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 logo is partially obscured by a white text box.

Regular Meeting

September 19, 2018

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

BOARD OF EDUCATION

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6. Recognition Report 45–46
Julie Huckestein, President/Chief Executive Officer

I. Action

Consent Calendar Process (Items will be approved by the consent calendar process unless withdrawn at the request of a member of the board. Item or items requested to be removed by a member of the board will be removed from the consent calendar by the chairperson for discussion. A separate motion will then be required to take action on the item in question.)

1. Approval of College Policies #1720—Equal [18-19-106] 47–52
Opportunity/Affirmative Action Policy;
#1745—Campus Sexual Violence Elimination
Act (SaVE); and #7050—College Visitors
Julie Huckestein, President/Chief Executive Officer
2. Approval of Women’s Athletics Cross Country [18-19-107] 53–55
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley
3. Approval of Women’s Athletics Long Distance Track [18-19-108] 56–58
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

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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.

Workshop-A
September 19, 2018

INSTITUTIONAL RESEARCH DATA

Prepared by

Fauzi Naas, Director—Institutional Research
Julie Peters, Director—Planning and Lean Development
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley
David Hallett, Vice President—Governance and Administration

Institutional Research data will be presented to the members of the College Board of Education for review at the Board of Education Workshop meeting on September 19.

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APPROVAL OF BOARD MINUTES

Prepared by

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

Minutes of the board meeting of July 25, 2018, and the board work session and special board meeting of September 5, 2018, 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
September 19, 2018

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

July 25, 2018

I. WORKSHOP

Neva Hutchinson, Chair, called the workshop to order at 4:31 pm. The workshop was held at the Yamhill Valley Campus, 288 NE Norton Lane, McMinnville, in Building 1, Room 101–105.

Members in Attendance: Ed Dodson; Jackie Franke; Ken Hector; Neva Hutchinson, Chair; Ron Pittman; and Diane Watson, Vice Chair (arrived at 4:35 pm). Absent: Betsy Earls.

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

A. Yamhill Valley Campus (YVC) Update

Jim Eustrom introduced Danielle Hoffman, director of Transfer, Transition and Student Services, and Paul Davis, director of Career and Technical Education at YVC. A PowerPoint was used to guide the presentation, which covered Chemeketa Works-Internships, Early Childhood Education, Library and Tutoring, Summer Bridge, and Juntos. A number of YVC staff were in the audience and they introduced themselves and their position.

Paul Davis reported Chemeketa Works is modeled after McMinnville Works, a business-driven internship, developed by McMinnville Economic Development Partnership. Chemeketa Works is a project-driven internship where interns work part-time for 10–11 weeks and are paid at minimum wage or more. Julie Miller, coordinator for Chemeketa Works, shared a few highlights including the first cohort of 17 students was launched winter term 2018; the highly engaged steering committee is made up of various businesses and industries in Yamhill County and wanting to connect with Chemeketa and prepare students for the workforce. They are, in turn, helping the college build bridges and connect with other businesses and stakeholders in the community. Chemeketa Works has become a pathway to employment and has helped others refine their career direction. Three student interns—Joana Garcia, Hunter Roth, and Jose Israel Plascencia—shared their experiences at the businesses.

An Early Childhood Education (ECE) cohort of 18 modeled after the Salem program is being offered this summer. Classes are offered on Friday nights, 6–8:30 pm, Saturdays, 9 am–3 pm, and a practicum. Two students in the ECE cohort, Ashley Velasquez and Joana Garcia shared their experience.

Jennifer Silkey, Library and Tutoring lead, shared updates including a proposal by tutors to reconfigure the furniture making it more inviting; a new process was developed for spring term for YVC students to get books from the Lending Library without having to go to the Salem Campus, and the process will be available for the Polk and Woodburn Centers in the

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fall; there are now books in the YVC library, but there is a need for more; embedded tutoring was piloted at YVC where tutors were available in the classroom mainly for labs (math, science, and writing); district-wide tutor training was offered at YVC, as well as study skills workshops and placement test preparation.

Julianna Pilafian, Student Services Specialist, reported the Summer Bridge is going on this week. She gave a brief overview and noted it is funded by a grant for graduating seniors who plan to attend Chemeketa in the fall. It is an intense, four-day, 20-hour program to help students get ready for the fall. Thirty (30) students are participating in sessions on relationship building, instilling a sense of belonging, campus tours, all aspects of financial aid, Chemeketa Foundation scholarships, and education and career exploration.

Another student recruitment activity was reaching out to Dayton middle school students and invited 90 students to YVC so they could be exposed early to college with the message that everyone is college material and that grades matter. In addition to partnering with middle schools, they are working with high school counselors to develop a close relationship and to educate them about College Credit Now and other ways to help prepare their students for college. Julianna's advice is to begin with the end in mind: Find out what the student's dream job is, what education do they need, how can Chemeketa support that goal, and what do they need in high school to prepare them for college.

Jose Garcia, Juntos and Education coordinator at OSU and YVC, shared information on the Juntos program. Jose noted he was in Chemeketa's Outward Bound Program, which had a huge impact on where he is today. Juntos is a partnership program at OSU developed by North Carolina University geared toward first-generation Latinos. The major difference is it brings in families (parents and siblings) and makes them part of the experience, which is missing in the Outward Bound and Aspire programs. Juntos started at YVC in 2015 with Dayton and McMinnville High Schools and two middle schools, Patton and Duniway. Initial conversations are underway to expand to Central High School in Dallas and Woodburn High School. Jose proudly reported they have a 100 percent graduation rate of high school students and 92 percent graduation rate in post-secondary schools.

Jose reviewed the core components of the program, including workshops; monthly family nights with dinner; college visits and programming; and advising, clubs, Hispanic PTAs and summer camps. Some statistics about the Juntos program at YVC were shared, including 160 students and their families were served; 560 completed workshops; there was an average of 15 families per cohort; four college visits were made to Chemeketa Salem, YVC, and Brooks; two middle school STEM camps were hosted by YVC and two high school STEM camps were hosted at OSU; and many parents took interest in GED, English, and citizenship classes at YVC. Lastly, Jose shared a story about Cynthia Gomez, a Juntos student, who was not able to attend the meeting today. However, Jose noted she had a number of challenges in high school, but as a result of Juntos and visiting Chemeketa

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Brooks Regional Training Center, she developed an interest in criminal justice. Cynthia graduated from high school, enrolled and completed the first year of Chemeketa's law enforcement program, will complete the second year, and plans to transfer to Western Oregon.

Jim Eustrom added that we have talked about students being college ready, but we have turned it around and are becoming a student-ready college, taking students where they are and helping them find their path to be successful. All of these were great examples of reaching out and being a student-ready college. Julie thanked the YVC staff for their presentations and students for sharing their stories.

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

II. A. THERE WAS NO EXECUTIVE SESSION

Neva Hutchinson, Chair, reconvened the open meeting at 5:30 pm at the Yamhill Valley Campus, 288 NE Norton Lane, McMinnville, in Building 1, Room 106.

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

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

II. B. ADMINISTRATION UPDATES

Updates were shared or discussed with the board on the OCCA Summer Board training debrief; Presidential search; board work session and special board meeting on September 5; ACCT 2019 Associate Committee Interest form; board calendar review, letter from Senators Wyden and Merkley regarding the HSI grant; the Diversity and Equity Officer position; 45th Street improvements; marketing bus ads; funding by Marion County for the Diesel program; Keizer library; student-initiated fee policy; nursing differential; agenda preview and quarterly monitoring of board guiding principles.

A recess was taken at 6:45 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Neva Hutchinson, Chair, reconvened the board meeting at 7 pm. The meeting was held at the Yamhill Valley Campus, 288 NE Norton Lane, McMinnville, in Building 1, Room 101–105.

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B. PLEDGE OF ALLEGIANCE

Neva Hutchinson led the group in the Pledge of Allegiance.

C. ROLL CALL

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

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

Board Representatives in Attendance: Terry Rohse, Chemeketa Classified Association; and Rory Alvarez, Chemeketa Exempt Association.

Neva Hutchinson presented Ken Hector with a card and gift thanking Ken for serving as board chair for 2017–2018.

D. COMMENTS FROM THE AUDIENCE

None were heard.

E. APPROVAL OF MINUTES

Ken Hector moved and Jackie Franke seconded a motion to approve the minutes of June 20, 2018.

The motion CARRIED.

F. REPORTS

Reports from the Associations

There was no report from the Associated Students of Chemeketa (ASC). The Chemeketa Faculty Association stands as written. Terry Rohse and Rory Alvarez said the classified and exempt reports stand as written.

Reports from the College Board of Education

Ron Pittman had no report.

Ken Hector attended the summer Oregon Community College Association (OCCA) board training in June; the All-Staff Forum; two Silverton Chamber Business Group meetings; a Presidential Search subcommittee meeting; the Diversity and Equity Officer candidate forums; and he participated in an Association of Community College Trustees (ACCT) Public Policy Committee conference call.

Diane Watson attended the OCCA summer board training and the Diversity and Equity Officer candidate forums.

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Jackie Franke attended a Catholic Community Services, "I Work, We Succeed," luncheon and an open house for St. Benedictine Center in Mt. Angel.

Ed Dodson attended the summer Oregon Community College Association (OCCA) board training in June, a Presidential Search subcommittee meeting, and the Diversity and Equity Officer candidate forums.

Neva Hutchinson attended the summer Oregon Community College Association (OCCA) board training in June, a Presidential Search subcommittee meeting, the Diversity and Equity Officer candidate forums, and the All-Staff Forum.

Reports from the Administration

Jim Eustrom reported the 12th Council of Student Services Administrators (CSSA) Summer Institute was held at Menucha this year. This organization focuses on growing your own staff to advance into administrative positions. Angela Archer, Joel Gisbert, and Yesica Navarro were Chemeketa's student services representatives among the 36 attendees from around the state. Jim noted that a total of 30 Chemeketa staff have attended this institute and 28 have had promotions or advanced in their careers.

G. INFORMATION **2018 Fall Kickoff**

Alice Sprague, director of Human Resources, referred to the calendar in the board folder, and she highlighted some of the events. Kickoff day is Tuesday, September 11, starting at 9 am in the Building 7 gym. Julie will give a welcome, and after the morning session, the Wellness Fair, a grab-and-go lunch, and in the afternoon, a classified and exempt training session, and program/department meetings for faculty. The annual Staff Art show reception will be on Wednesday, September 12.

College Policies #1720, Equal Opportunity/Affirmative Action; #1745, Campus Sexual Violence Elimination Act (SaVE); and #7050, College Visitors

Rebecca Hillyer briefly reviewed three policies. The policies were reviewed by the President's Advisory Council and will be brought back in September for board action.

Women's Athletics Cross Country and Long Distance Track

Cassie Belmodis, athletic director, and David Abderhalden, athletic coordinator, brought forward a proposal for two new potential athletic teams for women as a result of Title IX compliance. Based on the 2014 self-assessment, two areas of concern were comparable facilities, which are currently being addressed with the construction of a softball field, and proportionality of opportunity, specifically for women athletes. At Chemeketa, the number of women students (54 percent) enrolled is higher than the number of male students (46 percent); last year the percentage of female participation was 47 percent. To be in compliance, the college would need to add 14–20 more female athletes. As a result, a women's athletics cross-country team for fall 2019 and a women's athletics long distance track team for spring 2019 were proposed.

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Jackie Franke asked what type of research was done to choose these two areas. Cassie said the cost, the numbers and participation rates at local high schools, and the competition available from other colleges that have cross-country and long distance teams. Tennis was also considered, but there were very few tennis teams at the other colleges. It was noted that if a student does both cross-country and long distance track, they would be counted twice.

Other questions around the head coach salary and recruitment, how the college would handle a large number of female student athletes, and the interpretation and misinterpretation of Title IX, were asked and discussed. Board action will be requested at the September board meeting.

Equity Scorecard

Julie Huckestein referred to the Equity Scorecard 2017–2018 Status handout in the board folder. The data for the scorecard has been monitored and maintained by the Diversity Advisory Council and shared with the Student Success and Completion Advisory Council to help make movement and improvements. Linda Herrera, diversity and equity officer, and Alice Sprague, HR director, reviewed the data under each objective.

H. STANDARD REPORTS

Personnel Report

Jim Eustrom said the report stands as written.

Budget Status Report

Miriam Scharer reported there is no budget status report since preparation for the annual audit report is underway. However, an in-progress fiscal-end budget update will be shared in September, and the final audit report will be shared in December. The Status of Investments report reflects a slight increase in interest rates.

Miriam referred to a handout in the board folder on Oregon Community Colleges 2018–2019 Tuition and Fees. Chemeketa is, again, at the lowest tuition rate. Miriam pointed out the statewide average is \$5,399 based on 45 credits. In comparison, Chemeketa is \$4,725 or \$674 below the statewide average. To bring it up to the statewide average, it would equate to about a \$15 per credit tuition increase and would put the college in the top end of the middle third (between Linn-Benton and Portland). A few other comparisons were also listed.

Purchasing Report

Miriam reported a Request for Proposal (RFP) for Executive Recruitment Services for recruiting a new president will be advertised. The contract award will not require board approval, but it will be brought back as a Separate Action item at the September 5 board work session.

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Miriam referred to a green sheet in the board folder for Action Item No. 5, Approval of Santiam HVAC Improvement Contract Award. One response was received and awarded to C.J. Hanson Company, Inc., for \$205,527.

Capital Projects Report

Rory Alvarez said the report stands as written with one addition. A full set of plans from Marion County for the easement on 45th Street should be available and will be shared at the September board meeting. Julie Huckestein said this may require board action.

College Advancement Report April 2018–June 2018

Jim Eustrom reported the College Advancement report includes two reports—Grant Activities and the Foundation Quarterly report—and both stand as written. Nancy Duncan, executive director of the Chemeketa Foundation, announced a benefit for the music program will be held on September 13 at Willamette Valley Vineyards, and she received a \$10,000 donation to help sponsor the event.

Jim Eustrom highlighted three entries in the Grant Activities report—the \$100,000 grant pending from Marion County Economic Development for the new proposed Diesel program; and the two grants for the Campus Compact of Oregon. One grant provides an AmeriCorps employee for the CAMP program and the other provides another AmeriCorps employee at the Woodburn Center.

Spring Term Enrollment Report

Jim Eustrom reported in place of Fauzi Naas and briefly reviewed the headcount and FTE tables and charts. Spring reimbursable FTE is down 3 percent from last spring and unduplicated headcount was down 2.6 percent; year-to-date reimbursable FTE was down 3.7 percent and year-to-date unduplicated headcount was down 6.8 percent from last year.

Recognition Report

Julie Huckestein acknowledged all the employees in the written report, and especially acknowledged the program reviews. Fifty-five (55) program reviews have been completed and there are only six more left to do and then the full cycle starts again. Program reviews are on a six-year cycle with the third year to look back at what has changed or improved.

I. SEPARATE ACTION

Approval of Retirement Resolution No. 18-19-01, Donna R. Northey; and Resolution No. 18-19-02, Juliet M. Booth

Ken Hector read the retirement resolution for Donna R. Northey.

Ken Hector moved and Ron Pittman seconded a motion to approve Retirement Resolution No. 18-19-01.

The motion CARRIED.

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Diane Watson read the retirement resolution for Juliet M. Booth.

Ken Hector moved and Diane Watson seconded a motion to approve Retirement Resolution No. 18-19-02.

The motion CARRIED.

J. ACTION

Ken Hector moved and Ron Pittman seconded a motion to approve action items No.1–5.

1. Approval of College Policy #1740, Annual Campus Security Report—Clery Act
2. Approval of Cybersecurity Associate of Applied Science Degree Option
3. Approval of Grants Awarded April 2018–June 2018
4. Acceptance of Program Donations April 1, 2018 through June 30, 2018
5. Approval of Santiam HVAC Improvement Contract (green sheet)

The motion CARRIED.

K. APPENDICES

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

L. FUTURE AGENDA ITEMS

None were heard.

M. BOARD OPERATIONS

None were heard.

N. ADJOURNMENT

The meeting adjourned at 8:10 pm.

Respectfully submitted,



Board Secretary


Board Chair

President/Chief Executive Officer

9/19/2018
Date

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MINUTES OF BOARD WORK SESSION

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

September 5, 2018

The summer Board Work Session was held at Chemeketa Eola/Northwest Wine Studies Center, in the Chardonnay/Riesling Rooms, 215 Doaks Ferry Road, NW. Neva Hutchinson, Chair, called the meeting to order at 9 am.

Members in Attendance: Ed Dodson; Betsy Earls; Jackie Franke (arrived at 10:10 am); Ken Hector; Neva Hutchinson, Chair; Ron Pittman; and Diane Watson, Vice Chair.

College Administrators in Attendance: Julie Huckestein, President/CEO; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus; David Hallett, Vice President, Governance and Administration; and Jeannie Odle, Board Secretary.

Guests: Rory Alvarez, Fauzi Naas, Julie Peters, Tim Rogers, Miriam Scharer, and Gary West.

Review Agenda and Board Notebook

Julie briefly reviewed the agenda and said she has a few additional updates that she will share after lunch.

