

A large, stylized graphic of a fish, likely a salmon, is positioned on the left side of the page. The fish is rendered in a dark olive green color with white outlines for its scales and fins. It is facing right. The background of the entire page is a light olive green with a subtle gradient.

Regular Meeting

March 17, 2021

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

BOARD OF EDUCATION

Regular Meeting

March 17, 2021

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

- | | | | |
|---|--|-------------------------------------|-------|
| I. Workshop | 4–4:30 pm | Web Conferencing/Live Stream | |
| Video Tour of Diesel Technology Program | | | 1–2 |
| Jim Eustrom, Vice President—Academic Affairs/Campus President, Yamhill Valley | | | |
| II. Administration Updates | 4:30–5:15 pm | Web Conferencing | |
| III. Regular Session | 5:30 pm | Web Conferencing/Live Stream | |
| A. Call to Order | | | |
| B. Roll Call | | | |
| C. Comments from the Public | | | |
| D. Approval of Minutes—Workshop and Regular Board Meeting of February 24, 2021 | | | 3-10 |
| E. Reports | | | |
| 1. Reports from the Associations | | | |
| a. Antonio Martinez | Associated Students of Chemeketa (ASC) | | 11 |
| b. Steve Wolfe | Chemeketa Faculty Association | | 12 |
| c. Terry Rohse | Chemeketa Classified Employees Association | | 13–14 |
| d. Marshall Roache | Chemeketa Exempt Employees Association | | 15 |
| 2. Reports from the College Board of Education | | | |
| 3. Academic and Student Affairs Report | | | |
| a. Jim Eustrom | | | |
| b. Bruce Clemetsen | | | |
| F. Information | | | |
| 1. Presentation of 2019–2020 Federal Single Audit Report | | | 16 |
| Miriam Scharer, Vice President/Chief Financial Officer | | | |
| 2. 2021–2022 Sabbatical Leave Requests | | | 17–19 |
| Jim Eustrom, Vice President—Academic Affairs/
Campus President, Yamhill Valley | | | |

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| 3. | Exploring Bond Measure Feasibility
Jessica Howard, President/Chief Executive Officer | 20 |
| 4. | Irrigation Technician Certificate of Completion
Jim Eustrom, Vice President—Academic Affairs
Campus President, Yamhill Valley | 21–22 |

G. Standard Reports

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| 1. | Personnel Report
David Hallett, Vice President—Governance and Administration | 23–24 |
| 2. | Budget Status Report
Miriam Scharer, Vice President/Chief Financial Officer | 25–28 |
| 3. | Purchasing Report
Miriam Scharer, Vice President/Chief Financial Officer | 29–30 |
| 4. | Capital Projects Report
Miriam Scharer, Vice President/Chief Financial Officer | 31 |
| 5. | Chemeketa Community College COVID-19
Health and Safety Operational Plan
Miriam Scharer, Vice President/Chief Financial Officer | 32 |
| 6. | Recognition Report
Jessica Howard, President/Chief Executive Officer | 33–34 |

H. 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. | Acceptance of 2019–2020 Federal Single Audit Report
Miriam Scharer, Vice President/Chief Financial Officer | [20-21-134] 35 |
| 2. | Approval of College Policy #4030—
Graduation Requirements
Jim Eustrom, Vice President—Academic Affairs/
Campus President, Yamhill Valley | [20-21-135] 36–38 |
| 3. | Approval of Limited Residential Electrician
Certificate of Completion
Jim Eustrom, Vice President—Academic Affairs/
Campus President, Yamhill Valley | [20-21-136] 39–40 |
| 4. | Approval of Contract Award for Admissions
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Miriam Scharer, Vice President/Chief Financial Officer | [20-21-137] 41 |

I. Appendices

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| 2. | Campus Map | 43–44 |
| 3. | District Map | 45 |

J. Future Agenda Items

K. Board Operations

L. Adjournment

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

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

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

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

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

VIDEO TOUR OF DIESEL TECHNOLOGY PROGRAM

Prepared by

Kevin Ruby, Faculty—Diesel Technology Program
Jordan Bermingham, Interim Dean—Brooks Regional Training Center
Marshall Roache, Interim Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Academic Affairs/Campus President, Yamhill Valley

Due to the remote nature of the Board meeting, a video tour of the Diesel Technology program and space will be shared with Board Members. Jordan Bermingham will give an overview of the Diesel Technology program. Kevin Ruby, Diesel Technology faculty, will provide an overview of the newly established space. The video will also contain commentary from students.

DIESEL TECHNOLOGY AT CHEMEKETA AND IN THE COMMUNITY

The demand for people with a background in Diesel Technology is expected to increase through 2024 due to the combination of higher than average job openings and an average rate of growth according to the Employment Department for the State of Oregon.

For the Mid-Valley area of Oregon (Marion, Polk, and Yamhill Counties), occupation programs are expected to grow at 13.9 percent with an average annual wage of \$43,056.

As of March 3, 2021, there were 262 statewide job listings including 33 jobs in the Mid-Valley according to the Oregon Employment Department website.

As part of vetting the establishment of a Diesel Technology program, Chemeketa held an employer forum on December 10, 2015, employers from the following companies attended:

- Pape'
- TEC Equipment
- Ag West Supply
- McCoy Freightliner
- Brattain International Trucking
- North Santiam Paving Company
- Brim Tractor
- RPD Services
- OVS
- Yamhill County
- Salem-Keizer School District

CURRICULUM

The Diesel Technology curriculum and program were approved on May 4, 2017 by Chemeketa's Curriculum Committee and then approved by the College Board of Education on October 18, 2017. Chemeketa Community College has partnerships with local high schools to offer diesel technology courses at the high schools for college credit. These courses will prepare students for entry into the program soon after graduating. Other required and general education courses will be valuable in preparation for entrance into the program and the workforce.

Diesel technicians repair and maintain diesel powered trucks and agricultural equipment and support systems. This program is designed to prepare students for entry-level positions in diesel service technology. Training is varied to give students a broad understanding and background in the different phases of the diesel service industry. The program is an industry-specific two-year associate degree program with required internship hours and is designed to prepare individuals to become qualified diesel service technicians. Students learn how to work on many types of diesel equipment including agricultural, construction, forestry, semi-truck and earth moving equipment.

The Diesel Technology program combines technical and academic education with real world experience through internships within the program. Students learn about engine fundamentals, machine hydraulics, fuel systems, electrical systems, transmissions, torque converters, undercarriage, final drives and more. During internships, students have the opportunity to experience a future career firsthand through on-the-job training focused on their area of choice. Upon completion of the program, students will earn a Diesel Technology Associate of Applied Science Degree.

FACILITIES

The Diesel Technology program is located at the Brooks Regional Training Center. Chemeketa leased the new space in a building adjacent to the well-established, and highly active Brooks campus. The space includes 10,000 square feet of instructional space and capacity diesel powered vehicles, including semis. Tenant improvements to the space were completed winter 2020 in advance of the first cohort launch winter term 2021.

APPROVAL OF BOARD MINUTES

Prepared by

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

Minutes of the board meeting of February 24, 2021, 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.

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

February 24, 2021

I. WORKSHOP

Postponed.

II. EXECUTIVE SESSION

Executive Session was called to order at 4:45 pm via Zoom. Executive Session was held in accordance with ORS 192.660(2)(a) employment issues; and (d) negotiations.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Jim Eustrom, Vice President, Academic Affairs/Campus President, Yamhill Valley Campus; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; Miriam Scharer, Vice President/Chief Financial Officer, College Support Services.

Executive Session ended at 4:52 pm.

III. ADMINISTRATION UPDATES

Open session reconvened at 4:52 pm via Zoom.

The following updates were shared or discussed with the board: Association of Community College Trustees (ACCT) National Legislative Summit (NLS) debrief; chair and vice chair of Budget Committee; Aspen New President's Fellowship; legislative update; president's report; bond exploration; new certificate and suspension of certificate; site, building, and room identification; budget calendar date changes; academic standing implementation; and board agenda preview.

A recess was taken at 5:27 pm.

IV. REGULAR SESSION

A. CALL TO ORDER

Jackie Franke, Vice Chair, reconvened the board meeting at 5:30 pm via Zoom.

