Regular Meeting

December 18, 2019

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon
Regular Meeting

December 18, 2019

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

I. A. Administration Updates 4:30 pm Salem Campus—Building 2, Room 172

II. Regular Session 5:15 pm Building 2, Room 170, Board Room
A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Comments from the Audience
E. Approval of Minutes—Workshop and Regular Board Meeting of November 20, 2019 1–8

F. Reports
1. Reports from the Associations
   a. Riley Dunagan Associated Students of Chemeketa (ASC) 9
   b. Justus Ballard Chemeketa Faculty Association
   c. Terry Rohse Chemeketa Classified Employees Association 10
   d. Adam Mennig Chemeketa Exempt Employees Association 11
2. Reports from the College Board of Education

3. Reports from the Administration
   a. Jim Eustrom

G. Information
1. Cultural Competency House Bill Update 12–14
   Jessica Howard, President/Chief Executive Officer
2. Presentation of 2018–2019 Audit Report 15
   Miriam Scharer, Vice President/Chief Financial Officer
3. College Policies #2260—Sales of Goods; Sales of Food and Non-Alcoholic Beverages; Production, Sales, and Service of Alcoholic Beverages; and Distribution of Merchandise or Services; #2320—Transporting Ill/Injured Persons; and #2330—Emergency Medical Plan 16–20
   Jessica Howard, President/Chief Executive Officer
   Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley
5. 2018–2019 Financial Aid and Veterans Services Update  
Jim Eustrom, Vice President—Instruction and Student Services/Campus President, Yamhill Valley

6. 2019–2020 Faculty Sabbatical Leave Recommendation  
One Term Spring 2020  
Jim Eustrom, Vice President—Instruction and Student Services/Campus President, Yamhill Valley

7. Statement of Budget Principles 2020–2021  
Miriam Scharer, Vice President/Chief Financial Officer

H. Standard Reports
1. Personnel Report  
David Hallett, Vice President—Governance and Administration
2. Budget Status Report  
Miriam Scharer, Vice President/Chief Financial Officer
3. Purchasing Report  
Miriam Scharer, Vice President/Chief Financial Officer
Miriam Scharer, Vice President/Chief Financial Officer
5. Recognition Report  
Jessica Howard, President/Chief Executive Officer

I. Separate Action
1. Approval of Retirement Resolutions  
No. 19-20-12, Steve R. Richardson, and No. 19-20-13, Shirley M. Lamkey  
David Hallett, Vice President—Governance and Administration

2. Approval of College Policy #5230—Hazing Policy  
David Hallett, Vice President—Governance and Administration

J. 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 Advisory Committees for 2019–2020  
Jim Eustrom, Vice President—Instruction and Student Services/Campus President, Yamhill Valley

2. Approval of College Policies #1710—Conflict of Interest and Ethics; #1750—Harassment/Discrimination; and #1753—Consensual Relationships  
Jessica Howard, President/Chief Executive Officer

3. Approval of Chemeketa Cooperative Regional Library Service (CCRLS) Leased Lit Fiber Contract Award  
Miriam Scharer, Vice President/Chief Financial Officer
4. Approval of Building 5 HVAC Electrical Upgrade, Installation, and Ductwork Replacement Contract Award
   Miriam Scharer, Vice President/Chief Financial Officer  [19-20-124]  87

   Miriam Scharer, Vice President/Chief Financial Officer  [19-20-125]  88

K. Appendices
   1. Mission – Vision – Values – Core Themes  89
   2. Campus Map  90–91
   3. District Map  92

L. Future Agenda Items

M. Board Operations

N. Adjournment

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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.
Minutes
December 18, 2019

APPROVAL OF BOARD MINUTES

Prepared by

Jeannie Odle, Executive Coordinator/Board Secretary
Jessica Howard, President/Chief Executive Officer

Minutes of the board meeting of November 20, 2019, are submitted for review by the board. It is recommended that the College Board of Education officially approve the minutes of the above-referenced meetings as submitted.
Minutes
December 18, 2019

CHEMEKETA COMMUNITY COLLEGE

BOARD OF EDUCATION
MEETING MINUTES

November 20, 2019

I. WORKSHOP
Diane Watson, Chair, called the workshop to order at 4:33 pm. The workshop was held at the Salem Campus in the Board Room, Building 2, Room 170.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Holly Nelson, Executive Dean, Regional Education and Academic Development (for Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus); and Miriam Scharer, Vice President/Chief Financial Officer, College Support Services.

A. High School Partnerships (HSP) Update

Holly Nelson introduced Sara Hastings, director of High School Partnerships. Sara used a PowerPoint presentation to guide her presentation. HSP is housed in Building 50 but offerings are also offered in Building 49, 51 and at the Woodburn Center. HSP employees in attendance were introduced—Bonnie Booth, Jessica Hilfiker, Alejandra Gallegos Verdin, Matt Keeling, Elena Martinez, Karl Meiner, and Kevin Olson.

Sara shared an overview of Winema programs including Early College, Woodburn GED Options, Winema High School Completion, Expanded Options for Underage General Population 16–17, and Adult High School Diploma; and outside collaborations and partnerships were shared including 34 school districts, with the top three being Salem-Keizer School District, Summit Learning Charter/Summit Community College High School District in Estacada, and Stayton School District. Statistics were shared for student demographics; student headcount and gender by academic year. Early College faculty Karl Meiner, English; and Kevin Olson, Language Arts; and Matt Keeling, lead faculty in High School Completion, shared their experiences and perspectives with working with HSP students. Karl Meiner said he helps students find their voice and have a sense of belonging; Matt Keeling appreciates the collaboration with faculty on the Salem campus to provide the same course and college experience to high school students; and Kevin Olson said the values he imparts to students is to build community, value and respect one another, work hard to achieve their academic goals, and that they are noticed and their questions will be answered.

