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

Regular Meeting

**May 15, 2019**

CHEMEKETA COMMUNITY COLLEGE  
4000 Lancaster Drive NE  
Salem, Oregon

**BOARD OF EDUCATION**









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2.	College Policy #4060—Criteria for Retention of Classes Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley	22–23
3.	College Policies #2281—Removal and/or Trespass of Person(s) from Chemeketa Community College Property; #2290—Serious Communicable Diseases Control; and #3610—Volunteer: Definition Julie Huckestein, President/Chief Executive Officer	24–27
4.	Regional High School Mathematics Contest Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley	28–29
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6.	Procurement Certificate of Completion Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley	31–32
7.	Legal Administrative Professional Associate of Applied Science Degree Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley	33–34
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9.	Micro Business Operations Certificate of Completion Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley	37–38
9a.	Horticulture Associate of Science Degree Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley	38a–38c
10.	Faculty; Hourly, Part-Time/Temporary; Part-Time/Adjunct Faculty Bargaining; and Part-Time Faculty Non-Bargaining Non-Credit Salary Schedules for 2019–2020 David Hallett, Vice President—Governance and Administration	39–43
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| 3. | Purchasing Report<br>Julie Huckestein, President/Chief Executive Officer       | 50–52 |
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| 5. | President's Report<br>Julie Huckestein, President/Chief Executive Officer      | 54–55 |
| 6. | Recognition Report<br>Julie Huckestein, President/Chief Executive Officer      | 56–57 |

**J. Separate Action**

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| 1. | Approval of Retirement Resolutions<br>No. 18-19-17, Larry K. Ralphs;<br>No. 18-19-18, Kenneth R. Anderson;<br>No. 18-19-19, Lynnette J. "Lynn" George;<br>No. 18-19-20, Moira L. Hughes;<br>No. 18-19-21, Kathryn E. Murphy; and<br>No. 18-19-22, Leanne J. Whygle;<br>David Hallett, Vice President—Governance and Administration | [18-19-148] | 58–64 |
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**K. 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 Budget Committee Member Selection<br>Process for Vacancies in Zone 4 and Zone 6 for 2019–2022<br>David Hallett, Vice President—Governance and Administration  | [18-19-149] | 65    |
| 2. | Approval of College Policies #2415—College Public<br>Safety Authority; #2550—Integrated Pest Management;<br>#3510—College-Funded Student Employees: Definition; and<br>#6060—Chemeketa Community College Reserves Policy<br>Julie Huckestein, President/Chief Executive Officer | [18-19-150] | 66–72 |
| 3. | Approval of College Policy #4310—Academic Freedom<br>Jim Eustrom, Vice President—Instruction and Student Services/<br>Campus President, Yamhill Valley  | [18-19-151] | 73–74 |
| 4. | Approval of Proposed Schedule of College Board of<br>Education Meetings for 2019–2020<br>David Hallett, Vice President—Governance and Administration  | [18-19-152] | 75    |
| 5. | Approval of Direct Support Professional Associate<br>of Applied Science Degree<br>Jim Eustrom, Vice President—Instruction and Student Services/<br>Campus President, Yamhill Valley   | [18-19-153] | 76–78 |
| 6. | Approval of Presidential Evaluation Process<br>Neva Hutchinson, Chair—College Board of Education  | [18-19-154] | 79    |



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**M. Future Agenda Items**

**N. Board Operations**

**O. Adjournment**

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

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

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

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

## VISUAL AND PERFORMING ARTS PROGRAM UPDATE

### Prepared by

Deanne Beausoleil, Faculty—Art  
Laura Mack, Faculty—Art  
Kerry Burtis, Faculty—Music  
Keith Russell, Dean—Liberal Arts  
Don Brase, Executive Dean—General Education and Transfer Studies  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley

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The Visual and Performing Arts program (VAPA) offers a comprehensive range of foundational courses in Art History, Design, Drawing, Ceramics, Glass, Painting, Printmaking, Sculpture, Music and Theatre. The VAPA program consists of five full-time faculty, and 31 part-time/adjunct faculty. The program facilities include a drawing/painting studio, the Gretchen Schuette Art Gallery, storage rooms, ceramics/pottery studio, sculpture room, patio behind Building 5, a studio lab, printing studio, and photography darkroom.

A few highlights of the VAPA program since the last update to the board in 2017 include:

- Theatre has resumed and held several productions featuring Chemeketa students, including the currently running “Scenes from an Execution”
- Art has had a growing number of majors and offerings, including the return of sculpture
- Music has had increasing enrollment and an array of excellent performances for the community

### THE GRETCHEN SCHUETTE ART GALLERY

- The Gretchen Schuette Art Gallery is a teaching gallery and is used by many programs at Chemeketa, including English, GED, Early Childhood Education, Visual Communications, and our high school partners
- The gallery serves as a host to many events at Chemeketa, including the annual Chemeketa staff art show, annual student art show, Visual Communications photography show, Soapbox Poetry, and Chemeketa Writes
- The Gretchen Schuette Art Gallery offers six art exhibitions each year. Shows vary in theme and style and demonstrate the diversity of artists, students, and artwork. The gallery coordinators and staff work very hard to offer a variety of artwork, including student work; faculty work; artwork that may provide reflection and relaxation; and/or artwork that serves as a conversation starter for challenging topics.
- Equity, inclusiveness, and diversity are top priorities for artwork shown in the gallery. A few of the many exhibitions hosted at the gallery in recent years includes Cultural Conversations from Iran to America; Different Viewpoints: The Landscape in Many Forms; Off the Press: A Printmaking Show; and Celilo Falls.
- The gallery hosts an Artist in Residence program every summer, which provides new and emerging artists an opportunity and space to create large bodies of artwork

Workshop-A  
May 15, 2019

MUSIC PROGRAM

- The Acclaimed Artist Series was launched this year and featured performances by Calmus, Escher Quarter, Boston Brass, and Chanticleer
- Two acts have already been booked for next years' series: Huun Huur Tu and Voces8
- Student concerts and showcases are held several times a year and feature performances by individual students as well as the band, orchestra, and choirs
- Chemeketa has acquired many instruments through donation and purchase, including pianos, a French horn, an alto saxophone, and an entire percussion set
- A two-year sequence of Aural Skills and a second year of Music Theory were added to the curriculum as well as applied lessons in bassoon, harp, ukulele, conducting, and composition
- Professional growth opportunities were established for area music teachers as part of our outreach to the community
- Fall 2018 enrollments were significantly higher than enrollments in Fall 2016, largely due to added course offerings



Minutes  
May 15, 2019

**APPROVAL OF BOARD MINUTES**

**Prepared by**

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

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Minutes of the Budget Committee meeting and board meeting of April 17, 2019, are submitted for review by the board.

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

Minutes  
May 15, 2019

## **MINUTES OF BUDGET COMMITTEE**

CHEMEKETA COMMUNITY COLLEGE  
4000 Lancaster Drive NE  
Salem, Oregon

April 17, 2019

### **A. PLEDGE OF ALLEGIANCE**

Ray Beaty, Budget Committee Chair, led the group in the Pledge of Allegiance.

### **B. CALL TO ORDER AND ROLL CALL**

Ray Beaty, called the meeting to order at 4:30 pm. The meeting was held at the Salem Campus in the Board Room, Building 2, Room 170. Roll call was taken.

**Members in Attendance:** Ray Beaty, Chair; Ed Dodson; Betsy Earls (arrived at 4:40 pm); Jackie Franke; Gustavo Gutierrez-Gomez (arrived at 4:44 pm); Ken Hector; Neva Hutchinson; Barbara Nelson; Don Patten (arrived at 4:34); Mike Stewart; Joe Van Meter; and Diane Watson, Vice Chair. Absent: Ron Pittman

**College Administrators in Attendance:** Julie Huckestein, President/Chief Executive Officer; Jim Eustrom, Vice President/Campus President, Yamhill Valley Campus; Miriam Scharer, Associate Vice President/Chief Financial Officer, College Support Services; and Rich McDonald, Director, Budget and Finance.

### **C. APPROVAL OF MINUTES OF APRIL 10, 2019**

Jackie Franke moved and Neva Hutchinson seconded a motion to approve the minutes of April 10, 2019.

The motion CARRIED.

### **D. QUESTIONS FROM PRIOR MEETINGS**

There were no questions from the prior meeting.

### **E. PRESENTATION OF 2019–2020 OTHER FUNDS**

Miriam Scharer reviewed the agenda and noted copies of the slides are in the budget committee folder and the corresponding page(s) in the spiral-bound Proposed Budget book are also listed on each slide, in addition to the budgeted amount, purpose, highlights, and current number of FTE positions by employee group in each fund. Miriam, Rich McDonald, and Jim Eustrom reviewed the Other Funds in detail and answered questions.

Miriam referred to Slide 4, a pie chart of the Summary of All Funds. She noted last week the General Fund was covered which totaled \$89,700,000. Today Other Funds will be covered which amount to \$204,156,000 for a total of All Funds of \$293,856,000. The chart shows a percentage breakdown of all the Other Funds, as well as the General Fund.

The Other Funds covered were: Capital Development, Plant Emergency, Special Projects, Self-Supporting Services, Debt Service, Chemeketa Cooperative Regional Library, Auxiliary Enterprise, Intra-College Services, Student Government, Student Clubs and Student



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April 17, 2019  
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Newspaper, Athletics, External Organization Billing, and Financial Aid. Position changes, eliminations, reductions in force and investments are noted on the slides. The following highlights or questions were noted:

Capital Development Fund

- Major project includes moving from the design stage to the construction phase of the agricultural complex, a \$12 million project, half funded by the college reflected in this fund and the other half reflected in the special projects fund. Estimated completion date is Fall 2020.
- Capital maintenance projects include reroofing of Buildings 2 and 9.

Special Projects Funds

- This fund ensures budget authority for grants such as Carl Perkins, TRiO, College Assistance Migrant Program (CAMP), and High School Equivalency (HEP), and Chemeketa Accelerated Pathways to Success (CAPS). The full list of grants is on pages 160–161 in the Proposed Budget booklet.
- Includes \$6 million for the Ag Complex received as a grant from the state.
- Reduction of 1 FTE Adult Basic Education instructor position in the HEP program.

Self-Supporting Funds

- This fund accounts for activities that supplement the general fund programming and is self-supporting or self-sustaining. Some of the bigger programs include eLearning and Academic Technology, Center for Business & Industry (CCBI), Corrections Education, High School Programs, and International Programs.
- Eliminated one exempt eLearning supervisor position due to retirement; one vacant Building Inspection faculty position which was a trial status position; and a vacant .5 Robotics/ Electronics faculty position (the other .5 was eliminated from the General Fund).
- Transfers or funding from the General Fund for a few positions: Community Education (.07 exempt), two trial status positions in Pharmacy Tech (1.0 faculty) and Engineering (1.0 faculty), Evening and Weekend (1.0 classified), and Medical Office Assisting (1.0 faculty).

Debt Service Fund

- There are three types of long-term debt—Certificates of Participation (COPs), General Obligation bonds, and PERS bonds. On Slide 10, a table showing the remaining amounts, maturity date, and number of series for each obligation was shared.
- Includes a PERS Reserve fund. The PERS rate will increase to 3.5 percent for the next biennium so 1 percent will come from the General Fund and 2.5 percent from this fund.
- Chris Brantley asked how long will the reserve last based on a 2 percent increase. Rich said it would last 6–10 years.

Chemeketa Cooperative Regional Library Service (CCRLS)

- CCRLS levies their own tax to fund their operations.
- A separate CCRLS Reserve Fund is funded by a \$65,000 transfer each year from the CCRLS budget to cover technology upgrades and to replace the courier truck every seven years.

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Auxiliary Enterprise Fund (Bookstore)

- While the textbook affordability initiatives have been saving money for students, bookstore revenues have declined. There are sufficient fund balances for continued support for now.
- Funding for .25 FTE exempt supervisor position moved from General Fund.
- Add .25 to an existing .75 classified position for a centralized furniture buyer position.

Intra-College Services Fund

- This is an internal service fund for copying, printing, and telephone.
- Includes two reserve funds for insurance reserves (premium relief for employee health insurance) and self-insurance for unemployment.

Athletics Fund

- Includes a transfer of \$25,000 for two women's sports that have been added—cross country (fall) and long distance track (spring). This results in an increase from seven to nine athletic teams—three men and six women sports teams—consisting of men and women's basketball, men and women's soccer, men's baseball, women's volleyball, softball, cross country and long distance track.
- Athletes continue to fund raise \$35,000; and a portion of the universal fee is designated for athletic revenue.

External Organization Billing Fund

- A pass-through account for billing external organizations that lease space and for professional organizations when the college is the fiscal agent or treasurer.

Financial Aid Fund

- This is the second largest of all the Other Funds, representing 22.6 percent of the total budget. This is primarily a pass-through for federal, state, private, and college paid tuition scholarships, including Chemeketa Scholars and the Oregon Promise.
- Dollar amount similar to last year; however, some funding has moved from federal to state with reduced disbursements in federal based on enrollment; increases in state aid with Oregon Promise and the Oregon Opportunity Grant.

Slide 18 is a table of All Funds FTE Changes for both the General Fund and Other Funds. It reflects a reduction of 7.18 FTE in Other Funds and a reduction of 19.27 in General Fund for a net reduction of 26.45 FTE.

Slide 19 is a Summary of Other Funds FTE broken down by employee category: 22.25 faculty; 110.76 classified; and 24.85 exempt, for a total of 157.86 FTE salaried positions funded under Other Funds. Slide 20 is a Summary of All Funds FTE broken down by employee category: 230.50 faculty; 353.40 classified; and 104.60 exempt, for a total of 688.50 salaried employees funded by Other Funds and the General Fund for the next budget year.

Chris Brantley asked if the college has a plan to bring up the ending fund balance (EFB) to the 10–15 percent range. It was noted that the plan is to receive 100 percent of revenues and not spend 100 percent of expenditures so that the balance can go towards the EFB, and with the elimination of positions and savings throughout the year, this will help to right-size the EFB.



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**F. COLLEGE PROGRAM UPDATE**

Don Brase, executive dean, shared an update on Guided Pathways, which is highly structured student experiences that guide students on the pathway to completion. This is a national movement with over 250 colleges adopting this model. Slide 23 covered the definition; the college effort which is a change in processes, systems, and culture; equity so all students have an equal chance to obtain a degree; timeline for implementation is Fall 2022; and resources including investments in software, systems, and advising will be needed.

Manuel Guerra, executive dean of Student Development and Learning Resources, shared an update on the Chemeketa Accelerated Pathways to Success (CAPS) grant. In October 2018, the college was awarded a five-year, \$2.4 million federal grant to implement a seamless student support system especially for Latinx and low-income students. The two main goals are to improve student access, engagement, persistence, progression, and completion and to strengthen institutional efficiency and effectiveness in order to improve the overall student experience. Key activities include early risk assessment, expand early alert systems, expand peer-led faculty professional development, and enhance articulation and transfer. The overall goal is to create effective practices that are sustainable, institutionalized, and benefit all students long term.

Manuel introduced James McNicholas, CAPS coordinator, and Melissa Frey, dean of Enrollment Services and project director of CAPS. The grant provided four student navigators (student success coaches) and one systems analyst.

Manuel answered questions as to whether navigators and resources will be available at YVC and outreach centers, and if this program is for transfer students or CTE-bound students or both. Julie noted it's not about the four navigators, this is a transformation to improve student access and engagement so that student who sees any advisor, faculty, or staff member will have the same tools and information to get the support and services they need.

**G. PRESENTATION OF BUDGET RECOMMENDATION—ACTION REQUIRED**

Rich McDonald referred to the Motion for Approval in the budget folder that lists the figures for the resolution and noted the total of all funds is \$293,856,000. This is the budget that the college recommends to the budget committee for approval, which will go to the board for adoption. It also lists the property tax rates and amount to be imposed. The following budget recommendation for the 2019–2020 proposed budget was submitted for approval, including the following totals by fund:

General Fund	89,700,000
Capital Development Fund	23,000,000
Plant Emergency Fund	750,000
Special Projects Fund	14,575,000
Self-Supporting Services Fund	28,435,500
Debt Service Fund	40,500,000
Chemeketa Cooperative Regional Library Service Fund	4,166,000
Reserve Funds	390,000
Auxiliary Enterprise Fund	9,600,000
Intra-College Services Fund	14,927,000

Student Government, Clubs, and Newspaper Funds	300,000
Athletics Fund	450,000
External Organization Billing Fund	550,000
Financial Aid Fund	<u>66,512,500</u>
Total All Funds	\$293,856,000

And that the Budget Committee establish and approve the following property tax rates and amount to be imposed:

Chemeketa Community College	\$0.6259/\$1,000
CCRLS	\$0.0818/\$1,000
General Obligation Bonds	\$10,300,000

**H. PUBLIC TESTIMONY REGARDING PROPOSED BUDGET**

None was heard.

**I. DISCUSSION OF RECOMMENDED BUDGET**

Budget Committee members acknowledged staff for their work in putting together a clear and well-organized presentation of the budget and answering questions throughout the process.

**J. ACTION ON RECOMMENDED BUDGET**

Ken Hector moved and Jackie Franke seconded a motion that the 2019–2020 proposed budget of \$293,856,000 be approved and the property tax rates for Chemeketa Community College at \$0.6259/\$1,000; CCRLS at \$0.0818/\$1,000; and General Obligation Bonds of \$10,300,000 be imposed.

The motion CARRIED unanimously.

Ray Beaty thanked the Budget Committee, the Board of Education, and all the college staff for their work, dedication and making a difference to the students and the community. He also thanked Dr. Jessica Howard for attending the two budget committee meetings. Lastly, Ray expressed huge thanks to Julie Huckestein for her love, wisdom, and all the great accomplishments she has made at the college during her tenure as president.

**K. ADJOURNMENT**

The meeting adjourned at 5:38 pm.

Respectfully submitted,



Board Secretary



Budget Committee Chair



President/Chief Executive Officer

**5/15/2019**

Date



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CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

April 17, 2019

**II. A. EXECUTIVE SESSION**

The College Board of Education met at 5:38 pm for Executive Session. The meeting was held at the Salem Campus in the board dining room, Building 2, Room 172.

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

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

Executive Session was held in accordance with ORS 192.660(2)(d) negotiations.

Executive Session ended at 5:55 pm; and open session reconvened at 5:56 pm.

**II. B. ADMINISTRATION UPDATES**

Updates were shared or discussed with the board on the Association of Community College Trustees (ACCT) Conference in San Francisco; Board Chair and Vice Chair for 2019–2020; new president transition; board calendar preview; PACE insurance; legislative update; Brooks update; pull approval of EMT certificate; diesel update; board policies; staffing; Marion-Polk Food Share/ Americorps date change; and board agenda preview.

A recess was taken at 6:50 pm.

**III. REGULAR SESSION**

**A. CALL TO ORDER**

Neva Hutchinson, Chair, reconvened the meeting at 7:02 pm. The meeting was held at the Salem Campus in the Board Room, Building 2, Room 170.

**B. PLEDGE OF ALLEGIANCE**

Neva Hutchinson led the group in the Pledge of Allegiance.

**C. ROLL CALL**

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

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

**Board Representatives in Attendance:** Riley Dunagan, Associated Students of Chemeketa (ASC); Gail Williams Pickett, Chemeketa Classified Association; and Rory Alvarez, Chemeketa Exempt Association. Absent: Justus Ballard, Chemeketa Faculty Association.

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**D. COMMENTS FROM THE AUDIENCE**

None were heard.

**E. APPROVAL OF MINUTES**

Jackie Franke moved and Diane Watson seconded the approval of minutes from the March 20, 2019.

The motion CARRIED.

**F. REPORTS**

**Reports from Associations**

Riley Dunagan said the ASC report stands as written. The Stop Violence Against Women event was held today and a Latino Celebration will be held on May 29. The faculty association report was accepted as written. Gail Williams Pickett, who reported in place of Terry Rohse, and Rory Alvarez, reported the classified and exempt reports stand as written.