B. ROLL CALL

Members in Attendance: Betsy Earls (arrived at 5:33 pm), Jackie Franke, Vice Chair; Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson. Absent: Ed Dodson, Chair (excused)

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Jim Eustrom, Vice President, Academic Affairs/Campus President, Yamhill Valley Campus; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice

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President, Student Affairs; Miriam Scharer, Vice President/Chief Financial Officer, College Support Services.

Board Representatives in Attendance: Antonio Martinez, Associated Students of Chemeketa (ASC); Terry Rohse, Chemeketa Classified Association; Steve Wolfe, Chemeketa Faculty Association; and Marshall Roache, Chemeketa Exempt Association.

C. COMMENTS FROM THE PUBLIC

None

D. SEPARATE ACTION

Approval of Retirement Resolution No. 20-21-11, Sandra Aguinaga

Diane Watson read the retirement resolution for Sandra Aguinaga for her 18 years, six months of service. Sandra shared a few words, and board members thanked Sandra for her service.

E. APPROVAL OF MINUTES

Ken Hector moved and Neva Hutchinson seconded a motion to approve the minutes of the board meeting on January 21, 2021, and budget committee orientation on January 26, 2021.

The motion CARRIED.

H. REPORTS

Reports from the Associations

Antonio Martinez, Associated Students of Chemeketa, mentioned he would be filling in for Samantha Brennan for the remainder of the term and highlighted several events. Jackie Franke was impressed with the number of events ASC holds, and asked how many students usually attended. Antonio stated he would have a student estimate for the March board meeting.

Steve Wolfe, Chemeketa Faculty Association, said the report stands as written and highlighted several examples of innovative instruction by faculty members.

Terry Rohse, Chemeketa Classified Association, said the report stands as written. Terry thanked Facilities, Public Safety, and Payroll department staff for all of the work they performed after the ice storm.

Marshall Roache, Chemeketa Exempt Association, said the report stands as written. Marshall thanked Antonio Martinez for stepping up into a leadership role.

Reports from the College Board of Education

Diane Watson attended the Budget Committee orientation, Mid-Valley Business and Industries Alliance Kick-Off, Association of Community College Trustees (ACCT) Diversity, Equity and Inclusion Committee, Oregon Community College Association (OCCA) Congressional Organization meeting, and Oregon Delegation preparation meeting, virtual ACCT National Legislative Summit (NLS), virtual legislative meetings with Senators Jeff Merkley and Ron

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Wyden, and Representatives Suzanne Bonamici and Kurt Schrader, and quarterly meeting with Jessica Howard.

Ron Pittman attended the McMinnville and Willamina School District Board meetings, Budget Committee orientation, OCCA Congressional Organization meeting, and Oregon Delegation preparation meeting, virtual ACCT/NLS, and monthly meeting with Paul Davis and Danielle Hoffman for an update on the Yamhill Valley Campus (YVC).

Ken Hector attended two ACCT webinars, Budget Committee orientation, Mid-Valley Business and Industry webinar, Chemeketa Small Business Development Group webinar, virtual ACCT/NLS, OCCA Congressional Organization meeting, and Oregon Delegation preparation meeting, virtual legislative meetings with Senators Jeff Merkley and Ron Wyden, and Representatives Suzanne Bonamici and Kurt Schrader.

Neva Hutchinson attended the Budget Committee orientation, attended the virtual legislative meetings, and quarterly meeting with Jessica.

Jackie Franke attended several previously mentioned meetings and extended an invitation to everyone for the Mid-Willamette Valley Council of Governments Annual Meeting and Awards Ceremony on March 10.

Reports from the Administration

Jim Eustrom stated there were three items to discuss. Jim thanked Heidi Gilliard, Director, Institutional Research and Reporting, Mary Ellen Scofield, Program Review and Accreditation Specialist, Julie Peters, Dean, Academic and Organizational Effectiveness, and staff for their work on the six-year accreditation report. In addition, Jim thanked CFA, faculty, and staff for putting together a plan to assist students in completing the term and meeting academic objectives due to the week-long campus closure from the ice storm. Also, Jim is working with Bruce Clemetsen, Executive Deans and a consultant to develop a more vital academic plan. The plan will be finished at the end of the term and shared with the board.

Jackie Franke thanked Jim and staff for always looking for ways to support students.

G. INFORMATION

College Policy #4030, Graduation Requirements

Jim Eustrom introduced Brett Malley, Chair, Academic Standards Advisory Council (ASAC), and Heather Misener, Graduation Services Coordinator. Brett noted the policy was approved by ASAC on January 15, 2021, and the policy template from OCCA was utilized. Heather stated the existing policy fit within the OCCA template, and there were additional updates for two new degree types being approved.

Limited Residential Electrician Certificate of Completion

Jim Eustrom introduced Meagan Cogswell, Director, Apprenticeship. Megan stated Independent Electrical Contractors (IEC) Oregon is Chemeketa's long term partner, and last year IEC Oregon created a two-year Residential Electrician Apprenticeship Program approved through the Bureau of Labor and Industries Apprenticeship and Training division. In response to their

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new program, the college received approval from IEC Oregon and created a Residential Electrician Certificate for students.

H. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written.

Budget Status Report

Miriam Scharer referred to the Statement of Resources and Expenditures and noted the report included an additional payment from the state since last month, tuition and fees were inclusive of winter term, and property tax revenue, possibly due to a timing issue, is slightly less than last year. The Budget Status report reflects personnel expenditures are down five percent compared to last year. On the Status of Investments, the interest rate remains the same; however, some January investments have a higher interest rate than the short-term fund, and a couple have a significantly lower rate depending on what is available at that time.

Capital Projects Report

Rory Alvarez said the report stands as written and thanked the Facilities, Maintenance and Ground staff, Public Safety, and John McIlvain for the great job and team effort after the ice storm. Rory mentioned a grant was received for the solar on the Ag Complex. This will be the first net zero building on campus when completed.

Chemeketa Cooperative Regional Library Service (CCRLS) Report

Bruce Clemetsen introduced Doug Yancey, Interim Director, Chemeketa Cooperative Regional Library Service, and thanked him for serving as interim and doing his regular job at the same time. Doug said the report stands as written. Jackie Franke asked if the position would be filled by April. Doug said due to the ice storm the timeline has been pushed out to May 1.

Student Success Data Points

Heidi Gilliard, Director, Institutional Research and Reporting, used a PowerPoint to share information on student success metrics in the form of early momentum metrics (EMMs). The Community College Research Center came up with 10 leading indicators that predict students' success in subsequent terms. These measures are utilized by community colleges across the nation to evaluate the effectiveness of college-wide initiatives. The Oregon Student Success Center tracks the information across all Oregon community colleges participating in Guided Pathways. The Chemeketa cohort being evaluated by the ten EMMs, consists of first-time college students enrolled fall term 2019. During the presentation, Heidi shared data for fall 2019 on five metrics consisting of credit momentum, gateway momentum - completing math or English in first year, persistence, and college credit completion as a trend from fall 2010 to fall 2019. The board members asked a variety of clarifying questions on the data presented and thanked Heidi for the important and informative presentation.

Chemeketa Community College COVID-19 Health and Safety Operational Plan

John McIlvain, Emergency and Risk Manager, stated there were no changes to the plan, and it is available for viewing on the public website. John continues to monitor the Oregon Occupational Health and Safety Administration's (OSHA) current efforts to extend most of the

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provisions from the temporary rule to a permanent rule addressing the COVID-19 public health emergency in all Oregon workplaces. The board will be informed of any changes.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

President's Report

Jessica Howard said the report stands as written and highlighted a few items. February is Career Technical Education (CTE) month and Oregon Community College Association (OCCA) promoted CTE through virtual Workforce Wednesdays for interested legislators. Chemeketa's Wine Studies program was showcased on February 24. The OCCA Board and a Diversity, Equity and Inclusion (DEI) Workgroup have been focused since last summer to develop and advance a DEI Statement and Call to Action. A new DEI standing committee has been formed, and Jessica was appointed to the committee. Community Colleges and Workforce Development (CCWD) and Higher Education Coordinating Commission (HECC) helped renegotiate a way forward with the Department of Corrections (DOC) contract to the six community colleges, including Chemeketa.

