500	122,418	
7360	Travel	339,815	9,895	-	329,920	
7370	Other Services	2,113,884	290,786	359,453	1,463,645	
7550	Capital Outlay	236,507	903	-	235,604	
8150	Transfers Out	5,455,000	1,385,000	-	4,070,000	
Subtotal Non-Personnel Services		14,749,492	2,818,972	496,717	11,433,803	19.11%
8500	Contingency	14,328,652	-	-	14,328,652	
Report Totals		104,785,759	11,585,367	32,754,189	60,446,203	11.06%

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Chemeketa Community College
Statement of Resources and Expenditures
Year Ended June 30, 2023 (Preliminary Progress Report) *

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:				
Beginning Fund Balance	16,000,000	18,202,903	113.77%	2,202,903
Property Taxes	26,190,000	26,738,480	102.09%	548,480
Tuition and Fees	24,730,000	26,130,797	105.66%	1,400,797
State Appropriations - Current	27,514,656	27,341,887	99.37%	(172,769)
State Appropriations - Carryover from FY22	9,315,344	9,315,344	100.00%	-
Indirect Recovery	940,000	1,139,801	121.26%	199,801
Interest	610,000	855,478	140.24%	245,478
Miscellaneous Revenue	480,000	221,571	48.17%	(238,429)
Transfers In	800,000	500,000	62.50%	(300,000)
Total Resources	106,560,000	110,446,261	103.65%	3,886,261
Expenditures:				
Instruction	37,193,384	36,214,955	97.37%	978,429
Instructional Support	13,706,497	13,177,477	96.14%	529,020
Student Services	9,423,352	9,014,202	95.66%	409,150
College Support Services	19,016,851	17,769,059	93.44%	1,247,792
Plant Operation and Maintenance	7,929,916	7,853,587	99.04%	76,329
Transfers	9,790,000	9,564,678	97.70%	225,322
Total Expenditures (Excluding Contingency)	97,060,000	93,593,958	96.43%	3,466,042
Contingency	8,000,000	-	0.00%	8,000,000
Total Expenditures	105,060,000	93,593,958	89.09%	11,466,042
Preliminary Ending Fund Balance		16,852,303		
State Appropriations - Deferred to FY24		-		
Preliminary Unreserved Ending Fund Balance		16,852,303		

* As of September 19, 2023 - Fiscal year closeout still in process.

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Status of Investments
August 31, 2023

	Statement Date	Maturity Date	Account Balance	Rate as of 8/31/2023
<u>Oregon State Treasurer Investments</u>				
Oregon Short-Term Fund - General	8/31/2023	On demand	\$ 19,359,805.56	4.500%
Oregon Short-Term Fund - Capital	8/31/2023	On demand	\$ 9,202,558.43	4.500%
Total Oregon State Treasurer Investments			\$ 28,562,363.99	
<u>Other Investments</u>	<u>Investment</u>	<u>Maturity</u>	<u>Amount Invested</u>	<u>Yield</u>
Gov't Agency - Fannie Mae	10/24/2022	9/12/2023	\$ 1,978,008.06	4.562%
Treasury Note - United States Treasury	9/23/2022	9/30/2023	\$ 2,453,180.05	3.936%
Treasury Note - United States Treasury	4/20/2023	10/19/2023	\$ 1,952,882.22	4.852%
Gov't Agency - Federal Home Loan Mtg. Corp.	11/30/2022	10/25/2023	\$ 1,915,373.89	4.849%
Treasury Note - United States Treasury	12/1/2022	11/30/2023	\$ 1,922,440.00	4.521%
Treasury Note - United States Treasury	12/1/2023	12/31/2023	\$ 1,921,140.00	4.526%
Gov't Agency - Federal Home Loan Bank	2/1/2023	1/26/2024	\$ 1,998,840.00	4.810%
Treasury Note - United States Treasury	2/1/2023	1/31/2024	\$ 2,447,280.39	4.442%
Treasury Note - United States Treasury	12/1/2022	1/31/2024	\$ 1,918,240.00	4.513%
Gov't Agency - Federal Home Loan Bank	2/28/2023	2/21/2024	\$ 1,998,384.44	5.187%
Treasury Note - United States Treasury	2/28/2023	2/22/2024	\$ 1,910,289.89	4.734%
Treasury Note - United States Treasury	12/6/2022	2/29/2024	\$ 1,925,380.00	4.649%
Treasury Note - United States Treasury	8/29/2023	2/29/2024	\$ 2,436,287.36	5.259%
Gov't Agency - Federal Home Loan Bank	8/31/2023	3/8/2024	\$ 1,944,477.78	5.495%
Treasury Note - United States Treasury	12/6/2022	3/31/2024	\$ 1,937,060.00	4.615%
Gov't Agency - Federal Home Loan Bank	12/15/2022	4/15/2024	\$ 2,007,800.00	4.450%
Treasury Note - United States Treasury	12/14/2022	5/31/2024	\$ 1,949,380.00	4.305%
Corporate Note - Bank of Montreal	11/8/2022	6/28/2024	\$ 2,873,160.00	5.223%
Corporate Note - Royal Bank of Canada	7/17/2023	7/26/2024	\$ 3,944,440.00	5.388%
Treasury Note - United States Treasury	1/6/2023	7/31/2024	\$ 2,439,950.00	4.604%
Corporate Note - JPMorgan Chase	10/20/2022	1/23/2025	\$ 1,919,760.00	5.033%
Total Other Investments			\$ 45,793,754.08	4.788% weighted average yield