Jeannie Odle briefly reviewed the contents of the Board resource notebook for Tabs 1–12. The following highlights were noted:

- Tab 2 – A replacement is needed for Zone 1, Ruth Hewett, on the Budget Committee
- Tab 4 – The 12 board policies dated 2014 are in the revision process and will be information items in October and action items in November; the other 10 board policies dated 2015 will be reviewed by David and the board policy committee this year.
- Tab 7 – On Kickoff day, September 11, 9 am, a table near the front will be reserved for board members in the Building 7 gym. Each board member received a ‘better together’ t-shirt and was asked to wear it along with their nametag.
- Tab 9 – The org charts for 2018–2019 were reviewed; changes were noted in yellow highlight.
- Tab 10 – The date of the 2019 graduation has moved to TUESDAY, June 18, 2019.
- Tab 12 – A Foundation fundraiser has been added to the College and Community Events calendar—Music in the Vineyard, September 13, at 6:30–8:30 pm, at the Willamette Valley Vineyards.

GOVERNANCE

Board Committee Assignments

The 2018–2019 Board Committee Assignments were reviewed and affirmed as noted on the proposed list.

2017–2018 Board Self-Assessment

The board reviewed the compiled ratings and comments and discussed a few areas on the self-assessment form. Overall, ratings on board effectiveness and board performance were rated

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3 (consistently exceeds expectations). Ratings of 2 (meets expectations) were noted on the 2017–2018 Board Goals for Questions 13, 14, and 15.

After lengthy discussion, the following recommendations were made:

- Keep and re-word Questions 13 (add something around equity, or change to Proactively look for opportunities to increase)
- Keep and re-word 14 (add timing of the board's involvement in the addition or deletion of academic programs and add educational trend. Ken suggested rewording Question 14 to "Working with the president to clarify the board's role setting the strategic direction of the college including, but not limited to, financial sustainability (or stability); long-range facilities planning, academic programs, and educational trends
- Remove Question 15, but have Julie provide regular updates about HECC, CCWD and OPC at board meetings
- Keep Question 16
- Add another goal around transitioning of a new president

There was also discussion on when and how to alert/inform the board about new programs or suspension or termination of academic programs. The board asked to be given a heads-up if programs are being added, eliminated, or suspended before it comes as an information and action item. It was suggested that Julie or Jim write a brief update and include it in the monthly board agenda packet or add a standing item on the administrative updates during board dinner.

Board Goals for 2018–2019

Based on the board assessment discussion, David Hallett will develop a draft of board goals for next year and will share them with the Board Goals Committee (Ed, Neva, and Diane), and then bring to a board dinner. Board members were asked to be thinking of board goals, as well as their individual goals for the year, and to send them to David or Jeannie by September 28. A draft of the board goals will be shared at the September or October board dinner.

Board Guiding Principles and Monitoring System Review

The board re-affirmed that the current guiding principles were still relevant and made no changes. Neva brought up the Board Monthly Verbal Reporting form and said that the board activities do not match up to the board goals. It was recommended that the board goals columns be removed and that board members only list the activities they participated in each month. The board goals can be listed at the top or bottom as just a reminder. David will check to see if there is anything in the accreditation requirements around board goals.

Draft of 2018–2019 Placemat

Julie Peters and Gary West from the Planning and Lean Development office presented a draft of the 2018–2019 Placemat. Julie Peters described the process that Exec Team went through at their summer retreat to review and discuss each initiative and whether it would continue or not. An important step was to identify the key stakeholders for each initiative and to have one-on-one meetings with Julie Peters or Gary West to have deeper, more thoughtful discussions to identify the planned activities, milestones, and significant measures. Julie Peters distributed two versions of the 2018–2019 Placemat. One is the same as last year's with the front page listing

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the 16 Strategic Initiatives and the reverse side would be the measures. The other version would have two core themes on the front and the other two on the reverse side; however, it would have the measures listed right below the Planned Activities and the Milestones, which was a recommendation from the Year 3 accreditation team—to better align the measures with the activities. Julie Peters also pointed out that “GP” was listed next to initiatives that relate to Guided Pathways.

Data and Measures (Leading and Lagging Indicators)

Fauzi Naas, director of Institutional Research, used a PowerPoint to explain and share examples of leading and lagging indicators. Leading indicators “influence future performance” and lagging indicators “analyze past performance”. The student data points that he has shared in the past during board meetings will focus on leading and lagging indicators this year. The board was asked what other types of data they would be interested in seeing. They suggested more leading (to take action) than lagging indicators, ethnicity, placement testing into remedial courses, how many credits are students coming in with. Also, definition of an adult learner (over 21?)

Wrap-up of 2017–2018 Placemat

Julie Peters reported the wrap-up is a short narrative on the year-end status of each of the 16 strategic initiatives from last year. Only one of the 16 initiatives will be removed from the Placemat; all the others will remain with different activities and milestones. Julie Peters noted data on the measures will be added to the 2017–2018 Placemat to the percent of change between 2016–2017 and 2017–2018 and will be shared with the board at a future meeting.

UPDATES

Proposals for the OCCA Fall Conference, November 7–9, SunRiver

Exec Team proposed three break-out sessions: 1) Integrated Education and Training Cohorts (e.g., ECE and Welding); 2) Summer Bridge Programs; and 3) Bi-lingual Education Program/ Pathway to University. All three proposals will be submitted for consideration.

Brooks Transportation Complex

The board was reminded about the proposed intermodal/transload facility that may be located at Brooks or Millersburg. This would have potential for educational opportunities and job training. Kevin Mannix is spearheading this project and requested that Chemeketa provide a letter of support. The board briefly discussed the project and suggested that the letter come from Julie and Neva. Julie will draft out the letter and share it with the board.

Measure 105

PCC recently sent out a letter asking what position community colleges are taking on Measure 105 that repeals the sanctuary law. Julie noted board policy #1630, Endorsements, prohibits endorsing “any local, state, or national issue, unless the issue directly relates to college operations or would otherwise impact the college.”

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Accreditation Year 3 Mid-Cycle Report

Jim Eustrom referred to the report in the notebook, specifically, page 10 that lists the acknowledgements and the areas of focus in preparation for the Year 7 accreditation review. In summary, the major areas the college needs to focus on were:

- Better alignment of budget with the planning process
- Too many measures, need to refine
- Liked the Placemat, but need to refine the measures and focus should be on student completion and persistence
- Improve the analytical aspect of data
- Written documents need more clarification

Tuition-setting Guidelines

Miriam Scharer reviewed the handouts, which included a proposal for tuition and universal fee increases for 2019–2020 and beyond to bring Chemeketa's rates more closely aligned with the other community colleges. It included background information, and current tuition and universal fee rates. It presented some strategies and options to realign the college's tuition and universal fee rate to established guidelines within three years and to reduce the forecasted financial shortfall. Jim Eustrom reviewed a proposal to add differential fees to most of the CTE programs and all science courses. Jim shared the effect this would have on financial aid including the Pell grant, the Oregon Opportunity grant, the Oregon Promise, and Chemeketa Scholars. There was lengthy board discussion and further conversations will take place between now and the budget committee meetings.

Facilities Master Plan

Tim Rogers and Rory Alvarez reviewed the format of the 2018 Long-Range Facilities Plan covering 2018–2025; the last update was done in 2013. Various sections were reviewed and discussed. The plan will be updated annually and shared at future summer board work sessions. In order to prepare for a future bond, possibly in 2022, plans will be made to hire a consultant to engage the board and the college in a comprehensive facilities planning study.

Tim and Rory shared an update on the Brooks well water issue. In 2006 the college became responsible for the well when Marion County Fire turned over the Regional Training Center to the college. The well serves commercial customers in Brooks. We recently discovered the well serves fire hydrants on the commercial property too. The pump would not have the capacity if there were more than one hydrant being used. The pump is very old and not fixable and the replacement cost would be \$25,000–\$50,000 or could run up to \$1 million for adequate water reserve for all the fire hydrants. Another issue is there is no mapping of the water system. The college is working with Marion County and Brooks Public Works to address these concerns as quickly as possible.

Legislative Session/OPC Priorities

Julie Huckestein referred to the handouts in the board notebook. She reviewed a few of the slides in the OPC Budget Advocacy Plan and briefly discussed the 2019–2021 Current Service Level (CSL) budget of \$647 million and the CSL Plus model, which includes two policy options for a total of \$787 million that community colleges will advocate for in the next biennium.

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Julie also shared the OPC major priorities for 2018–2019. Small workgroups will be formed around four categories: 1) funding; 2) equity; 3) student success; and 4) organizational development. Each workgroup will develop priorities under each category.

Emerging Issues

Shirley Metcalf, president at Central Oregon Community College has announced her retirement; and Cam Preus will be leaving Blue Mountain Community College to fill the executive director position at OCCA.

Adjournment

Meeting adjourned at 2:55 pm.

Respectfully submitted,



Board Secretary


Board Chair

President/Chief Executive Officer

9/19/2018

Date

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CHEMEKETA COMMUNITY COLLEGE

**SPECIAL BOARD OF EDUCATION
MEETING MINUTES**

September 5, 2018

A. CALL TO ORDER

Neva Hutchinson, Chair, called the special board meeting to order at 3 pm. The meeting was held at Chemeketa Eola/Northwest Wine Studies Center, 215 Doaks Ferry Road, NW, in the Chardonnay/Riesling Rooms.

B. ROLL CALL

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

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 Campus

Guests: Miriam Scharer, Associate Vice President/Chief Financial Officer; Alice Sprague, Director, Human Resources; and Kevin Walther, Procurement Services.

C. COMMENTS FROM THE AUDIENCE

None were heard.

D. INFORMATION

Presidential Search Update

Alice Sprague reported the college went out for a Request for Proposals (RFP) in August for an executive recruitment services firm, reviewed the process with the board subcommittee of Ed Dodson, Ken Hector, and Neva Hutchinson, screened 11 applications, conducted Skype interviews with four firms, and did reference checks. The Marketing and Public Relations office will be developing a website to share information and progress reports. Also, an all-staff email was sent out during the summer asking interested staff who would like to serve on the Presidential Search Advisory Committee to notify Human Resources (HR); another email will be sent out next week. Jackie Franke asked if a firm was used in a previous search. It was noted that a local consultant, Vicki Willis, was used last time, and this would be the first time the college has used an external search firm.

E. SEPARATE ACTION

Approval of Executive Recruitment Services Contract

Miriam Scharer introduced Kevin Walther, lead procurement management analyst, who assisted the subcommittee in the process for the selection of an executive search firm. Kevin was thanked for his guidance, organizational skills, and streamlining the process.

Miriam referred to the green sheet in the board folder. Miriam reminded the board that the threshold for bringing contract awards to the board is \$150,000 and above. Although the contract award is significantly lower than the threshold, the college felt it was important to bring the recommendation to the board for approval due to the nature of the contract. All

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11 proposals were responsive and were evaluated based on criteria. The top four firms were AGB Search LLC, the Association of Community College Trustees (ACCT), Gold Hill Associates, and the Pauly Group, Inc. Based on the applications, interviews, and reference checks, it was recommended that the contract be awarded to the Association of Community College Trustees, Washington, DC, for an estimated contract value of \$54,500.

The subcommittee shared the pros and cons of the four firms. ACCT had a good plan; valued the board and the process; the lead person who would be working with the college is a past community college president and had an extensive community college background; and ACCT had the lowest bid.

Ken Hector moved and Jackie Franke seconded a motion to approve the contract award for Executive Recruitment Services to the Association of Community College Trustees of Washington, DC, for an estimated contract value of \$54,500.

The motion CARRIED.

Approval of Presidential Search Process and Timelines

Alice Sprague reviewed the proposed process and timeline and specifically covered the September and October activities. Alice noted that timelines can be adjusted. Ken Hector suggested accelerating the timeline to get the job description out earlier than November due to the recent announcement of two additional community college president vacancies.

Ron Pittman moved and Diane Watson seconded a motion to approve the Presidential Search Process and Timelines as presented.

The motion CARRIED.

Approval of Composition of Presidential Search Advisory Committee

Alice Sprague reviewed the composition of the Presidential Search Advisory Committee. Ken Hector moved and Ron Pittman seconded a motion to approve the Composition of the Presidential Search Advisory Committee as presented.

The motion CARRIED.

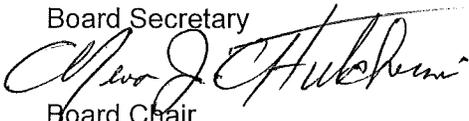
F. ADJOURNMENT

The meeting adjourned at 3:20 pm.

Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

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Date

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CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Justus Ballard, President—Chemeketa Faculty Association

The Chemeketa Faculty Association (CFA) will be represented by CFA President, Justus Ballard. Justus will share a verbal report for the CFA at the Board of Education meeting on September 19.

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

MEET THE CCA BOARD (AGAIN)

Aaron Padilla, Yamhill Valley Campus science lab manager and CCA Internal Vice President, left Chemeketa in July to take the job of Aaron's dreams and education as Head Cellar Master for the 1859 Cider Company in Salem. This created a vacancy which was subsequently filled by CCA Director of Union Stewards, Kyle Anderson. The Director of Union Stewards vacancy was then filled by Pilar Torres-Barrera. Please meet (again) the 2018–2019 CCA Executive Board with () indicating term ending date:

President: Terry Rohse, Liberal Arts (6.30.19)

Internal Vice President: Kyle Anderson, Information Technology (6.30.19)

External Vice President: Mary Schroeder, Library & Tutoring Services (6.30.20)

Secretary: Octavian Dum, Information Technology (6.30.19)

Treasurer: Nancy Espinosa, Business Services (6.30.20)

Directors:

- Committee Recruitment and Member Representation: Irma Guzman, Woodburn Center (6.30.20)
- Membership Activities: Trina Butler, Business & Technology; Early Childhood Education and Visual Communications (6.30.20)
- Public Relations: Gail Williams Pickett, Business Services (6.30.19)
- Training: Chris Cooper, Public Safety (6.30.19)
- Union Stewards: Aaron King, Financial Aid (6.30.19); Pilar Torres-Barrera, High School Equivalency Program (6.30.20)

CCA BOARD RETREAT

The CCA Board spent the next to last summer Friday at a retreat at the Broadway Commons to plan the coming year's activities. There was much discussion about the impact of the June 2018 Supreme Court decision *Janus v. AFSCME*, which determined that it is unconstitutional for public employees to be required to pay for the costs that their associations spend representing them in negotiations and enforcement of their contracts. In short, no employee of a public employer will be required to pay union dues although the union retains the responsibility to represent all members, dues paying or not. In anticipation of this action, CCA has spent the past year talking with members about the expected choice that would result from *Janus v. AFSCME*. To date, these outreach efforts have resulted in approximately 88% of members voluntarily signing up to support their CCA organization.

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WELCOME NEW MEMBERS

It has been a smaller than average year for new summer hires but CCA is pleased to welcome:

- Sir Najar, hired on July 19, 2018 by Facilities and Operations as a maintenance/trades assistant. Word has it that Sir is quite the bowler and plans to join a team during inservice.
- Megan Jensen, the new department specialist for Wine Studies as of July 16, 2018. Megan shared that “I previously worked for ten years for the Oregon Community College Association, the lobbying and advocacy organization for all seventeen community colleges in Oregon. I have a master's degree in adult education leadership and policy from Portland State University. My husband Erik has been an instructor of Physics at Chemeketa for 17 years. We have two children, one of whom will be attending Chemeketa this fall, and we enjoy kayaking, camping, hiking, biking and spending time with family and friends.”
- Danielle Oswald, department technician I for Counseling and Student Support Services as of September 10, 2018. Danielle should have a busy fall getting to know students and staff at the Welcome Center.

CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

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

The 2018–2019 Exempt Association Board has submitted biographies for the board's information.

RORY ALVAREZ, PRESIDENT



Rory Alvarez began working at Chemeketa Community College August 25, 2014. He began as Specialty Trade Supervisor and held that position until July 1, 2017. At that time, he assumed the job of Interim Director of Facilities and Operations. Rory has now been named Director of Facilities and Operations.

Rory has spent many years in the electrical field as an estimator/job superintendent. He has spent a lot of time building relations in the community through his work and his volunteer endeavors. Rory has coached varsity football, girls', and boys' basketball (all levels) as well as varsity girls' softball. He has also been on the school board as well as the planning commission for numerous years. Rory also spent four years in the United States Army stationed at Fort Bragg North Carolina. In the Army, he was an airborne infantryman in the 82nd Airborne Division.

Rory is a husband to his beautiful wife, Marisa Alvarez, and has three great kids Paige (22 years old and currently in the United States Navy, stationed in California), Pamela (17 years old, attends South Salem High) and Peyton (13 years old, attends Judson Middle school). Rory and his family love to fish and spend time outdoors as well as travel and live life to the fullest. They are proud members of Gateway Foursquare Church in Salem, Oregon.

ADAM MENNIG, PRESIDENT-ELECT



Adam Mennig began working at Chemeketa in April 2012 as a grant funded Student Services Specialist. Since that time, he served in several positions focused on connecting CTE, Developmental Education, Student Services and the Workforce. Adam is passionate about increasing access and success for underrepresented student populations at Chemeketa, and currently serves as an Academic Coordinator focused on Vocational ESOL and other Integrated Education and Training programs.