I. SEPARATE ACTION (continued)

Approval of Proposed Student Tuition for 2021–2022

Miriam Scharer reported last month the initial proposal was made for an increase in the 2021-2022 tuition and universal fee rates as follows:

- Tuition increase of \$2 per credit, and universal fee of \$4 per credit if funding for Chemeketa is less than \$700 million.
- Tuition increase of \$1 per credit, and universal fee of \$3 per credit if funding for Chemeketa is more than \$700 million.
- Increase of \$180 a year (\$60 per term) or \$270 a year (\$90 per term) based on 45 credits.
- Out-of-state and international tuition rates would increase at identical rates.
- Universal fee would include an allocation of \$0.70 per credit to the Student Initiated Fee (SIF). This inclusion of the SIF would be effective with the rate increase in summer term.
- No universal fee increase for non-credit courses.
- No differential fee increase.

The college is committed to utilizing the U.S. Department of Education's allocation of CARES II funding to help students financially during this challenging time. These funds are awarded to the college as a restricted grant that cannot be used to supplant or replace tuition and fee revenue which are considered operational revenues. The intent is to maintain the structure of the tuition and fee guidelines for the next academic year while utilizing Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) funds to help students within the restrictions of the grant.

Student tuition forums were held on February 9, and February 11, to share the proposed tuition and fee increase. Approximately twelve students, Ed Dodson, and several administrators were in attendance. Antonio Martinez reported students were concerned about the increased cost and effect on financial aid. Ryan West, Director of Financial Aid and Veteran Services, answered the financial aid questions.

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Ken Hector moved and Betsy Earls seconded a motion to approve the proposed student tuition and fees for 2021-2022 as presented effective summer term 2021.

The motion CARRIED.

J. ACTION

Ken Hector removed item No. 2, Approval of Revised 2021–2022 Proposed Budget Calendar and Resolution No. 20-21-10, Setting Budget Committee Meeting Dates, from the consent calendar for separate consideration.

Betsy Earls moved and Ken Hector seconded a motion to approve action item Nos. 1, 3, 4.

1. Approval of Resolution No. 20-21-09, Proclamation of February 1–28, 2021 as Career and Technical Education Month [20-21-130]
- ~~2. Approval of Revised 2021–2022 Proposed Budget Calendar and Resolution No. 20-21-10, Setting Budget Committee Meeting Dates [20-21-131]~~
3. Approval of College Policy #5120–Residence [20-21-132]
4. Approval of Suspension of Interactive Media [20-21-133]

The motion CARRIED.

Approval of Revised 2021–2022 Proposed Budget Calendar and Resolution No. 20-21-10, Setting Budget Committee Meeting Dates

Miriam Scharer stated the budget calendar dates presented last month were incorrect, and the dates for the Budget Committee meetings are April 14, April 21, and April 28 (optional).

Ken Hector moved and Neva Hutchinson seconded a motion to approve Revised 2021–2022 Proposed Budget Calendar and Resolution No. 20-21-10, Setting Budget Committee Meeting Dates.

K. APPENDICES

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

L. FUTURE AGENDA ITEMS

None were heard.

M. BOARD OPERATIONS

None were heard.

K. APPENDICES

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

L. FUTURE AGENDA ITEMS

None were heard.

M. BOARD OPERATIONS

None were heard.

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N. ADJOURNMENT

The meeting adjourned at 6:50 pm.

Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Chair

March 17, 2021

Date

ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

Prepared by

Antonio Martinez, ASC Executive Coordinator

ASC / MULTICULTURAL STUDENT SERVICES (MSS) PAST EVENTS

Healthy Relationships

- This event focused on how to keep and maintain healthy interpersonal relationships. Coordinated by Student Retention and College Life, this event took place on February 10 at 1 pm, and was presented by the Chemeketa Counseling Services department.

Empowered Women Empowering Women

- This event occurred on February 17 at 1 pm. It featured open and honest conversation about what empowers women, the importance of women feeling empowered by their peers, and how they can empower others. This was cosponsored by the MSS; Diversity, Equity, and Inclusion (DEI); and Student Retention and College Life departments.

LGBTQIA Gender vs. Sex and Pronoun Education

- Professor Peter Davis once again presented on the differences between sex and gender, and the importance of pronouns. This is the second time this event took place. It was scheduled February 18 at 1 pm.

ASC Open Forum

- The ASC executive coordinator has planned a monthly ASC meeting that is open to all Chemeketa staff and students. The students and staff are welcome to speak at the meeting and ask questions from their ASC team. The meeting will continue through winter and spring terms. There were open forums on January 28 and February 18; both were at 4 pm.

Student Voices Across Countries 2021

- Yoshi Enomoto, ASC International student representative organized an event that brought students from different continents and cultures together to discuss their life experiences and cultures. This event occurred on February 26 at 1 pm.

ASC / MSS PRESENT AND FUTURE EVENTS

ASC is in the process of creating the event schedule for Spring 2021.

CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Steve Wolfe, President—Chemeketa Faculty Association

FACULTY ACCOMPLISHMENTS AND AWARDS

Judy Cervetto Hedberg, part-time music instructor, has written an e-text for her MUS105: History of Rock Music course, published by Aequus Education e-learning educator advocates. This e-text explores rock music from its beginnings in the 1950s to the present, from its early roots through its various evolutions. Links incorporated in the pages of the e-text enable readers to watch and listen to video clips and song excerpts that exemplify the topics explored in each week's module/lecture.

Lisa Healey, full-time math instructor, is a 2021 recipient of the American Association of Community Colleges (AACC) Dale P. Parnell Distinguished Faculty designation. According to the AACC website, "Named in honor of former AACC President and CEO Dale P. Parnell, this designation has been established to recognize individuals making a difference in the classroom.

Recipients for the faculty distinction recognition:

- Demonstrate passion for the students and the classroom.
- Show willingness to support students, inside and outside of the classroom.
- Be inclined to participate in college committees.
- Go above and beyond what is required to ensure that students are successful in their academic endeavors."

Congratulations and thanks to both Judy and Lisa for their contributions to the success of Chemeketa students.

CHEMEKETA COMMUNITY COLLEGE CLASSIFIED EMPLOYEES ASSOCIATION (CCA)

Prepared by

Tim King, Director of Public Relations—Chemeketa Community College
Classified Employees Association

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

Terry Rohse, President—Chemeketa Community College Classified Employees Association

WELCOME NEW CLASSIFIED EMPLOYEES AND NEW POSITION

- On February 16, 2021 Jennifer Betschart began work as a Department Technician I in the Student Accessibility Services department. Jennifer formerly worked in College Retention and Student Life from 2013–2015 until the grant funding ended. Welcome back, Jennifer!
- On February 16, 2021 Cameron Jeffrey began work as an Instructional Specialist in the Applied Technologies department.
- On February 16, 2021 Zachary Byam began work as an officer for Public Safety.
- On March 1, 2021 Kristine Bryan began work as a Student Services Specialist for the Job Corps program.
- On March 1, 2021 Jonathon Williams began work as a Technology Analyst I for Information Technology. Jonathan formerly worked as a part-time hourly employee.
- On March 1, 2021 Reilly Leaton began work as a Technology Analyst I for Information Technology. Reilly formerly worked as a part-time hourly employee.

RETIREES

- From Wally Wharton, who retired last month: “Dear CCA friends - Thank you for the card, gift, and kind wishes you sent to acknowledge my retirement from a very enjoyable 2-year stint at the college. In my career, this was my first experience working in higher education, and I have been continually impressed with the dedication I've seen to the mission of the institution. I'm glad I had the opportunity in my life to work as a part of something bigger than a paycheck or the financial bottom line of my employer. I judge you are all part of something that makes a tangible, measurable difference in the lives of so many individuals and their families and communities. I honor your work and the impact you make. Long live our community colleges.” Happy retirement, Wally!
- On February 28, 2021 after working 18 years and 6 months at Chemeketa, Sandra Aguinaga retired from the Corrections Education department as a Department Project Coordinator/Analyst. Sandra shared these memories:

“I will miss my coworkers and my students. I will find meaningful things to do in retirement, but will never forget the joy in providing education to the men I have worked with. To watch a grown man, jump up and down and scream when he found out he got his GED, is something that has kept me going in the good days and the difficult ones. To work with and encourage students that have not ever, or seldom felt success, has brought me great joy.

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I feel blessed to have had the opportunity to work for Chemeketa, and to have had 18 years and 6 months at the same employment. I have worked with a great team who value their work and put their all into every day to influence the lives of the men we work with. Great people and a meaningful job, nothing better...except retirement, and the freedom to do whatever, whenever..."

MOVING ON

During his employment at the college, Jake Baker served on the Classified Retreat Committee and Telecommuting Advisory Committee for the association. Jake has always had a strong voice in promoting employee rights. We are thankful for the assistance with these projects and wish Jake the best in his work with a consulting company.