13 week Treasuries 5.32% as of 8/31/2023

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

PURCHASING REPORT

Prepared by

Mariah Dooley, Procurement and Contracts Analyst
Aaron Hunter, Vice President—CSSD/Chief Financial Officer

PATROL SERVICES

An Invitation to Bid for unarmed patrol services will be advertised on the college's Procurement Services Website and the OregonBuys Website in September 2023. A recommendation for contract award will be made to the College Board of Education at its October 2023 meeting.

These services allow Public Safety to provide safety and security at multiple college locations during the overnight hours.

CAPITAL PROJECTS REPORT

Prepared by

Rory Alvarez, Director—Facilities and Operations
Aaron Hunter, Vice President—CSSD/Chief Financial Officer

CURRENT AND COMPLETED CAPITAL PROJECTS

- Woodburn
The college is collaborating with an architect at the Woodburn campus to enhance security by installing security doors on the first and second floors. This proactive measure aims to reduce security vulnerabilities when the college is closed while Woodburn's tenant remains operational.
- Building 34
The deconstruction of this building was temporarily paused while the contractor focused on the Building 2 Heating, Ventilation, and Air Conditioning (HVAC) project. The facilities team worked closely with the contractor to address noise and odor-related disturbances affecting neighboring structures. Salvageable materials were collected before resuming the demolition process. Currently, the demolition is back in progress, and the college is exploring future uses for this space to showcase community and foster a sense of belonging.
- Yamhill Valley Campus (YVC) Bldg. 1
The college is constructing a wall and establishing office space within Building 1 at the YVC campus. This initiative aims to create a dedicated and well-defined area where the food bank service can efficiently operate and assist students. The new space will include a designated display area, an office, and a storage room to serve the community better.

See Appendix–2; Campus Map pages 32–33.

CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE REPORT

Prepared by

Doug Yancey, Director—Chemeketa Cooperative Regional Library Service
Manuel Guerra, Executive Dean—Student Affairs
David Hallett, Interim Vice President—Academic and 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 will resume meetings on September 7, 2023. A priority discussion item this FY will be formula-based reimbursements (FBR) to member libraries. The current FBR method was adopted in 2001. There is interest in reviewing that method and possibly exploring other models.

PYM

PYM Directors met on September 1, 2023. Topics included: End-of-FY23 statistics and budget summary, CCRLS vacant positions and priorities, reallocation of select eResource funds to new products of interest, challenges of funding permanent circulating Wi-Fi hotspot collections, processing fees for lost/damaged materials, cultural passes, a proposed library 'road trip' program/activity and media inquiries.

CCRLS ADMINISTRATION AND AUTOMATION

Positions: A new *Resource Sharing Assistant* position (B1) was filled in July. The long-vacant *Network Administrator* position was reclassified for a second time (from a C3 classified to a C4 exempt); a new recruitment is underway. Two additional reclass requests were submitted. A *Technology Analyst* position (C2 classified) remains vacant and will be held as such while we reassess priorities.