Jessica Hilfiker and Alejandra Gallegos are academic advisors in the GED and high school completion programs, respectively. Jessica works with six high schools, with Dayton joining on last year. Last year’s graduation rate was 66 percent; 25 percent did not graduate but returned this year. As students near gradation, campus tours and career workshops are offered every five weeks, students get their Chemeketa IDs, financial aid workshops are offered twice a year where they meet individually with each student to complete financial aid and/or Oregon Promise applications, and scholarship workshops are offered annually. Forty-five (45) transition scholarships were issued last year. Alejandra reported there are 20 GED students in
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November 20, 2019  
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Woodburn, 19 are sponsored by Woodburn High School. Alejandra noted they are seeing more younger students coming to the High School Completion program (sophomores and juniors). Having these students longer will help staff make stronger connections to student services and help them mature as college students.

Bonnie Booth was a GED instructor, but she is now the advisor for Early College which supports students in grades 10–12 who take college classes to meet high school requirement for graduation. Bonnie is also the advisor for the mentoring program. This year there are ten student volunteer mentors. The objective is to provide peer-to-peer support to juniors and seniors, the new generation of college students. Three of the student volunteers, Zach Leskowsky, Geordyn Allyn, and Flor Maciel shared what they do as mentors and what the program has done for them.

The board thanked Sara Hastings, the HSP staff, and students for their informative presentation.

A recess was taken at 5:25 pm.

II. A. EXECUTIVE SESSION
Executive Session called to order at 5:34 pm in the board dining room on the Salem Campus, Building 2, Room 172. Executive Session was held in accordance with ORS 192.660(2)(d) negotiations.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Holly Nelson, Executive Dean, Regional Education and Academic Development (for Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus); and Miriam Scharer, Vice President/Chief Financial Officer, College Support Services.

Executive Session ended at 5:53 pm.

II. B. ADMINISTRATION UPDATES
Open session reconvened at 5:54 pm. Updates were shared or discussed with the board on follow-up on Policy 1753; board accident insurance from Zurich Services; debrief of the Oregon Community College Association (OCCA) conference; attendance to the Association of Community College Trustees (ACCT) National Legislative Summit in February; shortened December 18 board meeting; reschedule of February 19 board meeting; board calendar preview; affirmed President’s Goals for 2019–2020; statewide governance/legislative activities; 50th anniversary gala on June 6; enrollment; April 24 college inservice day; program preview/alerts on truck driving, diesel, anesthesia tech, and applied baccalaureate programs; staffing updates; HVAC status; PERS employer incentive fund; Northwest Innovations doing business name change; and board agenda preview.
III. REGULAR SESSION

A. CALL TO ORDER
Diane Watson, Chair, reconvened the board meeting at 7:05 pm. The meeting was held at the Salem Campus in the Board Room, Building 2, Room 170.

B. PLEDGE OF ALLEGIANCE
Diane Watson led the group in the Pledge of Allegiance.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Holly Nelson, Executive Dean (for Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus); and Miriam Scharer, Vice President/Chief Financial Officer, College Support Services.

Board Representatives in Attendance: Riley Dunagan, Associated Students of Chemeketa (ASC); Justus Ballard, Chemeketa Faculty Association; Terry Rohse, Chemeketa Classified Association; and Adam Mennig, Chemeketa Exempt Association.

D. COMMENTS FROM THE AUDIENCE
None

E. APPROVAL OF MINUTES
Ken Hector moved and Jackie Franke seconded a motion to approve the minutes of October 23, 2019.

The motion CARRIED.

F. REPORTS
Reports from the Associations
Riley Dunagan, ASC coordinator, said the report stands as written. Riley highlighted the activities for tomorrow’s Indigenous People day and encouraged all to attend. Justus Ballard, Terry Rohse, and Adam Mennig, association presidents from, faculty, classified, and exempt associations, respectively, said their reports stand as written.

Reports from the College Board of Education
Neva Hutchinson attended the Oregon Community College Association (OCCA) Fall Conference and the 5–10-year employee recognition breakfast.
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Ken Hector attended a SEDCOR employer tour with Jessica Howard, Representatives Rick Lewis and Boshart Davis, Johnny Mack, and Nick Harville from SEDCOR. Visits included Freres Lumber in Lyons, Silver Mountain Packing in Sublimity, and GK Machine in Donald. Ken also attended two Silverton Chamber Business Group meetings; an annual Veterans Day celebration at Silverton Middle School; and Chemeketa’s 5–10-year employee recognition breakfast.

Jackie Franke attended the annual Family Building Blocks (FBB) luncheon as a guest of R. Taylor, who is on the FBB board of directors; Council of Government event planning; dues; and special board meeting; and the OCCA fall conference at Salishan.

Ed Dodson attended the Mid-Willamette Education Consortium (MWEC) kick-off meeting; the second annual Fall Art Show; the OCCA conference; the 5–10-year employee recognition breakfast; and the All-Staff Forum.

Diane Watson attended the OCCA fall conference; a Keizer Library committee meeting; and the 5–10-year employee recognition breakfast.

Reports from the Administration
Holly Nelson reported on two events—the third annual Migrant Parent Institute on Saturday, November 9. Over 700 people attended the day-long event where 14 Career and Technical Education (CTE) programs were highlighted and 12 faculty participated in demos and hands-on activities for students and their family members. Thanks to Adriana Barrera, Cassie Belmodis, Mike Evans, Joel Gisbert, Manuel Guerra, Johnny Mack, CTE deans, Leo Rasca, Linda Ringo-Reyna, and Stacey Wells.

Early Childhood Education hosted an event that was held at three locations (Chemeketa, Yamhill Valley Campus and Western Oregon University) with over 90 attendees. The film “No Small Matter” was shown, which is a documentary that brings public attention and stories around the human capacity for early intelligence and the potential for quality early care and education to benefit America’s social and economic future.