**Reports from the College Board of Education**

Ed Dodson attended three Storm women's softball games; First Thursdays at 3; Spring Art Show; regional high school math competition; the American Association of Community Colleges (AACC) awards; and the Stop Violence Against Women event.

Ken Hector attended a legislator visit with Representative Denyc Boles and Julie; two hearings of the Ways and Means Subcommittee on state funding for community colleges; two meetings of the Silverton Chamber Business Group; Santiam Rotary luncheon where Julie was the guest speaker; and the SEDCOR Forum lunch.

Jackie Franke attended a Jan Ree Hayesville Neighborhood Association meeting; two legislator visits with Representatives Teresa Alonso Leon and Brian Clem with Julie; a launch of Every Child in Marion County; and the Stop Violence Against Women event. Jackie commended staff in the Multicultural Student Services and the Diversity and Equity office for the exceptional speakers and presentations.

Betsy Earls attended a legislator visit with Senator Arnie Roblan and Julie and two West Salem Rotary meetings.

Diane Watson attended the Ways and Means hearing; Woodburn Rotary; the regional high school math relay; a Keizer conversation with the police at Starbucks; the evening of A Capella; and met with budget committee member Gustavo Gutierrez-Gomez, Elias Villegas, and Marshall Roache to hear updates about the Woodburn Center and Brooks, respectively.

Neva Hutchinson met with Jessica Howard to discuss transitions and the Salem-Keizer area, and Neva spent spring break with her grandkids.

**Reports from the Administration**

Jim Eustrom reported this is the sixth and final year of the initial program review process. Out of 88 program and service areas, 61 program reviews have been completed and 15 are in progress.

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The cycle will start over next year to revisit their progress. Jim acknowledged Mary Ellen Scofield who created this process and Lori Jones who provided support.

**G. INFORMATION**

**Budget Committee Member Selection Process for Vacancies in Zone 4 and Zone 6 for 2019–2020**

David Hallett reported there will be two vacancies on the Budget Committee for next year in Zone 4, Mike Stewart; and Zone 6, Gustavo Gutierrez-Gomez. If necessary, the vacancies will be advertised by or before June 10, 2019. Applications will be screened by a board subcommittee, and appointments will be made when appropriate. This process will be brought back to the board in May for approval.

**College Policies #2415, College Public Safety Authority; #2550, Integrated Pest Management; #3510, College-Funded Student Employees: Definition; and #6060, Chemeketa Community College Reserves Policy**

Rebecca Hillyer pointed out the minor changes in the first three policies which were reviewed by the President's Advisory Council (PAC). The board suggested signs with the phone number of Public Safety be posted in the parking lots so visitors or students can call to report any incidents.

Miriam Scharer reviewed Policy #6060, which is a new policy and recommended from a recent credit rating review by Standard and Poore's as well as best practices from the Government Finance Officers Association (GFOA). Miriam noted this policy formalizes the college's existing practices related to financial reserves for the general fund, capital, plant emergency, CCRLS, debt services and intra-college. The policy calls for Executive Team and presidential approval of changes to the use of internally restricted reserves. PAC reviewed this policy; board action will be requested at the May meeting.

**College Policy #4310, Academic Freedom**

Jim Eustrom reported the major change is the procedure has been merged into the policy and the language comes directly from the faculty contract. A minor change is replacing his/her to gender neutral terms. The Academic Standards Advisory Council reviewed this policy; board action will be requested at the May meeting.

**Proposed Schedule of College Board of Education for 2019–2020**

Dates for next year's board meetings and the summer and winter board planning meetings were shared. The schedule for next year will be brought back in May for approval.

**Presidential Evaluation Process**

Neva Hutchinson said that since Julie's retirement date is July 7, the president's evaluation process and timeline will be modified and brought back next month for approval.

**Direct Support Professional Associate of Applied Science (AAS) Degree**

Johnny Mack reported this new program is the result of community and employer feedback for training needed in this area. Three classes in therapeutic recreation, management and supervision, and a practicum component were added to an existing program to offer a Direct Support Professional AAS degree. Graduates in this program would be able to work as



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paraprofessionals in public and private agencies serving people with cognitive disabilities and mental health issues. Human Services faculty members Peter Davis, Yolanda Martinez, and Christine Steiger were introduced and were thanked for developing this program. Board action will be requested next month.

## **H. STANDARD REPORTS**

### **Personnel Report**

David Hallett said the report stands as written.

### **Budget Status Report**

Referring to the Statement of Resources and Expenditures report, Miriam Scharer noted Tuition and Fees includes some of spring term and was pleased to report that tuition and fee revenue is slightly higher than budgeted for this year despite the enrollment decline which is reflective of the tuition increase. There is continued growth in interest revenue and as discussed in the budget presentation last week, interest revenue for next year was increased to align with this growth.

The Budget Status report is in line as vacant positions are on hold and will add to the anticipated ending fund balance. In the Status of Investments report, one new investment was made this month.

The Quarterly Update of Other Funds was included in this month's report. This report itemizes other resources and obligations in both revenue-based and budget-based accounts. Miriam reported a decline in the Auxiliary Services budget due to a decline in sales revenue and enrollment; a decline in Intra-College Services reflective of the utilization of reserves; and Athletics has been reduced by the final \$150,000 transfer to pay for a portion of the athletics complex.

Miriam drew attention to two items on the consent calendar—Action Item No. 3, Approval of Resolution No. 18-19-13 to Amend Resolution No. 14-15-14, Local Contract Review Board Adoption of the Community College Rules of Procurement (CCRP) and Action Item No. 4, the green sheet in the board folder, Approval of Contract Award for the Agricultural Complex Construction Manager/General Contractor (CM/GC) for the Agricultural Complex.

Miriam referred to the green sheet noting two of the proposers were invited for presentation, Swinerton Builder and Howard S. Wright, both from Portland. The committee recommended Swinerton Builder based on their experience with cross-laminated timber construction; their experience working with higher education institutions such as Portland Community College, Oregon State, University of Oregon, Western Oregon, Portland State, and OHSU; reference checks were stellar; and they were the lowest cost.

### **Capital Projects Report**

Rory Alvarez noted the report stands as written with one addition. The quotes for re-roofing Building 2 and new coating on the roof of Building 9 came in lower than the engineer's estimates. This work will be done over the summer.

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### **College Advancement Report January 2018–March 2018**

David Hallett said the report stands as written. He drew attention to the Grants Activities report which lists Julie Peters, director of Organizational Effectiveness. Julie will provide leadership and supervision of the grants department. David noted the college was just notified that the Willamette Workforce Partnership grant listed on page 44 was declined. However, Julie Huckestein said the *Salem Reporter* reported that the college was the successful recipient of this grant. The *Salem Reporter* was contacted and a correction was made to the online post.

On the Chemeketa Foundation Quarterly Report, the upcoming STARS receptions will be held on May 10 at Broadway Commons at 3:30 pm and on May 17 at YVC at 3:30 pm. These two events recognize both the students who receive scholarships as well as the donors who contribute to scholarships. Lastly, the report said the Foundation anticipates awarding approximately 500 or more scholarships for the 2019–2020 academic year; however, the Foundation will be awarding closer to 600 scholarships. Jackie Franke asked what is the average scholarship amount. David said he would research and provide the information to Jackie.

### **Winter Term Enrollment Report**

Winter reimbursable FTE is down 4.4 percent from last winter and headcount was down 8 percent; year-to-date reimbursable FTE was down 2.2 percent; and year-to-date unduplicated headcount was down 8 percent.

### **Recognition Report**

Julie Huckestein acknowledged all the employees in the written report. Julie congratulated the board for being one of three finalists for the national AACCC Exemplary Board/CEO award for collaboration and working relationships that are exemplary in promoting effectiveness in community college governance. The board received a plaque that is displayed on the shelf in the board room. Neva said the award is reflective of the quality and cooperative spirit of all staff.

### **I. SEPARATE ACTION**

#### **Approval of Resolution No. 18-19-14, Shirley A. Comstock; Resolution No. 18-19-15, Wendy L. Sahnaw; and Resolution No. 18-19-16, William E. “Bill” Riffle**

Diane Watson read the retirement resolution for Shirley A. Comstock; Betsy Earls read the retirement resolution for Wendy L. Sahnaw; and Ken Hector read the retirement resolution for William E. “Bill” Riffle. Ed Dodson moved, and Betsy Earls seconded the motion.

The motion CARRIED.

### **J. ACTION**

Ron Pittman moved and Diane Watson seconded a motion to approve consent calendar items No. 1–6:

1. Approval of College Policies #3020, Employee Evaluation; #3030, Job Descriptions; #3410, Part-time Hourly Temporary Personnel: Definition; and #6110, Signatures on Payments [18-19-142]
2. Approval of 2019–2020 Faculty Sabbatical Leave Requests [18-19-143]

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3. Approval of Resolution No. 18-19-13, to Amend Resolution No. 14-15-14, Local Contract Review Board Adoption of Community College Rules of Procurement (CCRP) [18-18-144]
4. Approval of Contract Award for Agricultural Complex Construction Manager/General Contractor (CM/GC) [18-19-145]
5. Approval of Grants Awarded January 2019–March 2019 [18-19-146]
6. Acceptance of Program Donations January 1, 2019–March 2019 [18-19-147]

The motion CARRIED.

**K. APPENDICES**

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

**L. FUTURE AGENDA ITEMS**

None were heard.

**M. BOARD OPERATIONS**

None were heard.

**N. ADJOURNMENT**

The meeting adjourned at 8 pm.

Respectfully submitted,



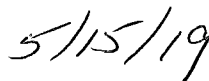
Board Secretary



Board Chair



President/Chief Executive Officer



Date



## ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

### Prepared by

Riley Dunagan, ASC Executive Coordinator

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### ASC PAST EVENTS

#### Night Strike

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

#### Earth Day

- Earth Day occurred on April 24, 2019, from 11 am–2 pm in the New Quad. Students of the Chemawa Indian School performed music, while clubs and local vendors set up tables to provide information and opportunities to get involved on campus and in the community. In addition, Caesar, the “No Drama Llama” made an appearance with owners Larry and Lee McCool. Free food was provided to all 300+ students, staff, and community members who attended.

#### Into the Quad

- Into the Quad community service was coordinated by Hannah Childress (Community Engagement Coordinator). The event was on May 9, 2019, from 9 am–2 pm around the Chemeketa Salem campus where student and staff volunteers worked to clean up the grounds. Participants received shirts and lunch for their efforts.

### ASC CURRENT EVENTS

#### Night Strike

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

#### Chemeketa’s Got Talent

- Chemeketa’s Got Talent is coordinated by Isaac Acosta (Legislative Coordinator). Rehearsals occurred May 15, and the talent show is on May 16, 2019, from 6–8 pm in the Building 6, Auditorium. This free event is open to everyone.

## MULTICULTURAL STUDENT SERVICES (MSS)

### MSS PAST EVENTS

#### Get Yourself Tested (GYT)

- The GYT event was May 7, 2019, from 12–3 pm in the Multicultural Student Center. Students and staff had the opportunity to learn about the current sexually transmitted diseases (STD) situation in Marion County, be tested, and help improve outreach efforts to end its spread. MSS sponsored this event in conjunction with ASC.

#### Suicide Prevention Workshop

- The suicide prevention workshop and Question, Persuade, and Refer Suicide (QPR) training event occurred on May 8, 2019, in Building 2, Room 179 from 12–3:30 pm. The purpose of QPR training is to educate students and staff on how to identify and offer support to individuals who may be at risk for suicide. MSS and Chemeketa Counseling Services co-sponsored the suicide prevention workshop and QPR training.

### MSS CURRENT EVENTS

#### Intercultural Movie Night

- The Intercultural movie night on May 23, 2019, will be playing the movie *Greenbook* in Building 2, Room 177 from 5–9 pm. The event is free and open to the public.

#### Latino Cultural Celebration

- The Latino Cultural Celebration is a celebration of the Latino community highlighting music, dance and food.

**CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)**

**Prepared by**

Justus Ballard, President—Chemeketa Faculty Association

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**UPDATE FROM OREGON EDUCATION ASSOCIATION COMMUNITY COLLEGE COUNCIL**

The Oregon Education Association Community College Council (OEA-CCC) met on May 3 and 4. Much of the focus of the meeting was on the current legislative session and, more specifically, bills and proposals related to funding.

Many things will change between the time of this report's writing and the revealing of the revenue forecast on May 15, and what is revealed on May 15 will then influence other aspects of budget and funding.

HB 3427, otherwise known as the Student Success Act, does not include additional funding for higher education. Nonetheless, it would increase funding for K–12 and thereby relieve strain on the general fund, which could mean there would be additional monies for community colleges. One interesting observation that was shared at the meeting is that community college employees and advocates should strive to differentiate themselves from universities. Apparently, the current mood among many legislators is decidedly unfavorable towards universities at present, but when the issue is presented specifically as “funding for community colleges,” legislators tend to be more receptive.

Other legislative highlights of interest to the OEA-CCC are SB 3, HB 3075, HB 2029, and HB 2263.

SB 3 allows for applied baccalaureates at community colleges, and the OEA-CCC is encouraging faculty and staff from community colleges to provide testimony in favor of this bill.

HB 3075 is of interest to community college faculty (and, presumably, all other public employees). Among other things, it rescinds a provision that prohibits “double coverage” for public employees, a provision that specifically impacts any public servant who has a partner or spouse who is also a public servant.

Chemeketa's very own Kevin Furey provided testimony opposed to HB 2029, a bill about dual credit offerings that did not align with what community college faculty perceive to be the best practices for offering dual credit courses. Faculty are more supportive of another dual credit bill, HB 2263, which supports faculty collaboration and appropriate credentialing as well as providing for data collection to track program effectiveness.



## CHEMEKETA COMMUNITY COLLEGE CLASSIFIED EMPLOYEES ASSOCIATION (CCA)

### Prepared by

Terry Rohse, President—Chemeketa Community College Classified Employees Association

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

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

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### WELCOME TEKA

Teka Harp joined the CCA Board this month as interim Secretary through June 2019, and plans to run for the position for 2019–2021. In an interest statement, Teka shared that, “I have worked at Chemeketa for over 2 years in the Business Services office as a Financial Services Technician. On a daily basis I interact with students and answer questions regarding their accounts, payments, tuition and fees, how to access NelNet and so much more. I also have the enjoyment of meeting many Chemeketa employees when they drop off deposits.

I have been serving as a Steward for over a year, welcoming new employees to the office and explaining the many benefits of joining the Union. Being able to serve, as the Secretary of the CCA Board would be a great honor and help me learn more about the Union to better serve the employees of Chemeketa.

I am a native Oregonian and a graduate of Chemeketa Community College. In my free time, I enjoy taking my two feisty dogs to the park, working in my flower garden, watching musicals and taking naps.”

### RETIRED

Larry Ralphs, instructional coordinator/analyst II retired from the Chemeketa Center for Business and Industry on May 1, 2019. Since it is best to experience Larry without editing, the interview transcript follows:

Interviewer: “So Larry, you ended up at Chemeketa after a local proprietary school closed. Tell us about that.”

Larry: “I’d been the Director at Trend Colleges for a dozen years and we had worked with the Department of Education (DOE) to absorb other proprietary schools as the recession closures continued. When Trend was forced to close, I worked with DOE and Chemeketa Vice President Rick Levine to transfer 350 students to campus programs. Shortly afterward, Mr. Levine offered me a Director position, and I joined Chemeketa, fall of 1994. By April of 1995, the College had cut funding to this self-support program, but I transferred to the TED Center (which evolved to be the Center for Business & Industry). And... 25 years later, I’m leaving.”

Interviewer: “How many years did you serve on the CCA Board and in what positions?”

Report-1c  
May 15, 2019

Larry: "I served as CCA's VP/Grievance Officer and contract negotiation lead for 3 years, then as CCA President for 2 years, back in 1999–2004, I believe..."

Interviewer: "What will you miss about working at Chemeketa/CCBI?"

Larry: "I will miss the CCBI team and our customers. We have developed an excellent customer fulfillment team as evidenced by our many long term and repeat clients. We really do Take Care of Business downtown".

Interviewer: "What won't you miss?"

Larry: "Sorry to say, I won't really miss Chemeketa. CCBI has felt like a colony and we generally don't feel part of the campus, but fortunately also out of the college politics.

Now you know why I've been hidden downtown for 25 years." 😊

Interviewer: "What's on your bucket list for retirement?"

Larry: "A nearly new Subaru, Mt. Hood Ski Season pass and a Class B Mercedes RV are ready to be used...Also, my amazing wife Melody (my former co-worker at TED Center) is now working at OSU, and so I look forward to being part of a real college experience. There, I did it again. Best regards to CCA Board!! Without your support at difficult times, I and several of my self-support colleagues wouldn't have survived. *Support your Union, people!!*"

**CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION**

**Prepared by**

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

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The eleven-member exempt association board reviewed 100 scholarship applications and narrowed it down to seven to receive \$1,000 scholarships. It was a difficult task! There were so many great candidates! The board is planning a lunch to honor these students following Admin Team on June 5.

The Employee Retirement Celebration was held on Thursday, May 2. Ten exempt employees were thanked for their contributions and given accolades by their colleagues. They will certainly be missed! They are Maria Dooley, Kelley Gembala, Bryon Hall, Nancy Howard, Julie Huckestein, Susan McCaffrey, Michael Milhausen, Bill Riffle, Tim Rogers and Alba Scholz.

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May 15, 2019

## **ANNUAL GRADUATION EXERCISES**

### **Prepared by**

Heather Misener, Graduation Specialist—Enrollment Services  
Manuel Guerra, Executive Dean—Student Development and Learning Resources  
Jim Eustrom, Vice President—Instruction and Student Services,  
Campus President Yamhill Valley

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Chemeketa is again celebrating the achievements of candidates from all college and pre-college programs in one graduation ceremony.

The 63<sup>rd</sup> Annual Commencement Ceremony will take place at 6 pm on Tuesday, June 18, 2019, at the Pavilion at the Oregon State Fairgrounds. Board and staff members are asked to arrive at 5:30 pm, and a designated staff member/greeter will direct them to the gowning room.

A reception will be held immediately following the ceremony in the Floral Building.

Information-2  
May 15, 2019

**COLLEGE POLICY #4060—CRITERIA FOR RETENTION OF CLASSES**

**Prepared by**

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

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**CRITERIA FOR RETENTION OF CLASSES—POLICY #4060**

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

The College Board of Education will be asked to approve policy #4060—Criteria for Retention of Classes at the June board meeting.



Educational Program Series—4000

### **CRITERIA FOR RETENTION OF CLASSES**

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

July 17, 1985

*Adopted College Board of Education*

May 17, 2006

*Reviewed College Board of Education*

March 21, 2001; July 15, 2015

*Revised College Board of Education*

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

**Prepared by**

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

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

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

**SERIOUS COMMUNICABLE DISEASES CONTROL—POLICY #2290**

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

**VOLUNTEER: DEFINITION—POLICY #3610**

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

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

Administrative Series—2000

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

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

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

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

July 17, 1985

*Adopted College Board of Education*

December 16, 1998; November 14, 2001;

March 15, 2006; April 21, 2010;

June 26, 2013; May 18, 2016

*Revised College Board of Education*

Administrative Series—2000

**SERIOUS COMMUNICABLE DISEASES CONTROL**

Chemeketa Community College will adopt procedures consistent with the Oregon Revised Statutes<sup>1,2</sup> on protecting students and employees from the spread of serious communicable diseases.

July 17, 1985

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*Adopted College Board of Education*

March 21, 2007; April 21, 2010;

June 26, 2013; May 18, 2016

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*Revised College Board of Education*

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<sup>1</sup> ORS 433.004

<sup>2</sup> ORS 433.283–284

Personnel Series—3000

**VOLUNTEER: DEFINITION**

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

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

July 17, 1985

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*Adopted College Board of Education*

April 19, 2006; November 21, 2012;

April 20, 2016

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*Revised College Board of Education*



## REGIONAL HIGH SCHOOL MATHEMATICS CONTEST

### Prepared by

Wayne Barber, Instructor—Mathematics  
Michael Milhausen, Dean—Science, Math, Engineering and Computer Science  
Don Brase, Executive Dean—General Education and Transfer Studies  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley

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On April 12, 2019, 14 high schools participated in Chemeketa's Annual Regional High School Mathematics Contest. Students from Blanchet, Central, Chemawa, Dallas, Early College, McKay, McNary, North Salem, Regis, Salem Academy, Silverton, South Salem, Sprague, and West Salem high schools spent the day on campus solving math problems and taking the state math contest qualifying exam.