Originally, from Iowa, Adam holds a BA in History with a Secondary Teaching Endorsement, and a MEd in Student Affairs Administration from the University of Wisconsin—La Crosse. Before moving to Oregon, Adam taught at-risk high school students in Iowa, helping students to graduate and connect with education and the workforce. A bit of a political junkie, Adam worked on several local, state and national campaigns, and himself was elected to two terms on the K–12 Board of Education in Dubuque, Iowa.

Adam loves the outdoors, and a good road trip. He lives in Southwest Portland with his partner Sean and their dog and cat. Together they enjoy traveling the country and visiting family whenever possible.

ALLISON STEWART HULL, PAST-PRESIDENT



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Allison Stewart Hull (Alli) began working at Chemeketa in September 2005 as a Faculty Secretary in Building 1. Then in 2006, Alli started working for Don Brase as the Administrative Assistant to the Humanities Department. Her close work with the Human Resources (HR) department allowed for her to easily transition into working in HR by 2011. In June 2014, Alli became the HR/Payroll Systems Manager. She quickly became involved in the Exempt Association and has grown in her role as president.

Alli has a history of involvement in her community and a strong interest in government. She was interested in how good ideas transform into active projects and how important community feedback was to the process. She graduated from Western Oregon University with a Bachelor's degree in International Relations, with a focus in political science and organizational infrastructure.

Alli is also the mother of a 7-year old daughter named Lila. Alli and Lila have spent the summer outside. They share a passion for picking local fruit, and going to flower farms. Alli has found that they do not share a passion for disc golf, but by adding geocaching to the sport, they have found success in an outdoor adventure that they both can enjoy.

LYNN IRVIN, VICE PRESIDENT



Lynn has worked at Chemeketa since August 1998. Her current position is an administrative coordinator to the College Support Services Division (CSSD).

An outgoing and very social person, she takes pride in the many college endeavors and activities she has been involved in since coming to work at the college. She served for six years on the Wellness Committee, two years as the chair. She is an integral part of planning trainings including fall kickoff and as well as the employee recognition events. She is a member of the Insurance Task Force. She is currently serving as president of the statewide board of the American Association for Women in Community Colleges (AAWCC). She helped establish a chapter at Chemeketa that annually awards a student scholarship and offers professional development opportunities to employees. She coordinates the selection committee for the

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student scholarships for the exempt association and has served on the board for 16 years in every role, except treasurer.

She loves the lifelong learning environment that is a part of the college. She was honored to be selected as the American Association of University Women's Outstanding Graduate while attending Chemeketa.

Lynn is married to Bruce Irvin, who works at the college as the Veterans' Certifying Official and is extremely proud of her two children. Her son, Ross, graduated from Chemeketa's automotive program. He has a career in the industry and just loves his job! He is married with three children and two grandchildren. Her daughter, Sara, is attending graduate school working on a PhD in chemistry at Vanderbilt College in Nashville. Lynn has a three-year old great-granddaughter named Annabelle, a 7-month old great granddaughter named Presley and one more on the way! You can often find her working in the yard, or at the gym lifting weights and dancing her heart out in an aerobics dance class.

GLORIA PHIPPS, TREASURER



Gloria has worked at Chemeketa since December 2002, in Human Resources. She is currently the Manager of Payroll. She obtained her certification as a certified payroll professional through the American Payroll Association (APA) in 1994. Gloria is a graduate from Chemeketa with her Associates of Science in Human Resources (which is now known as Human Services).

She is committed to a lifetime of learning and has kept her certification current by participating in educational opportunities that increase her knowledge and skills in the payroll profession. She is actively involved in the Heart of Oregon local chapter of the APA, currently serving as the chapter meeting coordinator and past treasurer. She is committed to teaching others about the payroll profession by participating in APA's Money Matters National Education Day that connects local payroll professionals with teenagers to promote education on financial literacy.

Gloria and her husband Gary have one daughter, Gina. Gina attended the High School Program at Chemeketa and graduated with her AAOT. She has now completed her Bachelor's degree from OSU in computer science and is currently working as a software engineer in Maryland. Gloria says, "We are all very grateful for the opportunities offered at Chemeketa for teenagers to be successful outside of the normal high school environment." Gloria and Gary enjoy traveling and have a small garden each summer.

MATT BLANKENSHIP, MEMBER-AT-LARGE



Matt has been a member of the Chemeketa exempt association board for three years. He came to Chemeketa in July of 2014 and is the Academic Coordinator for the Liberal Arts department.

Matt, after starting his academic journey at a community college, transferred to Pacific University earning a B.S. in Psychology with honors. He later earned a M.Ed. in Higher Education Administration from Portland State University. He also has graduate level credentials in student affairs work, which is where he started his career in higher education. He has a deep belief in and understanding of the community college mission, which is why he is so excited to be a part of the Chemeketa community.

Matt met and later married his wife, Kristina, while attending Pacific University. They share their home with their two completely spoiled dogs, Daenerys and Arya. Matt loves to run and is a proud fourth year member of Chemeketa's Hood-to-Coast relay team and can usually be spotted running through the neighborhoods surrounding the Salem campus during his lunch hour.

JULIE PETERS, MEMBER-AT-LARGE



Julie has had a connection with Chemeketa for more than 30 years. She was a student in the Mechanical Design program, graduating in 1987. After working locally in the field, she served as a member of the Drafting Technology Advisory Committee. Julie later taught Drafting courses first as an adjunct instructor, then full-time from 1998–2012. She changed hats in 2012 to lead the Planning and Lean Development department.

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Julie is a life-long west coast resident: born in California, raised in Washington, and now a long-time resident of Oregon. She has a bachelor's degree in Business Management from Marylhurst University. Julie and her husband Allen have two grown children and three energetic grandchildren who live in Seattle. She and her husband enjoy cooking, walking, gardening and travel.

ANGIE MILLER, MEMBER-AT-LARGE



Angie has worked at Chemeketa since 1996, when she started as a work-study student. Originally, hired to work as a camera operator with CTV classes; she quickly moved into a part-time hourly position working in media delivery and the media department; finally ending in the Library. She has worked in the Library for the last 17 years. She is currently the Library Circulation Coordinator.

Angie loves working at Chemeketa because each day offers variety and an opportunity to help students succeed and achieve their dreams.

Angie and husband, Geoff, are the proud parents of six-year old triplets. Xander, Tyson, and Alexis who are their pride and joy and help keep life interesting and exciting. In their free time, they love to spend time as a family camping and boating at Detroit Lake.

ASHLEY DERN, MEMBER-AT-LARGE



Ashley has worked at Chemeketa since October 2013. She started as an Instructional Specialist in the Tutoring Center and moved into the Tutoring Services Coordinator role in

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January 2017. While in the role of Instructional Specialist, Ashley was a member of the Chemeketa Classified Association as a union steward.

Ashley grew up on a farm in Vale, OR. After attending Treasure Valley Community College, she ventured to the west side of the state to attend Oregon State University, where she earned a BS in Chemistry.

Ashley has two children that she adores. Her daughter, Allison, is seven and is in second grade this year. Her son, Marshall, is five and is in kindergarten. In her free time, Ashley loves to play card games (especially cribbage), work on puzzles, and be outdoors. Fishing is a hobby she loves, but does not get to do nearly enough.

ASPEN PADILLA, MEMBER-AT-LARGE



Aspen joined the Chemeketa family in October 2008 as a member of the Library staff. Since then, she has also worked in Tutoring Services and is now the Academic Coordinator for Math, Science, and Engineering. She enjoys being involved in college activities and has served on the Chemeketa Classified Association board and participated in multiple projects and committees. The duties of each new position reveal new facets of the college, and she is able to use the knowledge and skills from previous positions to bridge gaps between areas and departments.

Aspen's circuitous route to Oregon began in Colorado and wound through Arizona, Iowa, and Colorado again. With little direct experience with community colleges before coming to Chemeketa, she quickly gained understanding and appreciation of the community college mission and its place in the educational landscape. She enjoys building connections between students, staff, and faculty so each group can appreciate and utilize each other's strengths.

When not at Chemeketa, Aspen enjoys all things nerdy, being outdoors, and racing her car. She regularly attends comic and board game conventions and spends most summer weekends wearing out tires. This summer she visited Mt. St. Helens for the first time, and it was a real treat for a rusty geologist!

KAREN ALEXANDER, MEMBER-AT-LARGE



Karen began her career at Chemeketa in January 2016, and is the Director of Student Accessibility Services. Originally, from Illinois, where she earned her MA in Psychology from National Louis University, Karen is excited to be a new resident in the great state of Oregon. She is passionate about serving students with disabilities and helping them to achieve their goals. Karen has three grown sons and a new granddaughter. She enjoys Tai Chi, walking, and trying new recipes.

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RISK MANAGEMENT/INSURANCE REPORT

Prepared by

Kathleen Silva, Emergency and Risk Manager
Tim Rogers, Associate Vice President/Chief Information Officer

Kathleen Silva, the college's emergency and risk manager, and Kathy Bowen, Senior Account Executive of USI Insurance Services, and the college's Agent of Record, will make a presentation on college insurance coverage. Topics to be discussed will include an overview of current property and casualty coverage, renewal highlights and a claims overview.

COLLEGE POLICY #5135—MANDATORY STUDENT-INITIATED FEE

Prepared by

Manuel Guerra, Chair—Student Success and Completion Advisory Council
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

The following policy has been reviewed and approved by the Student Success and Completion Advisory Council on July 26, 2018.

MANDATORY STUDENT-INITIATED FEE—POLICY #5135

The policy is required in order for the college to be in compliance with House Bill 2666 which gives a community college recognized student government body the authority to establish processes for and the allocation of mandatory student-initiated fees.

The College Board of Education will be asked to approve Policy #5135 at the October meeting.

Student Services Series—5000

MANDATORY STUDENT-INITIATED FEE¹

The student government at Chemeketa Community College may form a student fee committee to recommend a mandatory student-initiated fee for the purpose of cultural or physical development of students. Members on the committee shall be drawn by the Associated Students of Chemeketa from student leadership teams and/or student organizations so as to represent all Chemeketa students' interests. The purpose, use and allocation of the revenues earned and expended from this fee will be determined by the committee in accordance with college policies.

Annually, in accordance with timelines set by the college president/chief executive officer in the procedure, the committee will submit a detailed fee proposal to the college president/chief executive officer for approval. The proposal will include the amount of the fee, purpose and description of the fee, assessment method proposed (e.g. per term, per student, flat fee or per course fee, etc.), and a detailed budget for the expenditures.

A request for a mandatory student-initiated fee, use of the fee, or decision to modify an existing fee, may be refused by the president/chief executive officer if the president/chief executive officer determines that:

- a) The recognized student fee committee assessed or allocated the mandatory student-initiated fee in violation of applicable local, state, or federal law and/or college policies;
- b) The allocation conflicts with a preexisting contractual financial commitment;
- c) The total mandatory student-initiated fees budget would increase by a percentage that is greater than the percentage increase in tuition and other fees approved by the College Board of Education for the upcoming academic year; or
- d) The fee request is not advantageous to the cultural or physical development of students.

The recognized student fee committee and the president/chief executive officer shall seek to reach agreement on any dispute involving mandatory student-initiated fees, if necessary with the aid of a process established by the College Board of Education. If an agreement is not reached, the decision of the president/chief executive officer may be appealed to the College Board of Education, which will render a final decision prior to the adoption, use or modification of a mandatory student-initiated fee.

If the request is for a new or increased mandatory student-initiated fee the College Board of Education may require a campus referendum in which the student body votes on whether to approve the fee. If a mandatory student-initiated fee is rejected by the student body in a referendum, the recognized student government may not request another mandatory student-initiated fee for the remainder of the academic year.

¹ ORS 341.470

Student Services Series—5000

MANDATORY STUDENT-INITIATED FEE (Continued)

If approved by the college president/chief executive officer, the fee proposal shall be forwarded to the College Board of Education for review. The College Board of Education will render a final decision prior to the adoption, use or modification of a mandatory student-initiated fee.

The assessment and collection of approved fees will be handled through the standard college tuition and fee policies and assessment and collection processes. The revenue will be allocated per the fee proposal submitted to, and approved by, the president/chief executive officer. All revenues and expenditures resulting from the approved fee shall be accounted for separately and an annual report shall be submitted to the president/chief executive officer and College Board of Education at the end of each fiscal year.

Definitions

Mandatory Student-Initiated Fee—means a fee that:

- a) Is initiated by the recognized student fee committee at Chemeketa Community College;
- b) Students are required to pay in addition to the College Board of Education approved tuition and other fees;
- c) Is collected by the College Board of Education (through the standard college tuition and fee policies and assessment and collection processes); and
- d) Is allocated by the recognized student fee committee of the college.

Adopted College Board of Education

Revised

2018 HIGHER EDUCATION COORDINATING COMMISSION SUMMER BRIDGE

Prepared by

Mike Evans, Dean—Student Retention and College Life
Manuel Guerra, Executive Dean—Student Development and Learning Resources
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

Chemeketa received a “First Generation Student Success Grant” from the Higher Education Coordinating Commission (HECC) in April, 2018. The grant provides \$124,839 to serve at least 150 students as they transition from high school to college at Chemeketa, with the goal of reducing the “summer melt.”

The grant has four components which include recruitment of first-generation college students from the graduating senior class in the local high schools in Chemeketa’s district, providing a summer bridge experience for these students, awarding scholarships to help meet their financial need, and providing ongoing support services to increase persistence.

The Student Recruitment office conducted a recruitment campaign inviting recent high school graduates who appeared to meet the target population to participate in the Chemeketa Summer Bridge 2018. Email and text invitations were sent to 1,263 potential participants. In all, 284 students registered for Summer Bridge and 212 students attended.

Of the 212 students who attended Summer Bridge, 202 are currently registered in credit-bearing courses for fall 2018, a yield of 95 percent. This compares to only 34 of the 72 students (47 percent) who registered but did not attend Summer Bridge.

The Summer Bridge component of the grant involved a four day, 20-hour long experience that allowed students to attend for one week in July that fit their schedule, and earn one free CG100 “Preparing for College” credit. Students from the Yamhill area were offered the option to participate at the Yamhill Valley Campus.

During the Summer Bridge, students completed all of the “Getting Started” steps they were missing; learned about financial aid and scholarships; applied for College Access Programs cohorts (TRIO, CCP, CAMP); experienced lectures in writing and biology; took placement tests; applied for HECC Summer Bridge scholarships through the Chemeketa Foundation; engaged in creative thinking and theater improv sessions; learned about note taking and time management; received academic advising and registered for classes. Along the way, they resolved many of their concerns and gained confidence in their preparation for fall, found out Chemeketa Community College staff cares about them, and made new friends.

Student feedback and updated information will be provided during the workshop.

PERSONNEL REPORT

Prepared by

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

NEW HIRES AND NEW POSITIONS

Jordan M. Bermingham, Director-Corrections Education—Regional Education and Academic Development Division, replacement, 100 percent, 12-month assignment, Range D-1, Step 3.

Megan R. Jensen, Department Specialist—Wine Studies, Regional Education and Academic Development Division, new position, 100 percent, 12-month assignment, Range B-3, Step 4.

Sir S. Najar, Maintenance/Trades Assistant—Capital Projects and Facilities, College Support Services Division, replacement, 100 percent, 12-month assignment, Range A-4, Step 2.

Wendy Riley, Instructor-Visual Communications—Business, Technology, Early Childhood Education and Visual Communications, Career and Technical Education Division, replacement, 100 percent, 176 duty-day, annualized assignment, Range F-9, Step 4.

Juan A. Saldana, Student Services Technician—Student Retention and College Life, Student Development and Learning Resources Division, limited duration assignment, 100 percent, 12-month assignment, Range B-3, Step 3.

Sabrina Y. Spansel, Department Technician I—Financial Aid, Student Development and Learning Resources Division, limited duration assignment, 100 percent, 12-month assignment, Range B-1, Step 1.

POSITION CHANGES

Kami Blackwell, Student Services Specialist—College Access Programs, Student Development and Learning Resources Division, from a limited duration assignment to a regular assignment, 100 percent, Range B-3, Step 1.

Joel Gisbert, Student Services Coordinator/Analyst II—Student Retention and College Life, Student Development and Learning Resources Division, replacement, 100 percent, Range C-2, Step 1, from Student Services Specialist—College Access Programs, Student Development and Learning Resources Division.

Debra E. Johnson, Instructional Coordinator/Analyst II—Mid-Willamette Education Consortium, Career and Technical Education Division, replacement, 100 percent, Range C-2, Step 2, from Financial Services Analyst—Mid-Willamette Education Consortium Department, Career and Technical Education Division.

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Yesica Y. Navarro, Coordinator-Completion Program—Student Retention and College Life, Student Development and Learning Resources Division, new position, 100 percent, Range C-2, Step 4, from Student Services Coordinator/Analyst II—Student Retention and College Life, Student Development and Learning Resources Division.

Jonathan “Jon” Tucker, Dean-High School Partnership— Regional Education and Academic Development Division, replacement, 100 percent, Range D-3, Step 9, from Executive Director-Corrections Education— Regional Education and Academic Development Division.

SEPARATIONS

Marco A. Aguirre, Student Services Specialist—College Access Programs, Student Development and Learning Resources Division, effective August 3, 2018.

Aimee M. Anderson, Instructional Specialist-10-months—Business, Technology, Early Childhood Education and Visual Communications Division, effective August 7, 2018.