Courier: An operating lease for the largest (and oldest) courier vehicle is being explored. There is a pending discussion regarding the possibility of offering a Saturday route to interested member libraries (CCRLS has traditionally only operated the courier Monday through Friday).

Automation: Interest in Quipu, an address verification service, remains. An ad hoc committee will be assembled to discuss desired cooperative-wide outcomes for that application and to explore pricing.

Budget: Budget planning for FY 2024–2025 is already underway. The Confederated Tribes of Grand Ronde Tribal Library will be added to the formula-based reimbursement distribution now that they have a full year's worth of circulation data; questions regarding assessed value inputs exist. PYM Directors have requested a list of budget line items that could be reduced and/or reallocated in the interest of funding a permanent, circulating Wi-Fi hotspot collection which would be managed by CCRLS.

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STATISTICS

CCRLS STATISTICAL REPORT		Q4 (FY 2022– 2023)	Q4 (FY 2021– 2022)	Trend
Library users:		AVG	AVG	
Total registered		124,313	136,084	-8.65%
City resident (FULL)		92,349	100,827	-8.41%
Rural adult resident (BASIC, FEE, OOD)		22,741	24,537	-7.32%
Rural youth (CARE)		7,880	9,159	-13.97%
Active users (activity within previous 3 months)		40,830	34,684	17.72%
Collection:		AVG	AVG	
Item count (average)		1,047,662	1,068,962	-1.99%
Circulation:		COUNT	COUNT	
Total checkouts		711,889	659,192	7.99%
Via self-check	31.71%	225,754	211,621	6.68%
To rural adults (BASIC, FEE, OOD)	14.38%	102,372	98,173	4.28%
To rural youth (CARE)	8.91%	63,405	52,122	21.65%
Small library rotating collection		780	715	9.09%
Holds filled		94,774	90,522	4.70%
Items carried via Courier		200,236	184,299	8.65%
Reciprocal Sharing:		COUNT	COUNT	
Among CCRLS members		119,893	116,468	2.94%
External borrowing		257	235	9.36%
External lending		1,103	419	163.25%
Library User Engagement:		COUNT	COUNT	
Online registrations		639	606	5.45%
Telephone renewals		187	265	-29.43%
Mobile application launches		89,822	69,262	29.68%
Mobile application searches		87,879	70,043	25.46%
Web catalog users		45,821	42,347	8.20%
Web catalog sessions		140,582	131,129	7.21%
CCRLS-provided database uses		18,181	23,497	-22.62%
CCRLS-provided eVideo uses		4,489	4,731	-5.12%
CCRLS-provided eBook uses		133,442	117,713	13.36%
Notices to Users:		COUNT	COUNT	
via Email		181,173	0	
via Text (SMS)		41,298	32,617	26.61%
via Telephone		9,875	8,071	22.35%
via Post		419	422	-0.71%
Library Support:		COUNT	COUNT	
CCRLS Help Desk (tickets resolved)		212	185	14.59%

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.

High School Partnerships (HSP) (SARA HASTINGS), in conjunction with Oregon Pathways Project (ADAM MENNIG), offered a CTE Exploration Week for youth ages 14–16 who attend school in the Chemeketa service district. There was good student representation from many high schools in Marion, Polk, and Yamhill counties. Students spent time on both the Salem and Brooks campuses learning from Chemeketa faculty and staff about allied health, computer information systems, early childhood education, horticulture, machining, entrepreneurship, and diesel technology. A special thanks to the following people: HSP staff, BERTA ALCANTAR, KRISTINE BRYAN, KATIE CASTILLO, TEGAN CONKLIN, MAIRA GARCIA, MARIA GASCA, JESSICA HILFIKER, MARIA HURTADO BECERRA, ERICK INIGUEZ, MARENA LISOFF, ELENA MARTINEZ, MARLENE SANDOVAL, and SARAH WHISENHUNT. CTE Faculty and Staff, NICOLAS BURGESS, JEFERY CAMERON, CHERYL DAVIS, PETER DAVIS, JR., JILL LOMAX, SARAH MCARTHUR, DANA NOLA, MANDY REININGER, KEVIN RUBY, JOLEEN SCHILLING, BARBARA SIGURDSON, TATYANA SUKHODOLOV, ROBERT VASQUEZ, BRIANNA WATSON, and GARY E. WEST.