Each school paid a modest entry fee (\$7 per student) to cover the cost of printing, ribbons and plaques. Each participant received a barbecue lunch and a t-shirt designed by Chemeketa's Visual Communications students. Texas Instruments provided two graphing calculators as prizes for the estimation contest.

High school teams consisted of two students in each of five levels:

- Level 2 - Algebra I
- Level 3 – Geometry
- Level 4 - Algebra II
- Level 5 - Pre-Calculus
- Level 6 – Calculus

First-, second- and third-place awards for various events of the day were earned by students from Blanchet, Central, Dallas, Early College, McKay, McNary, North Salem, Salem Academy, Silverton, South Salem, Sprague, and West Salem high schools. The overall winners placing first-, second- and third-place and receiving a plaque for their school trophy case, were West Salem, Silverton and Sprague High School respectively.

Students with the highest scores on the State Math Contest qualifying exam were invited to participate in the State Math Contest that will be held at University of Oregon on May 18. Qualifying students were from Central, McNary, North Salem, Silverton, South Salem, Sprague, and West Salem high schools.

This event is successful each year due to the help of many volunteers. Thank you to Don Brase for welcoming the students, to Michael Milhausen, David Hallett and Julie Huckestein for funding support and to Visual Communications student Jadon Lundin for designing the t-shirt. Thank you to all of those that volunteered their time to make the contest a success: Mathematics faculty and staff: Chris Nord, Lisa Healey, Kelsey Heater, Tim Merzenich, Garth Fleming, Sheeny Behnard, David Hillis, Rick Rieman, Keith Schloeman, Ken Anderson, Toby Wagner, Svetlana Kravets, Nolan Mitchell, Bryan Tardiff, Kyle Katsinis, Leslie Maksun and Coordinator Wayne Barber, and staff deans, directors and support staff: Aspen Padilla, Beatriz

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May 15, 2019

Arevalo, Ian Snyder, Mary Ellen Scofield, Amanda Patrick, Gail Williams-Pickett, Nancy Espinoza, Nikki Mundt, Kathy Saunders, Ariel Salgado, Miriam Sharer, Lynn Irvin, Fauzi Nass, Beth Perlman, Ashley Dern and many high school advisors who helped run the contest games and score the problem solving competition

## **SUSPENSION OF RETAIL MANAGEMENT CERTIFICATE OF COMPLETION**

### **Prepared by**

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

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

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

The College Board of Education will be asked to approve the suspension of the Retail Management Certificate of Completion at the June 2019 Board of Education meeting.

## PROCUREMENT CERTIFICATE OF COMPLETION

### Prepared by

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

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

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

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

The College Board of Education will be asked to approve the Procurement Certificate of Completion at the June 2019 Board of Education meeting.

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May 15, 2019

**PROCUREMENT CERTIFICATE OF COMPLETION**

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



**LEGAL ADMINISTRATIVE PROFESSIONAL  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**Prepared by**

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

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

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

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

The College Board of Education will be asked to approve Legal Administrative Professional Associate of Applied Science Degree at the June 2019 board meeting.

**LEGAL ADMINISTRATIVE PROFESSIONAL ASSOCIATE OF APPLIED SCIENCE DEGREE**

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

**LEGAL ADMINISTRATIVE PROFESSIONAL  
CERTIFICATE OF COMPLETION**

**Prepared by**

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

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

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

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

The College Board of Education will be asked to approve Legal Administrative Professional Certificate of Completion at the June 2019 board meeting.

**LEGAL ADMINISTRATIVE PROFESSIONAL CERTIFICATE OF COMPLETION**

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

## **MICRO BUSINESS OPERATIONS CERTIFICATE OF COMPLETION**

Prepared by

Barbara Johansen and Patti Sessions, Program Chairs—Business Technology  
R. Taylor, Dean—Business and Technology, Early Childhood Education, and Visual  
Communications

Johnny Mack, Executive Dean—Career and Technical Education

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

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

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

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

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

The College Board of Education will be asked to approve the Micro Business Operations Certificate at the June 2019 board meeting.

**MICRO BUSINESS OPERATIONS CERTIFICATE OF COMPLETION**

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

## HORTICULTURE ASSOCIATE OF SCIENCE DEGREE

### Prepared by

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

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

### OVERVIEW

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

### NEED

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

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

The College Board of Education will be asked to approve the Horticulture AS at the June board meeting.



Information-9a  
May 15, 2019

	Course Title	Credit Hours
<b>Term 1</b>		
HOR111	Introduction to Horticulture	3
MTH111	College Algebra (or higher)	5
WR121	Academic Composition	4
	Art and Letters Course*	4
	Social Science Course**	4
	<b>Total</b>	<b>20</b>
<b>Term 2</b>		
CH121	College Chemistry 1 or	5
CH221	General Chemistry 1	(5)
WR227	Technical Writing	4
	Art and Letters Course*	4
	Social Science Course**	4
	<b>Total</b>	<b>17</b>
<b>Term 3</b>		
CH122	College Chemistry 2 or	5
CH222	General Chemistry 2	(5)
CIS101	Computing Concepts	3
HOR228	Spring Plant Identification	4
HPE295	Health and Fitness for Life	3
	Physical Education Courses***	1
	<b>Total</b>	<b>16</b>
<b>Term 4</b>		
BI211	Principal of Biology 1	5
CH123	College Chemistry 3 or	5
CH223	General Chemistry 3	(5)
HOR226	Fall Plant Identification	4
SOIL205	Soil Science	4
	<b>Total</b>	<b>18</b>
<b>Term 5</b>		
BI212	Principles of Biology 2	5
	Cultural Diversity Course****	4
	Difference, Power, and Discrimination Course*****	4
	<b>Total</b>	<b>13</b>
<b>Term 6</b>		
BIU213	Principles of Biology 3	5
	Oral Communication Course*****	4
HOR276	Organic Gardening	3
	<b>Total</b>	<b>12</b>
	<b>TOTAL PROGRAM HOURS</b>	<b>96</b>



Information-9a  
May 15, 2019

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

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

\*\*\*Choose any PE185 course.

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

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

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

**FACULTY; HOURLY, PART-TIME/TEMPORARY;  
PART-TIME/ADJUNCT FACULTY BARGAINING AND PART-TIME FACULTY  
NON-BARGAINING NON-CREDIT SALARY SCHEDULES FOR 2019–2020**

**Prepared by**

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

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**FACULTY**

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

**HOURLY, PART-TIME/TEMPORARY**

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

**PART-TIME/ADJUNCT BARGAINING FACULTY**

The salary schedule for the part-time/adjunct faculty is attached and reflects the bargaining agreement between the college and the Chemeketa Faculty Association. The part-time faculty schedule is indexed at 60.0 percent of the 175-day full-time faculty schedule. Effective: fall term 2019–summer term 2020.

**PART-TIME FACULTY NON-BARGAINING NON-CREDIT**

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

The college will bring a recommendation to the June board meeting for adoption of the attached salary schedules to become effective July 1, 2019.

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

CHEMEKETA COMMUNITY COLLEGE HOURLY, PART-TIME/TEMPORARY SALARY SCHEDULE EFFECTIVE JULY 1, 2019													
CWS/FWS	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	RANGE
\$1	AA	\$11.25	\$11.53	\$12.04	\$12.56	\$13.07	AA						
\$2	BB	\$11.30	\$11.58	\$12.11	\$12.58	\$13.10	BB						
\$3	CC	\$11.38	\$11.63	\$12.14	\$12.63	\$13.13	CC						
	DD	\$11.48	\$11.80	\$12.28	\$12.78	\$13.27	DD						
	EE	\$12.24	\$12.74	\$13.25	\$13.85	\$14.40	EE						
\$4	FF	\$13.20	\$13.75	\$14.35	\$14.97	\$15.57	FF						
	GG	\$15.60	\$16.29	\$17.00	\$17.76	\$18.52	GG						
	HH	\$16.45	\$17.20	\$18.00	\$18.79	\$19.62	HH						
	II	\$19.67	\$20.61	\$21.59	\$22.65	\$23.71	II						
<b>Note: Ranges JJ thru NN are Interpreters and Typewell Transcribers only</b>													
POSITION	INTER.	TRANS.	LEVEL	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	RANGE			
HI410H	HT010H		1	JJ	\$21.06	\$21.95	\$22.95	\$23.91	\$24.95	JJ			
HI420H	HT020H		2	KK	\$25.84	\$26.94	\$28.17	\$29.34	\$30.63	KK			
HI430H	HT030H		3	LL	\$31.70	\$33.04	\$34.55	\$36.00	\$37.58	LL			
HI440H	-		4	MM	\$38.76	\$40.36	\$42.22	\$43.98	\$45.92	MM			
HI450H	-		5	NN	\$47.34	\$49.34	\$51.60	\$53.75	\$56.11	NN			
LEVEL	INTERPRETERS										TYPEWELL TRANSCRIBERS		
1	ITP Graduate or 0-2 years of experience										Novice: 0-2 years experience		
2	RID Written or BA Degree; and 2+ years experience										TCT: Level 1 Certification or BABS deg. & 2 yrs. exp.		
3	CI or CT or NAD III or Masters Degree; and 2+ years experience										TCT: Level 2 Certification		
4	CI & CT or NAD IV; and 2+ years experience												
5	CI & CT for 5 years OR NAD V; BABS Degree required												
<b>FOR RANGES JJ - NN ONLY:</b>													
Initial placement on the pay scale and step increases will be in accordance with personnel practices. Movement from one level to another may be made by request of the employee with verification of change in credential and approval by the Dept. manager and the Dir. of Human Resources. Any movement from one level to another level will take place at the time of any step increase. HR will work collaboratively with the Student Accessibility Services Director for placement of part-time employees on this scale (verification of certification, etc.)													
TCT: Typewell Certified Transcriber													

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

Effective Fall Term 2019 - Summer Term 2020

LEVEL	DESCRIPTION	STEPS								LEVEL
		1	2	3	4	5	6	7	8	
A	Lecture Credit Courses	\$ 721.00	\$ 743.00	\$ 774.00	\$ 840.00	\$ 912.00	\$ 989.00	\$ 1,073.00	\$ 1,183.00	A
	ILC Rates									
	Hourly Rates	\$65.5455	\$67.5455	\$70.3636	\$76.3636	\$82.9091	\$89.9091	\$97.5455	\$107.5455	
B/C	Labs (1 lab hr. = .7 ILC)	\$ 504.70	\$ 520.10	\$ 541.80	\$ 588.00	\$ 638.40	\$ 692.30	\$ 751.10	\$ 828.10	B/C
	Hourly Rates	\$45.8818	\$47.2818	\$49.2545	\$53.4545	\$58.0364	\$62.9364	\$68.2818	\$75.2818	
	ABE/GED/HSC/ESL Labs Agriculture Credit Labs Health Care Skills Credit Labs Laboratory Credit Courses Physical Education Activity Courses Science Credit Labs Studio Art Classes Technology Credit Labs Trade Credit Labs Vocational Preparatory Credit Labs Vocational Supplemental Credit Labs									
D	Workshops/Special Assignments (Bargaining Unit Rate) (See Article 23B.5)	Minimum \$	44.70							D
E	Hourly Employees Rate Counseling CWE Coordinator Library Work	\$ 27.73	\$ 29.08	\$ 30.57	\$ 32.13	\$ 33.71	\$ 35.53	\$ 36.99	\$ 37.86	E

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

CHEMEKETA COMMUNITY COLLEGE PART-TIME FACULTY NON-BARGAINING NON-CREDIT UNIT SALARY SCHEDULE Effective Fall 2019 - Summer Term 2020										
LEVEL	DESCRIPTION	STEPS								
		1	2	3	4	5	6	7	8	
D	<p><b>Noncredit</b> <b>*Nonbargaining Unit Exception</b> <b>Classes Hourly Rates</b></p> <p>Used for workshops or non-bargaining unit classes scheduled in on-standard time formats. (i.e. shorter or weekend workshops). This market driven rate is also used for specialized topics that demand unusual expertise or and/or exceptional pay.</p>									
	Minimum = \$21.00 per hour, No Maximum									
J	<p><b>Noncredit</b> <b>Vocational Preparatory</b> <b>Vocational Supplementary</b> <b>Workforce</b> <b>Readiness/Workforce</b> <b>Applied Basic Skills</b> <b>Hourly Rates</b></p> <p>Reimbursable 9800 Series</p>	\$ 28.41	\$ 30.39	\$ 32.51	\$ 34.78	\$ 37.20	\$ 39.79	\$ 42.57	\$ 45.54	J
K	<p><b>Noncredit</b> <b>Community Education</b> <b>English Now</b> <b>Hourly Rates</b></p> <p>Used for reimbursable and nonreimbursable noncredit community education courses for personal enrichment</p>	\$ 21.00	\$ 22.09	\$ 23.24	\$ 24.45	\$ 25.72	\$ 27.06	\$ 28.47	\$ 29.95	K
<p><b>* D Level courses require Executive Dean/VP approval notated on the Payroll Authorization</b></p> <p><b>Special Projects: Non-teaching work related to classes. \$21.00/hr</b> <b>Curriculum Development &amp; Meeting Rate. \$21.00/Hr</b></p>										

## PERSONNEL REPORT

### Prepared by

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

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### NEW HIRES AND NEW POSITIONS

Sonia E. Bazan L., Student Services Technician—Financial Aid, Student Development and Learning Resources Division, replacement, 100 percent, 12-month assignment, Range B-2, Step 2.

Ellen A.M. Massey, Student Services Specialist—College Access Programs, Student Development and Learning Resources Division, replacement, 100 percent, 12-month assignment, Range B-3, Step 3.

Claribel Moreno, Student Services Technician—Financial Aid, Student Development and Learning Resources Division, replacement, 100 percent, 12-month assignment, Range B-2, Step 2.

### POSITION CHANGES

Kimberley Jensen, Instructional Specialist-10 months—College Access Programs, Student Development and Learning Resources Division, temporary assignment, 100 percent, Range B-3, Step 6, from Instructional Technician-10 months—Science, Math, Engineering and Computer Sciences, General Education and Transfer Studies Division.

Kisha A. McIntosh, Financial Services Technician II—Business Services, College Support Services Division, replacement, 50 percent, Range B-2, Step 4, from Department Technician II—Polk Center, Regional Education and Academic Development Division.

James D. “J.D.” Wolfe, Associate Vice President/Chief Information Officer—Operations Management, College Support Services Division, replacement, 100 percent, from Director-Information Technology/Chief Information Officer—College Support Services Division.

### RETIREMENTS

Kenneth R. Anderson, Instructor-Mathematics—Science, Math, Engineering and Computer Science, General Education and Transfer Studies Division, effective June 19, 2019.

Lynnette J. “Lynn” George, Instructor-Dental Assisting—Health Sciences, Career and Technical Education Division, effective June 19, 2019.

Moira L. Hughes, Instructor-Nursing—Health Sciences, Career and Technical Education Division, effective June 19, 2019.

Standard Report-1  
May 15, 2019

Kathryn E. Murphy, Instructor-Nursing—Health Sciences, Career and Technical Education Division, effective June 19, 2019.

Larry K. Ralphs, Instructional Coordinator/Analyst II—Chemeketa Center for Business and Industry, Career and Technical Education Division, effective April 30, 2019.

Leanne J. Whygle, Instructor-Nursing—Health Sciences, Career and Technical Education Division, effective June 19, 2019.

SEPARATIONS

Teresa M. Watson, Student Services Technician—Financial Aid, Student Development and Learning Resources Division, effective April 15, 2019.



## **BUDGET STATUS REPORT**

### **Prepared by**

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

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The financial reports of the general fund and investments for the period from July 1, 2018, through April 30, 2019, are attached.

The following items are included in the report:

- General Fund Statement of Resources and Expenditures
- General Fund Budget Status Report
- Status of Investments as of April 30, 2019

**Chemeketa Community College**  
**Statement of Resources and Expenditures**  
**As of April 30, 2019**

Standard Report-2  
 May 15, 2019

Fund 100000 - General Fund Unrestricted

	<u>ADJUSTED BUDGET</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>% OF BUDGET</u>	<u>VARIANCE TO BUDGET</u>
<b>Resources:</b>				
Property Taxes	21,250,000	21,985,479	103.46%	735,479
Tuition and Fees	20,200,000	21,005,653	103.99%	805,653
State Appropriations - Current	23,751,162	23,660,247	99.62%	(90,915)
State Appropriations - Carryover from FY18	8,028,838	8,028,838	100.00%	-
Indirect Recovery	1,970,000	1,477,324	74.99%	(492,676)
Interest	440,000	594,262	135.06%	154,262
Miscellaneous Revenue	200,000	603,939	301.97%	403,939
Transfers In	500,000	200,000	40.00%	(300,000)
Fund Balance	10,000,000	9,921,723	99.22%	(78,277)
<b>Total Resources</b>	<b>86,340,000</b>	<b>87,477,465</b>	<b>101.32%</b>	<b>1,137,465</b>
<b>Expenditures:</b>				
Instruction	34,011,877	28,043,897	82.45%	5,967,980
Instructional Support	12,047,538	9,761,169	81.02%	2,286,369
Student Services	7,620,513	6,122,979	80.35%	1,497,534
College Support Services	16,230,617	12,240,921	75.42%	3,989,696
Plant Operation and Maintenance	6,654,455	5,016,401	75.38%	1,638,054
Transfers and Contingency	8,275,000	3,774,183	45.61%	4,500,817
<b>Total Expenditures</b>	<b>84,840,000</b>	<b>64,959,550</b>	<b>76.57%</b>	<b>19,880,450</b>
<b>Unappropriated Ending Fund Balance</b>	<b>1,500,000</b>	<b>22,517,915</b>		

Chemeketa Community College  
Budget Status Report  
As of April 30, 2019

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	8,271,303.00	6,662,008.60	1,308,537.12	300,757.28
6120	Classified Salaries	11,682,474.00	9,328,645.59	1,830,808.39	523,020.02
6124	Part-Time Hourly & Student Wages	1,286,540.00	1,060,317.16	-	226,222.84
6130	Faculty Salaries	16,042,074.00	13,633,667.07	1,883,011.16	525,395.77
6132	Part-Time Faculty	6,292,903.00	5,507,063.81	908,377.75	(122,538.56)
6510	Fixed Fringe Benefits	9,537,765.00	7,376,336.87	-	2,161,428.13
6511	Variable Fringe Benefits	13,559,823.00	10,682,725.36	-	2,877,097.64
6512	Other Fringe Benefits	380,000.00	259,078.00	-	120,922.00
	<b>Subtotal Personnel Services</b>	<b>67,052,882.00</b>	<b>54,509,842.46</b>	<b>5,930,734.42</b>	<b>6,612,305.12</b>
					<b>81.29%</b>
Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Supplies	1,734,303.00	802,525.94	-	931,777.06
720	Equipment \$500-\$4,999	266,225.00	106,256.18	-	159,968.82
7300	Legal Services	105,094.00	27,287.89	39,400.00	38,406.11
7310	Insurance	619,080.00	498,628.18	-	120,451.82
7320	Maintenance	436,145.00	235,702.78	7,320.00	193,122.22
7330	Communications	875,122.00	678,197.33	-	196,924.67
7340	Space Costs	1,848,251.00	1,249,082.30	32,331.80	566,836.90
7350	Staff Development	131,591.00	104,314.84	-	27,276.16
7360	Travel	387,853.00	209,508.91	-	178,344.09
7370	Other Services	2,950,052.00	2,650,926.99	251,807.03	47,317.98
7550	Capital Outlay	158,402.00	113,093.43	-	45,308.57
8150	Transfers Out	4,775,000.00	3,774,182.66	-	1,000,817.34
8500	Contingency	3,500,000.00	-	-	3,500,000.00
	<b>Subtotal Non-Personnel Services</b>	<b>17,787,118.00</b>	<b>10,449,707.43</b>	<b>330,858.83</b>	<b>7,006,551.74</b>
					<b>58.75%</b>
	<b>Report Totals</b>	<b>84,840,000.00</b>	<b>64,959,549.89</b>	<b>6,261,593.25</b>	<b>13,618,856.86</b>
					<b>76.57%</b>