Kimberley P. “Kim” Barnes, Maintenance/Trades Technician I—Capital Projects and Facilities, College Support Services Division, effective August 28, 2018.

Cerbrina Chou, Instructor-Communication—Liberal Arts, General Education and Transfer Studies Division, effective August 31, 2018.

Jennifer A. Dumble, Systems Analyst—Information Technology, College Support Services Division, effective July 26, 2018.

Kimberly D. Eitner, Student Services Technician—International Programs, Student Development and Learning Resources Division, effective August 6, 2018.

Jonathon Metcalf, Technology Analyst I—Information Technology, College Support Services Division, effective July 31, 2018.

Aaron B. Padilla, Instructional Specialist—Yamhill Valley Campus, Academic Progress and Regional Education Services Division, effective July 26, 2018.

Emily B. Ross, Instructional Technician-10 months—Business, Technology, Early Childhood Education and Visual Communications, Career and Technical Education Division, effective September 14, 2018.

Bruce G. Scanlon, Coordinator-Dual Credit—High School Partnerships, Regional Education and Academic Development Division, effective September 4, 2018.

David E. Schultze, Instructor-Nursing—Health Services, Career and Technical Education Division, effective August 31, 2018.

BUDGET STATUS REPORT

Prepared by

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

The financial reports of the general fund and investments for the period from July 1, 2018, through August 31, 2018, 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 August 31, 2018

In addition, attached is the General Fund Revenue and Expense statement In-Progress for the period ending June 30, 2018.

Chemeketa Community College
Statement of Resources and Expenditures
As of August 31, 2018

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	21,250,000	143,526	0.68%	(21,106,474)
Tuition and Fees	20,200,000	8,163,110	40.41%	(12,036,890)
State Appropriations - Current	23,751,162	7,904,862	33.28%	(15,846,300)
State Appropriations - Carryover from FY18	8,028,838	8,028,838	100.00%	-
Indirect Recovery	1,970,000	244,346	12.40%	(1,725,654)
Interest	440,000	63,139	14.35%	(376,861)
Miscellaneous Revenue	200,000	51,536	25.77%	(148,464)
Transfers In	500,000	-	0.00%	(500,000)
Fund Balance	10,000,000	-	0.00%	(10,000,000)
Total Resources	86,340,000	24,599,357	28.49%	(61,740,643)
Expenditures:				
Instruction	34,022,300	2,691,787	7.91%	31,330,513
Instructional Support	12,056,093	1,838,444	15.25%	10,217,649
Student Services	7,620,513	1,124,044	14.75%	6,496,469
College Support Services	16,241,866	2,724,947	16.78%	13,516,919
Plant Operation and Maintenance	6,624,228	736,855	11.12%	5,887,373
Transfers and Contingency	8,275,000	1,059,750	12.81%	7,215,250
Total Expenditures	84,840,000	10,175,827	11.99%	74,664,173
Unappropriated Ending Fund Balance	1,500,000			

**Chemeketa Community College
Budget Status Report
As of August 31, 2018**

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	8,271,303.00	1,334,007.99	6,564,541.90	372,753.11
6120	Classified Salaries	11,682,474.00	1,759,771.63	9,139,001.64	783,700.73
6124	Part-Time Hourly & Student Wages	1,286,540.00	161,424.63	-	1,125,115.37
6130	Faculty Salaries	16,042,074.00	484,407.78	14,724,959.36	832,706.86
6132	Part-Time Faculty	6,290,259.00	1,086,143.54	52,263.56	5,151,851.90
6510	Fixed Fringe Benefits	9,533,139.00	1,433,813.24	-	8,099,325.76
6511	Variable Fringe Benefits	13,563,753.00	1,539,509.69	-	12,024,243.31
6512	Other Fringe Benefits	380,000.00	76,647.00	-	303,353.00
	Subtotal Personnel Services	67,049,542.00	7,875,725.50	30,480,766.46	28,693,050.04

11.75%

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,824,803.00	76,964.18	-	1,747,838.82
720	Equipment \$500-\$4,999	266,225.00	19,758.77	-	246,466.23
7300	Legal Services	115,094.00	1,723.50	-	113,370.50
7310	Insurance	619,080.00	495,100.18	-	123,979.82
7320	Maintenance	536,145.00	7,427.52	4,605.00	524,112.48
7330	Communications	868,942.00	67,542.21	-	801,399.79
7340	Space Costs	1,848,251.00	123,511.75	37,930.00	1,686,809.25
7350	Staff Development	132,851.00	26,863.11	-	105,987.89
7360	Travel	391,299.00	25,652.68	-	365,646.32
7370	Other Services	2,754,366.00	394,731.63	171,121.14	2,188,513.23
7550	Capital Outlay	158,402.00	1,075.92	-	157,326.08
8150	Transfers Out	4,775,000.00	1,059,750.00	-	3,715,250.00
8500	Contingency	3,500,000.00	-	-	3,500,000.00
	Subtotal Non-Personnel Services	17,790,458.00	2,300,101.45	213,656.14	15,276,700.41
	Report Totals	84,840,000.00	10,175,826.95	30,694,422.60	43,969,750.45

11.99%

STATUS OF INVESTMENTS AS OF AUGUST 31, 2018

<u>Oregon State Treasurer Investments</u>	<u>Investment Ending Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Rate as of 8/31/2018</u>
Oregon Short-Term Fund - General	8/31/2018	On demand	\$33,002,453.71	2.25%
Oregon Short-Term Fund - Capital	8/31/2018	On demand	\$ 9,815,927.32	2.25%

13 week Treasuries 2.07% as of 8/31/2018

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

Chemeketa Community College
Statement of Resources and Expenditures
Year Ended June 30, 2018 (Preliminary Progress Report) *

Fund 100000 - General Fund Unrestricted

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET	VARIANCE TO BUDGET
Resources:				
Property Taxes	20,690,000	21,123,651	102.10%	433,651
Tuition and Fees	20,950,000	19,743,553	94.24%	(1,206,447)
State Appropriations - Current	31,080,000	32,464,236	104.45%	1,384,236
State Appropriations - Deferred to FY19	-	8,028,838	-	8,028,838
Indirect Recovery	1,910,000	1,769,117	92.62%	(140,883)
Interest	230,000	434,602	188.96%	204,602
Miscellaneous Revenue	180,000	600,181	333.43%	420,181
Transfers In	500,000	500,000	100.00%	-
Fund Balance	8,800,000	9,039,874	102.73%	239,874
Total Resources	84,340,000	93,704,052	111.10%	9,364,052
Expenditures:				
Instruction	32,862,057	32,018,434	97.43%	843,623
Instructional Support	11,614,740	11,413,606	98.27%	201,134
Student Services	7,434,957	7,281,542	97.94%	153,415
College Support Services	15,668,307	14,784,584	94.36%	883,723
Plant Operation and Maintenance	6,609,939	6,411,803	97.00%	198,136
Transfers and Reserves	8,650,000	3,848,172	44.49%	4,801,828
Total Expenditures	82,840,000	75,758,141	91.45%	7,081,859
Preliminary Ending Fund Balance		17,945,911		
State Appropriations - Deferred to FY19		(8,028,838)		
Preliminary Unreserved Ending Fund Balance		9,917,073		

* As of September 5, 2018 - Fiscal year closeout still in process.

PURCHASING REPORT

Prepared by

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

WOODBURN TENANT IMPROVEMENT

An Invitation to Bid for the Woodburn Tenant Improvement project will be advertised in September in the Daily Journal of Commerce, on the college's Procurement Services Website, and on the State of Oregon Procurement Information Network (ORPIN). A recommendation for contract award will be made to the College Board of Education at its October meeting.

This project entails the remodel of space currently leased by the Oregon Employment Department, Willamette Workforce Partnership and Interface. Additional classroom space will be dedicated for college use upon completion of the construction.

CAPITAL PROJECTS REPORT

Prepared by

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

PLANNING AND PRE-PLANNING CAPITAL PROJECTS

- **Agricultural Complex**
The pre-design phase including tours, initial stakeholder meetings and the first cost validation are complete. Multiple meetings have been held with key partner, OSU Extension Service, to ensure proper planning and coordination for their facility needs. Facilities and the architect are working to coordinate 45th Street improvements with this project. Rising construction and materials costs have resulted in an initial cost estimate above the original budget. Additional opportunities to meet the project budget are being pursued as the team moves into the schematic design phase.

PROJECTS UNDER CONSTRUCTION

- **Salem Campus Athletics Field**
Due to additional work requested by the college, 15 days have been added to the project's substantial and final completion date. One of the two incentives was not achieved by the contractor due to errors found in the soccer field grading. Grass growth rates on both the soccer and softball field have been below expectations. Specialists have been consulted and lab tests conducted to determine the cause. Recommendations have been received and implemented. The anticipated delay in growth, at this time, is only expected to prevent use of the soccer field for practice during the month of August. The softball field is expected to be completed on schedule.

See Appendix–2; Campus Map pages 61–62.

CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE REPORT

Prepared by

John Goodyear, Executive Director—Chemeketa Cooperative Regional Library Service
Manuel Guerra, Executive Dean—Student Development and Learning Resources
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

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

COUNCIL ACTIVITIES

The CCRLS Advisory Council met September 11, at the Salem Public Library. New lay council member Kathleen Schulte was welcomed and project and budget reports were reviewed.

PYM LIBRARIANS' ACTIVITIES

Polk, Yamhill, and Marion (PYM) Library Directors met September 7, at the Chemeketa Community College Salem campus. SirsiDynix presented their Community Engagement Platform, a marketing, public relations, and public engagement service for libraries. CCRLS now offers Consumer Reports and Kanopy streaming films, both online for free to cardholders.

CCRLS ADMINISTRATIVE OFFICE

CCRLS staff is working with the libraries to obtain a public relations package for shared use. The need for ongoing public information has become obvious and it will be a higher priority from here on. The department has received assistance from Nancy Duncan of the Chemeketa Foundation.

There is some renewed interest in a public library in Keizer. Director Goodyear will remain involved and offer assistance and information. CCRLS and PYM are renewing efforts to update CCRLS membership standards in coordination with the Oregon Library Association and Oregon state public library standards. CCRLS is also working with a committee to provide an internet use policy for library staff. Wagner Community Library has closed, the books are being sold off and the building being repurposed as a classroom.

AUTOMATION

Work has been stalled, but efforts continue, to make the portable Radio Frequency Identification (RFID) shelf readers work with existing Wi-Fi networks. This will allow the libraries to perform perpetual inventories to locate miss-shelved, missing, lost, and incorrectly checked-in items to the catalog, a much cleaner process and will save library staff much work checking the shelves with printed lists.

Staff have performed an authority record cleanup on the database and will continue with quarterly updates. Authority records are recognized entries such as author names that help standardize certain terms to make searching easier and more effective.

Standard Report-5
September 19, 2018

The upgrade of computer network components has been completed. The broadband connections to the libraries are coming along slowly but are mostly complete. Patrons and staff should appreciate the increase in speed.

CCRLS continues working with Salem Public Library toward ending fines for children under 18. Mary Gilkey Public Library in Dayton is also now examining this.

SPRING 2018 QUARTER 4 (APRIL, MAY, JUNE)					
		Spring 2018 Quarterly	Spring 2017 Quarterly	Quarterly % change	FY 2017-18 totals
Counts					
	Patron	233,902	214,872	8.86%	-
	Non-resident	37,310	33,397	11.72%	-
	CARE cards	17,508	16,434	6.54%	-
	Total Items	1,107,545	1,114,464	-0.62%	-
Circulation Statistics					
Checkouts	100%	686,427	677,531	1.31%	2,743,024
	Self-Check	243,014	107,899	125.22%	862,805
	Non-resident cards	90,849	88,647	2.48%	363,065
	CARE card	47,936	47,448	1.03%	188,151
	Small library collection	680	760	-10.53%	3,224
Active patrons		47,419	46,033	3.01%	-
Holdings Filled		107,510	102,545	4.84%	426,700
Interlibrary Loan					
	Borrowed from outside	447	507	-11.83%	1,606
	Loaned outside	924	170	443.53%	2,778
	Borrowed/Loaned within CCRLS	75,765	73,168	3.55%	306,437
Online					
	Telephone renewal logins	1,014	1,362	-25.55%	4,550
	Internet initiated catalog visits	2,721	37	7254.05%	16,298
	CCRLS Catalog visits/sessions	178,316	160,974	10.77%	690,011
	CCRLS Catalog users	59,598	57,000	4.56%	-
	CCRLS Catalog searches	360,501	334,898	7.65%	1,396,938
	CCRLS Database use	13,414	27,549	-51.31%	81,423
	CCRLS provided eBook use	79,912	68,977	15.85%	304,288
Administrative					
	Telephone notices delivered	14,820	14,782	0.26%	63,965
	Text notices	30,871	-	-	41,609
	Printed notices	1,501	1,625	-7.63%	5,968
	CCRLS Help desk resolution	123	372	-66.94%	604
	CCRLS Courier Deliveries	204,473	192,066	6.46%	799,293

RECOGNITION REPORT

Prepared by

Julie Huckestein, President/Chief Executive Officer

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

BILL WHITLEY, instructor of music theory, composition and piano, had an orchestra piece selected to be performed and recorded in Athens, Greece, by the Athens Philharmonic. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

JOHNNY MACK, executive dean of Career and Technical Education, was selected as chair for the Community College CTE Leadership Association. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups)*

The Oregon Association of Career and Technical Education (ACTE) Conference was held in Portland on July 30–31. ED WOODS, Mid-Willamette Education Consortium coordinator, was the master of ceremony for the event; LARRY CHEYNE, MEGAN COGSWELL, DUANE HIBBLER, CATHY MARTELL-STRAIGHT, and MIKE MYERS participated in a Pipeline panel; MARSHALL ROACHE did a presentation on “Scenario Blueprints for CTE”; ANA ANGEL, CHRIS KATO, ADAM MENNIG, and R. TAYLOR did a presentation on “Increasing Access and Success in Early Childhood Education through Integration, Contextualization, and Acceleration”; and JOHNNY MACK participated on a panel titled “CTE Teacher Professional Development”. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups)*

The 55th annual Woodburn Fiesta Mexicana was held on August 3–5 at the Woodburn Legion Park. The 2018 Fiesta Court Queen title went to RUBY GONZALEZ, along with a one-year scholarship to Chemeketa Community College; and the First Princess title was presented to RUBY LOPEZ, along with a one-term scholarship to Chemeketa Community College. Thanks to EFRAIN ALONSO, ADRIAN LUTZ, and ELIAS VILLEGAS for representing Chemeketa at the Fiesta and to board member DIANE WATSON who participated in the interviews, gave a welcome, and awarded the scholarships. Over 25,000 people attended the event. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups. Value: Diversity.)*

REBECCA HILLYER, legal counsel, was a panelist at Tokyo University on August 4. Middle school girls from Japan attended a three-week program to work on their English skills and self-confidence. This is Rebecca’s fourth year participating in the program. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

Standard Report-6
September 19, 2018

Thanks to Corrections employees SANDRA ANGUINAGA, MICHAEL BUDKE, LINDA LACEY, HELENA NAJAR, and JON TUCKER for organizing two College Inside and GED graduations for the Santiam Correctional Institution (SCI) on August 10 and the Oregon State Penitentiary (OSP) on August 24. Also, thanks to board member JACKIE FRANKE and board chair NEVA HUTCHINSON who gave a welcome at the graduations. Thirty-seven (37) students received degrees/post-secondary certificates and 45 students earned GEDs. Chemeketa is the only institution in Oregon to offer a complete two-year degree to students currently housed in correctional facilities. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

DIANE McLARAN, executive director of the Chemeketa Center for Business & Industry, and CELIA NUNEZ, coordinator of the Small Business Development Center, made a presentation to the Marion County Commissioners on August 21. They presented on efforts around workforce training and resources for small businesses. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups)*

The CHEMEKETA STORM CHASERS Hood-to-Coast running team participated in the 37th Annual Hood-to-Coast Relay run on August 24–25. The team of 12 runners finished the 199-mile race in 30 hours, 53 minutes and 41 seconds, placing 111th in the Men's Corporate category and 602 overall. Chemeketa runners were MATT AZEVEDO, BECKY BEGGS (team co-captain), MATT BLANKENSHIP, SCOTT DWYER, JOHANUS FLORES, ROLF HAMMERSBORG, JON MATHIS, BRYAN ROLLINS, MONICA VALDIVIA, SAUL VALLEJO, RICKY WHITAKER, and JESSICA WRIGHT (team co-captain); van drivers were GARTH FLEMING and ADAM MENNIG; course volunteers were EFRAIN ALONSO, LAYLI LISS, and MARIA SOLIS; LIZ GOULARD (retired) provided a rest stop for Van 1; and CLEO ALVAREZ and IRMA GUZMAN were the support crew at Seaside. It was a great addition to have founding team member, MATT AZEVEDO, running this year. MATT AZEVEDO and KAY KRANZ (retired) founded the original Chemeketa Hood-to-Coast team in 1995. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

EILEEN ADICHO, CHRIS ARBUCKLE, ADRIANA BARRERA, DEANNE BEAUSOLEIL, KEVIN BREWER, REANNA CAMP, SARA CSAKY, SARA DENNISON, MEGAN GONZALEZ, GARY GRASSMAN, MICHIE SHARPE, ALLISON TOBEY, and MICHAEL WITHINGTON were honored at the 11TH annual Faculty Celebration on September 13. This event recognizes probationary faculty moving to regular status. Thanks to JEANNIE ODLE for organizing the event, helpers BARBARA COWLISHAW (retired) and LYNN IRVIN; TERRI JACOBSON for graphics and ROBERT LAHUE for photography services. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

The theme for this year's fall kickoff was "Pathways to Success." Thanks to the Fall Kick-off Committee for putting together two weeks of events, sessions, and gatherings to start off the new academic year. Members included SHEILA BROWN, LARRY CHEYNE, DEE DIXON, SAGE FREEMAN, MEGHAN GALLOP, LYNN IRVIN, KRISTINE MEDYANIK, ADAM MENNIG, JEANNIE ODLE, SHERRIE OSBORN, AMANDA PATRICK, TERRY ROHSE, CINDY SCOTT, MEREDITH SCHREIBER, DENISE THOMPSON, and GARY WEST. Also thanks to staff in NORTHWEST INNOVATIONS, MEDIA SERVICES, and FACILITIES. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

**APPROVAL OF COLLEGE POLICIES
#1720—EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY;
#1745—CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (SaVE);
AND #7050—COLLEGE VISITORS
[18-19-106]**

Prepared by

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

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY—POLICY #1720

This policy was last reviewed by the board in September 2015. This is one of Chemeketa's longer policies and there are a number of edits. There were no protected classes added, however some minor editing was done to make it consistent and a reference was added to another college policy in the footnote to make the columns line up. On the top of the second page, a reference to Human Resources was added, and the last sentence was rewritten so it would read easier. Under the Sanctions section, the word law was added. Lastly, under the Retaliation section the entire section was revised to be consistent with other policy retaliation sections.

CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (SaVE)—POLICY #1745

This policy was adopted by the board in December 2016 and is being reviewed for the first time. The last paragraph of the policy was replaced with the same retaliation language as policy #1720 to maintain consistency.

COLLEGE VISITORS—POLICY #7050

This policy was last reviewed by the board in June 2015. This policy was completely re-written to better define who is a visitor, since there are a number of people on college property who work for partner agencies or contractors.

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.

It is recommended that the College Board of Education approve college policies #1720—Equal Opportunity/Affirmative Action Policy; #1745—Campus Sexual Violence Elimination Act (SaVE); and #7050—College Visitors to become effective immediately.

Board of Education Series—1000

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY

Chemeketa Community College is committed to maintaining an educational and workplace environment where everyone can achieve their full potential without being impeded by unlawful discrimination.

Discrimination in both employment and academic context is prohibited when based on any of the following protected classes:

- Race¹
- Color¹
- Religion¹
- Sex (see Sexual Harassment, Discrimination and Misconduct Policy #1751)^{1 and 2}
- Disability³
- Age⁴
- Ethnic origin⁵
- National origin¹
- Sexual orientation⁶
- Gender identity⁶
- Family relationship⁷
- Marital ~~S~~status⁶
- Pregnancy and related conditions⁸
- Citizenship status⁹
- Protected ~~V~~veterans status¹⁰
- Tobacco usage during non-working hours¹¹
- Whistle blowing¹²
- Victim of domestic violence¹³
- Genetic information¹⁴

The college shall establish an annual ~~utilization~~ goal for employment of protected veterans based on our district's population of protected veterans. Outreach and recruitment efforts shall be established to reach this goal.¹⁵

¹ The Civil Rights Act of 1964—title VII and ORS 659A.006; Title IX and Sexual Harassment, Discrimination and Misconduct Policy #1751

² Equal Pay Act of 1963 and ORS 659A.029 and Sexual Harassment, Discrimination and Misconduct Policy #1751

³ The Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Americans with Disabilities Act Amendment of 2008 and ORS 659A.112

⁴ Age Discrimination in Employment Act of 1967, Older Workers Benefit Act of 1990 and ORS 659A.030

⁵ The Civil Rights Act of 1964 §1981, 1983

⁶ ORS 659A.006 and Sexual Harassment, Discrimination and Misconduct Policy #1751

⁷ The Civil Rights Act of 1964 §1981, 1983 and ORS 659A.309

⁸ Pregnancy Discrimination Act of 1978 and ORS 659A.029

⁹ Immigration Reform and Control Act of 1986

¹⁰ The Veterans Reemployment Act of 1974, the Uniform service Employment and Reemployment Rights Act of 1994

¹¹ ORS 659A.315

¹² ORS 659A.199

¹³ ORS 659A.270 et al. and Sexual Harassment, Discrimination and Misconduct Policy #1751

¹⁴ ORS 659A.300/Genetic Information Non Discrimination Act of 2008 (GINA) (Sec. 202)

¹⁵ 41 CFR 60–300 et al. and Chemeketa Equal Opportunity/Affirmative Action Plan 20142015, pg. 17–19

Board of Education Series—1000

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY (continued)

The college shall designate at least one Section 504 coordinator³ in Human Resources and establish an annual 7% (statutory every 5 years) ~~utilization~~ goal for employment of disabled individuals. If the college does not reach this goal, it must identify problem areas and develop action-oriented programs to address the under representation of disabled individuals. ~~The college shall enter into the interactive process for individuals who self-disclose disabilities to determine what, if any, accommodations are necessary.~~ For individuals who self-disclose disabilities, the college shall enter into an interactive process to determine what, if any, accommodations are necessary.¹⁶

The college shall develop, implement, and promote to both students and employees a complaint procedure for individuals who believe they have been discriminated against.

The college shall maintain a Chemeketa Community College Board of Education approved Equal Opportunity/Affirmative Action Plan and the Section 504 coordinator(s)³ shall report annually to the College Board of Education on the progress of the plan at reaching its goals.

Sanctions

Any employee engaging in behavior prohibited by this policy is subject to discipline, up to and including, termination, subject to any association contract, state law, or federal law.

Any student engaging in behavior prohibited by this policy is subject to the disciplinary processes as set forth in Chemeketa's Students' Rights and Responsibilities handbook.

Any vendor engaging in behavior prohibited by this policy may have their contract cancelled, within the terms and conditions of their contract.

Any member of the general public engaging in behavior prohibited by this policy may be trespassed from campus.

Retaliation

~~It is critical that everyone feel free to come forward with complaints or concerns regarding inappropriate conduct. Retaliation against any person for making a complaint or for providing information concerning a complaint is prohibited. Any acts of retaliation may result in a sanction as outlined in the sanction portion of this policy.~~

¹⁶ 41 CFR 60-741 and Chemeketa Equal Opportunity/Affirmative Action Plan ~~2014~~2015, pg 15

Board of Education Series—1000

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY (continued)

Chemeketa prohibits retaliation against an individual or group of individuals involved in

- Filing a complaint or report under this policy
- Filing an external complaint
- Participating in a disciplinary process
- Opposing in a reasonable manner an action believed to constitute a violation of this policy

Retaliation can take many forms, including, but not limited to, verbal or physical abuse, threats of violence, and/or intimidation. Actions are considered retaliatory when they have a materially adverse effect on the working, academic, or college-controlled living environment of an individual, or that hinder the individual from effectively carrying out their college responsibilities. Individuals engaging in retaliatory acts are subject to discipline as described in this policy.

June 26, 1991

Adopted Board of Education

March 16, 1994; September 16, 2015

Revised

College Board of Education Series—1000

CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (SaVE)

Chemeketa Community College shall develop ongoing sexual violence prevention and awareness programs for incoming students and new employees in compliance with the Campus Sexual Violence Elimination Act through (SaVE)¹.

Additionally, Chemeketa Community College shall make available written procedures used by the college in cases of sexual violence complaints. Any student or employee who reports being a victim of sexual violence shall receive from the college a written explanation of their rights and options, including any available protective measures and college/community resources.

The college has adopted policies and procedures² to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. Such conduct is not tolerated, and anyone found to have participated in any of these behaviors will be subject to disciplinary action according to Chemeketa's policy.

Chemeketa ~~also~~ prohibits retaliation against an individual or group of individuals involved in:

- Filing a complaint or report under this policy
- Filing an external complaint
- Participating in a disciplinary process
- Opposing in a reasonable manner an action believed to constitute a violation of this policy

~~Retaliation can take many forms, including abuse or violence, threats, and intimidation. Actions in response to a good faith report are considered retaliatory if they have a materially adverse effect on the working, academic, or college-controlled environment of an individual, or if they hinder or prevent the individual from effectively carrying out their college responsibilities.~~

Retaliation can take many forms, including, but not limited to, verbal or physical abuse, threats of violence, and/or intimidation. Actions are considered retaliatory when they have a materially adverse effect on the working, academic, or college-controlled living environment of an individual, or that hinder the individual from effectively carrying out their college responsibilities. Individuals engaging in retaliatory acts are subject to discipline as described in this policy.

December 20, 2016

Adopted College Board of Education

Revised College Board of Education

¹ Violence Against Women Reauthorization Act of 2013

² See policies/procedures 1750, 1751 and 1753.

College Relations Series—7000

COLLEGE VISITORS

~~Persons not enrolled as students or employed by Chemeketa Community College are welcome to visit college facilities as long as their presence does not interfere with the orderly operation of the college. Visitors must comply with college policies and procedures while on college owned and/or controlled property.~~

Members of the general public who are not students or employees of Chemeketa Community College or one of its partner agencies may visit college facilities as long as their presence does not interfere with college operations or activities. Visitors must comply with college policies and procedures while on college-controlled property.

July 17, 1985

Adopted College Board of Education

September 20, 2006; November 16, 2011;

June 17, 2015

Revised College Board of Education

**APPROVAL OF WOMEN'S ATHLETICS CROSS COUNTRY
[18-19-107]**

Prepared by

David Abderhalden, Athletic Coordinator
Cassie Belmodis, Dean—Health, Human Performance and Athletics
Don Brase, Executive Dean—General Education and Transfer Studies
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

In the fall of 2014 the college established a committee to conduct a self-assessment of the college's compliance with Title IX in athletics. The self-assessment identified two main areas of focus.

1. Comparable facilities, and equal access to all athletic related resources: Construction of a new softball field on campus has addressed these items.
2. Opportunities for female student-athletes (SAs): The college was providing close to equal female to male participation opportunities; however, to meet Title IX compliance the rate of athletics participants must represent the same rates of full-time enrollment for women and men (54 percent and 46 percent, respectively).

The committee estimates the cost for a women's cross country team to be \$17,600 per year, with an additional \$19,575 in tuition waivers. An audit of the current tuition waivers used throughout the college has indicated a consistent surplus of waivers. Through the re-distribution of currently budgeted but unused tuition waivers, the \$19,575 would not be an additional expense to the college.

It is estimated that the women's cross country team would generate direct revenue in the amount of \$68,665. The team also has the potential to generate an additional \$38,475 to \$115,465, as additional students are expected to attend Chemeketa with the new student-athletes.

Student-athletes are part of a closely monitored cohort that are provided a support system that values completion, competition, and community. Over the last three years, Chemeketa student-athletes have attempted 14,891 credits with a 90 percent completion rate. Student-athletes have also achieved a high rate of four-year transfer (67 percent), as compared to the college as a whole (31.8 percent, fall 2012 cohort of first-time, degree- or certificate-seeking students), as well as high progression and retention rates (87 percent and 62 percent respectively).

Adding a women's cross country team aids in meeting Title IX requirements, while also having a positive impact on the fiscal health of the institution and the institution's retention, progression and completion rates.

It is recommended that the Chemeketa Board of Education approve the addition of a women's cross country team for the fall 2019 season.

**WOMEN'S ATHLETICS CROSS COUNTRY
Cost Estimates and Benefits**

Expenditures

Budget calculations below are reflective of the current athletics budget for seven programs.

Item	Budget
Head Coach Salary	\$5,000
Assistant Coach Salary	\$2,000
Uniforms	\$2,500
Equipment	\$2,500
Operating Cost (travel, lodging, entry fees, etc.)	\$5,000
Recruiting	\$600
Budget Sub-total	\$17,600
Tuition Waivers (5 SAs x 15 credits per waiver)	\$19,575
Budget Total	\$37,175

Revenue

The revenue calculations below are based on the addition of 10 new student-athletes (SAs). Credit calculations are based on each student-athlete attempting 15 credits each term. All student-athletes must pay all of their own fees regardless of tuition waiver status as per the Northwest Athletic Conference (NWAC) code.

Item	Formula	Amount
Tuition paid by student-athletes (\$87 per credit)	225 (5 SA's x 45 credits/year) x \$87 =	\$19,575
Universal Fees (\$18 per credit)	450 (10 SAs x 45 credits/year) x \$18 =	\$8,100
Class Fees	\$50 x 10 SAs x 3 terms =	\$1,500
Book Fees	90 (estimated # of classes) x \$100 =	\$9,000
Other (parking permits, food, etc.)	Estimated \$120 per year x 10 SAs =	\$1,200
State FTE Reimbursement	\$2,929 x 10 SAs =	\$29,290
Total Direct Revenue		\$68,665
Expenditures		\$37,175
Net Revenue		\$31,490

Potential Additional Revenue

Studies from the NCAA and the NWAC show an athlete brings an additional 1.5 students with them to attend college. The below chart reflects the potential revenue of 1.5 additional students, as well as lower projections of 1 additional student and .5 additional students per student-athlete, using a conservative 12 credits per student, per term.

Item	1.5 students	1 student	.5 students
Tuition paid by students	\$46,980	\$31,320	\$15,660
Universal Fees	\$9,720	\$6,480	\$3,240

Action-2
September 19, 2018

Class Fees	\$2,250	\$1,500	\$750
Book Fees	\$10,800	\$7,200	\$3,600
Other	\$1,780	\$1,200	\$580
State FTE Reimbursement	\$43,935	\$29,290	\$14,645
Total Revenue	\$115,465	\$76,990	\$38,475

**WOMEN'S ATHLETICS CROSS COUNTRY
Proposed Schedule and Other College Teams**

Fall 2019 Proposed Schedule

September 2019

- Ash Creek—Western Oregon University
- NWAC Preview—St. Martin's University
- Charles Bowles Invitational—Willamette University

October 2019

- Wes Cook Invitational—George Fox University
- NWAC Southern Region Championships – TBD

November 2019

- NWAC Championships—St. Martin's University

Other College Teams

- NWAC Southern Region Teams: Umpqua Community College, Southwestern Oregon Community College, Rogue Community College, Lane Community College, Mt. Hood Community College, Clackamas Community College, Clark College
- Other NWAC Teams: Treasure Valley Community College, Everett Community College, Green River College, Olympic College, Spokane Community College
- Four-Year University Teams: Corban University, Willamette University, Linfield College, George Fox University, Western Oregon University, Pacific University, Lewis & Clark College, Northwest Christian University

**APPROVAL OF WOMEN'S ATHLETICS LONG DISTANCE TRACK
[18-19-108]**

Prepared by

David Abderhalden, Athletic Coordinator
Cassie Belmodis, Dean—Health, Human Performance and Athletics
Don Brase, Executive Dean—General Education and Transfer Studies
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

In the fall of 2014 the college established a committee to conduct a self-assessment of the college's compliance with Title IX in athletics. The self-assessment identified two main areas of focus.

1. Comparable facilities, and equal access to all athletic related resources: Construction of a new softball field on campus has addressed these items.
2. Opportunities for female student-athletes (SAs): The college was providing close to equal female to male participation opportunities; however, to meet Title IX compliance the rate of athletics participants must represent the same rates of full-time enrollment for women and men (54 percent and 46 percent, respectively).

The committee estimates the cost for a women's long distance track team to be \$18,100 per year.

It is estimated that the women's long distance track team would generate direct revenue in the amount of \$44,120. The team also has the potential to generate an additional \$23,077 to \$53,873, as additional students are expected to attend Chemeketa with the new student-athletes.

Student-athletes are part of a closely monitored cohort that are provided a support system that values completion, competition, and community. Over the last three years, Chemeketa student-athletes have attempted 14,891 credits with a 90 percent completion rate. Student-athletes have also achieved a high rate of four-year transfer (67 percent), as compared to the college as a whole (31.8 percent, fall 2012 cohort of first-time, degree- or certificate-seeking students), as well as high progression and retention rates (87 percent and 62 percent respectively).

Adding a women's long distance track team aids in meeting Title IX requirements, while also having a positive impact on the fiscal health of the institution and the institution's retention, progression and completion rates.

It is recommended that the Chemeketa Board of Education approve the addition of women's long distance track team for the spring 2020 season.

**WOMEN'S ATHLETICS LONG DISTANCE TRACK
Cost Estimates and Benefits**

Expenditures

Budget calculations below are reflective of the current athletics budget for seven programs.

Item	Budget
Head Coach Salary	\$5,000
Assistant Coach Salary	\$2,000
Uniforms	\$2,500
Equipment	\$2,500
Operating Cost (travel, lodging, entry fees, etc.)	\$5,500
Recruiting	\$600
Budget Sub-total	\$18,100
Tuition Waivers	n/a
Budget Total	\$18,100

Revenue

The revenue calculations below are based on the addition of 5 new student-athletes (SAs). Credit calculations are based on each student-athlete attempting 15 credits each term. All student-athletes must pay all of their own fees regardless of tuition waiver status as per the Northwest Athletic Conference (NWAC) code.