G. INFORMATION
Advisory Committees for 2019–2020
Holly Nelson reported in place of Johnny Mack, executive dean for Career and Technical Education. Holly shared some background about advisory committees noting they are made up of local employers who volunteer their time to help keep the programs current and relevant. Academic deans R. Taylor, Sandi Kellogg, Larry Cheyne, Paul Davis and Amy Early for Marshall Roache, were in the audience and introduced. A member of the Computer Information Systems Advisory Committee, Daniel Palacios, IT manager from State of Oregon, was in the audience and introduced. Daniel has been on the CIS Advisory Committee for ten years.

Holly shared that an appreciation event will be held sometime spring term to thank all the committee members who serve on advisory committees. Ed Dodson noted there are 308 members on the 29 advisory committees. Diane thanked all the advisory committee members
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for making the CTE programs current and strong. Board action to approve the advisory committees will be requested next month.

2019–2020 Key Dates for Planning, Budget, and Assessment
Miriam Scharer briefly reviewed a summary of key dates of internal activities related to the planning, budget and assessment. She drew attention to the gray shaded items which relate to board review or action.

College Policies #1710, Conflict of Interest and Ethics; #1750, Harassment/Discrimination; and #1753, Consensual Relationships
Rebecca Hillyer presented three policies that were reviewed by the President’s Advisory Council. She briefly reviewed the changes and additions. Board action will be requested in December.

H. STANDARD REPORTS
Personnel Report
David Hallett said the report stands as written.

Budget Status Report
Miriam Scharer referred to the Statement of Resources and Expenditures and said three of the five state payments have been received. However, tuition and fee revenue is down significantly from last year. Some of it is due to changes made in the way courses are structured with revenues and expenses for adjunct costs going into self-support. Ken Hector asked about the high number in Miscellaneous Revenue. Miriam said the increase is due to timber tax revenue that continues to come in.

The Budget Status Report reflects the college is in line with last year. There is nothing significant to report on the Status of Investments. Property taxes will start to come in. The funds in the Local Government Investment Pool (LGIP) should start to grow. The college will be strategizing investments in order to take advantage of the higher rate in LGIP account than available in some of the other investments.

Miriam drew attention to the consent calendar for the approval of the Learning Management System contract award to replace the current Blackboard e-learn system with the Canvas Learning Management System by Instructure, Inc. It will go live this summer.

Capital Projects Report
Rory Alvarez said the report stands as written. His staff is gearing up for the work in Building 5 and other winter projects. Ken Hector asked about the repair done on the baseball fence and if the new covering is vented to prevent further damage during high winds. Rory will check David Abderhalden to see if that was done.

College Safety Activities and Planning
J.D. Wolfe, associate vice president of College Support Services, said the report stands as written. He highlighted a few of the activities, specifically No. 11, Marion County Sheriff office housed in Building 14; No. 13, upgraded security at Brooks Center; No. 15, cyber phishing
Student Success Data Points
Fauzi Naas shared statistics on course pass rates and completion of a key measure on the Strategic Plan Placement in the three categories of Remedial Math, Reading, and Writing; Career and Technical; and Lower Division Transfer. He referred to the 11 x 17 handout entitled Course Pass Rates in the board folder and reviewed and discussed the numbers.

Recognition Report
Jessica Howard acknowledged all the employees in the written report. Jessica presented a plaque to Betsy Earls from OCCA for her eight years on the Chemeketa Board of Education.

I. SEPARATE ACTION
Approval of Retirement Resolutions No. 19-20-11, Timothy “Tim” A. Merzenich; and No. 19-20-12, John R. Whitney
Ken Hector read the retirement resolution for Timothy “Tim” A. Merzenich; and Neva Hutchinson read the retirement resolution for John R. Whitney.

Ken Hector moved and Jackie Franke seconded a motion to approve Retirement Resolutions No. 19-20-11 for Timothy “Tim” A. Merzenich and No. 19-20-12 for John R. Whitney.

The motion CARRIED.

J. ACTION
Betsy Earls moved and Ed Dodson seconded a motion to approve action item Nos. 1–2:
1. Approval of College Policies #1630, Endorsements; #2010, Concept of Administrative Organization; and #2110, President of the College/Chief Executive Officer and Clerk of the College Board of Education [19-20-117]
2. Approval of the Learning Management System Contract Award [19-20-118]

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.
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N. ADJOURNMENT
The meeting adjourned at 8 pm.

Respectfully submitted,

Jeannie Odle
Board Secretary

President/Chief Executive Officer
12/18/2019
Date

Diane Watson
Board Chair
CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by
Justus Ballard, President—Chemeketa Faculty Association

UPDATE FROM THE FALL OEA-CCC MEETING

The Oregon Education Association Community College Council (OEA-CCC) met on November 8 and 9 at Clackamas Community College.

Oregon State Senator Michael Dembrow attended the meeting and provided some insights and updates regarding the OEA-CCC’s legislative priorities.

As mentioned in the CFA’s September report, funding a health insurance pool for higher education part-time faculty continues to be a priority for the upcoming short session. There was broad support for this in the long session, but the walkout by Republican senators near the end of the session stalled the progress on the issue. Senator Dembrow suggested that in order to regain the momentum, legislators needed to hear more personal experiences from faculty who would be directly affected by the passage of this legislation. The CFA will continue to encourage its part-time members to contact their legislators and share their stories.

There is also some cautious optimism about increasing funding for higher education. The OEA and other higher education unions, as well as the OCCA, are already preparing to push for this immediately following the end of the short session.
CHEMEEKTA COMMUNITY COLLEGE CLASSIFIED EMPLOYEES ASSOCIATION (CCA)

Prepared by
Tim King, Director of Public Relations—Chemeke Community College Classified Employees Association
Mary Schroeder, External Vice President—Chemeke Community College Classified Employees Association
Terry Rohse, President—Chemeke Community College Classified Employees Association

WELCOME NEW CLASSIFIED EMPLOYEES AND NEW POSITIONS

- November 13, 2019, Adrian Lutz was hired as Executive Assistant in the General Education and Transfer Studies department. Adrian formerly worked as a Department Specialist at the Woodburn Center.
- November 18, 2019, Madelyne Lind was hired as an Instructional Technician in the Business, Technology, Early Childhood Education and Communications department.
- December 2, 2019, Lindsey Powers was hired as an Instructional Technician in the Business Technology, Visual Communications department.
- December 6, 2019, Cameron Walther was hired as a Technology Analyst I in the Information Technology department.
- December 16, 2019, Judith Gonzalez was hired as a Department Technician II in the Agricultural Sciences & Wine Studies department.
- December 16, 2019, Audrey Roberson was hired as Department Technician II in the Human Resources department.