**STATUS OF INVESTMENTS AS OF APRIL 30, 2019**

<u>Oregon State Treasurer Investments</u>	<u>Investment Ending Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Rate as of 4-30-2019</u>
Oregon Short-Term Fund - General	4-30-2019	On demand	\$18,381,319.54	2.75%
Oregon Short-Term Fund - Capital	4-30-2019	On demand	\$ 9,986,492.57	2.75%
<u>Other Investments</u>	<u>Investment Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Yield</u>
Discounted CP - Caterpillar Inc.	02-07-2019	05-06-2019	\$2,981,006.67	2.643%
Discount Note – Federal Home Loan Bank	11-19-2018	06-21-2019	\$2,988,435.00	2.584%
Corporate Note – Royal Bank of Canada	11-20-2018	07-29-2019	\$2,985,786.00	2.875%
Corporate Note – Toronto Dominion Bank	11-20-2018	08-13-2019	\$2,980,370.83	2.904%
Discount Note – Federal Natl Mtg Assn	09-14-2018	09-12-2019	\$2,980,221.67	2.435%
Discount Note – Federal Natl Mtg Assn	09-14-2018	10-24-2019	\$2,964,416.67	2.445%
Discount Note – Federal Home Loan Bank	09-14-2018	11-15-2019	\$2,975,775.42	2.476%
Corporate Note – Wells Fargo Bank	09-14-2018	12-06-2019	\$2,997,065.83	2.737%
Corporate Note – Toyota Motor Credit Corp.	09-14-2018	01-10-2020	\$2,993,053.33	2.699%
Discount Note – Federal Home Loan Bank	09-14-2018	02-11-2020	\$2,986,763.75	2.587%
Discount Note – Federal Farm Credit Bank	09-14-2018	03-05-2020	\$2,953,665.00	2.600%
Corporate Note – Bank of America	11-20-2018	04-21-2020	\$2,968,206.76	3.150%
Corporate Note – Westpac Banking Corp.	11-26-2018	05-26-2020	\$2,962,740.00	3.154%
Corporate Note – JP Morgan Chase	01-11-2019	06-23-2020	\$1,991,610.00	3.145%
Corporate Note – Bank of Nova Scotia	02-08-2019	07-14-2020	\$2,974,840.00	2.853%
Corporate Note – Australia & New Zealand Bank Group	03-22-2019	08-19-2020	\$1,989,177.78	2.655%
Corporate Note – Toronto Dominion Bank	04-24-2019	09-17-2020	\$2,022,035.00	2.578%
Corporate Note – JP Morgan Chase	02-08-2019	10-15-2020	\$2,069,732.57	2.930%

13 week Treasuries 2.38% as of 4/30/2019

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

## PURCHASING REPORT

### Prepared by

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

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### FIRE ALARM SERVICES TESTING, MONITORING, MAINTENANCE & REPAIR

An Invitation to Bid for Fire Alarm Testing, Monitoring, Maintenance, and Repair Services was advertised on May 8, 2019, on the college's Procurement Services Website and the State of Oregon Procurement Information Network (ORPIN). Bids will be opened on May 22, 2019, immediately following Bid Closing at 2 pm. A recommendation for contract award will be made to the College Board of Education at its June meeting.

### VINEYARD MAINTENANCE AT THE NORTHWEST WINE STUDIES CENTER, CHEMEKETA EOLA

Since the first year of operation in 2001, Clarke Vineyard Management, of Salem, Oregon, has been providing vineyard maintenance services for the Northwest Wine Studies Center's eight-acre teaching vineyard at Chemeketa Eola. Services include; disease and insect control, pest management; cover crop and vegetation management, growth management, irrigation management and bird exclusion and discouragement devices and repairs. Clarke Vineyard Management's owner, Rob Clarke, is one of the first graduates of the college's Vineyard Management/Winemaking Program.

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 five year competitively procured contract with Clarke Vineyard Management for vineyard maintenance services:

- 1) It is unlikely that this process will encourage favoritism, or substantially diminish competition, by renegotiating this public contract and is reasonably expected to result in substantial cost savings to the college and to the public.

In October 2013, the college issued a request for proposal for services from January 1, 2014–December, 2018. In addition to advertising on the procurement website, nine firms were notified of the opportunity. A mandatory pre-proposal conference allowed potential proposers a fair and equal opportunity to understand the nature of the work. Clarke Vineyard Management was the sole respondent to the request for proposal and, after review in accordance with the solicitation documents' evaluation criteria, was awarded the contract for a period up to five years through December 2018. The contract

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was subsequently extended through March 2019 to allow for additional time for evaluation of options for continuation of these services.

- 2) The negotiated contract is at least as favorable as the original contract. The fees for this service have not increased since 2014 although the contract contained escalation language tied to the Consumer Price Index (CPI) for the annualized Western Region. For the new contract period, the prices have been increased by 3.3 percent based on the CPI.
- 3) The renegotiated contract will not have a term greater than allowed in the original solicitation document. The renegotiated contract is for an initial period of nine months, with the option to extend for one additional year through December 2020. The current contractor does not plan to continue providing vineyard maintenance after December 2020 in order to concentrate on winemaking. This arrangement will allow the college to retain a working partnership while evaluating the needs of the vineyard beyond December 2020.

Pursuant to ORS 279A.065 and #CCR.302, notice is hereby given to the College Board of Education that the college has entered into a renegotiated contract for vineyard maintenance services for an initial term of nine months with the option to continue for an additional one year with Clarke Vineyard Management of Salem, OR, for an estimated contract amount not-to-exceed \$78,000.

#### CRIMINAL BACKGROUND CHECK AND DRUG TESTING SERVICES

Advanced Reporting currently provides criminal background checks and drug testing services for college employees, volunteers, and students. These services are provided on an as needed or required basis to comply with administrative and regulatory compliance.

Pursuant to Chemeketa Community College Rules of Procurement rule #CCR.310, in June of 2013, the College Board of Education was notified of the college's intent to enter into a sole source contract with Advanced Reporting of Salem, Oregon, for the provision of these services. The contract became effective July 1, 2013.

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 Advanced Reporting for criminal background checks and drug testing services for employees, volunteers, and students:

- 1) Works directly with the college to coordinate timely and efficient gathering of background screening information and oral fluid drug tests for each class. Students are allowed to complete all necessary paperwork onsite. Services are scheduled onsite, during class hours, and evenings and weekends, at no additional cost;

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- 2) Increases process efficiency by batch processing. Status notifications are sent to designated parties eliminating delay in approval process. Student Social Security number inaccuracies are resolved by working directly with the student;
- 3) Provides a dedicated staff member to provide support and education to college users and programming services to develop customized on-demand reports, fully customizable adverse action notices, disclosures, and authorizations at no additional cost;
- 4) Provides physician review of positive drug tests, risk management services and assists with the development of legal language for student or applicant notifications;
- 5) Background screening subjects have the option to request a consumer copy of the background check as they complete the authorization process and at any point in the future at no additional cost;
- 6) Offers flat fee, discounted pricing and multiple onsite payment options, including direct billing to the students and no credit card fees. The state of Oregon has three similar price agreements (PA) with local contractors. The PA drug testing and pre-employment background check programs are not as thorough yet; on average, the PA prices are 11 percent to 14 percent higher per test. The PA consulting, training and custom report programming service fees range from \$100 to \$200 per hour. These services are provided at no additional cost by Advanced Reporting; and
- 7) Overall, the renegotiated contract is at least as favorable to the college as the original contract and 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 criminal background checks and drug testing services for employees, volunteers, and students, with Advanced Reporting, of Salem, OR, contingent upon successful completion of contract negotiations, through May 1, 2021, and annually renegotiated one year contract extensions thereafter.

## CAPITAL PROJECTS REPORT

### Prepared by

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

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### PLANNING AND PRE-PLANNING CAPITAL PROJECTS

- **Agricultural Complex**  
Work continues with partners on the final design. While it now appears that the Agricultural Complex will not house any non-college partners or programs, Chemeketa has continued to work in partnership with the local agricultural community to create a facility that can be a centerpiece for agricultural education in the region.
- **Speedbumps**  
In order to increase safety on the roadways passing the yellow parking lot, teal parking lot, and the Child Development Center, speed bumps have been installed on the two long straight sections of road where some drivers tend to travel at unsafe speeds and disregard speed signs that are already in place.
- **Water Filtration Systems**  
Updated water filtration systems have been installed at the Eola Wine Studies Center and Santiam Center.
- **Traffic Control at Bus Loop**  
Surface striping at the bus loop has been replaced due to heavy wear. This replaced striping should prevent non transit vehicles from entering the bus stop area. Additionally, new signage has been installed at the information booth entrance to prevent large vehicle traffic from entering this area and getting stuck.

See Appendix–2; Campus Map pages 81–82.



## PRESIDENT'S REPORT

### Prepared by

Julie Huckestein, President/Chief Executive Officer

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Statewide Partners in Governance and Leadership of Oregon's Community Colleges

The following operational and strategic activities and programs have been underway since my last report in January:

### OREGON COMMUNITY COLLEGE ASSOCIATION (OCCA)

*OCCA is a board governed membership organization formed to support the 17 community colleges and their locally elected board before policymakers and partners whose actions affect the well-being of community colleges across the state.*

- Chemeketa and other community colleges continue to advocate legislators supporting the \$787 million budget request (CSL-\$647 million and CTE-\$70 million and Student Success of \$70 million). We hoped we would be included in the Joint Committee on Student Success revenue package, but were not included. We continue to advocate for our number one priority of the CSL of \$647 million.
- Several Chemeketa staff members and board members attend the weekly legislative calls and provide feedback. They also attend legislative advocacy calls and campus advocacy coordinator calls.
- A few staff and board members attended the Association of Community College Trustees (ACCT) Legislative Summit in February to advocate for community colleges in Washington, D.C.
- The college continues to be actively engaged with the legislature:
  - February 1—CTE day at the Capitol was a success thanks to the hard work of Johnny Mack, our CTE faculty, students and staff and the help of OCCA.
  - Senate Bill 3—Applied Baccalaureate passed the Senate and is in the House. Chemeketa sent several letters of support to Representatives.
  - SB 576—Campus Security Officers has passed the Senate and is in the House. Chemeketa is gathering details of what changes to equipment, uniforms or processes may need to be made by Chemeketa to be in compliance with the law. Tim Rogers will provide an update to the board at a future meeting.
  - Neva Hutchinson testified at the Higher Education Coordinating Commission on behalf of the college about funding and what the governor's budget would mean, as well as how we would invest in students with increased funding.
  - A community college caucus was formed by Representative Reardon and either Jim Eustrom or I attended most meetings. These meetings have been helpful to spread the good work community colleges do in our communities.
  - Testimony was provided twice on the success of the college's Affordable Learning Initiatives including the Chemeketa Press and on GED tests and placement.

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- The college actively participated at the Community College Legislative Days. Six students accompanied me and board members to meetings with legislators. Follow-up meetings have occurred.
- Another student call-in day was held and 80 phone calls were made to legislature.
- A Student Lobby Day was held on May 7 and a few visits were made to legislators.

#### HIGHER EDUCATION COORDINATING COMMISSION (HECC)

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

- The commission is still considering a proposal to allow North Lake County to withdraw from the Central Oregon Community College taxing district. The request is under consideration and a decision will be made in June.
- The HECC along with OCCA and community college students and employees testified in front of the Ways and Means Committee in support of the college budget ask of \$787 million. Three Chemeketa students testified.

#### COMMUNITY COLLEGES AND WORKFORCE DEVELOPMENT (CCWD)

*The Office within the HECC that provides coordination, leadership and resources to Oregon community colleges.*

- Patrick Crane, Director of CCWD reported that HB2998 transfer legislation work is underway and that two of the transfer areas are close to complete. Patrick will provide more details at the May Oregon Presidents Council.
- There is work underway on the state longitudinal data system, which will assist us with tracking students from high school to career and they are working on changes to the community college and university financial reporting.

#### OREGON PRESIDENTS COUNCIL (OPC)

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

- The Presidents Council met in January and April. Topics of discussion included data reporting, Oregon Promise, legislature, strategic fund, CTE funding allocation (if we receive the \$70 million), and workforce development.
- The college continues to stay updated on guided pathways efforts, accelerated learning, HB2998—Transfer bill, capital construction, nursing shortage, and statewide marketing for the session.
- Primary focus has been on advocating for the \$787 million for community colleges.
- Julie Huckestein is the chair and Birgitte Ryslinge, Oregon Coast Community College, is the co-chair of OPC.

## RECOGNITION REPORT

### Prepared by

Julie Huckestein, President/Chief Executive Officer

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

The American Association of University Women (AAUW) held their annual "Speech Trek" speech contest for high school girls at Chemeketa on Saturday, March 16. JULIE HUCKESTEIN welcomed the group and the speeches were recorded and were broadcast on the radio station KMUZ. LYNN IRVIN is the campus AAUW liaison and helped coordinate the event. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

Chemeketa Press staff and faculty attended, staffed a booth, and presented at two panels to promote our faculty authors, editors, and their books at the Association of Writers and Writing Programs (AWP) Conference, North America's largest literary conference, March 27–30 at the Portland Convention Center. Chemeketa faculty authors who participated were DANIEL COUCH, MICHELE DISHONG McCORMACK, MATTHEW HODGSON, MAGDALEN POWERS, and JEREMY TRABUE. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Thanks to LILIANA LANDA-VILLALBA, CAMP director, and the planning committee of ROSALBA AGUILAR, LAURA LEON-CIPRIANO, YESICA NAVARRO, DENISSE LOPEZ RODRIGUEZ and PILAR TORRES-BARRERA who organized the second annual Chemeketa Migrant Resources Network meeting which met on April 9. Seventy-three (73) migrant liaisons (migrant specialists, recruiters, program directors, program coordinators, education specialists, counselors, graduation and specialists/coach) from school districts in Clackamas, Newberg, Central, Salem-Keizer, Gervais, McMinnville, Woodburn and Willamette ESD were invited. College staff highlighted programs that support migrant students including HEP, CAMP, Chemeketa Completion Program, STEP, HSI and other Chemeketa resources in order to raise awareness and strengthen partnerships with community members. *(Core Theme: Access—A broad range of educational opportunities and workforce training are provided to students in pursuit of their goals.)*

The 5th Annual Stop Violence Against Women event was hosted and organized by VIVI CALEFFI PRICHARD, Diversity and Equity Officer, and LINDA RINGO-REYNA, coordinator of Multicultural Student Services (MSS). Kim Martin from the Counseling Center engaged the audience in a Healthy Relationships workshop. The MSS team of students who assisted with the event are FARAH ABUELKHAIR, KETERINNE CAMEY RAQUEC, LILLYANA HERRERA, BUSOLA OLOFIN, and BRISIA REYES. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

Thanks to KATHLEEN SILVA for organizing the college-wide evacuation drill on April 19, along with BARBARA COWLISHAW, ANTHEA KNAPPER, ELAINA MARTUSHEV, EXEC TEAM,

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FACILITIES, PUBLIC SAFETY, and the many building captains, communication leads, floor monitors , and building evacuation coordinators (BECs). It was a quick and orderly evacuation and the lessons learned from the exercise will improve the processes in the future to make the college a safer place to work and study. *(Core Theme: Community Collaborations–Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

Chemeketa's AAWCC chapter partnered with Student Retention and College Life for an event, which was called *Equity, Period*. The event was to raise awareness for the need for feminine hygiene products and to accept product donations to make hygiene kits. PEGGY GREENE and GRECIA GARCIA PEREZ coordinated the event. They were able to collect enough products to make 162 kits that will be available at the food pantry and plan to make this at least an annual event. *(Core Theme: Community Collaborations–Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

Thanks to NETTE ABDERHALDEN, MIKE EVANS, RENATO FEIJO, GRECIA GARCIA PEREZ, and LINDA RINGO-REYNA for working with Marion County Board of Commissioners to hold their East Salem Board session and Town Hall on April 30, in the Building 2 Student Center. Approximately 80 people attended. *(Core Theme: Community Collaborations–Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

WILLIAM VELEZ and PACO HADLEY hosted a group of 18 international agents from 16 countries around the world at the Salem Campus on May 1 to learn about educational opportunities at Chemeketa and ten other colleges and universities. Thanks to faculty and staff in the Visual Communications, Electronics, Robotics, ESOL, Japanese, Languages, Education, and Business Technology who shared program information. The group also visited the Machining lab where they each received a special coin made by the students; the Pottery lab where they painted some tiles fired in our kiln; and the Barrel Tasting event at Eola where they visited with wine studies alumni and enjoyed the wine tasting. During the visit, the agents experienced the excellence of Chemeketa's campus, faculty, and facilities available for international students. *(Core Theme: Community Collaborations–Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

Separate Action-1  
May 15, 2019

**APPROVAL OF RETIREMENT RESOLUTIONS  
NO. 18-19-17, LARRY K. RALPHS; NO. 18-19-18, KENNETH R. ANDERSON;  
NO. 18-19-19, LYNNETTE J. "LYNN" GEORGE; NO. 18-19-20, MOIRA L. HUGHES;  
NO.18-19-21, KATHRYN E. MURPHY; AND NO. 18-19-22, LEANNE J. WHYGLE  
[18-19-148]**

**Prepared by**

Julie Huckestein, President—President's Office

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The College Board of Education honors employees who retire after years of service to the college. Attached are the resolutions honoring Larry K. Ralphs, who retired effective April 30, 2019; and Kenneth R. Anderson, Lynnette J. "Lynn" George, Moira L. Hughes, Kathryn E. Murphy, and Leanne J. Whygle who retire effective June 19, 2019.

It is recommended that the College Board of Education adopt Resolution No. 18-19-17, Larry K. Ralphs; No. 18-19-18, Kenneth R. Anderson; No. 18-19-19, Lynnette J. "Lynn" George; No. 18-19-20, Moira L. Hughes; No. 18-19-21, Kathryn E. Murphy; and No. 18-19-22, Leanne J. Whygle.

Separate Action-1  
May 15, 2019

**RETIREMENT RESOLUTION NO. 18-19-17  
LARRY K. RALPHS**

WHEREAS, Larry K. Ralphs began his combined 21-year, 8-month association as a salaried employee, with Chemeketa Community College in November, 1994, then July, 1998; and

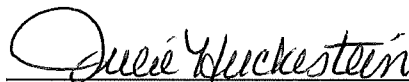
WHEREAS, Larry K. Ralphs gave dedicated service to Chemeketa Community College currently as Instructional Coordinator/Analyst II, Chemeketa Center for Business and Industry Department of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon his retirement date of April 30, 2019, the College Board of Education hereby honors and commends Larry K. Ralphs for his loyalty, dedication and personal commitment to Chemeketa Community College.



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Neva Hutchinson  
Board Chairperson



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Julie Huckestein  
President/Chief Executive Officer

Separate Action-1  
May 15, 2019

**RETIREMENT RESOLUTION NO. 18-19-18  
KENNETH R. ANDERSON**

WHEREAS, Kenneth R. Anderson began his 29-year association as a salaried employee, with Chemeketa Community College in September, 1990; and

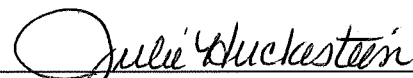
WHEREAS, Kenneth R. Anderson gave dedicated service to Chemeketa Community College currently as Instructor-Mathematics, Science, Math, Engineering and Computer Science Department of General Education and Transfer Studies Division; therefore,

BE IT RESOLVED, that upon his retirement date of June 19, 2019, the College Board of Education hereby honors and commends Kenneth R. Anderson for his loyalty, dedication and personal commitment to Chemeketa Community College.