Item	Formula	Amount
Tuition paid by student-athletes (\$87 per credit)	225 (5 SAs x 45 credits/year) x \$87 =	\$19,575
Universal Fees (\$18 per credit)	225 (5 SAs x 45 credits/year) x \$18 =	\$4,050
Class Fees	\$50 x 5 SAs x 3 terms =	\$750
Book Fees	45 (estimated # of classes) x \$100 =	\$4,500
Other (parking permits, food, etc.)	Estimated \$120/year x 5 SAs =	\$600
State FTE Reimbursement	\$2,929 x 5 SAs =	\$14,645
Total Direct Revenue		\$44,120
Expenditures		\$18,100
Net Revenue		\$26,020

Potential Additional Revenue

Studies from the NCAA and the NWAC show an athlete brings an additional 1.5 students with them to attend college. The below chart reflects the potential revenue of 1.5 additional students, as well as lower projections of 1 additional student and .5 additional students per student-athlete, using a conservative 12 credits per student, per term.

Item	1.5 students	1 student	.5 students
Tuition paid by students	\$21,924	\$15,660	\$9,396
Universal Fees	\$4,536	\$3,240	\$1,944

Action-3
September 19, 2018

Class Fees	\$1,050	\$750	\$450
Book Fees	\$5,040	\$3,600	\$2,160
Other	\$820	\$580	\$340
State FTE Reimbursement	\$20,503	\$14,645	\$8,787
Total Revenue	\$53,873	\$38,475	\$23,077

**WOMEN'S ATHLETICS LONG DISTANCE TRACK
Proposed Schedule and Other College Teams**

Spring 2020 Proposed Schedule

March 2020

- Pacific Preview—Pacific University
- Rich Allen Classic—George Fox University
- Willamette Invite—Willamette University

April 2020

- John Knight—Western Oregon University
- Cougar Open—Clackamas Community College

May 2020

- Linfield Invite/Oregon Twilight
- Northwest Athletic Conference (NWAC) Southern Region Championships
- NWAC Championships

Other College Teams

- NWAC Southern Region Teams: Umpqua Community College, Southwestern Oregon Community College, Rogue Community College, Lane Community College, Mt. Hood Community College, Clackamas Community College, Clark College
- Other NWAC Teams: Treasure Valley Community College, Everett Community College, Green River College, Olympic College, Spokane Community College
- Four-Year University Teams: Corban University, Willamette University, Linfield College, George Fox University, Western Oregon University, Pacific University, Lewis & Clark College, Northwest Christian University

**APPROVAL OF APPOINTMENT OF
PRESIDENTIAL SEARCH ADVISORY COMMITTEE
[18-19-109]**

Prepared by

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

At the September 5, 2018, Special Board meeting of the Chemeketa Board of Education, the board approved the composition of the Presidential Search Advisory Committee. Executive Team accepted and considered nominees for the committee and recommends the following individuals serve on the committee:

1. Justus Ballard, Instructor—Liberal Arts and Social Sciences
2. Kris Powers, Instructor—Education, Languages and Social Science
3. Bryan Rollins, Instructor—Academic Development
4. Efrain Alonso, Instructional Technician—Woodburn Center
5. Brett Matti, Systems Analyst—Information Technology
6. Tracie Burger, Department/Project Coordinator—Yamhill Valley Campus
7. Miriam Scharer, Associate Vice President/CFO
8. Paula Hendrix, Coordinator—Health Sciences
9. Celia Nunez, Director—Small Business Development Center, CCBI
10. Riley Dunagan, Student, Associate of Science Oregon Transfer—Business (ASOT)
11. Keterinne Camey Raquec, Student, Associate of Applied Science (Human Services)
12. Alex Sanchez, Retired, Oregon State University
13. Kim Parker-Llerenas, Executive Director—Willamette Workforce Partnership

The Executive Team consulted with Neva Hutchinson, board chair, who considered the appointment of board members to the Presidential Search Advisory Committee. The following board members are recommended:

14. Ed Dodson, Zone 1
15. Ken Hector, Zone 4
16. Neva Hutchinson, Zone 3

It is recommended that the board appoint the individuals listed above to the Presidential Search Advisory Committee.

Note: Members of the Presidential Search Advisory Committee may be changed with the approval of the Board Chair if schedules prohibit a member from serving on the committee.

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.

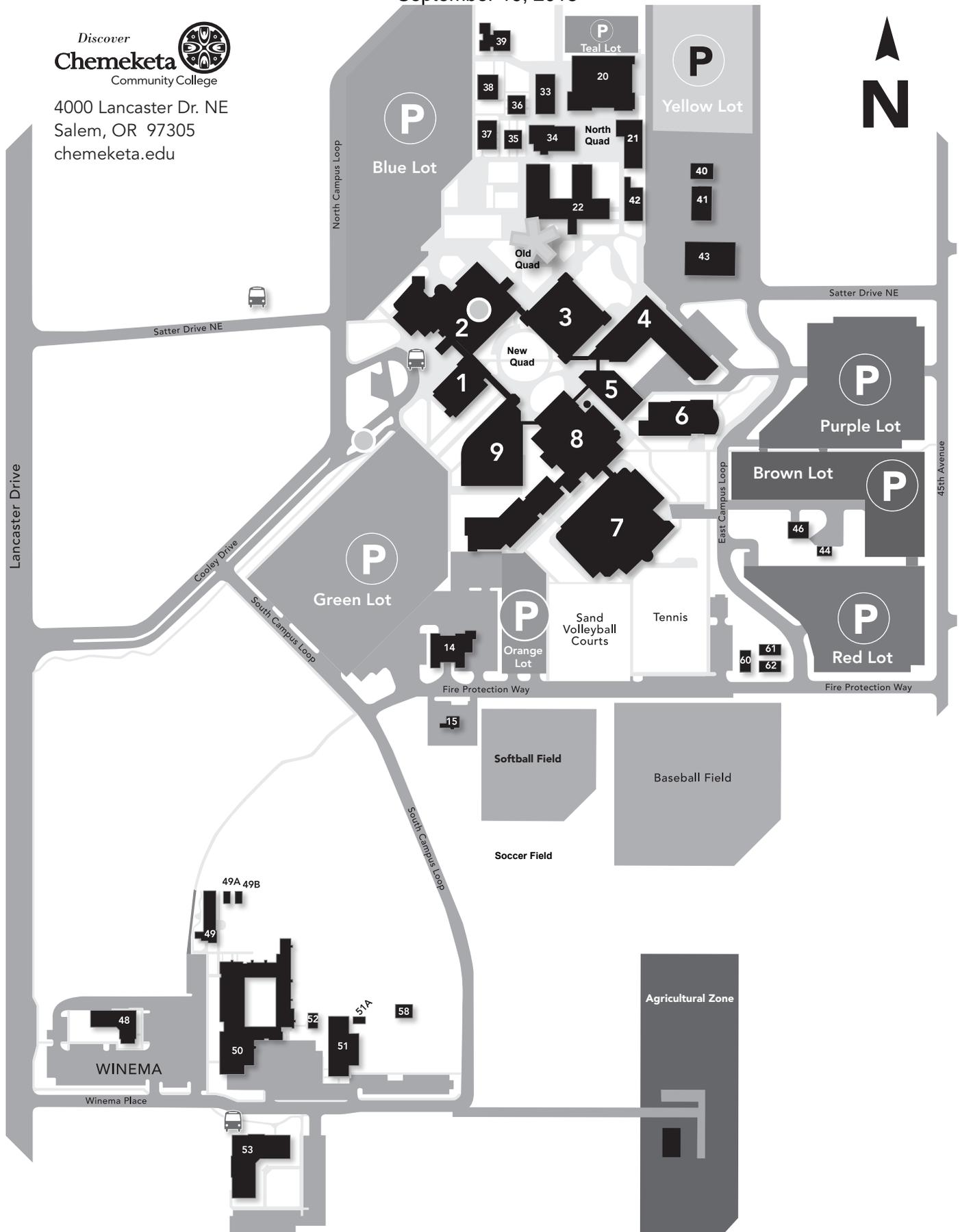
Innovation – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

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
September 19, 2018



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



Building directory on reverse side

Appendix-2 September 19, 2018

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 Recruitment;
Student Retention & College Life;
Student Support Services; Testing
Services
- 002 2nd Floor: Business Services; CAMP;
Chemeketa Completion Program;
Enrollment Center; Graduation
Services; Financial Aid; Foundation
& Marketing; TRiO; Talent Search;
Upward Bound; Tutoring Services;
Veteran's Services; College Support
Service's; Human Resources; Presidents
Office; Public Information.
- 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;
Television Studio; Online Programs
- 009 2nd Floor: Library; Writing Center;
Computer Lab; Study Rooms
- 014 Public Safety
- 015 Burn Tower
- 020 Drafting; Engineering; Machining
Program
- 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
- 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 Accessibility Services—2/174
- Student Center—2/179
- Student Clubs—2/176
- Student Identification Cards—1/First Floor
- Study Skills—2/210
- Television Studio—9/162
- Testing Center—2/101 (Testing
Annex—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

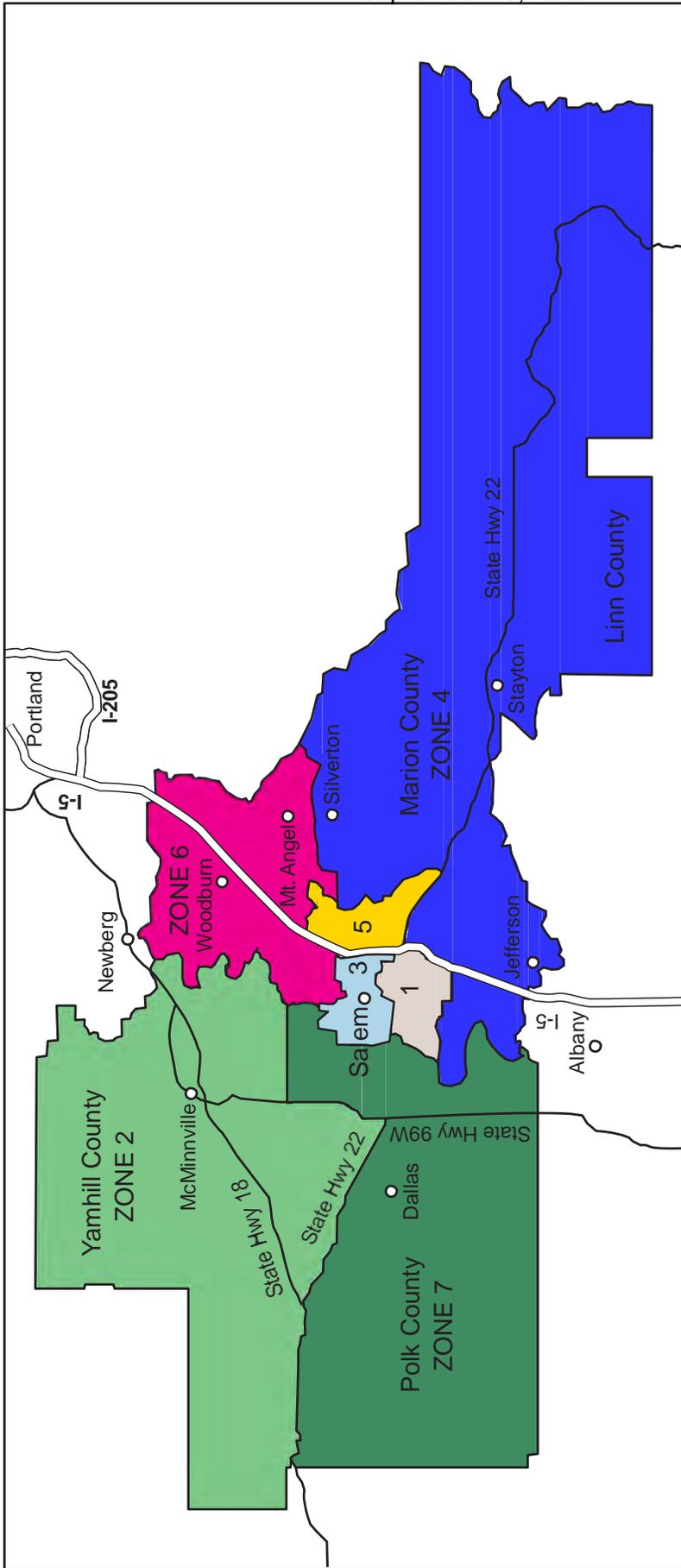
SINGLE OCCUPANCY

- 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

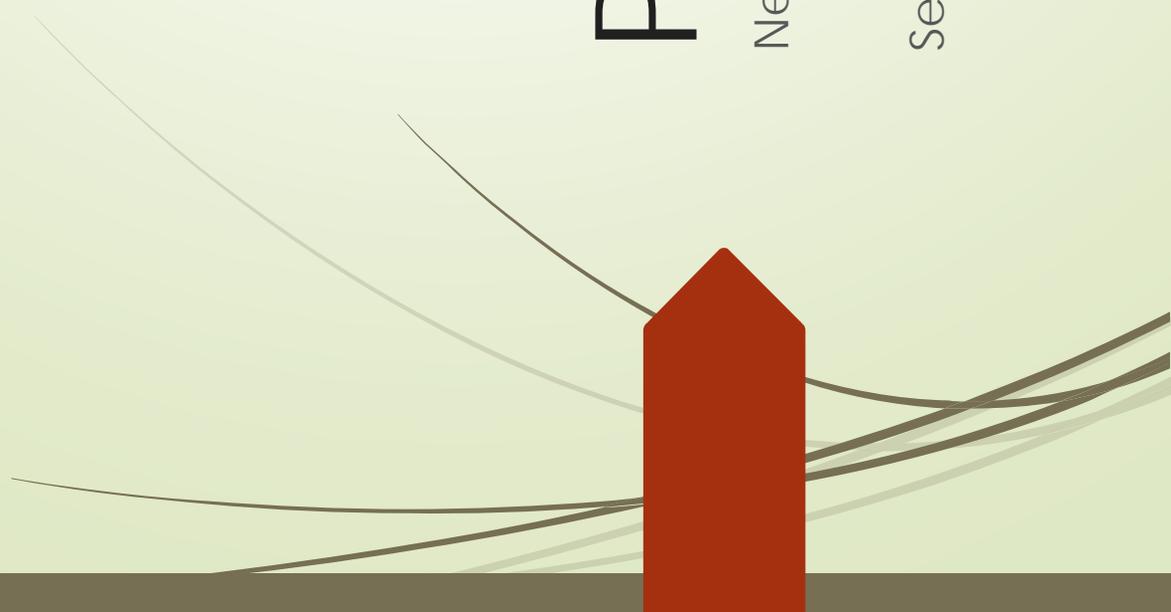
Chemeketa Community College
District Boundary and Board Zones



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
September 19, 2018

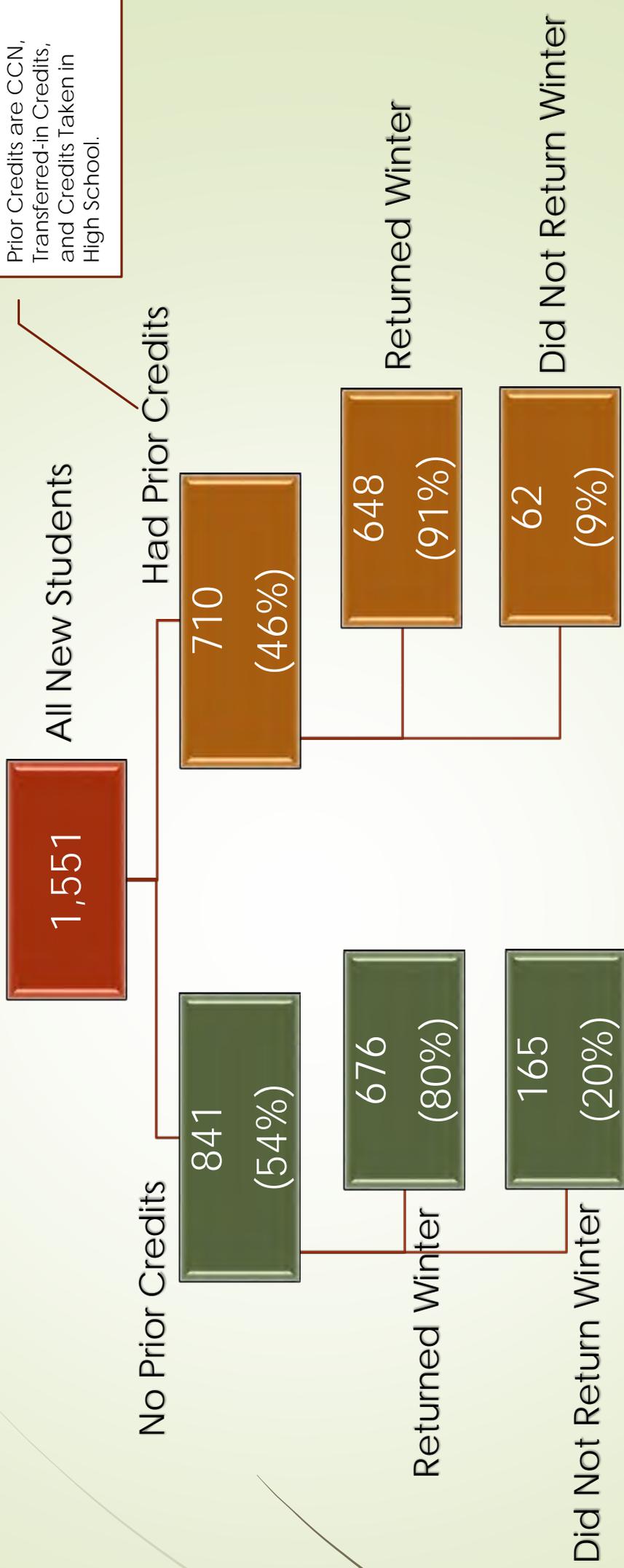


Persistence Study

New, Full-time Students Who Enrolled at Chemeketa Fall 2017

September 19, 2018

Admitted and Enrolled Full-time Fall 2017



Fall 2017
14,573

= 4,800 Full-time +

5,600 Part-time +

4,200 Non-credit

Did Not Enroll Winter

Enrolled Winter

Did not Enroll

W18

165 (20%)