The College Credit Now BOLT program (SARA HASTINGS), in conjunction with the FIPSE grant (MAIRA GARCIA), was featured on the Voice of America podcast showcasing innovative community college programs for high school students. This multimedia source of news is based in Washington DC and is designed to support English language learners. A special thanks to marketing for providing Chemeketa photos for their website feature.

LYNN IRVIN facilitated a Bachata Dance workshop at the summer conference of the Oregon chapter of the American Association for Women in Community Colleges (AAWCC) at the Oregon Garden in Silverton on Wednesday, July 26.

Thanks to the many Chemeketa Events volunteers who worked at Hoopla, Fun Fridays (North Salem and Keizer), McKay Night Out, Grande Ronde Pow Wow, and Silverton's Homer Davenport Parade and Festival.

HOLLY NELSON, Executive Dean of Regional Education and Academic Development, partnered with local organizations to organize the first Widening the Circle of Belonging event. The organizers, including Chemeketa, "envision a community where everyone experiences belonging, and believe that we all can share in the responsibility to build a better Salem where people from every background and perspective can have a seat at the table." VIVI CALEFFI PRICHARD, Chief Diversity Officer, is an internal collaborator and FANTINI HERNADEZ, MARIE HULLETT, and MEGAN JENSEN helped coordinate and promote the event.

On July 25 while off duty, Officer JACKIE GUILLEN was out in the city of Salem going about her normal day. Officer Guillen was then flagged down by a semi-driver who was reporting a vehicle

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September 20, 2023

crash that occurred at a nearby intersection asking for help. Officer Guillen responded in action and pulled the male out to safety from the wrecked car. Once out of the car, Officer Guillen noticed that the unconscious male was not responsive and proceeded to give CPR. Officer Guillen was able to provide CPR until a nurse arrived on the scene. Jackie waited for police to arrive on the scene to provide information on what she had done and if future contact was needed.

ERIN LARSON, a Chemeketa student, has been selected as one of only 18 students to receive Phi Theta Kappa's Spring Walgreens Pharmacy Technician Certification Scholarship! As a Walgreens Pharmacy Technician Certification Scholar, Erin will receive a \$250 scholarship award to pay for Pharmacy Technician Certification exam fees.

Action-1
September 20, 2023

**APPROVAL OF BUILDING 14 SEISMIC REHABILITATION
ARCHITECTURAL SERVICES CONTRACT AWARD
[23-24-110]**

Prepared by

P. Kevin Walther, Procurement Management Analyst
Aaron Hunter, Vice President—CSSD/Chief Financial Officer

BUILDING 14 SEISMIC REHABILITATION ARCHITECTURAL SERVICES

A Request for Proposal (RFP) for Building 14 Seismic Rehabilitation Architectural Services was advertised on the college's Procurement Services Website, the OregonBuys Website, the Bid Locker Website, and in the Daily Journal of Commerce on August 4, 2023.

Two Proposals were received and opened immediately following the solicitation closing on August 18, 2023, at 1 pm. The firms that submitted Proposals were:

- Carlson Veit Junge Architects, PC, Salem, OR; and
- ZCS Engineering & Architecture, Inc., Oregon City, OR

The Proposals were determined to be responsive and subsequently evaluated in accordance with the solicitation document's evaluation criteria. Some of the evaluation criteria included: the firm's background, history, and employment practices; architect, key personnel, and project team; job understanding and capacity; experience with projects in the local area; past performance; and pricing proposal.

It is recommended that the College Board of Education approve the award of the contract for the Building 14 Seismic Rehabilitation Architectural Services, to ZCS Engineering & Architecture, Inc., Oregon City, OR, the most responsive and responsible Proposer, for an estimated contract value of \$174,460.00, contingent upon successful contract negotiations.

VISION • MISSION • VALUES

VISION *(Our shared future)*

Chemeketa will be a gathering place for lifelong learning.

MISSION *(Why we exist)*

Chemeketa transforms lives and strengthens communities through quality education, services, and workforce training.