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Neva Hutchinson  
Board Chairperson



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Julie Huckestein  
President/Chief Executive Officer

Separate Action-1  
May 15, 2019

**RETIREMENT RESOLUTION NO. 18-19-19  
LYNNETTE J. "LYNN" GEORGE**

WHEREAS, Lynnette J. "Lynn" George began her 13-year association as a salaried employee, with Chemeketa Community College in September, 2006; and

WHEREAS, Lynnette J. "Lynn" George gave dedicated service to Chemeketa Community College currently as Instructor-Dental Assisting, Health Sciences Department of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 19, 2019, the College Board of Education hereby honors and commends Lynnette J. "Lynn" George for her loyalty, dedication and personal commitment to Chemeketa Community College.



Neva Hutchinson  
Board Chairperson



Julie Huckestein  
President/Chief Executive Officer



Separate Action-1  
May 15, 2019

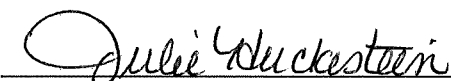
**RETIREMENT RESOLUTION NO. 18-19-20  
MOIRA L. HUGHES**

WHEREAS, Moira L. Hughes began her 14-year association as a salaried employee, with Chemeketa Community College in September, 2005; and

WHEREAS, Moira L. Hughes gave dedicated service to Chemeketa Community College currently as Instructor-Nursing, Health Sciences Department of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 19, 2019, the College Board of Education hereby honors and commends Moira L. Hughes for her loyalty, dedication and personal commitment to Chemeketa Community College.

  
\_\_\_\_\_  
Neva Hutchinson  
Board Chairperson

  
\_\_\_\_\_  
Julie Huckestein  
President/Chief Executive Officer

Separate Action-1  
May 15, 2019

**RETIREMENT RESOLUTION NO. 18-19-21  
KATHRYN E. MURPHY**

WHEREAS, Kathryn E. Murphy began her 5-year association as a salaried employee, with Chemeketa Community College in September, 2014; and

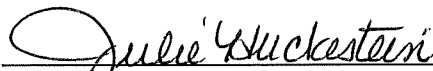
WHEREAS, Kathryn E. Murphy gave dedicated service to Chemeketa Community College currently as Instructor-Nursing, Health Sciences Department of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 19, 2019, the College Board of Education hereby honors and commends Kathryn E. Murphy for her loyalty, dedication and personal commitment to Chemeketa Community College.



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Neva Hutchinson  
Board Chairperson



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Julie Huckestein  
President/Chief Executive Officer


Separate Action-1  
May 15, 2019


**RETIREMENT RESOLUTION NO. 18-19-22  
LEANNE J. WHYGLE**

WHEREAS, Leanne J. Whygle began her 7-year association as a salaried employee, with Chemeketa Community College in September, 2012; and

WHEREAS, Leanne J. Whygle gave dedicated service to Chemeketa Community College currently as Instructor-Nursing, Health Sciences Department of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 19, 2019, the College Board of Education hereby honors and commends Leanne J. Whygle for her loyalty, dedication and personal commitment to Chemeketa Community College.

  
\_\_\_\_\_  
Neva Hutchinson  
Board Chairperson

  
\_\_\_\_\_  
Julie Huckestein  
President/Chief Executive Officer

**APPROVAL OF BUDGET COMMITTEE MEMBER SELECTION PROCESS FOR  
VACANCIES IN ZONE 4 AND ZONE 6 FOR 2019–2022  
[18-19-149]**

**Prepared by**

David Hallett, Vice President—Governance and Administration

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

**ACTION NECESSARY UNDER BOARD POLICY/PROCEDURE NO. 1170**

Mike Stewart, Zone 4	May appoint or advertise*
Gustavo Gutierrez-Gomez, Zone 6	May appoint or advertise*

**PROPOSED BUDGET MEMBER SELECTION TIMELINES**

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

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

It is recommended that the College Board of Education approve the appointment process, the subcommittee, and the timelines addressed above.

Action-2  
May 15, 2019

**APPROVAL OF COLLEGE POLICIES  
#2415—COLLEGE PUBLIC SAFETY AUTHORITY;  
#2550—INTEGRATED PEST MANAGEMENT;  
#3510—COLLEGE-FUNDED STUDENT EMPLOYEES: DEFINITION; AND  
#6060—CHEMEKETA COMMUNITY COLLEGE RESERVES POLICY  
[18-19-150]**

**Prepared by**

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

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**COLLEGE PUBLIC SAFETY AUTHORITY—POLICY #2415**

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

**INTEGRATED PEST MANAGEMENT—POLICY #2550**

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

**COLLEGE-FUNDED STUDENT EMPLOYEES: DEFINITION—POLICY #3510**

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

**CHEMEKETA COMMUNITY COLLEGE RESERVES—POLICY 6060**

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

The proposed changes are underlined and the former language has been stricken with lines through the text. The President's Advisory Council has reviewed the attached policies and recommends them for adoption.

It is recommended that the College Board of Education approve college policies #2415—College Public Safety Authority; #2550—Integrated Pest Management; #3510—College-Funded Student Employees: Definition; and #6060—Chemeketa Community College Reserves to become effective immediately.

Administrative Series—2000

## **COLLEGE PUBLIC SAFETY AUTHORITY**

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

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

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

*September 19, 2012*

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*Adopted College Board of Education*

*January 20, 2016*

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*Revised College Board of Education*

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<sup>1</sup> ORS 341.300

Administrative Series—2000

## **INTEGRATED PEST MANAGEMENT**

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

The IPM plan is a proactive strategy that:

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

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<sup>1</sup> ORS 634.700 et al

Administrative Series—2000

**INTEGRATED PEST MANAGEMENT** (Continued)

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

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

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



Action-2  
May 15, 2019

Policy #3510 POL

Personnel Series—3000

**COLLEGE-FUNDED STUDENT EMPLOYEES: DEFINITION**

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

July 17, 1985  
*Adopted College Board of Education*  
April 19, 2006; March 16, 2016  
*Revised College Board of Education*

Business Operations Series—6000

**CHEMEKETA COMMUNITY COLLEGE RESERVES POLICY**

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

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

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

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

General Fund Reserve:

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

Capital Fund Reserve:

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

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

Plant Emergency Fund:

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

Business Operations Series—6000

**CHEMEKETA COMMUNITY COLLEGE RESERVES POLICY (continued)**

Chemeketa Cooperative Regional Library Service (CCRLS) reserve:

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

Debt Service Fund Reserve:

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

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

Intra-College Services Fund Reserve:

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

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

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

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

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*Adopted College Board of Education*

Action-3  
May 15, 2109

**APPROVAL OF COLLEGE POLICY #4310—ACADEMIC FREEDOM  
[18-19-151]**

**Prepared by**

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

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**ACADEMIC FREEDOM—POLICY #4310**

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

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

It is recommended that the College Board of Education approve policy #4310.

Educational Program Series—4000

### ACADEMIC FREEDOM<sup>1,2</sup>

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

February 18, 2015

*Adopted College Board of Education*

Revised College Board of Education

<sup>1</sup> American Association of University Professors 1940 Statement of Principles

<sup>2</sup> Article 27 (Collective Bargaining Agreement)

<sup>3</sup> American Association of University Professors 1970 Interpretive Comments

Action-4  
May 15, 2109

**APPROVAL OF PROPOSED SCHEDULE OF COLLEGE  
BOARD OF EDUCATION MEETINGS FOR 2019–2020  
[18-19-152]**

**Prepared by**

David Hallett, Vice President—Governance and Administration

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

July 24 (fourth Wednesday) (Polk Center)

September 5—Board Work Session (TBA)

September 18 (Woodburn Center)

October 23

November 20

December 18

January 15

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

February 19

March 18

April 15

May 20

June 24 (fourth Wednesday)

*Tentative 2020–2021*

July 22 (fourth Wednesday) (Brooks Center)

It is recommended that the College Board of Education approve this schedule of dates for the meetings during 2019–2020.

Action-5  
May 15, 2109

**APPROVAL OF DIRECT SUPPORT PROFESSIONAL  
ASSOCIATE OF APPLIED SCIENCE DEGREE  
[18-19-153]**

**Prepared by**

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

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

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

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

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

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

**DIRECT SUPPORT PROFESSIONAL ASSOCIATE OF APPLIED SCIENCE DEGREE**

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



Action-5  
May 15, 2109

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

**APPROVAL OF PRESIDENTIAL EVALUATION PROCESS  
[18-19-154]**

**Prepared by**

Neva Hutchinson, Chair—Board of Education

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

The following timeline is proposed for consideration of completing and reporting the annual presidential evaluation. Due to Julie's retirement in July, the board agreed on a modified process.

October        The president presents a draft of goals for the upcoming year with respect to her personal performance to the board.

November      Board agrees on the final set of goals for the upcoming year.

April           Board Information item on process used to evaluate the president

June            The president will provide an executive summary that indicates how her goals, with respect to her personal performance, were addressed. Board members will agree on how the board wants to express their evaluation results.

Board members will use the executive summary and note what they would like to share and discuss with fellow board members in June.

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

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

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

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

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

# 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.

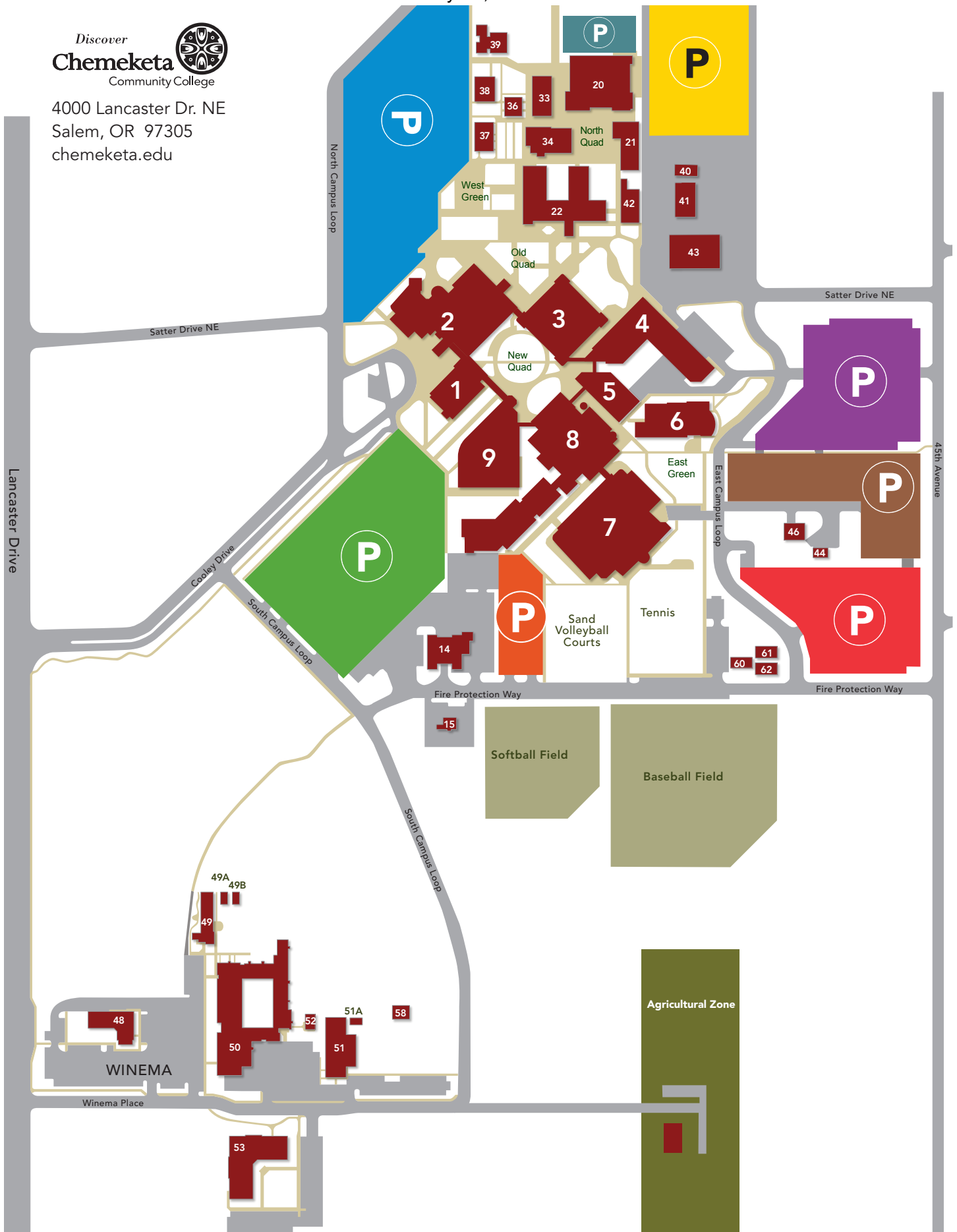
**Innovation** – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

**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  
May 15, 2019



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



Appendix-2  
May 15, 2019

Salem Campus

**Building and Primary Function(s)**

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

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

**Area or Service—Building/Room**

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

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

**Instructional Department Offices**

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

**Restrooms**

**SINGLE OCCUPANCY**

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

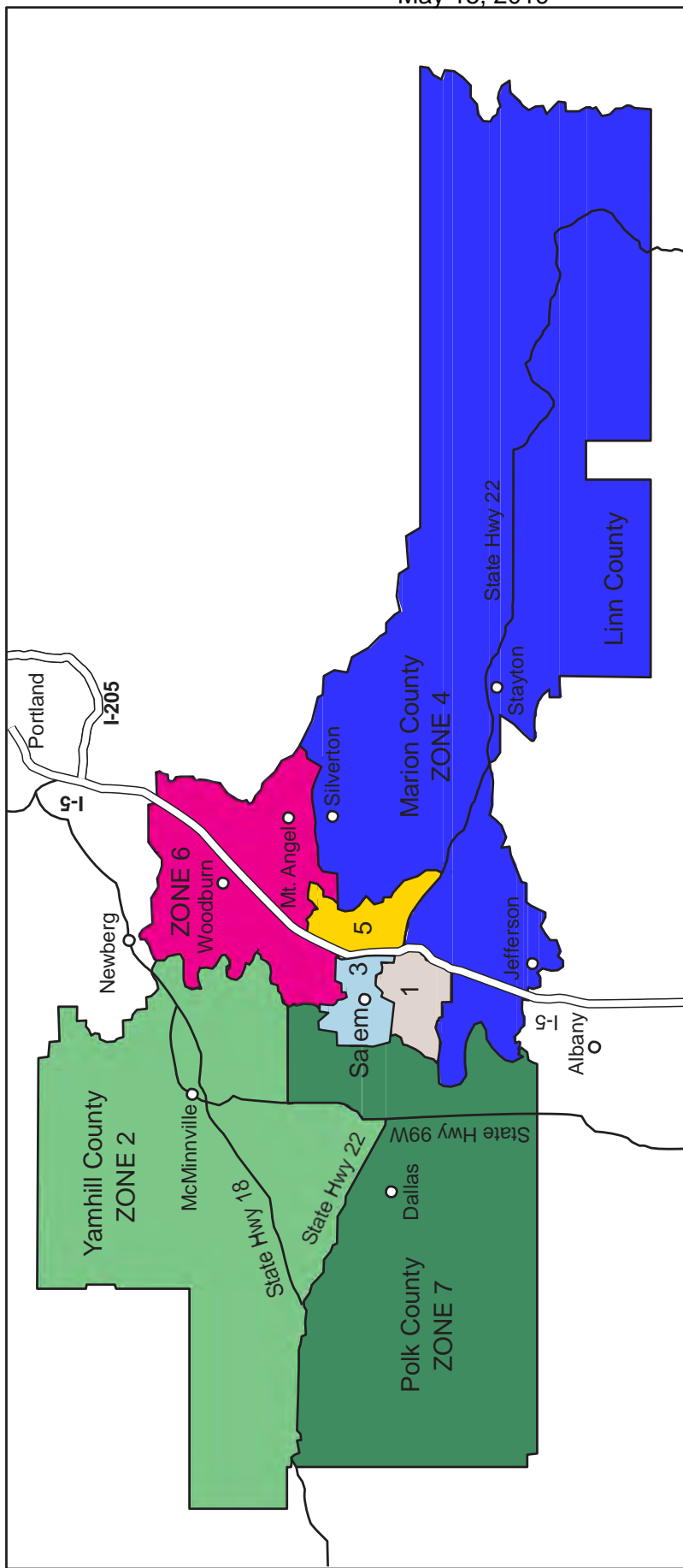
- Building 36—First floor
- Building 37—First floor
- Building 38—First floor
- Building 40—Second floor
- Building 50—First floor
- Building 51—First floor

**MOTHER'S ROOM**

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



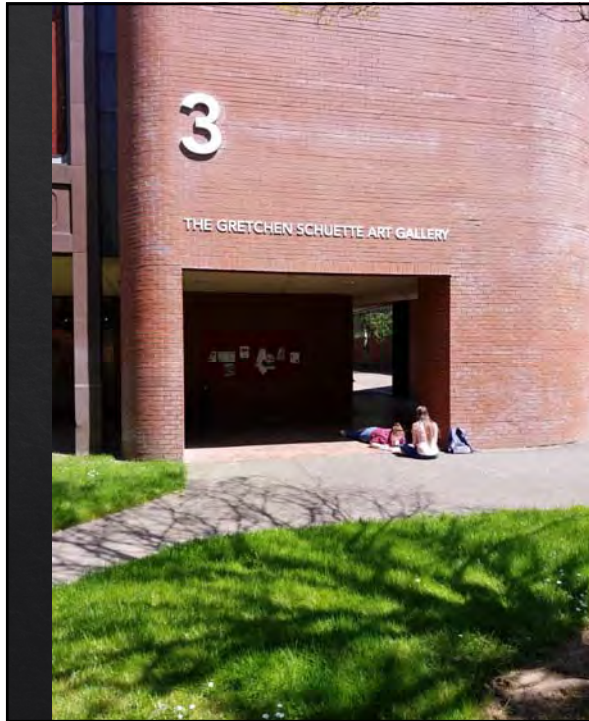
Chemeketa Community College  
**District Boundary and Board Zones**



**Board Members**

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

**Handouts**  
**May 15, 2019**



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.