Here is a message from Kami Blackwell, a recipient of a holiday grocery gift card in December. She was laid off last year due to the ending of the STEPS Parent Program grant. Kami wrote, "Thank you for the Roth's gift card this holiday season. I am touched that you thought of me. I do miss working at Chemeketa, and continue to watch the job postings. Hopefully, life as we know it will return in 2021. It would be great to see Chemeketa bustling with students again—whether or not I am working there. Again, thank you for your thoughtfulness and generosity."

CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

Lynn Irvin, Vice President—Chemeketa Community College Exempt Association
Marshall Roache, President—Chemeketa Community College Exempt Association

WINTER 2021 EXEMPT ASSOCIATION MEETING

- The exempt association held a virtual meeting on Thursday, March 11. The board unveiled a new idea to meet monthly on topics that could be of interest to exempt employees. It is called “The Exempt Connection”.

EXEMPT ASSOCIATION EXECUTIVE BOARD MEETING

- The next exempt association executive board meeting will be scheduled in spring term. The board will discuss student scholarships and the yearly election of new board members.

PRESENTATION OF 2019–2020 FEDERAL SINGLE AUDIT REPORT

Prepared by

Katie Bunch, Director—Business Services
Miriam Scharer, Vice President/Chief Financial Officer

Representatives from the audit firm of Kenneth Kuhns & Company will be in attendance to make the presentation of the college federal single audit.

Action to accept the report by the College Board of Education will be requested during the March board meeting.

2021–2022 FACULTY SABBATICAL LEAVE REQUESTS

Prepared by

Theresa Yancey and Peter Hoelter, Sabbatical Review Committee Co-Chairs
Jim Eustrom, Vice President—Academic Affairs/Campus President, Yamhill Valley

In accordance with the collective bargaining agreement between the college and the faculty association, sabbatical leaves are granted to employees for the purpose of professional development. The proposed activities must have value to the applicant, the department, and the college. The bargaining agreement limits sabbatical leaves to four percent of total faculty; a total of 26 terms of faculty sabbatical leave are available for the 2021–2022 academic year.

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

In the application and request cycle for 2021–2022 sabbatical leaves, six (6) faculty members, requesting sixteen (16) terms of leave, submitted proposals to the Sabbatical Review Committee. The Sabbatical Review Committee recommends the six (6) requests for a total of sixteen (16) terms of leave. Academic and Student Affairs concur with the determination of the committee. Six (6) terms remain available for faculty application for one-term spring 2022 sabbatical leaves. This total includes two (2) applicants with four (4) terms deferred from 2020–2021.

The College Board of Education will be asked to approve the recommended faculty sabbatical leave requests for the 2021-2022 academic year at the April meeting. The requests are outlined below.

2021–2022 Faculty Sabbatical Application Summaries

Allison Tobey—English, 3 terms

The capstone of the sabbatical proposal is completing a 55-page poetry manuscript by developing a consistent writing and revising practice, collaborate with writers both inside and outside of the Chemeketa Community (fostering an opportunity for future collaboration), and complete a literature review of text focused on poetic tools and theory. The Sabbatical goal is to complete a manuscript that has been in the works, and present it for publication. This achievement of this goal will bring new vigor to the teaching of said material in both ENG106 and WR242 courses

Garth Fleming—Math, 3 terms

Proposes to acquire a deeper insight in editing and design software, which are commonly used in STEM, and study the “Foundation of Elementary Mathematics (MTH 211/212/213)” series and its alignment with high school curriculum as well as state-wide guidelines, in order to

compose a set of complete course materials (lecture notes, lab materials and exams). The main outcome of this sabbatical would be the first part of a complete set of course materials for the Math Program's course "Foundation of elementary Mathematics (MTH 243)".

Joleen Schilling—Horticulture and Agriculture Science, 3 terms

The sabbatical time requested will allow the applicant who has been selected, to participate in the 2021-2022 Longwood Gardens Fellowship program. The fellowship focuses on leadership education and development in public horticulture. Attending this program would allow the faculty member to focus on leadership development. The sabbatical goal is to gain knowledge, skills and experience from the fellowship program and apply it to the team of faculty and staff.

Kevin Dye—English, 1 term (W)

Purposes to use winter term to read extensively in current scholarship and increase mastery and depth of knowledge in twentieth-century American literature with a focus on primary works by the five representative authors that are part of the curriculum in the ENG254 course. This time will allow for a deeper understanding of African American, LatinX and immigrant American literature and cultures through deeper reading in the broader scholarship. In addition to deeper reading there is a plan to explore and gather new multimedia documents, art, music and film resources to enrich faculty member's courses.

LeAnna Crawford —English, 3 terms

Proposes to further educate themselves in three specific areas: First area is the Spanish language acquisition to acquire at least conversational fluency by the end of the sabbatical term. Second area is Rhetoric and Composition theory to update and enhance knowledge of Rhet/Comp theory and increase knowledge base around both contemporary Rhet/Comp theory and multimodal compositions which became a part of Chemeketa's composition series over the last few years as a result of changing Oregon Writing and English Advisory Committee (OWEAC) outcomes. Third area is Literary Fiction, to spend focused time increasing knowledge by reading and studying literary fiction.

Sara Dennison—English, 3 terms

Proposes to accomplish three large scale-projects for a year-long sabbatical: First is to become better equipped to facilitate students in creative writing workshop courses WR240–WR245 by obtaining training with Amherst Writers and Artists. The second project is to become a certified ikigai coach and build a coaching website, which will have postings of relevant resources for makers/professionals on designing a workshop or workshop series; and developing a forum for faculty/staff enrichment. The third project is to spend a year wholly immersed in the craft as a fiction writer to honor applicant's ikigai and by completing their third year within a terminal degree for a Masters of Fine Arts program with the University of Alaska Anchorage, this will better serve writing students. The applicant's time will also be spent on reading and reviewing relevant scholarships within the discipline, composing an article about relevant craft issues, and working toward completion of a first fiction book .

Approved Sabbaticals deferred from 2020–2021

Justus Ballard—English, 3 terms

Proposes to take three terms of First Year Spanish at Portland Community College to learn Spanish and to gain understanding of second language learner's experience as well as the new student experience.

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Dr. Jan VanStavern—English, 1 term (S)

Proposes to learn more about the challenges for students who have diverse abilities and limitations with communication of writing, visual and auditory modes and create an action plan or set of support slides/links/videos for Chemeketa faculty, in order to better support, teach, and learn from students of differing abilities.

26 terms available

6 applicants—16 terms

2 applicants—4 terms (deferred from 2020–2021)

EXPLORING BOND MEASURE FEASIBILITY

Prepared by

Jessica Howard, President/Chief Executive Officer

In May 2008 Chemeketa Community College presented to the voters—and the voters approved—a \$92 million dollar bond levy.

In the period since the bond levy was approved, the college has managed the proceeds well. The college has completed major new construction projects, including the Yamhill Valley Campus in McMinnville, the new Health Sciences Building, and the new Applied Technology building in Salem. The college has also renovated existing buildings to extend their usefulness and functionality.

Currently, the college has existing needs for major renovation, remodels and upgrades to existing facilities. Executive Administration and board discussion will take place to explore the viability of a new bond levy to be presented to the voters in the near future.

IRRIGATION TECHNICIAN CERTIFICATE OF COMPLETION

Prepared by

Larry Cheyne, Interim Director—Agricultural Sciences and Technology
Holly Nelson, Executive Dean—Regional Education and Academic Development
Jim Eustrom, Vice President—Academic Affairs/Campus President, Yamhill Valley

As the nation-wide demand for nursery products grows, the industry's labor shortage continues to persist (Bell, 2019). The 2017–2027 employment projections for Oregon's farmworkers and laborers, crop, nursery and greenhouse workers indicate growth by 12 percent for the state and 15.3 percent for the Mid-Willamette Valley (State of Oregon Employment Department, 2019). Filling the industry's 1,622 annual job openings with qualified labor is a challenge. Surveys conducted by *Nursery Management* (November, 2018) show 51 percent of respondents reporting "insufficient availability of qualified labor in the market" as the cause for limited new hires in the past 12 months.