Enrolled W18

676 (80%)

Did Not Enroll Winter

21 Years Old or
Older

40%

Enrolled Winter

21 Years Old or
Older

20%

Did Not Enroll Winter

Enrolled Winter

Attempted 15 or
More Credits

19%

Attempted 15 or
More Credits

18%

Did Not Enroll Winter

Enrolled Winter

Applied July or
Later

27%

Applied July or
Later

15%

Did Not Enroll Winter

Placed in Remedial:
MTH(95%) - RD(34%) -
WR(49%)

Enrolled Winter

Placed in Remedial:
MTH(88%) - RD(25%) -
WR(34%)

Did Not Enroll Winter

Enrolled Winter

Registered Sept
or Later

55%

Registered Sept
or Later

29%

Did Not Enroll Winter

Enrolled Winter

Received

Financial Aid

53%

Received

Financial Aid

80%

Did Not Enroll Winter

Enrolled Winter

Did not Complete
70% of Credits

65%

Did not Complete
70% of Credits

24%

Did Not Enroll Winter

Enrolled Winter

Below 2.0 GPA

65%

Below 2.0 GPA

20%

Did Not Enroll Winter

Enrolled Winter

Females

42%

Females

53%

Did Not Enroll Winter

Enrolled Winter

Hispanic

31.5%

Hispanic

31.8%

PARTICIPANTS IN BOARD PRESENTATION
REGULAR MEETING
September 19, 2018

REGULAR MEETING

7 PM

Salem Campus—Building 2, Room 170

Information-1 Risk Management/Insurance Report

- Kathleen Silva, Manager—Chemeketa Emergency and Risk Management
- Kathy Bowen, Senior Account Executive—USI Insurance Services
- Mark McPike, Risk Management Adviser—USI Insurance Services



2018 ANNUAL INSURANCE AND RISK MANAGEMENT REPORT

CHEMEKETA COMMUNITY COLLEGE

September 19, 2018

Mark McPike
Risk Management Advisor
Kathy Bowen
Senior Account Executive

www.usi.com

Introduction

USI Insurance Services is pleased to present the annual Insurance and Risk Management Report to the Chemeketa Community College Board of Education.

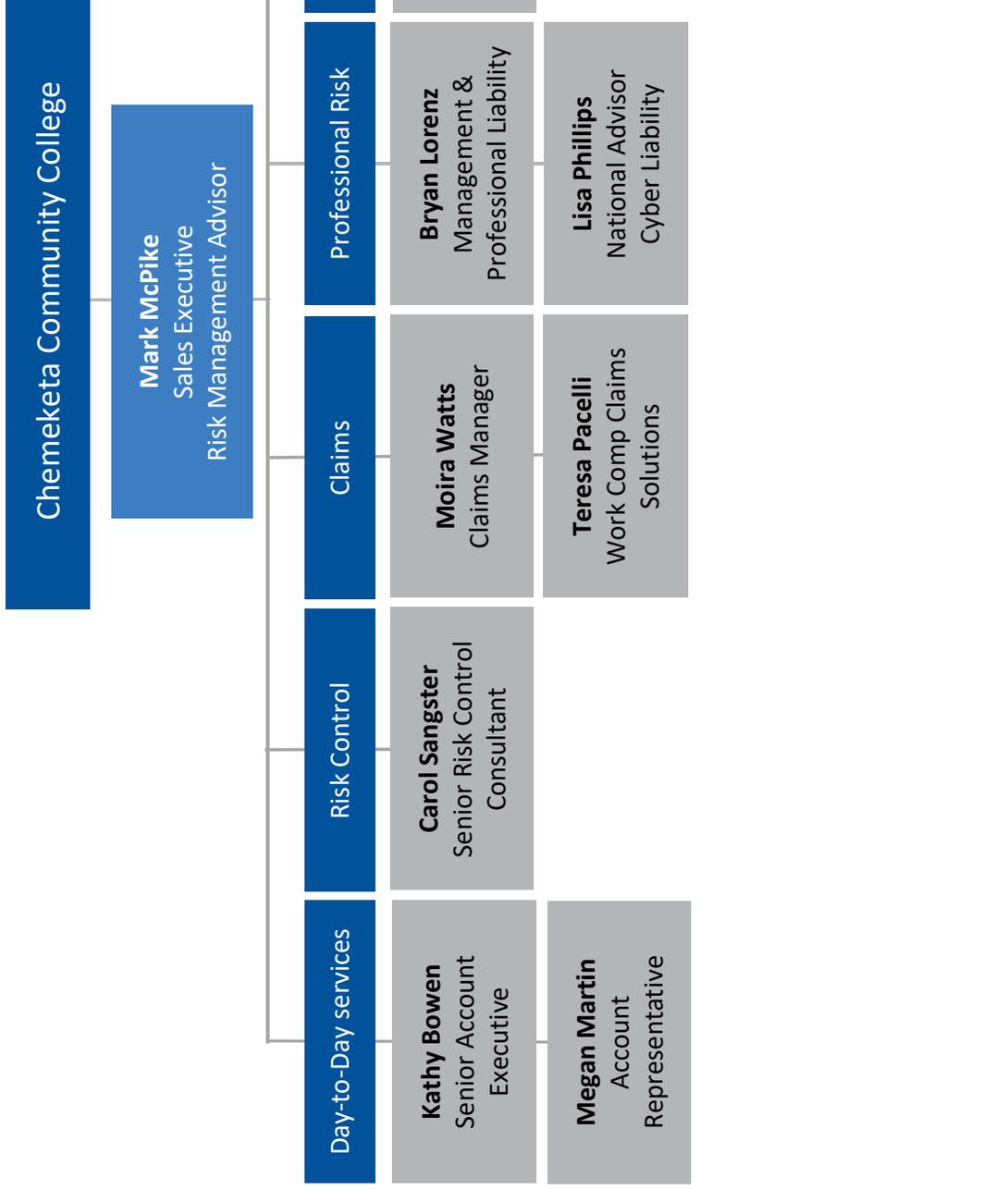
This report provides an overview of the current Property & Casualty insurance program, the 2018 insurance renewal with the premium cost, and a claims overview.

We have also provided a brief overview of the services we provide as part of our Client Service Agreement.

Table of Contents

- Your USI Insurance service team
- Highlights of 2018
- Current insurance program design
- 2018-2019 premium cost
- Premium history
- Loss history – claims overview
- Overview of USI Insurance services to Chemeketa Community College and 2018 objectives

USI Insurance Client Service Team



2018 Renewal Highlights

- In preparation for the 2018 renewal, Chemeketa and USI Insurance worked to achieve the following overall objective – maintain a comprehensive risk management program that is cost-effective and optimally structured in view of insurance market conditions and Chemeketa’s risk profile.
- Reviewed exposures and limit adequacy to consider and ensure the broadest available coverage terms for Chemeketa’s program.
- Explored carrier options for excess property and excess casualty as well as for the volunteers, early childhood program students, and Board of Education. Premium indications were provided for excess property and the insurance carrier changed for the volunteers, early childhood program and Board of Education.
- PACE increased the Per Occurrence Limit of Indemnification on the Property insurance from \$100,000,000 to \$150,000,000.
- PACE increased the Per Occurrence Limit on the Educators Liability from \$10,000,000 to \$15,000,000 and the Aggregate Limit from \$20,000,000 to \$30,000,000
- The Employment Practices Toolkit was completed prior to the renewal which resulted in a premium credit of \$9,170 on the PACE Package renewal.

Current Insurance Program Design

July 1, 2018 – July 1, 2019

Current Insurance Program

- Property
 - \$269,410,998 – scheduled building value - \$10,000 deductible
 - \$46,199,950 – business personal property & electronic data processing equipment/media - \$10,000 deductible
 - Limit \$1,418,927 – inland marine scheduled items which include mobile equipment and fine arts - \$5,000 deductible
- Earthquake
 - \$20,000,000 Limit – Per Participant
 - 5% per occurrence subject to a maximum of \$50,000 of the value of damaged property on the property or inland marine scheduled; 72 hour waiting period
- Flood
 - \$20,000,000 Limit – Per Participant (other than in hundred year flood zone)
 - For locations within the 100 year flood zone, the deductible is \$500,000 per occurrence
 - For locations outside of the 100 year flood zone, the deductible is 5% of the actual cash value, per occurrence, subject to a maximum of \$100,000 of the value of damaged property on the property or inland marine scheduled

Current Insurance Program

- Boiler & Machinery
 - Limit \$50,000,000
 - \$1,000 Deductible per occurrence – except motors greater than 500 horsepower
 - \$5,000 Deductible per occurrence – motors greater than 500 horsepower
 - 24 hour waiting period for business income and extra expense
- Crime
 - Limit \$250,000
 - \$1,000 Deductible per occurrence
 - Includes: Theft, disappearance, destruction, money orders, currency fraud, forgery & alteration, computer fraud, social engineering fraud, loss investigation expense

Current Insurance Program

- Educator's Liability
 - \$15,000,000 Total Limit of Liability per occurrence
 - \$750,000 Oregon public school program liability coverage per occurrence
 - \$14,250,000 Excess Liability per occurrence
 - \$30,000,000 Annual Aggregate limit of liability
- Automobile Liability
 - \$15,000,000 Total Limit of Liability per occurrence
 - \$500,000 Per Accident Limit of Liability
 - \$14,500,000 Excess Auto Liability per Occurrence

Workers' Compensation Overview

Carrier	SAIF
Policy term	July 1, 2018 to July 1, 2019
Workers Compensation limit	Statutory (Medical and Indemnity asset by the state statute)
Employers Liability limits	<ul style="list-style-type: none"> • \$500,000 Each Accident • \$500,000 Policy Limit • \$500,000 Each Employee (\$14,500,000 Excess Liability Limits from PACE apply in addition to these limits)
Entity	Chemeketa Community College
Policy number	760991
Payroll	\$54,001,798 – SAIF (adjustable at audit)
Premium	\$170,680 (includes pay in full discount of \$6,575)
Experience Mod Factor	0.76

PACE Premium History Totals

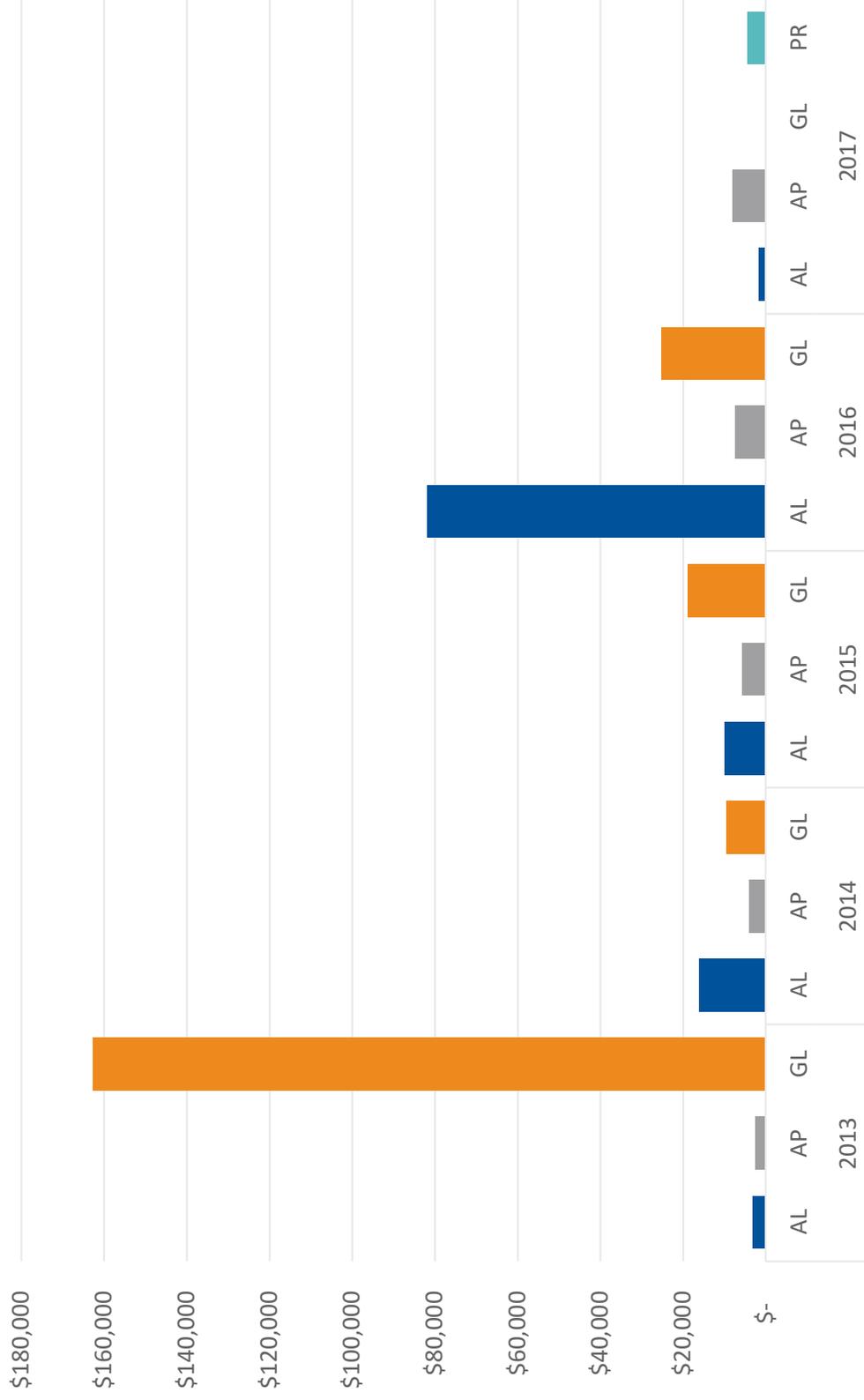
Total Premium (by policy year)	PACE
2013-2014	\$395,736
2014-2015	\$404,876
2015-2016	\$426,408
2016-2017	\$452,165
2017-2018	\$439,425
2018-2019	\$443,170

Premium History

Policy Year	Coverage Line Limits	Premium
Property		
2015-2016	\$100 million loss limit / \$15 million Q&F	\$214,282
2016-2017	\$100 million loss limit / \$15 million Q&F	\$232,491
2017-2018	\$100 million loss limit / \$20 million Q&F	\$216,557
2018-2019	\$150 million loss limit / \$20 million Q&F	\$220,573
General Liability & Auto		
2015-2016	\$500,000 per occurrence/\$20,000,000 Aggregate	\$170,461
2016-2017	\$500,000 per occurrence/\$20,000,000 Aggregate	\$195,175
2017-2018	\$500,000 per occurrence/\$20,000,000 Aggregate	\$187,112
2018-2019	\$750,000 per occurrence - Educators Liability / \$500,000 per occurrence - Automobile Liability / \$20,000,000 Aggregate	\$186,367
Excess Liability		
2015-2016	\$9.5 million per occurrence	\$15,418
2016-2017	\$9.5 million per occurrence	\$13,352
2017-2018	\$9.5 million per occurrence	\$17,163
2018-2019	\$14.25 million per occurrence - Educators Liability / \$14.50 million per occurrence - Automobile Liability	\$17,317
Boiler & Machinery		
2014-2015	\$50 million	\$13,970
2015-2016	\$50 million	\$13,917
2016-2017	\$50 million	\$15,221
2017-2018	\$50 million	\$16,039
2018-2019	\$50 million	\$16,359
International		
2015-2016	\$1 million International Package and standalone \$2 million Special Risk	\$9,925
2016-2017	\$1 million International Package and standalone \$2 million Special Risk	\$9,925
2017-2018	\$1 million International Package and standalone \$2 million Special Risk	\$9,736
2018-2019	\$1 million International Package and standalone \$2 million Special Risk	\$9,832
Crime		
2015-2016	\$250,000 Limit	\$2,554
2016-2017	\$250,000 Limit	\$2,554
2017-2018	\$250,000 Limit	\$2,554
2018-2019	\$250,000 Limit	\$2,554