Beauty and Reflection

Opportunity

Education and Community Partners

## Beauty and Reflection





Layers of Land

Corinne Loomis Dietz

# Different Viewpoints: The Landscape in Many Forms

The Gretchen Schuette Art Gallery  
Building 3, 122  
Chemeketa Community College  
Salem Campus

**October 31–November 30, 2018**

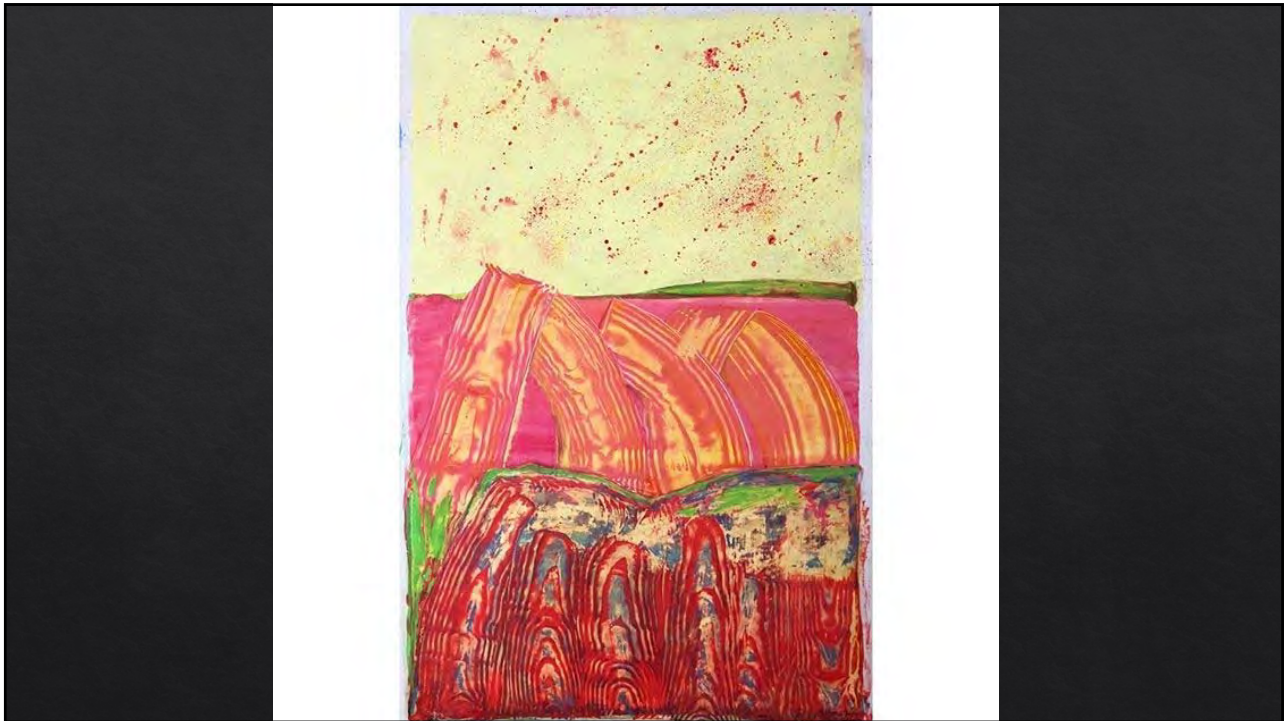
Reception October 31, 12–2pm with artist talk at 1pm

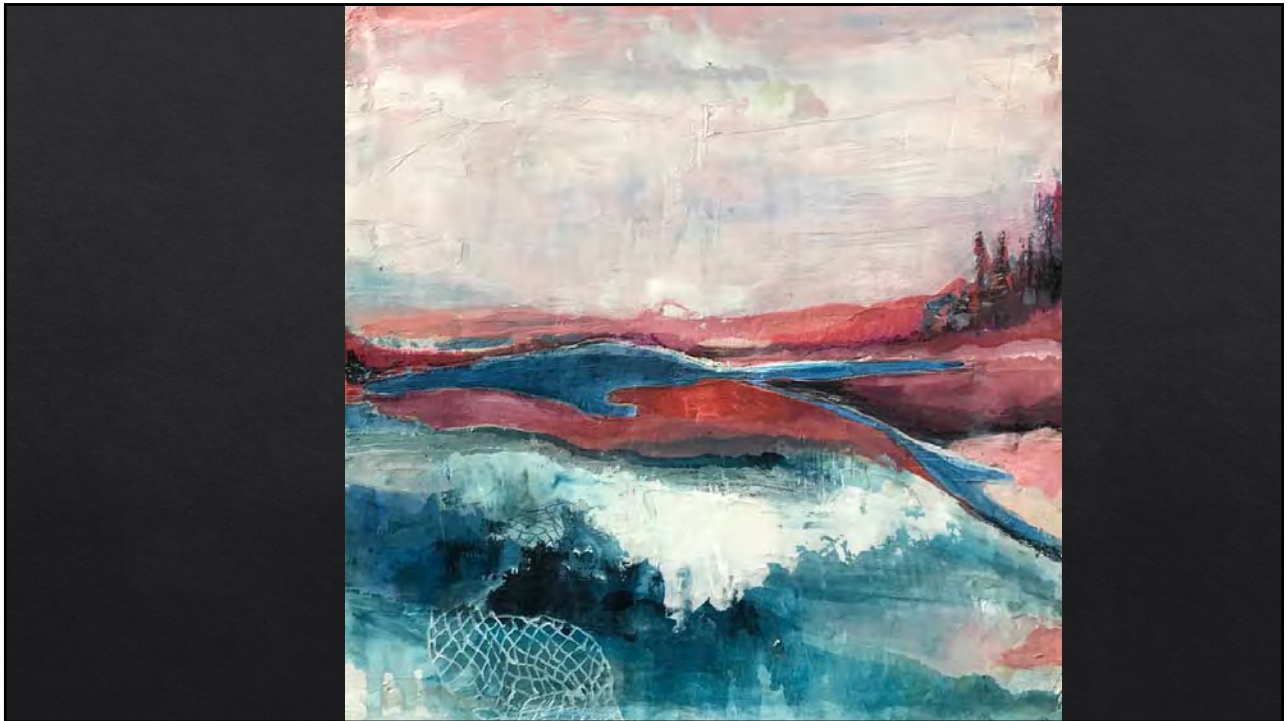
Jodie Garrison  
Cynthia Herron  
Corrine Loomis Dietz  
Drea Rose Frost  
Jens Lerback

EO/AA/ADA Institution  
Poster designed by Drew Robinson

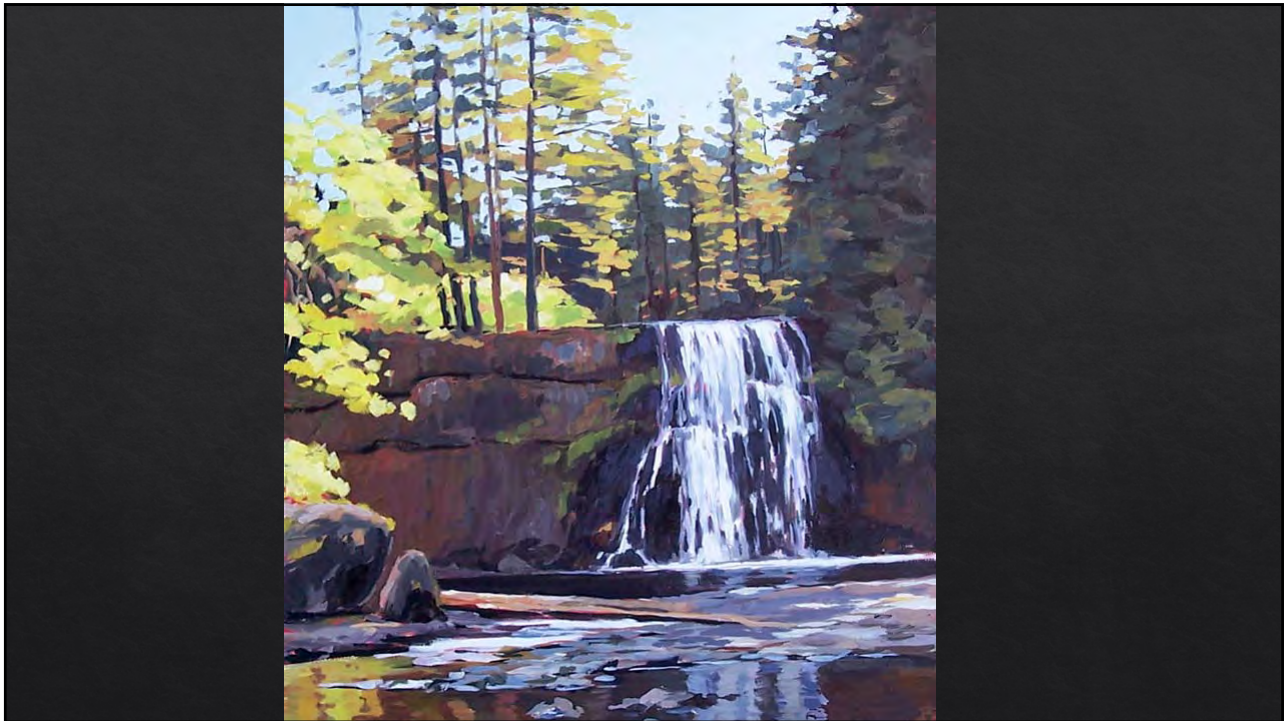


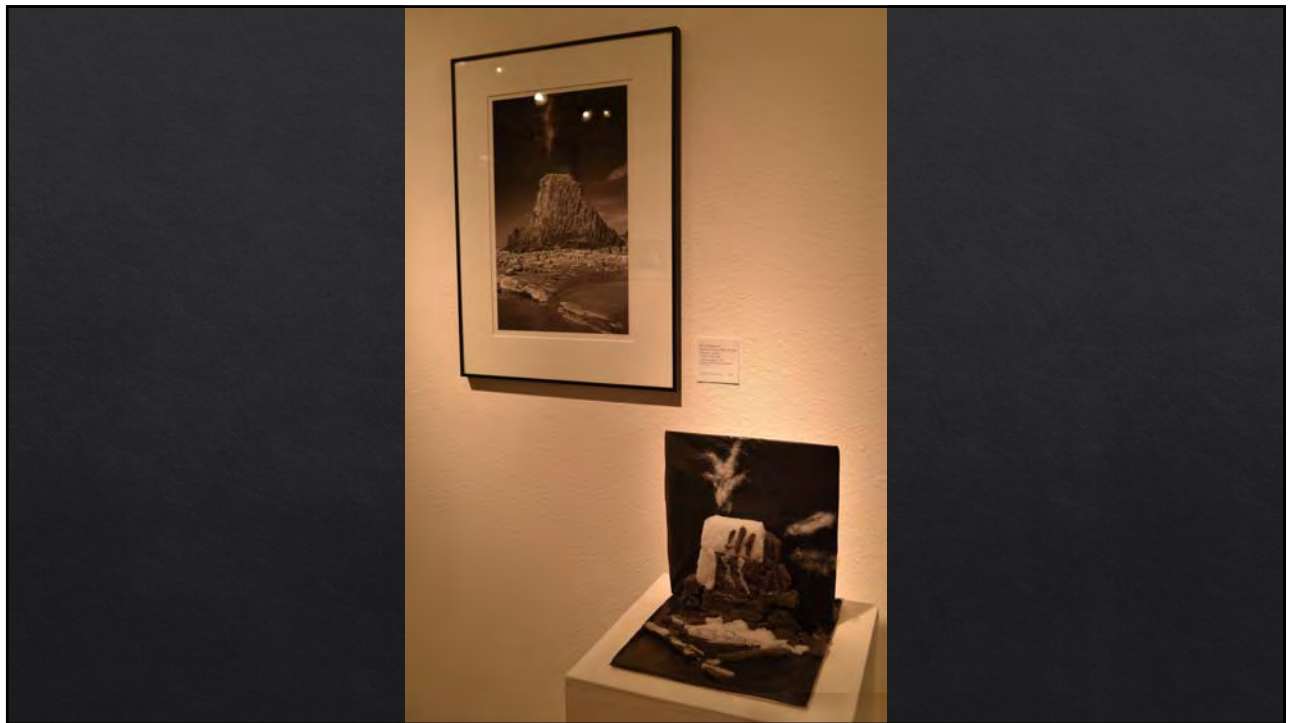
THE  
GRETCHEN SCHUETTE  
ART GALLERY














# Splendid Ambiguity

Meaning and Form in Fiber

FEB 13-MARCH 15



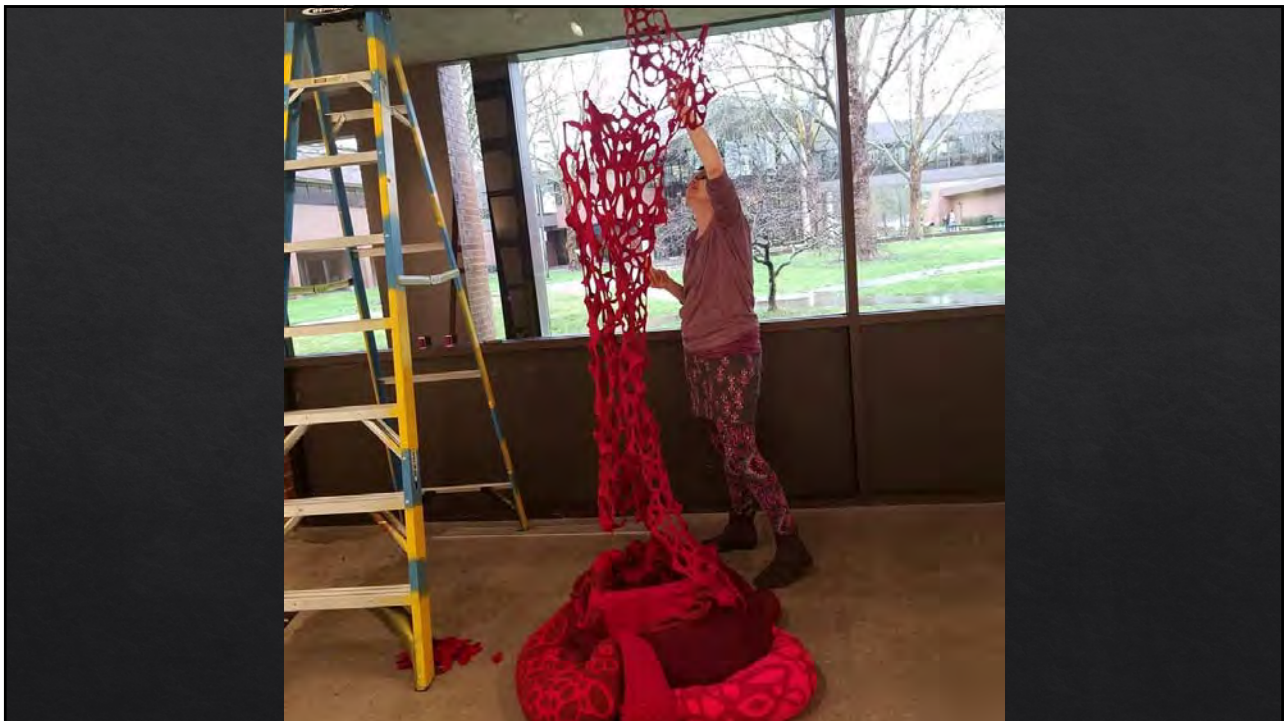
**ARTISTS**  
Amanda Triplett  
Emily Silvis  
Beth Grimsrud

**RECEPTION**  
February 21st  
from 12 p.m.-2 p.m.  
with artist's talk at 1 p.m.

**LOCATION**  
The Gretchen Schuette Art Gallery  
Building 3, 122  
Chemeketa Community College  
Salem Campus

Chemeketa Community College THE GRETCHEN SCHUETTE ART GALLERY Art by Amanda Triplett, Emily Silvis, Beth Grimsrud. Fiber design by Chemeketa Ladies' ECHAMADA Fiber Society









# Opportunity



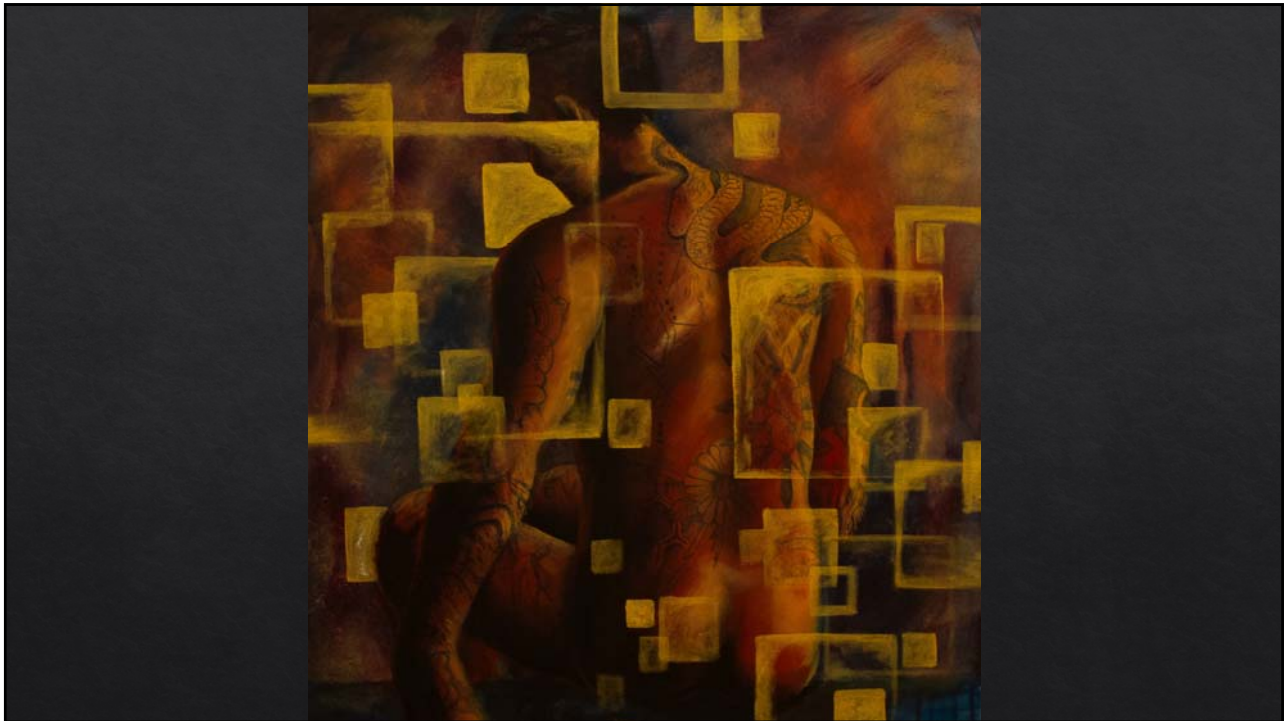


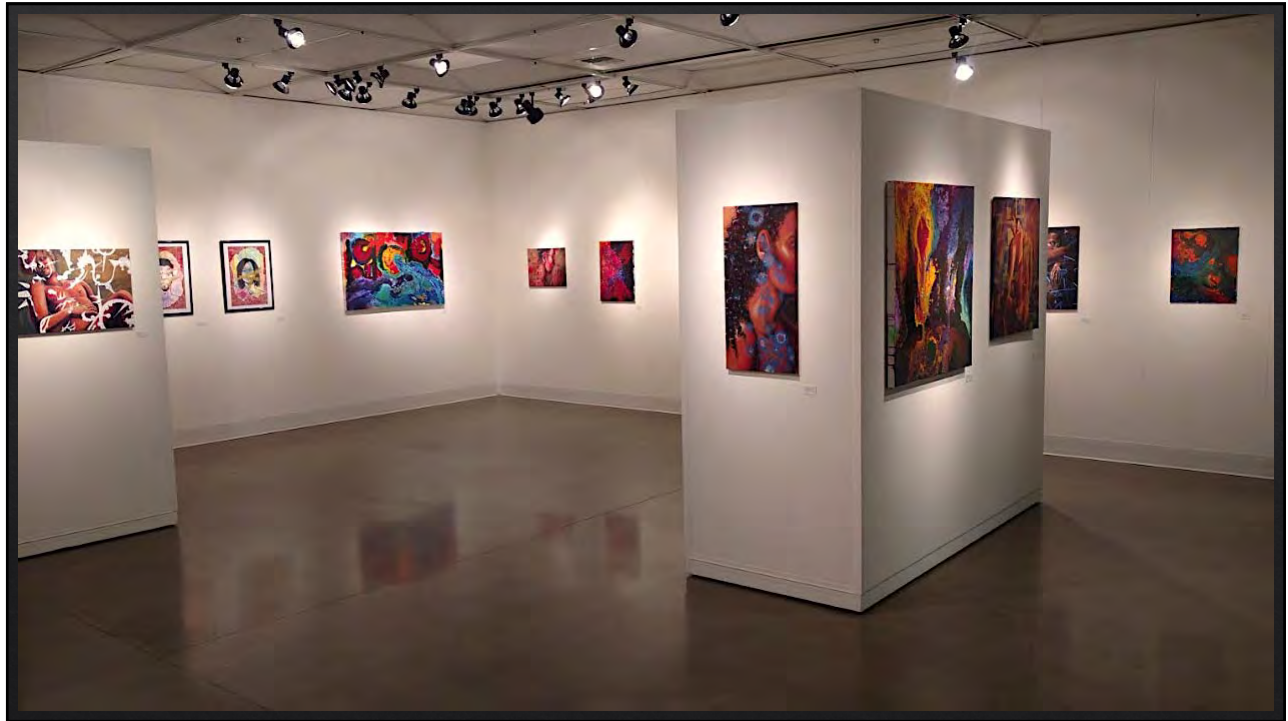
Clara Herbage and Rosalie Lingo  
ARTIST IN RESIDENCE | SUMMER 2018  
September 26–October 26 | Reception: October 3, noon–2 pm | Artist talk: 1 pm