Besides facing shortages of qualified labor, the nursery industry also faces scarcity of water. Oregon's population grew 9.4 percent between 2010 and 2018 (U.S. Census Bureau). The increasing demand on water, coupled with rising electricity and water costs, necessitates a nursery workforce who are informed in nursery production systems and equipped to manage the state's scarce water supplies (Pacific Northwest Extension, July 2018). Nursery recruits as well as mid-career employees looking to advance into mid-management will need to be well-versed in Oregon's irrigation and water conservation issues.

The Irrigation Technician program will provide students with hands-on training and education in irrigation system design, operation, scheduling, and troubleshooting. The program advisory committee has recommended the Irrigation Technician Certificate of Completion include internship opportunities with industry and a comprehensive review of irrigation systems. The committee believes industry demand, coupled with early exposure to irrigation technology, will increase the likelihood of program completion and success in the job market for students. The average starting annual salary is approximately \$34,000.

The Irrigation Certificate prepares students to enter the workforce as:

- Irrigation Designers
- Installation Foreman
- Service Technician
- Sales Personnel

After completing the Irrigation Certificate students will be prepared to pass the exam for either the Certified Agricultural Irrigation Specialist (Irrigation Association) or the Specification for Irrigation System: Installation and Maintenance Certification Programs (EPA WaterSense).

The above recommendations were approved by the Horticulture Program Advisory Committee on November 13, 2020 and the college's Curriculum Committee on March 3, 2021.

The College Board of Education will be asked to approve the Irrigation Technician Certificate of Completion at the April board meeting.

IRRIGATION TECHNICIAN CERTIFICATE OF COMPLETION

Course No.	Course Title	Cr Hrs
Term 1		
MTH081	Technical Mathematics 1	4
SOIL205	Soil Science	4
HOR111	Introduction to Horticulture	3
HOR130	Irrigation Principles and Practices	3
	Total	14
Term 2		
MTH082	Technical Mathematics 2	4
ELT100	Electronics Fundamentals for Non-majors	4
MT227A	Pneumatics and Hydraulics Fundamentals	3
HOR275	Innovative Water Strategies	2
	Total	13
Term 3		
HOR135	Irrigation Controllers and Instrumentation	4
HOR140	Pump Applications	3
HOR145	Irrigation Design and Components	3
HOR150	Irrigation Blueprint Reading and Sketching	2
	Total	12
Term 4		
HOR280	Horticulture Internship	5
	Total	5
	TOTAL CERTIFICATE HOURS	44

PERSONNEL REPORT

Prepared by

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

NEW HIRES

Jennifer L. “Jenni” Betchart, Department Technician I—Student Accessibility Services, Student Development and Learning Resources Division, 100 percent, 12-month assignment, Range B-1, Step 8.

Kristine K. Bryan, Student Services Specialist—Counseling and Student Support Services, Student Development and Learning Resources Division, 100 percent, 12-month assignment, Range B-3, Step 7.

Zachary B. Byam, Public Safety Officer I—Public Safety, College Support Services Division, 100 percent, 12-month assignment, Range B-2, Step 2.

Jeffrey J. Cameron, Instructional Specialist—Applied Technology, Career and Technical Education Division, 100 percent, 12-month assignment, Range B-3, Step 4.

Reilly D. Leaton, Technology Analyst I—Information Technology, College Support Services Division, 100 percent, 12-month assignment, Range C-1, Step 4.

Jacob B. LeMire, Technology Analyst II—Information Technology, College Support Services Division, 100 percent, 12-month assignment, Range C-2, Step 3.

Jonathon M. Williams, Technology Analyst I—Information Technology, College Support Services Division, 100 percent, 12-month assignment, Range C-1, Step 4.

POSITION CHANGES

Jordan Bermingham, Dean-Emergency Services—Career and Technical Education Division, limited duration appointment, 100 percent, Range D-4, Step 5, from Executive Director-Corrections Education—Regional Education and Academic Development Division.

Rachel Danskey, Department Specialist—Human Resources, Governance and Administration Division, 100 percent, Range B-3, Step 4, from Benefits Specialist—Human Resources, Governance and Administration Division.

Fantini Hernández, Department Technician II—Diversity, Equity and Inclusion, President’s Office Division, 100 percent, Range B-2, Step 4, from Department Technician I—Human Resources, Governance and Administration Division.

SEPARATIONS

Esther J. Friedman, Special Education Diagnostician—Corrections Education, Regional Education and Academic Development Division, effective January 31, 2021.

Dawn M. Pahl, Department Technician I—Chemeketa Center for Business and Industry, Career and Technical Education Division, effective February 28, 2021.

Debra A. “Debbie” Taylor, Instructional Coordinator/Analyst i-10-months—Business and Technology, Early Childhood Education and Visual Communications, Career and Technical Education Division, effective February 28, 2021.

BUDGET STATUS REPORT

Prepared by

Katie Bunch, Manager—Accounting and Audit
Rich McDonald, Director—Budget and Finance
Miriam Scharer, Vice President/Chief Financial Officer

The financial reports of the general fund and investments for February 28, 2021, are attached.

The following items are included in the report:

- General Fund Revenue and Expense Statement
- General Fund Budget Status Report
- Status of Investments as of February 28, 2021

Chemeketa Community College
Statement of Resources and Expenditures
As of February 28, 2021

Fund 100000 - General Fund Unrestricted

	<u>ADJUSTED BUDGET</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>% OF BUDGET</u>	<u>VARIANCE TO BUDGET</u>
Resources:				
Property Taxes	24,050,000	23,208,294	96.50%	(841,706)
Tuition and Fees	24,010,000	16,815,064	70.03%	(7,194,936)
State Appropriations - Current	26,033,806	26,151,353	100.45%	117,547
State Appropriations - Carryover from FY20	8,816,194	8,816,194	100.00%	-
Indirect Recovery	1,890,000	924,147	48.90%	(965,853)
Interest	1,200,000	635,289	52.94%	(564,711)
Miscellaneous Revenue	460,000	126,765	27.56%	(333,235)
Transfers In	100,000	-	0.00%	(100,000)
Fund Balance	10,000,000	11,918,463	119.18%	1,918,463
Total Resources	96,560,000	88,595,569	91.75%	(7,964,431)
Expenditures:				
Instruction	36,666,945	20,580,701	56.13%	16,086,244
Instructional Support	13,196,315	6,404,216	48.53%	6,792,099
Student Services	8,547,451	4,945,776	57.86%	3,601,675
College Support Services	18,735,454	9,860,350	52.63%	8,875,104
Plant Operation and Maintenance	7,313,835	3,800,030	51.96%	3,513,805
Transfers and Contingency	10,600,000	2,976,656	28.08%	7,623,344
Total Expenditures	95,060,000	48,567,729	51.09%	46,492,271
Unappropriated Ending Fund Balance	1,500,000	40,027,840		

Chemeketa Community College
Budget Status Report
As of February 28, 2021

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	9,393,434.00	5,412,115.24	2,827,313.60	1,154,005.16
6120	Classified Salaries	13,342,498.00	7,464,728.47	3,890,341.63	1,987,427.90
6124	Part-Time Hourly & Student Wages	1,410,065.00	329,552.48	-	1,080,512.52
6130	Faculty Salaries	17,518,704.00	10,625,832.05	5,273,094.87	1,619,777.08
6132	Part-Time Faculty	6,973,969.00	2,928,555.48	356,449.10	3,688,964.42
6510	Fixed Fringe Benefits	10,127,376.00	5,864,356.37	-	4,263,019.63
6511	Variable Fringe Benefits	15,657,076.00	8,331,803.46	-	7,325,272.54
6512	Other Fringe Benefits	380,000.00	130,340.00	-	249,660.00
	Subtotal Personnel Services	74,803,122.00	41,087,283.55	12,347,199.20	21,368,639.25
					54.93%
Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,742,588.00	334,196.07	-	1,408,391.93
720	Equipment \$500-\$4,999	284,263.00	59,624.43	-	224,638.57
7300	Legal Services	106,176.00	31,562.49	15,300.00	59,313.51
7310	Insurance	629,162.00	628,519.50	-	642.50
7320	Maintenance	441,134.00	193,808.14	14,222.00	233,103.86
7330	Communications	950,439.00	351,633.33	-	598,805.67
7340	Space Costs	1,887,134.00	766,971.07	24,336.13	1,095,826.80
7350	Staff Development	126,991.00	22,586.33	-	104,404.67
7360	Travel	388,140.00	6,646.47	-	381,493.53
7370	Other Services	2,868,981.00	2,018,456.94	347,590.97	502,933.09
7550	Capital Outlay	231,870.00	89,784.31	-	142,085.69
8150	Transfers Out	5,600,000.00	2,976,656.02	-	2,623,343.98
8500	Contingency	5,000,000.00	-	-	5,000,000.00
	Subtotal Non-Personnel Services	20,256,878.00	7,480,445.10	401,449.10	12,374,983.80
					36.93%
	Report Totals	95,060,000.00	48,567,728.65	12,748,648.30	33,743,623.05
					51.09%