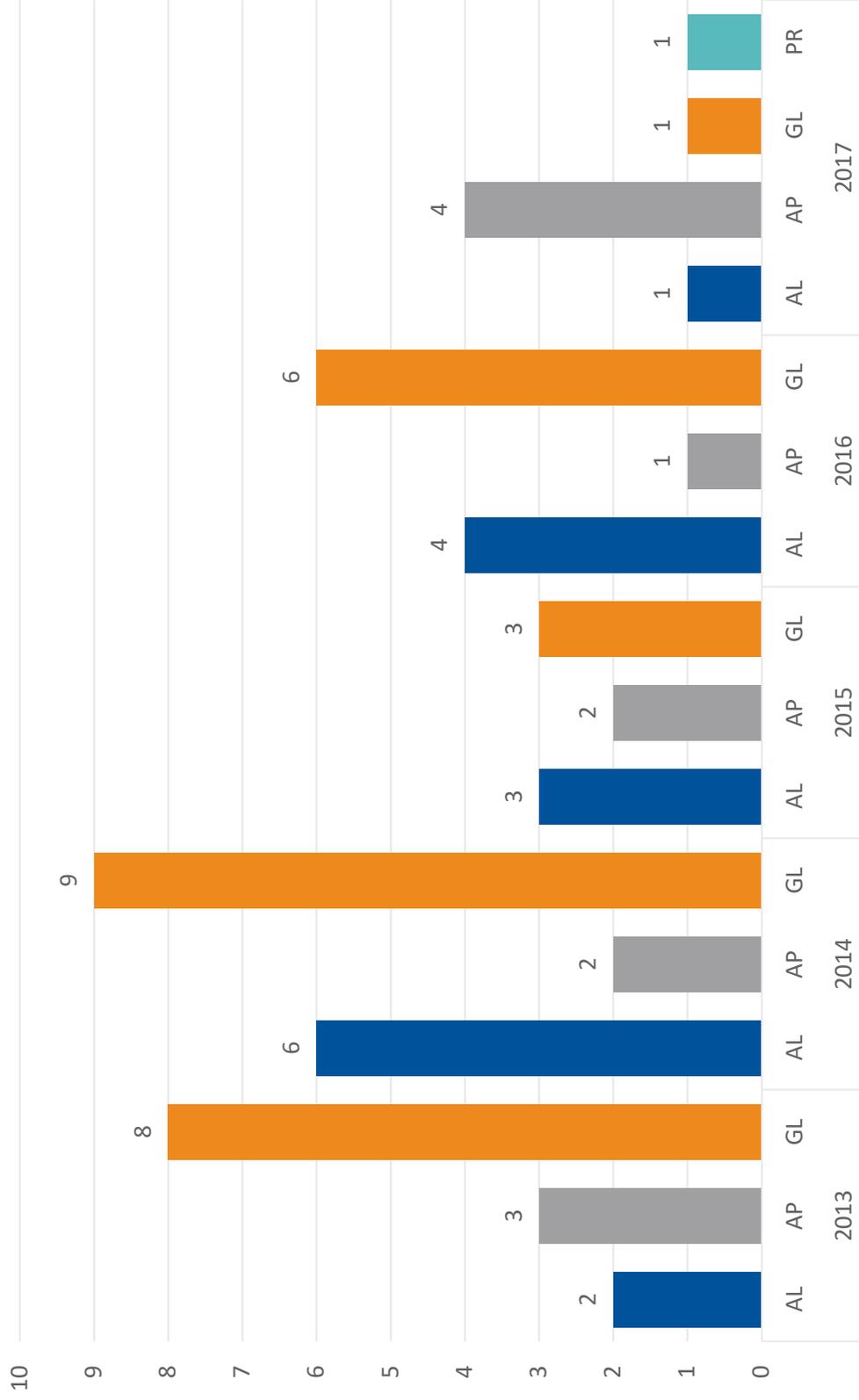
These are the major coverage lines purchased by the College and do not represent all policies purchased by the College.

P&C Claims Review Total Incurred



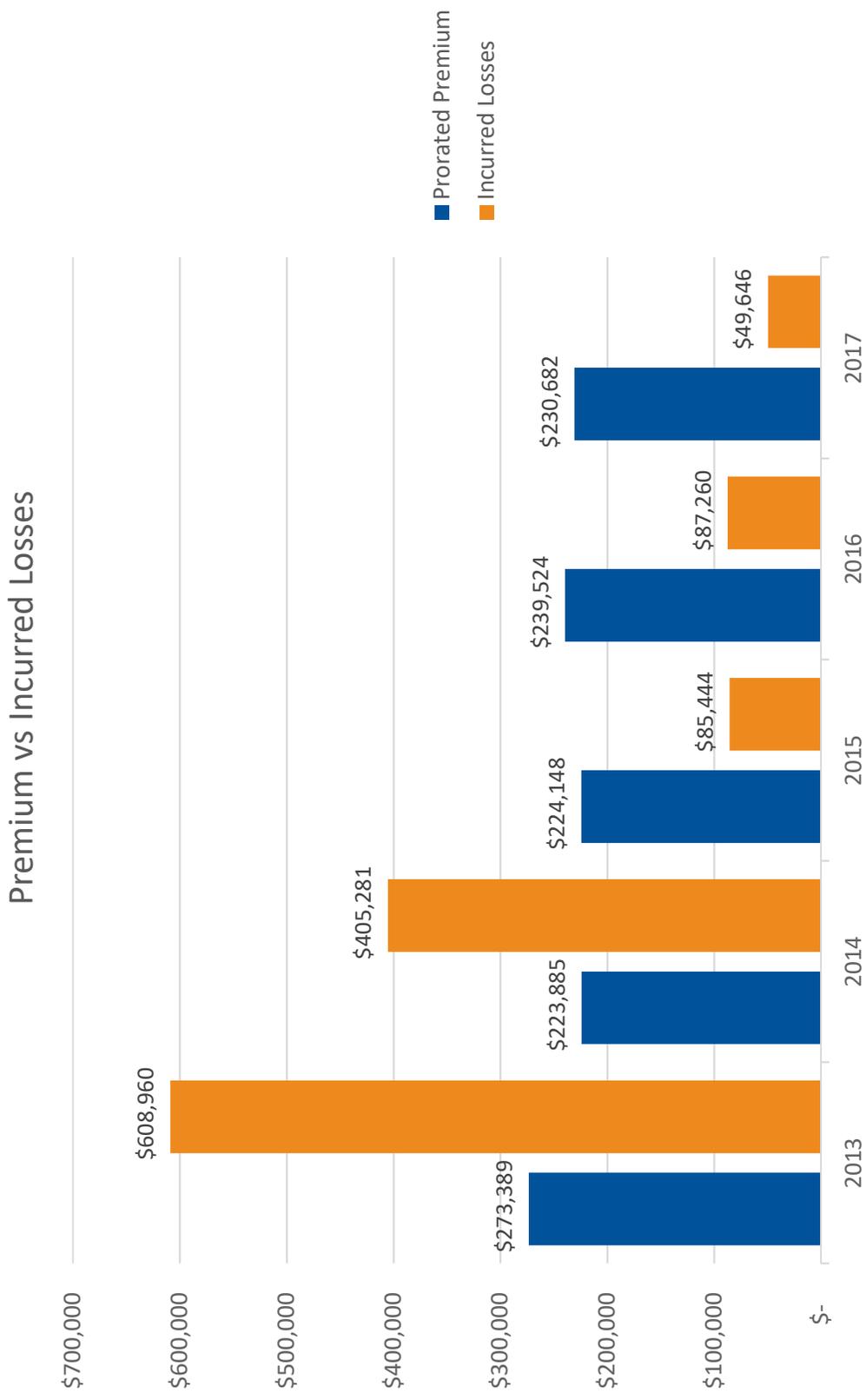
AL - Auto Liability AP - Auto Physical Damage GL - General Liability PR - Property

P&C Claims Review Total Count



AL - Auto Liability AP - Auto Physical Damage GL - General Liability PR - Property

Workers' Compensation Claims Overview



Overview of USI Services to Chemeketa

- Provide on-going risk analysis and support of Chemeketa's risk management program
- Negotiation and placement of insurance programs at the most competitive terms and pricing available
- Provide insurance program administrative services including certificates, invoicing, audits, policy and binder documentation
- Provide claims management services
- Provide risk control services
- Review contracts and advise on insurance requirements
- Handle requests for surety/bonds
- Placement of new course of construction policies as needed



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PARTICIPANTS IN BOARD PRESENTATION
REGULAR MEETING
September 19, 2018

REGULAR MEETING

7 PM

Salem Campus—Building 2, Room 170

- Information-3 2018 Higher Education Coordinating Commission Summer Bridge
- Mike Evans, Dean—Student Retention and College Life
 - Liliana Landa-Villalba, Coordinator—College Assistance Migrant Program (CAMP) and TRiO Outreach
 - Danielle Hoffman, Director—Transfer, Transition, and Student Services—Yamhill Valley Campus
 - Juan Saldana, Student Services Technician—Student Retention and College Life

HECC SUMMER BRIDGE 2018-2019

BELIEVE – ACHIEVE – BECOME



OVERVIEW

Objectives of HECC grant:

\$124,839

Recruit and enroll 150 students in Summer Bridge

Enroll 75 summer bridge students in fall term classes

Provide advising

Award 75 students with \$1,200 scholarships for 2018-2019

Recruitment target

First generation students with 2.0 - 3.0 GPA

Unfulfilled admission requirements

Plan

4 week-long sessions on Salem campus

1 week-long session on Yamhill campus

All students to complete their enrollment process for fall term

Students receive free CG 100 “Preparing for College” credit

Attendance

186 students attended Salem campus

26 students attended Yamhill campus

212 students served through Summer Bridge

WEEKLY SCHEDULE - SALEM

Monday		Tuesday		Wednesday		Thursday	
Item	Time	Item	Time	Item	Time	Item	Time
Check in and refreshments	9:00-9:15	Placement Assessment Coaching	9:00-10:45	Math Assessment (for students who need it)	9:30-10:00	Check in and refreshments	9:30-10:00
Welcome - Staff Intros Housekeeping Items Social Media Instructions	9:15-10:45	Placement Assessment for Reading & Writing;	9:30-10:00	Check in and refreshments	9:30-10:00	Ice Breaker/Team building	10:00-10:15
Ronnie Brooks	9:30-10:00	Check in and refreshments	10:00-10:55	Theater/Improv	10:00-10:55	General Advising Overview	10:15-10:30
Icebreakers/Team building	10:00-10:45	Ice breaker/Team building	10:55-11:00	Transition	10:30-11:30	Individual Advising (Recruit 8-9 advisors)	10:30-11:30
Getting Started Steps "Next Step" Handout Lunch	10:45-10:55	Break	11:00-12:00	Note taking workshop	11:30-12:00	Registration	11:30-12:00
	11:00-11:10	Fill out consultant form & advising intake form	12:00-12:45	Lunch	12:00-12:45	Lunch	12:00-12:45
Scavenger Hunt	11:10-11:50	College Culture Workshop	12:45-1:10	Overview of Student Leadership Opportunities	12:45-1:45	Time Management	12:45-1:45
Process scavenger hunt/ take photo	11:50-12:10	CTE Programs Overview	1:15 - 2:15	Biology Lab Jessica Friel	2:00-3:00	Ice cream Social	2:00-3:00
Cohort Information TRIO, CAMP, CCP, STEPS	12:10-12:45	Lunch	2:20-3:00	Financial Aid, ORSAA Scholarships			
Apply for Cohorts End of Day	12:45-1:45	Essays for Foundation Scholarships					
Wrap-up, Next day instructions, questions	1:45-2:45	Art Lab					
	2:45 - 3:00	Wrap up					

HIGHLIGHTS

Workshops for

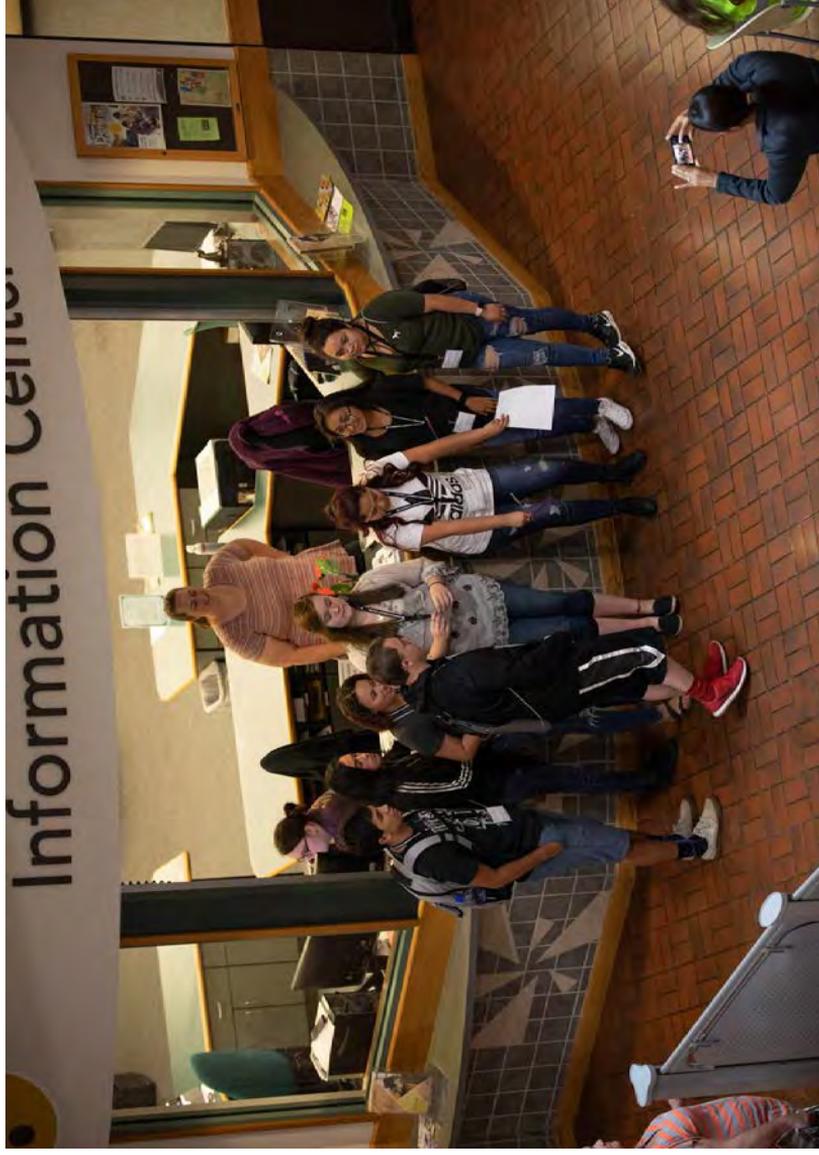
- Note taking**
- Time management**
- Organizational skills**
- Creating self brand**

Assistance with

- Enrollment**
- Advising**
- Class registration**
- Placement exams**

Follow up services

- Additional advising**
- Class registration assistance**
- College Access Programs applications**
- Film on Campus**
- Movie in the Park**



STUDENT FEEDBACK

On a scale of 1 – 5 with 5 being high, how would you rate each of the following statements regarding your experience with the Chemeketa Summer Bridge:	Results
"Chemeketa Summer Bridge helped me feel more prepared to start college in the fall."	4.7
"I met new staff who I feel can be supportive as I begin my first year of college."	4.6
"I made new friends that I will connect with as I begin my first year of college."	4.0

"I enjoyed my time at summer bridge and I was happy to meet new people and potential professors that could guide me on my way."

"I found my time here to be very productive and met some new kids that feel the same way about college as I do"

"You did an amazing job making me feel more comfortable and be more prepared entering college. The time I spent here was actually having an experience in what college has to offer made me feel more relief. I would highly recommend this to other students"

"I really appreciate how much effort was put into this program"

"I found this week very resourceful and it has made me less afraid of my transition from high school to college; especially since I am a first generation"

"I think this really helped me have a better understanding of what to look into starting college"

"The help with financial aid and class advising was really helpful due to the fact that I was more concerned and worried about those factors"

"I thought this program really helped out with the introduction of new clubs and resources"

"I am so grateful that Chemeketa has hosted this program. I had many questions and I don't know how I would have been able to answer them, so thank you"

STUDENT OUTCOMES

Student Enrollment

202 of 212 participants enrolled (95% yield)

Student Scholarships

75 students will be awarded through

Chemeketa Foundation

Must be first generation

Focus on high need

Applied for College Access Programs Cohorts

145 applied for TRIO/CCP

16 applied for CAMP

161 total applications



BELONGING



Welcome to Chemeketa Information Center



LOOKING AHEAD

- Tracking and Reporting**
- Study of comparison cohort**
- Fall yield**
- Retention/persistence**
- Fall to winter**
- Winter to spring**
- Fall to fall**
- GPA's**
- Credits completed**
- Enrollment in cohorts**

- Planning for next summer**
- Budget without HECC funding**
- Appropriate space**
- Expanded capacity**
- Connecting with high school partners**



COLLABORATION = SUCCESS!

95+ Chemeketa staff from Salem and Yamhill

Planning Committee

CAP Success Coaches

Instructors

Student Retention & College Life

Presenters

Student Workers

Counseling

Advising

Placement

Financial Aid

Chemeketa Foundation

Marketing & Student Recruitment

Executive Team

Scheduling

Apprenticeship

Tutoring

Northwest Innovations

Facilities