Chemeketa THE OWENSON SCHRETTLE ART GALLERY EGANAWA/Tira 'N' estuwan

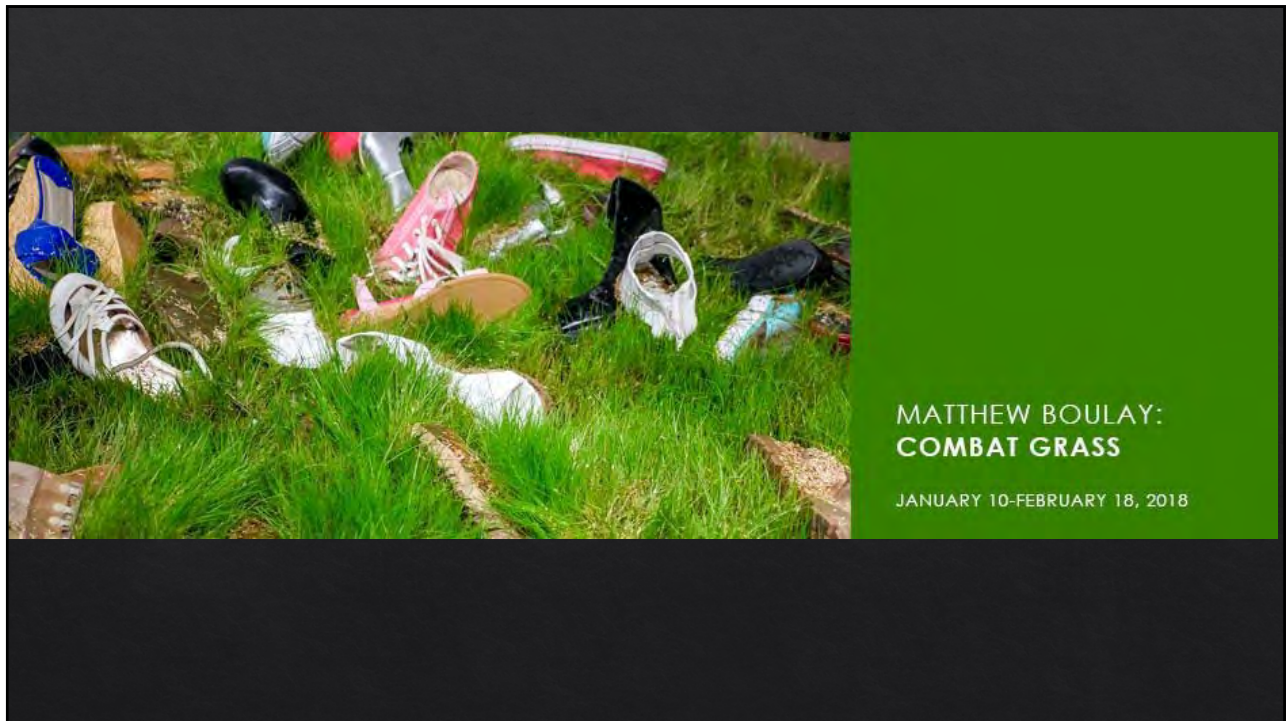






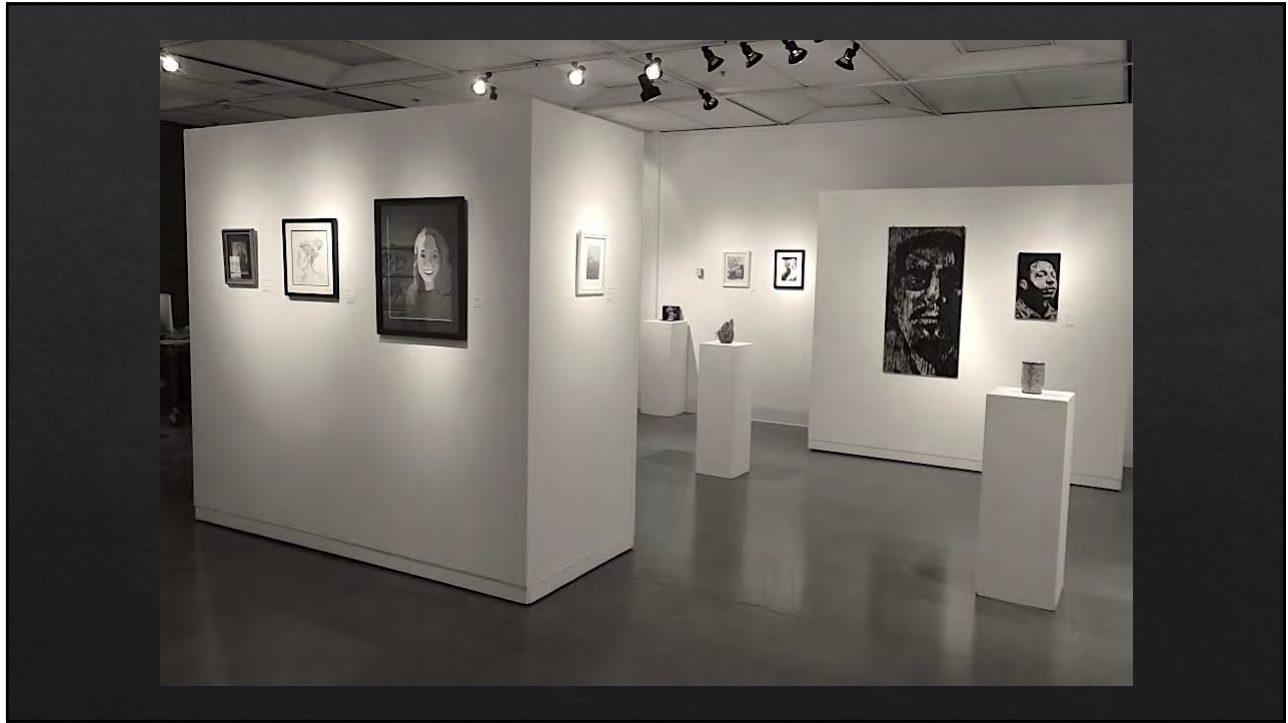


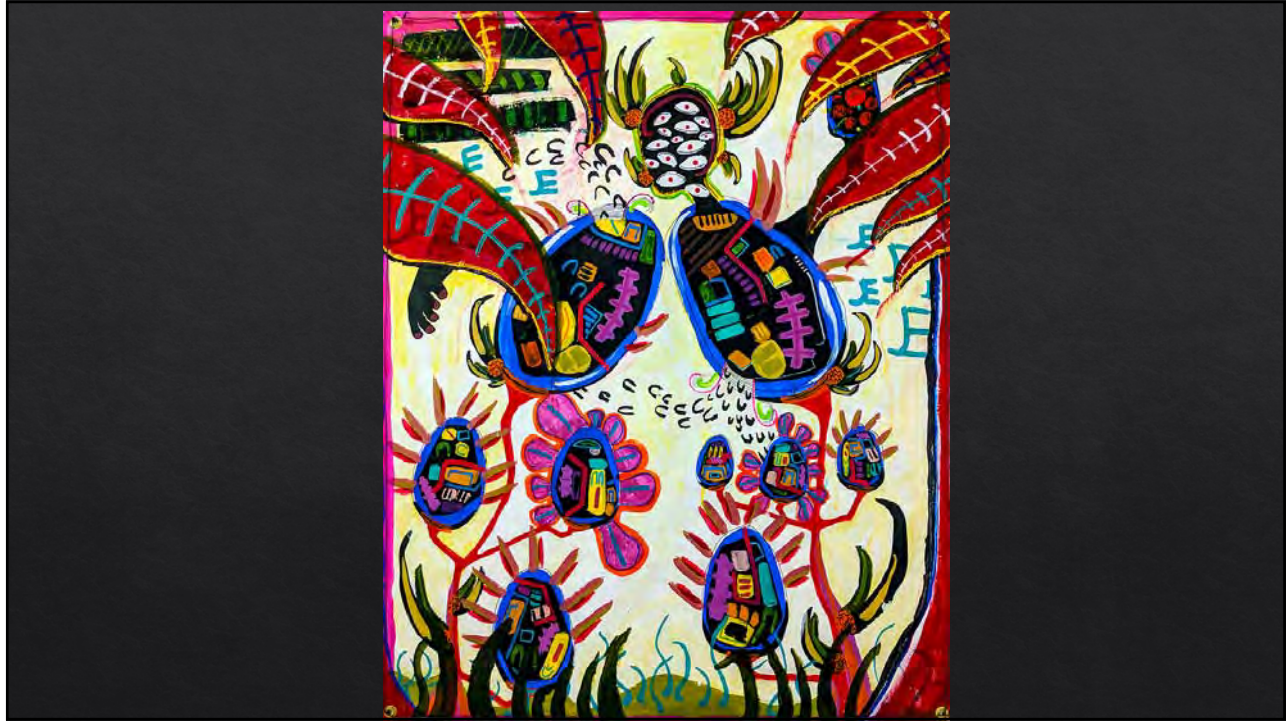






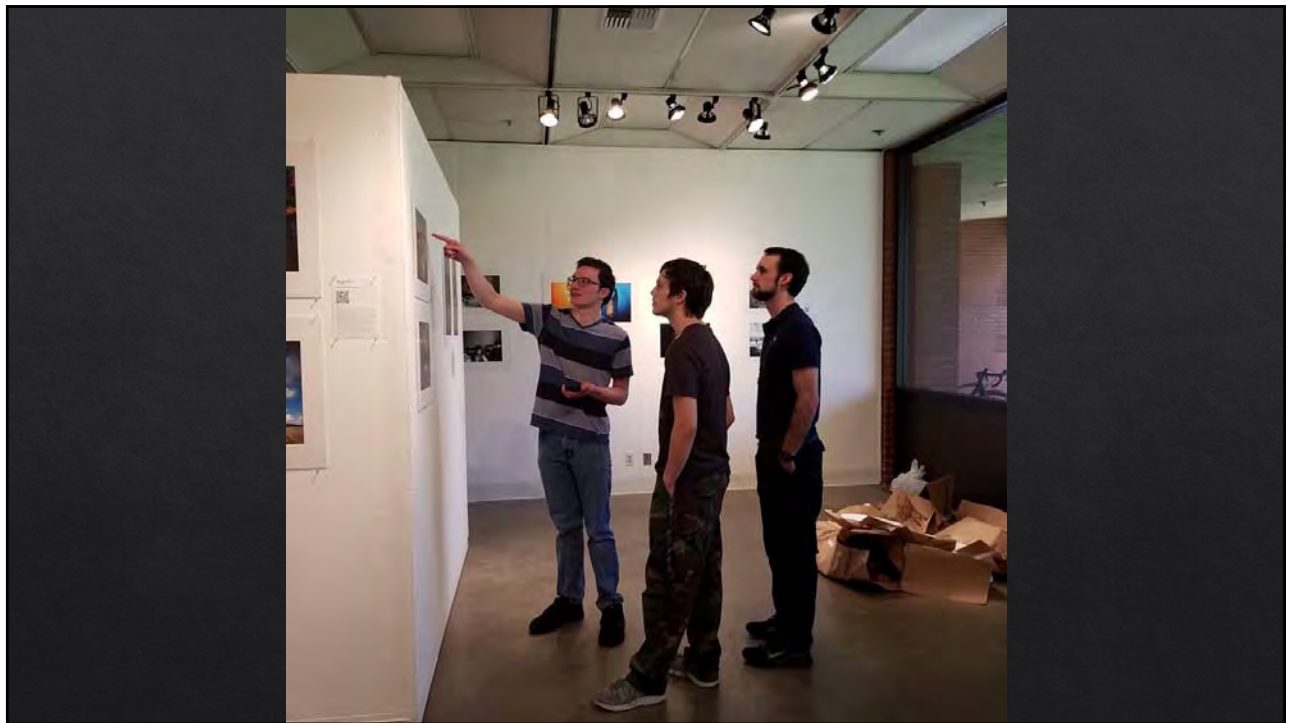


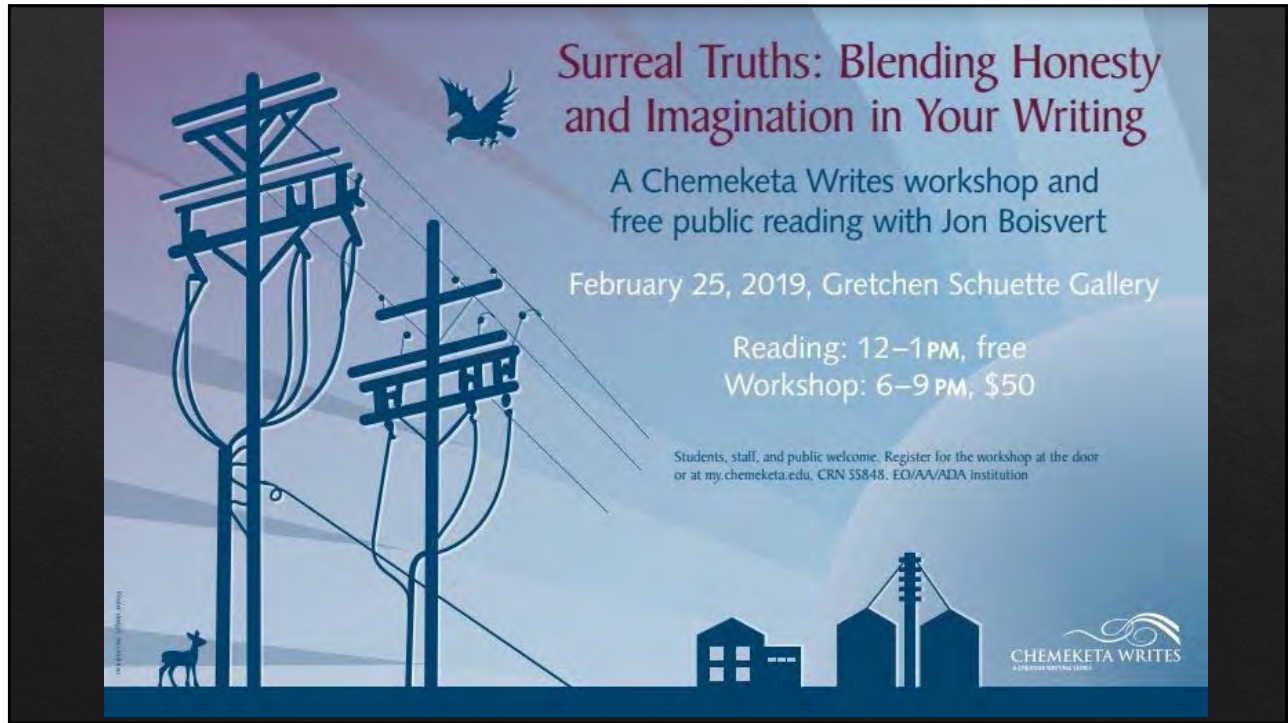




# Education Community Partners







# Surreal Truths: Blending Honesty and Imagination in Your Writing

A Chemeketa Writes workshop and free public reading with Jon Boisvert

February 25, 2019, Gretchen Schuette Gallery

Reading: 12–1 PM, free  
Workshop: 6–9 PM, \$50

Students, staff, and public welcome. Register for the workshop at the door or at [my.chemeketa.edu](http://my.chemeketa.edu), CRN 55848. EO/AA/ADA institution

CHEMEKETA WRITES  
A COMMUNITY OF WRITERS





*end.*

# SOAPBOX POETRY

## WINTER 2019

*begin*

January 14  
Jill Rupert  
"Hope"


February 4  
Jeremy Trabue  
"Old Stories, New Poems"

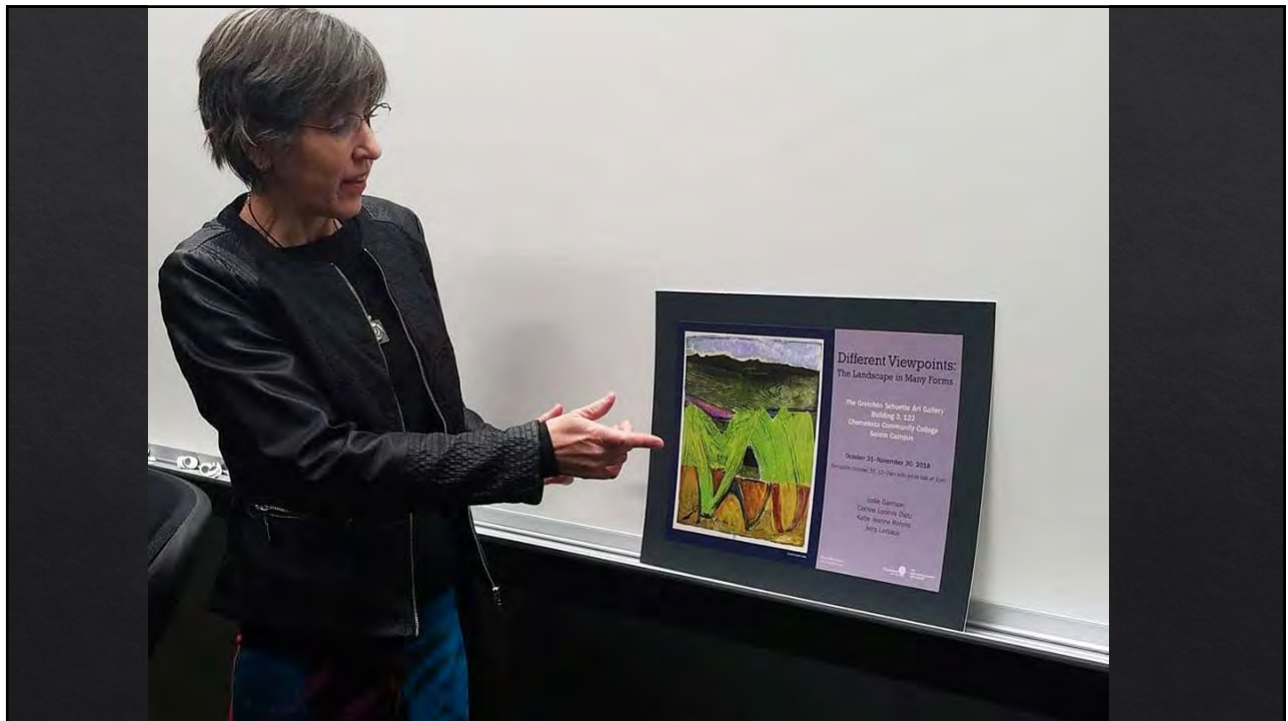
March 4  
Demetrius Ewing "A Life in Tragedy"

January 28  
Keith Russell  
"South by MidWest"