CCA SPONSORED EVENTS

- On December 5, 2019, the association was happy to contribute to the annual Holiday Social. The gathering was attended by approximately 400 guests, including several members of the Board of Education. The event was live streamed to about 30 staff and faculty who were not able to attend in person.
- On December 6, 2019, the association hosted a dinner and informational gathering for Chemeketa’s night custodial workers. CCA Board members Terry Rohse, Aaron King, Mary Schroeder, Teka Harp, Trina Butler, Tim King and Kami Blackwell attended. Legal representative Kevin Keaney went over some of the details of the new contract and answered questions from the approximately 25 employees who attended.
CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

Lynn Irvin, Vice President—Chemeketa Community College Exempt Association
Adam Mennig, President—Chemeketa Community College Exempt Association

An exempt association employee lunch meeting was held on Wednesday, December 4. Phillip Hudspeth, Director of the Chemeketa Foundation, and two students spoke about the impact of exempt association scholarships and the importance of giving to the fund. A sock drive was held to help the homeless population in the area. Homelessness has tripled in the past ten years and there is a huge need. The most requested item is socks. All donations will go to Arches, where homeless people go for a shower, to wash their clothes, get a coat or socks (if they have any). They also help find resources and clothes for job interviews. They really try to help get people off the streets and we are delighted to help out.

The association made a $500 donation for the Holiday Social.

The association welcomes new exempt member, Adrian Lutz, who is the new executive assistant for General Education and Transfer Studies.
CULTURAL COMPETENCY HOUSE BILL UPDATE

Prepared by
Vivi Caleffi Prichard, Diversity and Equity Officer
Jessica Howard, President/Chief Executive Officer

INSTITUTIONAL HISTORY AND CONTEXT REGARDING CULTURAL COMPETENCY WORK

Chemeketa Community College has prioritized diversity for many years. Former President Gretchen Schuette memorialized Chemeketa’s commitment by creating the college’s iconic diversity statement: “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.”

Diversity, equity, and inclusion are consistently expressed values of the college. Those values shape its vision, mission, core themes, and strategic initiatives.

Long-standing internal groups such as the Multicultural Committee have helped to shape a culture of inclusion and college systems that strive to equitably support all students. Indeed, the college’s first diversity plan was developed in 1995 by the Multicultural Committee, which is now known as Diversity Advisory Council (DAC). The “directions for the future” articulated within the plan have been progressively realized over the years, including the integration of intercultural awareness within the curriculum through the Difference, Power and Responsibility (DPR) program; the creation of a Multicultural Student Center; the establishment of cultural competency and related training for students, staff, faculty and community; and the increase in the diversity of students and staff.

Through the visioning, planning, and commitment of a caring and compassionate community, the college has been able to establish the groundwork for what is yet to come. What follows constitutes a report of Chemeketa’s recent efforts to date in promoting behavioral change and practical application of cultural competency.

HB 2864—CULTURAL COMPETENCE AT POST-SECONDARY INSTITUTIONS

In 2017, Oregon’s House Bill 2864 passed, requiring each public institution of higher education to establish a process for recommending and providing oversight for the implementation of cultural competency standards for the institution and its employees.

The following document summarizes Chemeketa’s current efforts in promoting behavioral change and practical application of cultural competence in relation to the expectations set by HB 2864.
# SECTION 1

## December 31, 2019 Requirements

<table>
<thead>
<tr>
<th>Text from legislation</th>
<th>Status (met, unmet, in development)</th>
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<tbody>
<tr>
<td>“Each public institution of higher education shall establish a process for recommending, and providing oversight for the implementation of cultural competency standards for the public institution of higher education and the institution’s employees.”</td>
<td>Met</td>
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<tr>
<th>Institutional Summary</th>
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<tr>
<td>Chemeketa’s Diversity Advisory Council “advises the College President and Diversity &amp; Equity Officer on policies, practices, programs and activities designed to sustain an environment of equity and belonging.”</td>
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<tr>
<td>A subcommittee of DAC serves in an advisory capacity to the Diversity and Equity Officer in the planning of cultural competency trainings and events, and works collaboratively with other key stakeholders at the college to promote professional practices that foster an inclusive climate.</td>
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<tr>
<td>In June of 2019, the college implemented the Cultural Competence Certificate, which provides recognition for Chemeketa employees who engage in professional development addressing cultural awareness. The activities in this program promote awareness of self and others, while building skills to respond effectively to people from all cultures, economic statuses, language backgrounds, races, ethnic backgrounds, disabilities, religions, genders, gender identification, sexual orientations, veteran statuses and other characteristics in a manner that recognizes, affirms and values their worth, and preserves the dignity of individuals, families, and communities.</td>
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<tr>
<th>Text from legislation</th>
<th>Status (met, unmet, in development)</th>
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<tbody>
<tr>
<td>“Include broad range of institutional perspectives and give equal weight to the perspectives of administrators, faculty members, staff and students.”</td>
<td>Met</td>
</tr>
</tbody>
</table>
Institutional Summary

The Diversity Advisory Council includes employees from various areas of the college, including at least two student representatives, faculty, classified, and exempt staff. Current members are:

Jessica Howard, President – sponsor
Nette Abderhalden, Executive Assistant – secretary
Judy Allen, Department Technician II – co-chair
Doc Plaisance, Faculty – chair-elect
Cary Ballew-Renfro, Department Specialist – past chair
Omobusola (Busola) Olofin, Student – member
Janel Urbina, Student – member
Alissa Hattman, Faculty – member
Adrianna Barrera, Faculty – member
Almir Methadzovic, Instructional Specialist – member
Jon Mathis, Title IX Coordinator – member
Kristine Medyanik, Coordinator – member
Peter Davis, Faculty – member
Eric Colon-Cortez, Faculty – member
Vivi Caleffi Prichard, Diversity & Equity Officer – ex-officio
Alice Sprague, Associate Vice President of Human Resources – ex-officio
Beth Perlman, Instructional Coordinator/Analyst II – ex-officio
Karen Alexander, Student Accessibility Services Director – ex-officio
Linda Ringo-Reyna, Student Services Coordinator/Analyst – ex-officio
Patricia Antoine, Faculty – ex-officio

There are specific operational and behavioral agreements intended to balance power and give equal weight to all perspectives.

December 31, 2020 Requirements

- Require that the institution provide continuing training and development opportunities that foster the ability of the institution’s faculty, staff and administration to meet cultural competency standards.
- Propose institution-wide goals that seek to improve the cultural inclusion climate for students, faculty, staff and administration from diverse backgrounds.
- Require preparation of a biennial report that is presented to the appropriate board regarding the institution’s progress toward achieving the goals set forth in this legislation.
- Recommend mechanisms for assessing how well the institution meets cultural competency standards.
- Ensure that the institution clearly communicates to new faculty, staff and administrators the institution’s commitment to including meeting cultural competency standards in professional development.
PRESENTATION OF 2018–2019 AUDIT REPORT

Prepared by

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

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

Action to accept the report by the College Board of Education will be requested during the December board meeting.
SALES OF GOODS; SALES OF FOOD AND NON-ALCOHOLIC BEVERAGES; PRODUCTION, SALES, AND SERVICE OF ALCOHOLIC BEVERAGES; AND DISTRIBUTION OF MERCHANDISE OR SERVICES—POLICY #2260

This policy was last reviewed by the board in January, 2017. The main changes add “Sales of” to headings and eliminate the redundancy of the word “program” in the first paragraph. Additionally, numerous grammatical edits appear throughout the policy.

TRANSPORTING ILL/INJURED PERSONS—POLICY #2320

This policy was last reviewed by the board in July, 2016. The one change in the first sentence replaces the word “conveyance” with “transportation” so it is more easily understood.

EMERGENCY MEDICAL PLAN—POLICY #2330

This policy was last reviewed by the board in July, 2016. There were no edits recommended to this policy by the Safety and Risk Management department or the President’s Advisory Counsel.

For the above noted policies, the new language is underlined and the former language has been stricken with lines through the text. These policies were reviewed by the President’s Advisory Council and will be recommended for approval by the College Board of Education at the January board meeting.
SALES OF GOODS; SALES OF FOOD AND NON-ALCOHOLIC BEVERAGES; PRODUCTION, SALES, AND SERVICE OF ALCOHOLIC BEVERAGES; AND DISTRIBUTION OF MERCHANDISE OR SERVICES

Sales of Goods
The sales of goods on Chemeketa Community College owned and/or controlled properties are restricted to the Chemeketa Bookstore, other college operated stores, the Gretchen Schuette Art Gallery, and the following college programs: Visual and Performing Arts program, Athletics program, Agricultural Sciences and Wine Studies program, and Student Retention and College Life. All other sales of goods are prohibited unless approved by the director of Auxiliary Services.

Sales of Food and Non-Alcoholic Beverages
The sales of food and non-alcoholic beverages on college owned and/or controlled properties are restricted to the college food service vendor and vending machine contractor. All other food sales are prohibited unless approved by the college’s food service provider.

Production, Sales, and Service of Alcoholic Beverages
The production, sales, and service of alcoholic beverages are regulated by both State1 and Federal2 law and subject to licensing and reporting requirements.

Production of alcoholic beverages on college owned and/or controlled property is restricted to the Chemeketa Wine Studies programs.

Distribution and sale of college produced alcoholic beverages to the public or third parties is restricted to the college’s food service vendor and/or Chemeketa Wine Studies programs.

Service of alcoholic beverages on college owned and/or controlled properties and/or college sponsored events is restricted to the college’s food service vendor or Chemeketa Wine Studies programs. Serving alcoholic beverages as part of a course of instruction or program is restricted to the Chemeketa Wine Studies programs and Community Education.

---

1 Oregon Liquor Control Commission
2 Alcohol and Tobacco Tax and Trade Bureau
Distribution of Merchandise or Services
The distribution of merchandise or services on college owned and/or controlled property is permitted as part of college-sponsored health fairs, job fairs, college fairs, and wellness activities. All other distribution of merchandise or services is prohibited unless approved by the director of Auxiliary Services.
TRANSPORTING ILL/INJURED PERSONS

Ill and injured persons shall be transported for treatment by a person of their own arranging, appropriate public conveyance transportation, or ambulance, as needed, at their expense. Chemeketa Community College employees shall not transport such individuals unless a clear and present danger exists and then only to the closest safe location. Response to ill/injured persons shall be in accordance with Emergency Medical Plan Policy and Procedure #2330.

July 17, 1985
Adopted College Board of Education
March 15, 2006; May 19, 2010;
July 24, 2013; July 20, 2016
Revised College Board of Education
Administrative Series—2000

EMERGENCY MEDICAL PLAN

Chemeketa Community College will maintain an emergency medical plan in conformance with Oregon Administrative Rules.¹

July 17, 1985

Adopted College Board of Education

March 15, 2006; May 19, 2010;
June 26, 2013; July 20, 2016

Revised College Board of Education

¹ OAR 437-002-0161, et al.
ACADEMIC CALENDAR FOR 2020–2021

Prepared by

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

The proposed academic calendar for 2020–2021 continues last year’s pattern.