VALUES *(How we work together)*

ADAPTABILITY

We embrace change, thoughtfully improve, and respond to students and our rapidly shifting world.

BELONGING

We create a welcoming culture and environment that honors the ways people are diverse so that each individual feels valued, supported, and safe in their work and learning journeys.

COMMUNITY

We forge meaningful connections and partnerships within Chemeketa and with the communities we serve.

OPPORTUNITY

We affirm the potential of each person to grow and learn, and are committed to providing equitable access to education and opportunity.

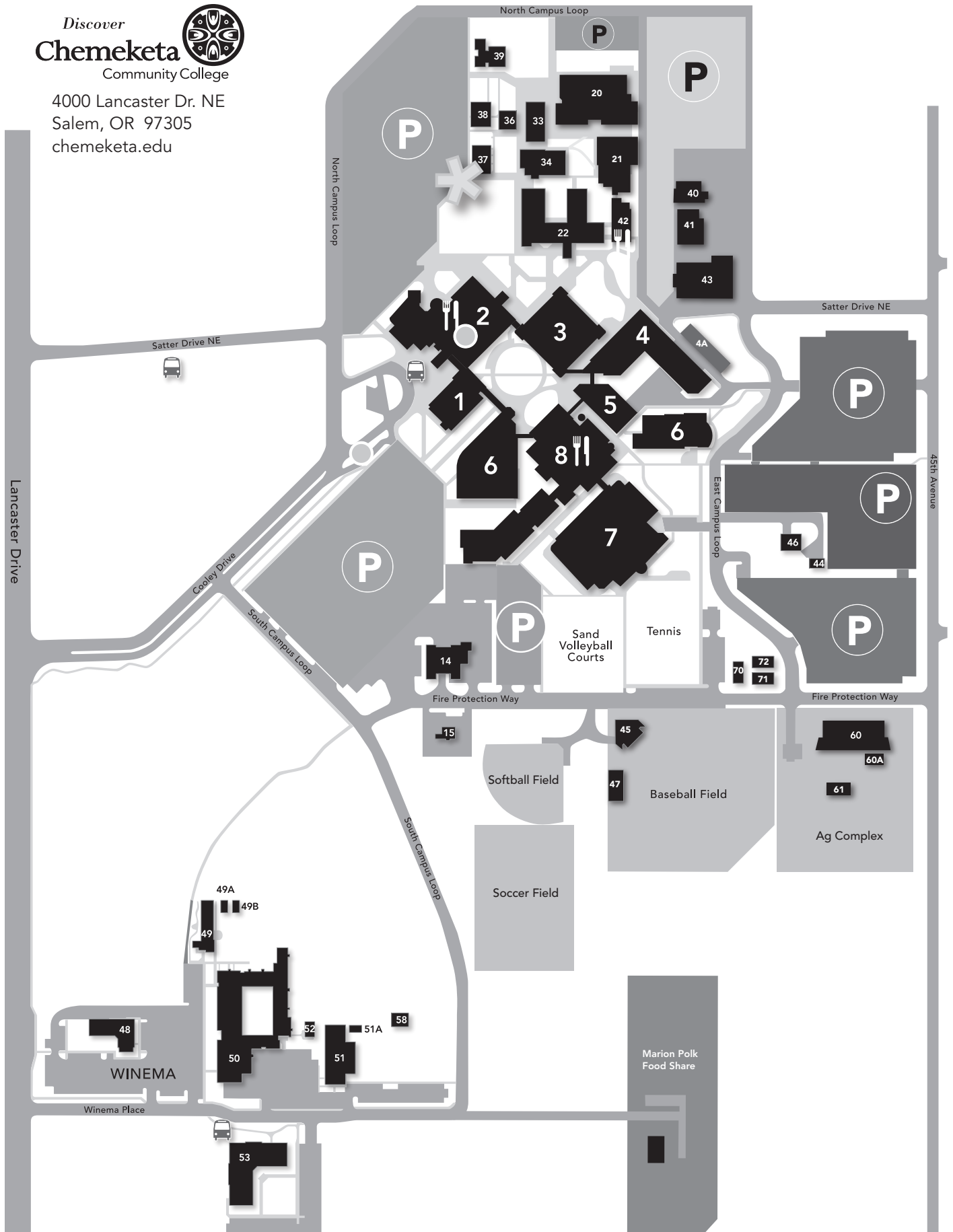
QUALITY

We strive for excellence through relevant, inclusive, and future-focused curriculum, services, and experiences.