STATUS OF INVESTMENTS AS OF FEBRUARY 28, 2021

<u>Oregon State Treasurer Investments</u>	<u>Investment Ending Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Rate as of 2-28-2021</u>
Oregon Short-Term Fund - General	2-28-2021	On demand	\$36,739,557.82	0.75%
Oregon Short-Term Fund - Capital	2-28-2021	On demand	\$8,806,748.28	0.75%
<u>Other Investments</u>	<u>Investment Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Yield</u>
Treasury Note – United States Treasury	12-11-2019	03-31-2021	\$1,995,898.03	1.601%
Treasury Bill – United States Treasury	11-27-2020	04-22-2021	\$1,999,594.44	0.051%
Corporate Note – US Bank	01-08-2021	04-26-2021	\$1,012,800.00	0.148%
Corporate Note – Royal Bank of Canada	12-09-2019	04-30-2021	\$2,045,933.33	1.774%
Commercial Paper - Natixis Banking Company	01-07-2021	05-03-2021	\$1,999,226.67	0.122%
Commercial Paper – British Columbia Prov.	01-07-2021	05-06-2021	\$1,999,471.11	0.081%
Corporate Note – Lloyds Bank	12-09-2019	05-07-2021	\$2,045,486.67	1.870%
Commercial Paper – Exxon Mobile	11-25-2020	05-13-2021	\$3,997,371.11	0.142%
Commercial Paper – Toyota Motor Credit	11-25-2020	05-19-2021	\$1,998,541.67	0.152%
Commercial Paper – MUFG Banking	01-11-2021	06-07-2021	\$ 999,387.50	0.152%
Corporate Note-Toronto Dominion Bank	11-30-2020	06-11-2021	\$2,063,273.89	0.160%
Corporate Note – Walmart Inc.	12-20-2019	06-23-2021	\$2,074,589.17	1.647%
Treasury Bill – United States Treasury	01-26-2021	06-24-2021	\$1,999,710.28	0.035%
Corporate Note – Toyota Motor Credit Corp.	12-20-2019	07-20-2021	\$2,071,165.00	1.735%
Corporate Note – Microsoft Corp.	01-21-2020	08-08-2021	\$2,015,356.11	1.507%
Corporate Note – Shell International	01-21-2020	09-12-2021	\$2,016,661.67	1.622%
Treasury Note – United States Treasury	01-17-2020	10-31-2021	\$2,007,448.57	1.471%
Treasury Note – United States Treasury	01-17-2020	11-15-2021	\$2,060,271.92	1.473%

13 week Treasuries 0.04% as of 2/26/2021

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

PURCHASING REPORT

Prepared by

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

FOOD SERVICES

A Request for Proposals (RFP) for Food Services, including pre-packaged and made to order options, and catering services for college meetings and events, will be advertised in April, 2021 on the college's Procurement Services Website and on the State of Oregon Procurement Information Network (ORPIN). A recommendation for contract award will be made to the College Board of Education at its May 2021 meeting.

BUILDING 49 REMODEL

An Invitation to Bid (ITB) for the Building 49 Remodel will be advertised in April, 2021 on the college's Procurement Services Website, on the State of Oregon Procurement Information Network (ORPIN) and in the Daily Journal of Commerce. A recommendation for contract award will be made to the College Board of Education at its May 2021 meeting.

HUMAN RESOURCES TRAINING SERVICES

In April, 2016 the Chemeketa Center for Business and Industry (CCBI), through its Contracted Workforce Training department, entered into a contract with the State of Oregon, Department of Administrative Services (DAS), to provide Human Resource Training Services classes. The classes were offered to State of Oregon employees participating in the State of Oregon/DAS Certified HR Professional Training Program. CCBI subcontracted with HR Answers, Inc. to teach the classes.

In April, 2017 DAS requested that HR Answers, Inc. be the sole provider of Human Resource Training Services classes for the DAS/State of Oregon Certified HR Professional Training Program. Since then the demand for classes has pushed the CCBI/HR Answers, Inc. contract value beyond \$150,000.

The expiration date of the CCBI/HR Answers, Inc. contract is March 1, 2022. The new estimated contract not to exceed amount is \$180,000.

In accordance with rules adopted under ORS 279A.065 and #CCR.310, it was determined that the Human Resource Training Services requested by DAS were available from only one source, HR Answers, Inc. In March, 2017 CCBI entered into a 5-year sole source contract with HR Answers, Inc. to provide the classes. The following findings supported that decision:

- 1) HR Answers, Inc. is the only DAS approved provider of Human Resource Training Services classes for the State of Oregon Certified HR Professional Training Program;

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- 2) CCBI is contractually bound to subcontract with HR Answers, Inc. to provide the Human Resource Training Services classes for the State of Oregon Certified HR Professional Training Program; and
- 3) The college cannot transition to a new contractor until DAS approves other companies to provide Human Resource Training Services for the State of Oregon Certified HR Professional Training Program.

Pursuant to CCR.310, this board report serves as the subsequent notification that the amount of this contract has exceeded \$150,000.

CAPITAL PROJECTS REPORT

Prepared by

Rory Alvarez, Director—Facilities and Operations
Michael Kinkade, Associate Vice President/Chief Information Officer, CSSD-Operations
Miriam Scharer, Vice President/Chief Financial Officer

PLANNING AND PRE-PLANNING CAPITAL PROJECTS

- Building 9 Chillers
The college is continuing work with Energy Trust of Oregon and RACI, an engineering consultant, on design documents so new chillers can be installed.

CURRENT AND COMPLETED CAPITAL PROJECTS

- Agricultural Complex
Exterior Projects: Working on completing window actuators installation. The exterior siding that had significant shipping issues has arrived on site and installation is being scheduled. Facilities is working with the college Agriculture program about finishing landscape plantings. Sitework to include final grading, fencing and all soil is complete. They are working on a schedule to complete PGE Grant added solar work.

Interior Projects: The college has received a temporary certificate of occupancy (TCO) from the Marion County inspector. All classroom and office furniture are onsite and being placed in rooms. Blinds are installed, final grinding and finish work are complete. All trade work is complete. A punch walk will be completed and any issues addressed.

See Appendix–2; Campus Map pages 43–44.

**CHEMEKETA COMMUNITY COLLEGE COVID-19
HEALTH AND SAFETY OPERATIONAL PLAN**

Prepared by

John McIlvain, Manager—Emergency and Risk Management
Michael Kinkade, Associate Vice President/Chief Information Officer, CSSD-Operations
Miriam Scharer, Vice President/Chief Financial Officer

As required by Governor Kate Brown's Executive Order 20-28, each public university and community college must develop a written campus health and safety plan describing how the institution will comply with the requirements. The College Board of Education must regularly review the plan that was approved at the July 22, 2020 board meeting. It was subsequently submitted to the local health authority and the Higher Education Coordinating Commission. Updates and amendments, if any, will be presented to the board at the March board meeting.