Summer term begins June 22. A standard eight-week session is planned from June 22–August 15, a ten-week session from June 22–August 29, and a five-week session from June 22–July 25. Summer term will continue to be a four-day work week for July and August.

Fall term begins September 28. This term is eleven weeks in length ending December 12. A three-week break is planned between fall and winter terms.

Winter term begins January 4. This term is also eleven weeks in length and ending on March 20. A one-week break is planned between winter and spring terms.

Spring term begins March 29. This term is also an eleven-week term ending June 12.

With holidays and closure days, the college is closed on the following days:

July 3
September 7
November 11, 26, 27
December 23, 24, 25, 30, 31
January 1
January 18
February 15
May 31

Fall Employee inservice is September 14–25. Tuesday, September 15, is a college-wide inservice day and the college is closed.

Friday, April 30, is a college-wide spring inservice day and the college is closed.

The Chemeketa Board of Education will be asked to approve the Academic Calendar for 2020–2021 at the January board meeting.
<table>
<thead>
<tr>
<th>Academic Year Calendar 2020–2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer Term 2020</strong></td>
</tr>
<tr>
<td>Intensive Courses 5 weeks</td>
</tr>
<tr>
<td>Jun 22–Jul 25</td>
</tr>
<tr>
<td>Standard 8 weeks</td>
</tr>
<tr>
<td>Jun 22–Aug 15</td>
</tr>
<tr>
<td>Specific Programs 10 weeks</td>
</tr>
<tr>
<td>Jun 22–Aug 29</td>
</tr>
<tr>
<td>Fall Term 2020</td>
</tr>
<tr>
<td>Sep 28–Dec 12</td>
</tr>
<tr>
<td>Fall Term 2021</td>
</tr>
<tr>
<td>Jan 4–Mar 20</td>
</tr>
<tr>
<td>Spring Term 2021</td>
</tr>
<tr>
<td>Mar 29–Jun 12</td>
</tr>
<tr>
<td>College-wide Inservice (College closed to the public)</td>
</tr>
<tr>
<td>Employee Inservice</td>
</tr>
<tr>
<td>Beginning of Term</td>
</tr>
<tr>
<td>Jun 22</td>
</tr>
<tr>
<td>Jun 22</td>
</tr>
<tr>
<td>Jun 22</td>
</tr>
<tr>
<td>Academic Year and Other Holidays</td>
</tr>
<tr>
<td>Jul 3</td>
</tr>
<tr>
<td>Jul 3</td>
</tr>
<tr>
<td>Jul 3</td>
</tr>
<tr>
<td>College Closure</td>
</tr>
<tr>
<td>Dec 23 &amp; 30</td>
</tr>
<tr>
<td>Summer Friday Closure</td>
</tr>
<tr>
<td>Fridays Jul 10–Aug 28</td>
</tr>
<tr>
<td>Fridays Jul 10–Aug 28</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>Winter Break/Spring Break</td>
</tr>
<tr>
<td>Dec 14–Jan 1</td>
</tr>
<tr>
<td>Mar 22–Mar 26</td>
</tr>
<tr>
<td>Review &amp; Final Exams</td>
</tr>
<tr>
<td>Final exams given during last class period</td>
</tr>
<tr>
<td>Final exams given during last class period</td>
</tr>
<tr>
<td>Final exams given during last class period</td>
</tr>
<tr>
<td>Dec 7–12</td>
</tr>
<tr>
<td>Mar 15–20</td>
</tr>
<tr>
<td>Jun 7–12</td>
</tr>
<tr>
<td>End of Term</td>
</tr>
<tr>
<td>Jul 25</td>
</tr>
<tr>
<td>Aug 15</td>
</tr>
<tr>
<td>Aug 29</td>
</tr>
<tr>
<td>Dec 12</td>
</tr>
<tr>
<td>Mar 20</td>
</tr>
<tr>
<td>Graduation: TBA</td>
</tr>
</tbody>
</table>

Information-4

December 18, 2019
2018–2019 FINANCIAL AID AND VETERANS SERVICES UPDATE

Prepared by
Ryan West, Director—Financial Aid and Veterans Services
Manuel Guerra, Executive Dean—Student Development and Learning Resources
Jim Eustrom, Vice President—Instruction and Student Services/
   Campus President, Yamhill Valley

FINANCIAL AID

In 2018–2019, the college received 21,168 Free Application for Federal Student Aid (FAFSA) applications and 71 Oregon Student Aid Application (ORSAAA) applications. This represents a 6.1 percent decrease in FAFSAs and an 8.4 percent decrease in ORSAAs from the previous year (2017–2018). A total of 6,488 students were awarded $41,282,102 in financial aid from all sources. This reflects a 1.8 percent increase in the number of students awarded and a 1.6 percent increase in the amount of financial aid dollars over the previous year. The college continues to see a decline in loan borrowing. 63.8 percent of all aid disbursed in the 2018–2019 school year was in the form of a grant, scholarship or tuition waiver.

Chemeketa’s 3-year cohort default rate is currently 18.2 percent. The rate last year was 20.1 percent. The department is utilizing services both within the college as well as an external provider to manage the cohort default rate and ensure that it stays below 30 percent. Although not in danger of sanctions, this current rate still reflects 571 students who defaulted on loan obligations.

This past year the processes and communication for students was streamlined which has resulted in significantly more students being awarded financial aid earlier than previous years. This has also helped build some capacity to process financial aid faster for students who apply later in the college application process.