Appendix-2
September 20, 2023



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



Building directory on reverse side

Appendix-2 September 20, 2023

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

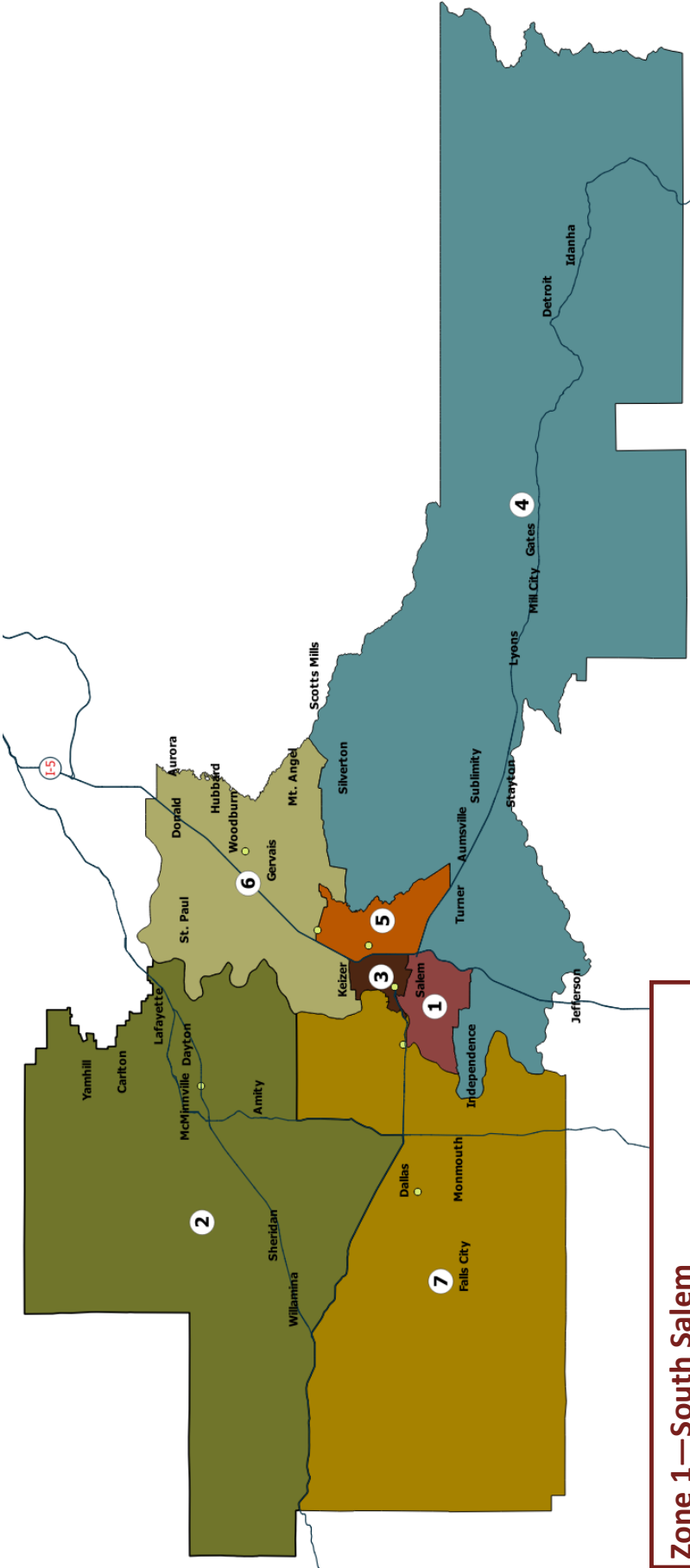
SINGLE OCCUPANCY

- 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 Maps and Descriptions



- 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**
 - ZONE 3 Neva Hutchinson, Chair 2023-2024**
 - ZONE 4 Ken Hector, Vice Chair 2023-2024**
 - ZONE 5 Jackie Franke**
 - ZONE 6 Diane Watson**
 - ZONE 7 Betsy Earls**