RECOGNITION REPORT

Prepared by

Jessica Howard, President/Chief Executive Officer

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

LISA HEALEY, Math, Engineering, and Computer Science faculty member, received the 2021 Dale P. Parnell Distinguished Faculty Recognition from the American Association of Community Colleges. This award was established to recognize faculty members who make a difference in the classroom by demonstrating passion for students; shows willingness to support students inside and outside the classroom; and goes above and beyond what is required to ensure that students are successful in their academic endeavors. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Chemeketa Cellars 2016 Pinot Noir was mentioned in a SavorNW article, “Northwest Pinot Noirs That Crossed the Bar in 2020”: http://www.savornw.com/articles/savornorthwestbest-northwest-pinot-noirs-of-2020?fbclid=IwAR1pv2X5o_a2OffNNsvQ38iH0t8jRmVL3MEttDJxw0oDQdKZSTFKbC7U9P4

Chemeketa Cellars 2016 Pinot Noir

“We were thrilled when the top wines were revealed and this one came from the wine studies program at Salem Oregon’s Chemeketa Community College. It is richly perfumed with intense florals that wrap around fruit alluding to dried cherries and notes of dried herbs. It’s juicy on the palate with flavors of raspberry, tart cherry and blood orange nicely balanced with notes of hibiscus tea, a dusting of allspice and a finish showing a stony minerality. AVA: Eola-Amity Hills, Oregon Judges Score: 91 Points.” *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Wine from Chemeketa Cellars received awards at the 2021 San Francisco Wine Competition including: Bronze for 2019 Pinot Blanc and 2019 Pinot Gris. This is the largest wine competition in North America, and nearly 5,700 wines were entered into this event. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Thanks to AARON BURRELL, Human Services program student, for organizing an effort in Salem to help clean up tree debris after the ice storm. *(Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

Thanks to Public Safety officers and dispatchers CESAR CABALLEROS, TIM GODFREY, CORY GORMAN, JASMINE GROVE, MICHAEL KINKADE, ROBERT LAFOLLETTE, DWAYNE MITZEL, TIM RICHARDSON, DONALD TWIST, MIKE WILSON, STEVE WOODWARD, and Facilities staff JASON BELLERIVE, JOHN BOUWENS, MICHAEL DAHL, DEE DIXON, MICHAEL HENDERSON, SAM KIRBY, HECTOR LOPEZ-DELGADO, SIR NAJAR, JOHN O’NEIL, JOHN THOMAS, and BRIAN THURSTON for their tremendous effort and hard work in

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cleaning up and maintaining the safety of campus, and preparing Chemeketa facilities for Portland General Electric crews related to the ice storm and destruction caused. *(Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

Thanks to Human Resources staff KAREN GOOLEY, COLLENE KEENA, SHERRIE OSBORN, AUDREY ROBERSON, BARBARA RUSSELL, CINDY SCOTT, ALLISON STEWART HULL, and TERRY WALTHER for their incredible work effort completing payroll remotely and on-time during the college closure from the ice storm. *(Value: Collaboration)*

Thanks to PAUL DAVIS, BRYAN BERENQUER, and JOHNNY BROSE for virtually presenting on the Wine Studies program for Career and Technical Education (CTE) Day at the Capitol on Wednesday, February 24, and to MEGAN JENSEN, ROBERT LAHUE, and MARIE HULETT for helping with content and creating a video about the program. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

STEPHANIE LENOX, Instructional Editor, Chemeketa Press, was invited to read at Des Moines Area Community College's Celebration of Literary Arts Festival on March 11. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

JAMES MCNICHOLAS, KAREN MUNOZ, and DENISE THOMPSON, CAPS and Enrollment Services, coordinated the annual winter High School Counselor Workshop for Chemeketa's district high school counselors on February 26, 2021. This event, normally held in-person and on one of our campuses, was converted to a remote format with speakers sharing information about student services, programs/pathways, financial aid and scholarships and more. The event was well attended with over 50 high school counselors. Our partners very much appreciated the grab and go lunch from a local taco cart where they picked-up a Chemeketa swag bag. *(Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

**ACCEPTANCE OF 2019–2020 FEDERAL SINGLE AUDIT REPORT
[20-21-134]**

Prepared by

Katie Bunch, Director—Business Services
Miriam Scharer, Vice President/Chief Financial Officer

The 2019–2020 federal single audit report is being submitted to the College Board of Education for approval. The approved audit report will be provided to legal counsel, executive team, and board representatives.

It is recommended that the College Board of Education accept the 2019–2020 federal single audit report as submitted by Kenneth Kuhns & Company.

**APPROVAL OF COLLEGE POLICY #4030—GRADUATION REQUIREMENTS
[20-21-135]**

Prepared by

Bret Malley, Chair—Academic Standards Advisory Council
Heather Misener, Graduation Services Coordinator
Jim Eustrom, Vice President—Academic Affairs/Campus President, Yamhill Valley

GRADUATION REQUIREMENTS—POLICY #4030

This policy was reviewed and approved by the Academic Standards Advisory Council on January 15, 2021.

The policy was edited to align with the college-wide initiative of using the Oregon Community College Association (OCCA) policy templates and to include two new degree types. As a part of the state level work around Major Transfer Maps, two new degree types were introduced, the Associate of Arts Transfer (AAT) and the Associate of Science Transfer (AST). The college does not currently offer any degrees with the AAT or AST format; however, it is anticipated that these will be added in the future.

It is recommended that the College Board of Education approve policy 4030.

Educational Program Series—4000

GRADUATION REQUIREMENTS

Degrees, Certificates, and Diplomas

~~Degrees, certificates, and diplomas are conferred by the Board of Education upon the recommendation of the college. Students may complete requirements in any term. It is the responsibility of the student, with the guidance of the student's advisor, to fulfill requirements for graduation.~~

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

~~The college awards an grants the degrees of Associate of Arts (Oregon Transfer) Degree, Associate of Science Oregon Transfer, Associate of Arts Oregon Transfer, Associate of Science Transfer, Associate of General Studies Degree, Associate of Applied Science Degree, Certificates of Completion, Associate of Science Degree, Associate of Science (Oregon Transfer) Degree in Business, Associate of Science (Oregon Transfer) Degree in Computer Science, and an aAdult hHigh sSchool dDiploma to those students who have completed the requirements for graduation.~~

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

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

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

~~Degrees, certificates, and diplomas are conferred by the Board of Education upon the recommendation of the college. The President shall establish procedures to determine degree and certificate requirements that follow state guidelines¹ and are reviewed through the college's curriculum committee. The procedures shall assure that graduation requirements are published in the College's catalog(s) and included in other resources that are available to students.~~

~~To earn a degree, certificate or diploma, students must meet any additional requirements as established by college procedure, college catalog, and state guidelines.[†]~~

¹ Oregon Community Colleges Handbook & Planning Guide (CCWD)

July 17, 1985

Adopted College Board of Education

May 17, 2006

Reviewed College Board of Education

February 21, 2001; December 17, 2003; May 18, 2005;

March 17, 2010 (Effective July 1, 2010);

March 16, 2011; April 18, 2012; March 16, 2016;

April 18, 2018

Revised College Board of Education

**APPROVAL OF LIMITED RESIDENTIAL ELECTRICIAN CERTIFICATE OF COMPLETION
[20-21-136]**

Prepared by

Megan Cogswell, Director—Apprenticeship
Marshall Roache, Interim Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Academic Affairs/Campus President, Yamhill Valley

Chemeketa's partnership with Independent Electrical Contractors (IEC) Oregon to train electrician apprentices spans over 20 years. IEC Oregon, in response to industry demand, developed a two-year Residential Electrician Apprenticeship Program. Apprentices complete the first two years of the Inside Wire Electrician courses. Apprentices may test for their limited residential electrician license while continuing in the Inside Wire Electrician Apprenticeship program. This certificate provides additional general education to enhance employability skills.

Electricians are in demand and openings are projected to grow. According to the State of Oregon Employment Department (qualityinfo.org), it is projected that jobs will grow 10.6 percent statewide and 16.9 percent within the Mid-Valley region of Oregon between 2017-2027 with 1,336 statewide and 204 Mid-Valley projected openings per year. Average wages (2019) in the Mid-Valley region were \$68,536/year. Statewide there were approximately 122 openings on January 26, 2021. The state predicts that job growth will be at about the statewide average for the foreseeable future.

The above recommendation was approved by the Area II Inside Electrical Joint Apprenticeship and Training Committee (JATC) on October 21, 2020 and the college's Curriculum Committee on February 2, 2021.

It is recommended that the College Board of Education approve the Limited Residential Electrician Certificate of Completion.

LIMITED RESIDENTIAL ELECTRICIAN CERTIFICATE OF COMPLETION

Course No.	Course Title	Credit Hours
	General Education Requirements	
MTH095	Intermediate Algebra (or higher)	4
WR115	Introduction to Composition (or higher)	4
	Human Relations, Psychology or Sociology	4
	Total General Education Requirements	12
	Apprenticeship Related Training Requirements	
APR153A	Electrician Apprenticeship Fundamentals	5
APR153B	Electrician Apprenticeship AC/DC Circuits	5
APR153C	Electrician Apprenticeship Measurements	3
APR153D	Electrician Apprenticeship Theory	5
APR153E	Electrician Apprenticeship Wiring and Print Reading	5
APR153F	Electrician Apprenticeship Residential Installation	3
	Total Apprenticeship Related Training Requirements	26
	TOTAL CERTIFICATE HOURS	38

**APPROVAL OF CONTRACT AWARD FOR ADMISSIONS MANAGEMENT SYSTEM
[20-21-137]**

Prepared by

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

ADMISSIONS MANAGEMENT SYSTEM

A Request for Proposal (RFP) for an Admission Management System was advertised on January 14, 2021 on the college's procurement services website and on the State of Oregon Procurement Information Network (ORPIN). A recommendation for contract award will be made to the College Board of Education at its March 2021 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.