VETERANS SERVICES

Chemeketa's Veterans Campus Grant (SB 143) spending ends winter term 2020, and the Veterans' Services Department will be applying for the second round of grant funding as it becomes available early 2020. Through this grant, the Veterans' Resource Center has been able to produce many programs that have addressed post-traumatic stress disorder (PTSD) training for Chemeketa faculty and staff, the Veterans' Professional Development Day, Financial Education workshop with Edward Jones, and the State of Oregon's first Student Veterans' Conference for the 2018–2019 academic year. Daily, the Veterans' Resource Center serves 15–18 Veterans by providing space to study, network opportunities with Veteran Service agencies, computer stations, access to free printing, and a space to unwind with reading and coffee corners.
The Veterans' Services Department served an unduplicated count of 344 Veterans for 2019 and has generated over 1.3 million dollars in revenue in tuition and fees for 2018–2019. Programming efforts have been expanding by hosting the 2019 Mid-Willamette Valley Stand Down that served almost 200 community Veterans with over 20 different services. The department has also embraced a variety of programs that focus on Veteran scholarships, higher education transferability, education workshops, employment opportunities, and community services.
2019–2020 FACULTY SABBATICAL LEAVE RECOMMENDATION
ONE-TERM SPRING 2020

Prepared by
Theresa Yancey, Sabbatical Review Committee Co-Chair
Peter Hoelter, Sabbatical Review Committee Co-Chair
Jim Eustrom, Vice President—Instruction and Student Services/
    Campus President, Yamhill Valley

In spring 2019, the College Board of Education approved six (6) applications for a total of
sixteen (16) terms of sabbatical leave for the 2019–2020 academic year, leaving sixteen (16)
terms of leave for one-term spring 2020 sabbaticals. Due to program needs, one faculty
member postponed their sabbatical leave until the following academic year. This left nineteen
(19) terms of leave for one-term spring 2020 sabbaticals.

Three (3) additional applications were submitted in fall 2019 for one-term spring 2020 sabbatical
leaves. As noted in the collective bargaining agreement, “if all eligible leaves are not awarded
by the April board meeting, applications for a spring leave will be accepted until October 1.”

The Sabbatical Review Committee reconvened fall 2019 and used the criteria and guidelines
developed jointly by the faculty association and the college to review the applications. The
committee, by consensus, recommended the three (3) applications be approved. Members of
Instruction and Student Services concurred with the committee recommendation.

Board action will be requested at the January Board meeting for the following faculty:

Sheeny Behmard—Mathematics, 1 term (Spring)
Proposes to collaborate with Chemeketa Press to write a textbook for MTH243 using open
source materials. Applicant also proposes developing lectures implementing R (an open source
programming language for statistical computing and graphics), which will allow students to gain
first-hand experience with the programming language and its application in the real world.

Silvia Herman—Language, 1 term (Spring)
Proposes researching grammar instruction and assessment to refresh and reinforce their
understanding of teaching language courses that are proficiency oriented and focus on
communicative interactions, and to revise final oral assessments for second year courses.
Applicant also plans to enhance their proficiency in Spanish in a culturally authentic context by
traveling to Spain to take a course on language pedagogy at the Don Quijote Language
School.
Laura Scott—Developmental Education, 1 term (Spring)
Proposes to collaborate with developmental writing faculty, reference librarians and Chemeketa Press to compile new texts and readers/readings for WR080 and WR090 courses. These texts will continue to emphasize equity in their themes and authorship, and be free or low-cost to students. As work continues on pre- and pre-pre-pathways, the new materials will also take into account possible contextualization with proposed Guided Pathways “meta-majors” or groupings of potential “meta-majors”.

3 applicants
3 terms
(19 terms available)
STATEMENT OF BUDGET PRINCIPLES 2020–2021

Prepared by:

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

The Statement of Budget Principles 2020–2021 is presented for the board's information and review. These principles will be used in developing and guiding the decisions for the 2020–2021 budget.
The college’s budget principles and financial environment are reviewed each fall as the budget cycle begins. The budget principles and some of the known key factors that affect the college’s resources and expenses for the 2020–2021 budget are as follows:

**Budget Principles**

Although it may affect programs and operations, our 2020–2021 budget will –

1. Ensure the college’s strategic priorities and mission are fulfilled through the core themes of Academic Quality, Access, Community Collaborations, and Student Success

2. Consider decisions through the college values of Collaboration, Diversity, Equity, Innovation, and Stewardship

3. Maintain the following:
   a. Enrollment, progression and completion targets
   b. Staffing and facilities at sufficient levels to protect the college’s infrastructure and ensure compliance with regulations and laws
   c. Sufficient fund balance to –
      i. Protect against unanticipated resource declines or cost increases that could jeopardize the future of Chemeketa
      ii. Provide the flexibility to take advantage of opportunities
      iii. Maintain a balanced operating budget to ensure the long-term fiscal health of the college

4. Invest in initiatives, strategies, programs and operations that will positively impact student completion and success.

5. Seek cost-sharing and revenue-producing opportunities that support our mission and strategic priorities such as grants, partnerships, self-support ventures and foundation assistance that may augment operations.

**Financial Environment**

**Resources:**

*State legislative appropriation:* The legislature appropriated $640.9 million to all community colleges for the 2019–2021 biennium; an approximate 12 percent increase over the previous biennium and the largest appropriation in Oregon community college history. During the 2020 short legislative session, Oregon community colleges plan to advocate for additional funding for Career & Technical Education (CTE) programs to help fund costly equipment needs.
State support and distribution of resources (includes property taxes): The Higher Education Coordinating Commission (HECC) remains interested in exploring strategies for aligning state investments and goals across postsecondary education, though no changes are currently under consideration for the funding formula. Any changes made to the formula would impact the college’s share of state resources.

Economic growth: The U.S. economic expansion continues with nearly all leading indicators suggesting continued growth although at a more modest pace than in previous years. Oregon’s strong economy continues with state economists predicting a stable economic outlook with healthy rates of economic growth. National, state and local unemployment rates are at historically low levels. Many employers in our district continue to compete for qualified candidates leading to wage inflation and reduced hiring requirements among hard to fill positions.