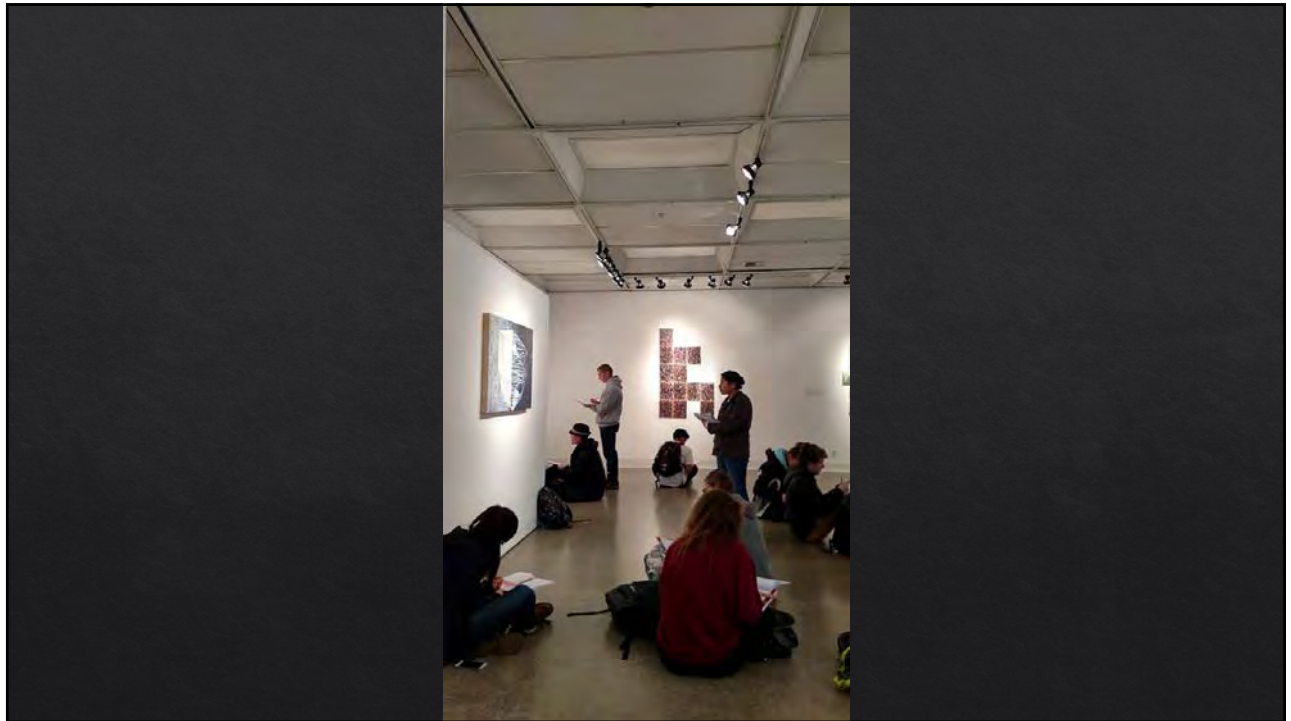
February 11  
Stephanie Lenox  
"Loves Me, Loves Me Not"

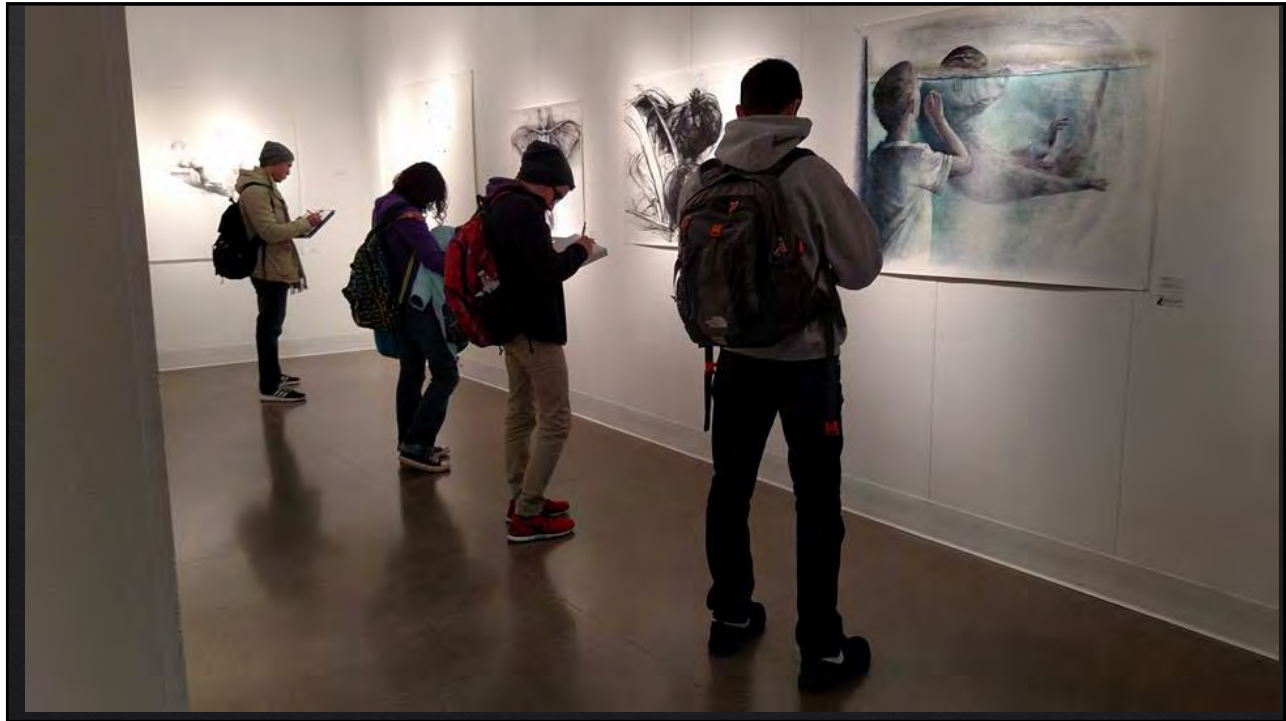
From 12:00 p.m.  
Until 12:20 p.m.  
in the Art Gallery









# Utopian Upcycle

*Making Art with Post Consumer Materials*

**Thursday, April 18th, 1-3 p.m.**

Student Center, Building 2  
Chemeketa Community College  
Salem Campus

EO/AA/ADA Institution

MAKE DAY

Make art from upcycled materials with artist, Jessica Ramey.  
**Free, open to the public.**

Chemeketa Community College THE GRETCHEN SCHUETTE ART GALLERY

A promotional poster for an event. The background is a blurred image of a cardboard house with a small figure standing in front of it. A white flag on a stick is attached to the house, with the words 'MAKE DAY' written on it. The text is overlaid on the image in white and black. There is a red box with white text in the bottom right corner.





## Cultural Conversations

from Iran to America

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### April 3rd – May 3rd

Reception: Wed, April 10th from 12 PM–2 PM  
with an curator’s talk at 1 PM

The Gretchen Schuette Art Gallery, Building 3/122  
Chemeketa Community College, Salem Campus

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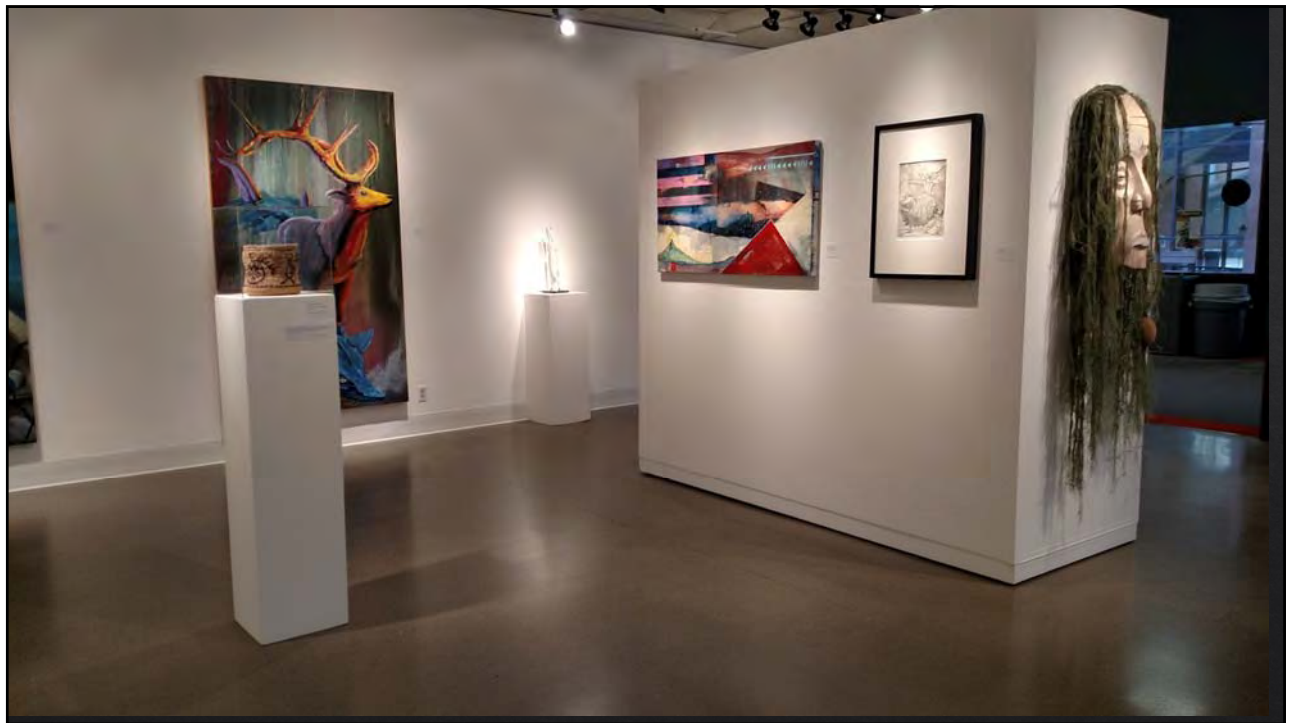
**Setareh Ghoreishi**

Ghoreishi’s work conveys her experience of coming from Iran to the United States. Through provocative combinations of imagery and installation, the artist explores the combination of her traditional Iranian culture and the consumer culture of the United States. Ghoreishi cleverly uses her training in graphic design to subvert everyday objects like fast food packaging and the credit card. The viewer is left to wonder about the dominant aspect of consumer culture in the American lifestyle.

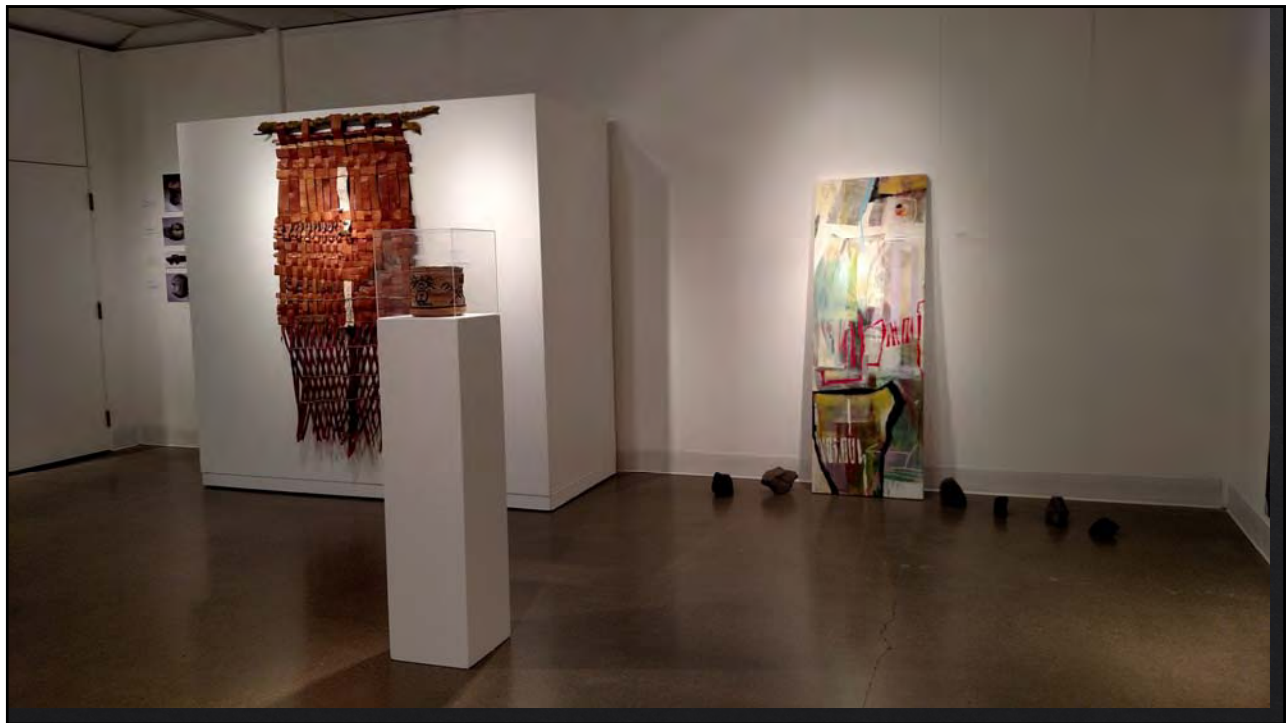
©2018 Setareh Ghoreishi



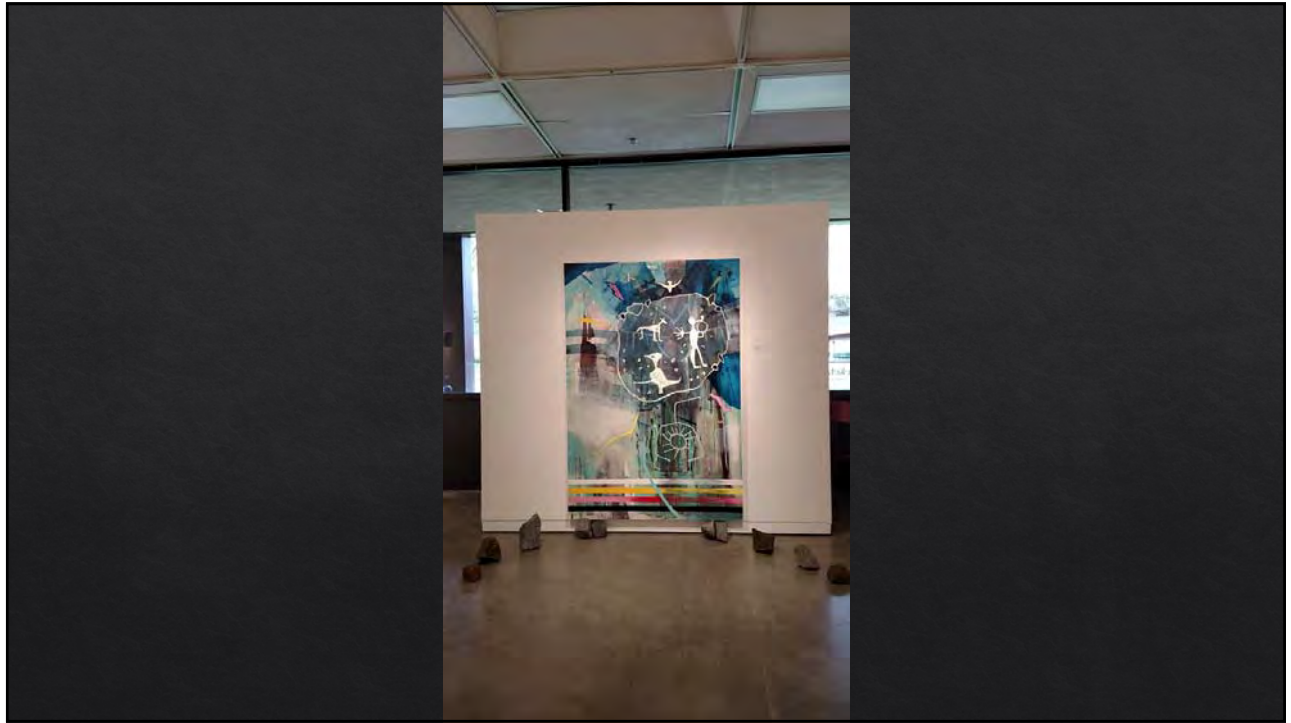










Presenting:  
2019 Music Program Update



Music

Chemeketa Community College

## Growth of the Music Program

**2016-2017**

A few Music classes, such as first-year Music Theory, a couple of online courses, ensembles, and some lessons.

All of this taking place in just one classroom (5-112) with only 6 instructors and one piano.

58 students enrolled in ensembles, 19 in Applied Lessons, and 37 in classes (111 total).

**2018-2019**



## Growth of the Music Program

### 2016-2017

A few Music classes, such as first-year Music Theory, a couple of online courses, ensembles, and some lessons.

All of this taking place in just one classroom (5-112) with only 6 instructors and one piano.

58 students enrolled in ensembles, 19 in Applied Lessons, and 37 in classes (111 total). FTE = 17.05

### 2018-2019

A comprehensive, transferable, two-year Music Program consisting of two years of Music Theory, two years of Aural Skills, with Applied Lessons offered for Piano, Voice, Composition, Conducting, and 17 different instruments.

Now in three rooms (5-249, 250, and 251), with 19 instructors, six pianos, and many other instruments.

60 students enrolled in ensembles, 121 in Applied Lessons, and 116 in classes (297 total). FTE = 21.37

## Outreach

- Ongoing visits to area high school music programs;
- Official presence at local, area, and state music events and conferences;
- Professional growth opportunities for area music educators;
- Acclaimed Artist Series!

## Concert Series (2018-2019)

- Calmus Ensemble (November 17, 2018)
- Escher String Quartet (January 23, 2019)
- Boston Brass (March 4, 2019)
- Chanticleer (April 16, 2019)

## Concert Series (2019-2020)

- Huun Huur Tu (September 30, 2019)





## Concert Series (2019-2020)

- Huun Huur Tu (September 30, 2019)
- Voces8 (October 30, 2019)



## Concert Series (2019-2020)

- Huun Huur Tu (September 30, 2019)
- Voces8 (October 30, 2019)
- More to come . . .

○ [go.chemeketa.edu/musicseries](https://go.chemeketa.edu/musicseries)

## Special Thanks To:

- Don Brase, Executive Dean (GETS);
- President Julie Huckestein, CCC Cabinet, and the Board of Education;
- Chemeketa Foundation & Marketing;
- Keith Russell, Dean of Liberal Arts;
- Many, many others, especially: Angie Ross, Nancy Duncan, Terri Jacobson, Terry Rohse, and our donors!



Music

Chemeketa Community College



# Horticulture New Degree

Associate of Science

Horticulture with transfer to Oregon State University



## Rationale for Degree

- Designed for students that intend to transfer to Oregon State University (OSU) to pursue a four-year Bachelor of Science (BS) degree in Horticulture.
- Students that complete the Associate of Science (AS) degree will be prepared to enroll in upper-division courses at OSU.
- Students are able to complete their BS in Horticulture in two to three years after transferring.
- Upon completion of their BS degree in Horticulture, students can either enter the workforce or choose to pursue a Master's of Science for a competitive advantage in the job field.



## Labor Market Need

- Jobs associated with a four-year Bachelor of Science degree in Horticulture.
  - Plant Breeder & Geneticist, Agronomist, Soil & Plant Scientist, Horticultural Manager, Botanical Curator, and Crop Manager
- Typical entry level education for a Soil and Plant Scientist is a Bachelor of Science degree.
- Those with a Master of Science degree have a competitive advantage in the labor market.
- 2018 wages
  - Oregon 50<sup>th</sup> percentile (median): \$32.34
  - Highest 50<sup>th</sup> percentile (Central Oregon): \$34.29
  - Lowest 50<sup>th</sup> percentile (Columbia Basin): \$23.15
  - Mid-Valley 50<sup>th</sup> percentile: \$32.82/hour, \$70,171/annually



## College Capacity Impact

- AS courses are comprised of existing course offerings from:
  - Horticulture
  - Soil science
  - General studies
- Mandatory Advising and Cooperative Work Experience will be managed by Horticulture faculty.



## AS in Horticulture Input and Development

- Since the AS degree is comprised of courses from existing programs, the Horticulture advisory committee approved this degree.
  - The advisory committee identified and approved the AS degree to help bridge the gap between students interested in pursuing an AAS degree in Horticulture and those interested in transferring to OSU.
- Collaboration with Kelly Donegan, department lead advisor for Horticulture at OSU, was completed for feedback about course selection and transferability.
- Input from Tim Pierce, Curriculum Coordinator for Chemeketa, was used to develop the degree



## Horticulture Advisory Committee

Bailey	Rod	Alder Springs Enterprises
Binning	Victoria	OSU Extension Marion County
Burk	Taylor	Heritage Seedling Nursery
Colman	Bruce	Woodburn Nursery
Fernandez-Salvador	Javier	OSU Extension Marion County
Fisher	Jim	Retired from forest resource industry
Hibbard-Swanson	Jared	Marion-Polk Foodshare
Knobloch	Brenda	Salem-Keizer Education Foundation
Ray	Tim	Dallas High School
Stone	Jeff	Oregon Association of Nurseries
Tancredi	Val	Retired from irrigation industry
Weeks	Bradley	Weeks Berry Nursery
Zielinski	Josh	Alpha Nursery