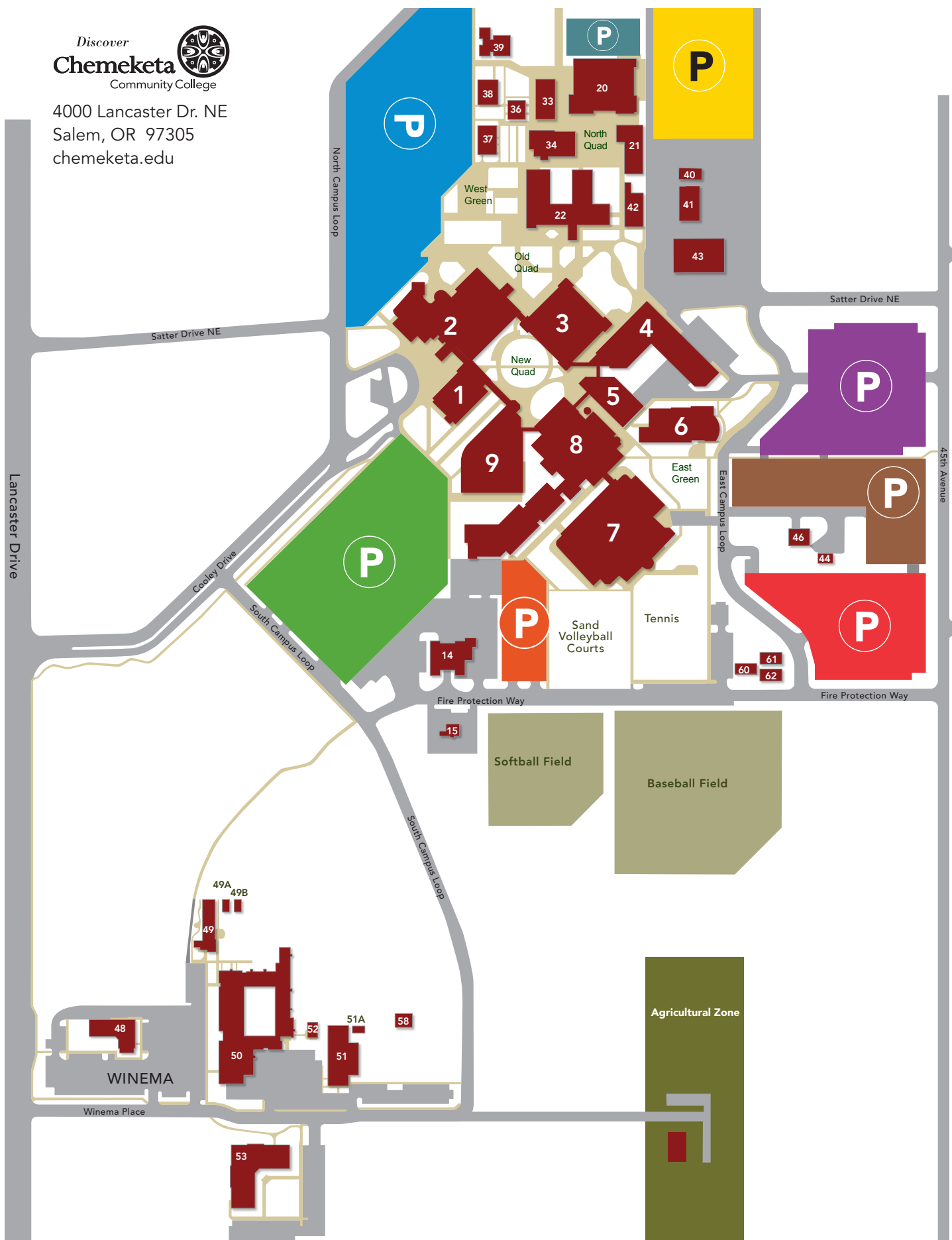
Innovation – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

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
March 17, 2021



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



Appendix-2
March 17, 2021

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; Academic Effectiveness**; 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

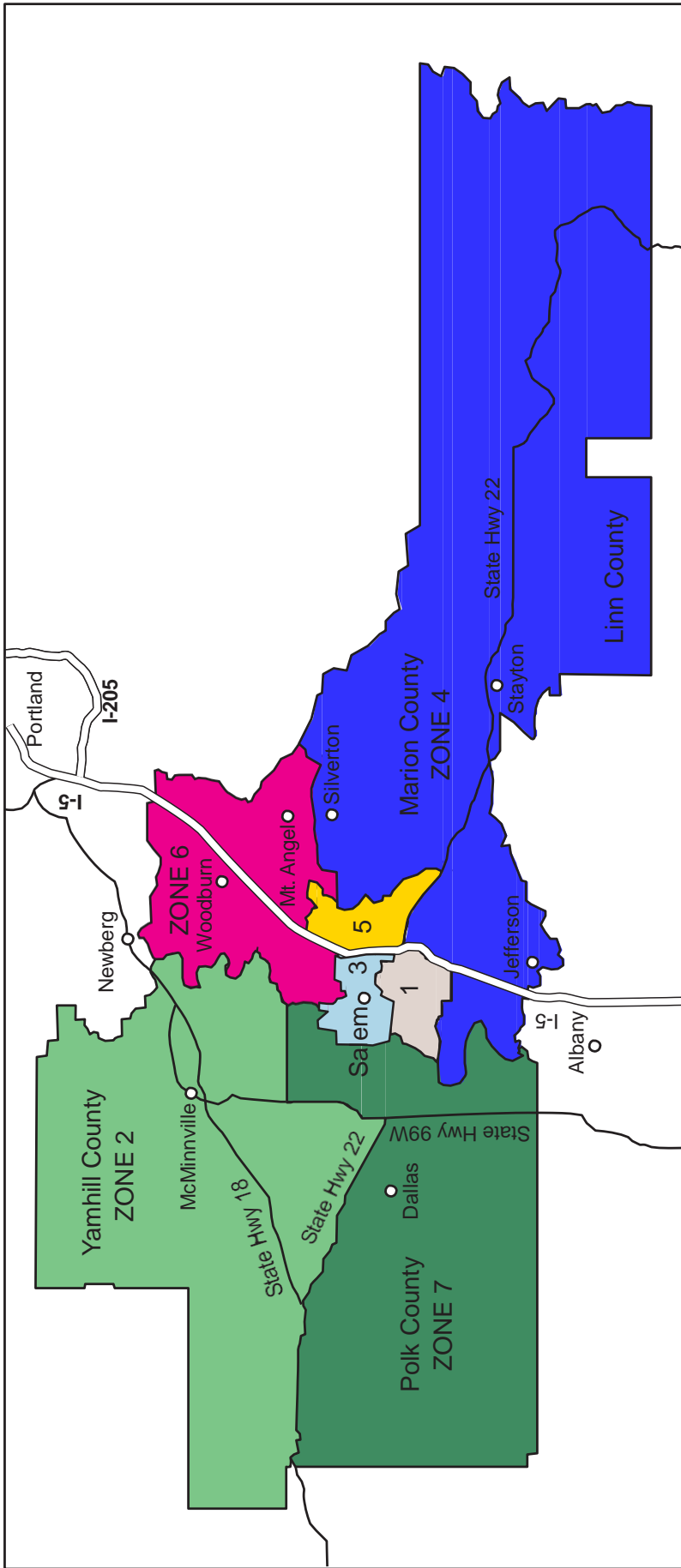
- Building 36—First floor
- Building 37—First floor
- Building 38—First floor
- Building 40—Second floor
- Building 50—First floor
- Building 51—First floor

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, Chair 2020-2021
ZONE 2	Ron Pittman
ZONE 3	Neva Hutchinson
ZONE 4	Ken Hector
ZONE 5	Jackie Franke, Vice Chair 2020-2021
ZONE 6	Diane Watson
ZONE 7	Betsy Earls