Enrollment: Enrollment impacts all three of our major sources of revenue, tuition and fees, state funding and property taxes. Tuition and fees are impacted directly while state funding and property taxes are impacted through an enrollment-based funding distribution formula. The college is experiencing its ninth consecutive year of declining enrollment from the peak in 2010–2011 and we are below enrollment levels of the mid 1990’s. For the 2019–2020 fiscal year, the college budgeted for a three percent decline in enrollment yet so far, we are experiencing a decline of approximately five percent. Some of the enrollment loss has been by design as we realigned credit requirements in our CTE programs and eliminated courses offered in the high schools through our College Credit Now program. The college continues our commitment to implementing Guided Pathways as a student success initiative; which will further realign academic plans for our students and impact enrollment. Efforts to increase enrollment include a focus on evaluating enrollment management activities, developing a Strategic Enrollment Management plan, and the development and assessment of new program offerings based on workforce, partnership and community needs. These efforts have the potential to offset some of the declines we have experienced. However, the impact is not expected to be immediate, therefore we are projecting a further decline in enrollment of three percent for our 2020–2021 budget.

Tuition and fee revenue: During the 2018–2019 academic year, the college updated the Tuition, Universal Fee and Differential Fee Rate Setting Guidelines. This work resulted in increases for the 2019–2020 academic year per credit tuition and universal fee rates of $4 and $6 respectively. The tuition rate is now $91 per credit and the universal fee rate is now $24 per credit. These increases resulted in incremental movement of the college’s annualized in-district cost per student for the year to the lower end of the identified comparator colleges. The college’s intention is to align our annualized in-district tuition and fee rates to be competitive in the college’s market area and with comparator colleges within three academic years. For 2019–2020, the college also implemented a differential fee of $5 per credit on high cost programs and courses. Changes to the tuition, universal fee and differential fee rates will be recommended to the College Board of Education at the January 2020 board meeting.

Expenses:

Employee costs typically comprise approximately 80 percent of the college’s general fund expenditures, and changes in compensation and benefits directly impact our budgeting scenarios.

1. As the college strives to retain and recruit qualified employees in this competitive labor market, wage inflation continues to have significant impact on our costs. Other cost impacts
will include unfunded mandates such as the Oregon minimum wage rate increases and Oregon’s Pay Equity law

2. The college’s two highest cost fringe benefits, Public Employee Retirement System (PERS) and health care, are also significant concerns.
   a. Net employer PERS rates for the college increased by an average of 3.1 percent of payroll for the 2019–2021 biennium. Equivalent increases are expected in the coming years. The college plans to help mitigate the additional costs through more moderate rate increases and by utilizing other designated reserves.
   b. Increased health insurance costs are currently capped by statute at approximately three percent per year through our Oregon Employee Benefit Board plans and our current employee contracts limit the impact to the college. However, any increase in costs impact our employees which continues to be a concern as part of our general compensation package.

Capital construction and deferred maintenance, such as our Agricultural Complex and our aging infrastructure, are additional significant costs for the college and we are challenged to continue to update facilities and fund construction during a period of increased construction costs.
PERSONNEL REPORT

NEW HIRES AND NEW POSITIONS

Wendy J. Barrows, Instructional Specialist-10 months—Business Technology, Early Childhood Education and Visual Communications, Career and Technical Education Division, replacement, 100 percent, 10-month assignment, Range B-3, Step 5.

Penny C. Feltner, Instructional Specialist-10 month—Academic Development, Regional Education and Academic Development Division, replacement, 100 percent, 10-month assignment, Range B-3, Step 3.

Madelyne S. Lind, Instructional Technician-10 months—Business Technology, Early Childhood Education and Visual Communications, Career and Technical Education Division, new position, 65 percent, 10-month assignment, Range B-2, Step 2.

Lindsey S. Powers, Instructional Technician-10 months—Business Technology, Early Childhood Education and Visual Communications, Career and Technical Education Division, replacement, 100 percent, 10-month assignment, Range B-2, Step 1.

Albert S. Zapata, Custodian I—Capital Projects and Facilities, College Support Services Division, replacement, 100 percent, 12-month assignment, Range A-2, Step 2.

POSITION CHANGES

Adriande “Adrian” Lutz, Executive Assistant—General Education and Transfer Studies Division, replacement, 100 percent, Range B-4, Step 7, from Department Specialist—Woodburn campus, Regional Education and Academic Development Division.

Zachary A.M. Yamada, Instructor-Computer Information Systems—Business Technology, Early Childhood Education, and Visual Communications, Career and Technical Education Division, replacement, 100 percent, Range F-9, Step 5, from Systems Analyst—Information Technology, College Support Services Division.

RETIREMENTS


Steve R. Richardson, Director-Chemeketa Press—Governance and Administration, President’s Office Division, effective November 8, 2019.
SEPARATIONS

Nicole Dickerson, Student Services Specialist—Yamhill Valley campus, Regional Education and Academic Development Division, effective November 15, 2019.

Susana Garcia, Department Technician 1-11 months—Academic Development, Regional Education and Academic Development Division, effective December 6, 2019.

Julianna S. Pilafian, Student Services Specialist—Yamhill Valley campus, Regional Education and Academic Development Division, effective November 14, 2019.

Daniel J. “Dan” Stover, Instructional Coordinator/Analyst II—Chemeketa Center for Business and Industry, Career and Technical Education Division, effective November 15, 2019.

David H. Sunderland, Instructor-Farm Business Management—Agricultural Sciences and Wine Studies, Regional Education and Academic Development Division, effective November 18, 2019.
BUDGET STATUS REPORT

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

The financial reports of the general fund and investments for the period from July 1, 2019, through November 30, 2019, 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 November 30, 2019
# Chemeketa Community College

**Statement of Resources and Expenditures**

**As of November 30, 2019**

Fund 100000 - General Fund Unrestricted

<table>
<thead>
<tr>
<th>Resources:</th>
<th>ADJUSTED BUDGET</th>
<th>YEAR-TO-DATE ACTUAL</th>
<th>% OF BUDGET</th>
<th>VARIANCE TO BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Taxes</td>
<td>22,320,000</td>
<td>16,243,372</td>
<td>72.77%</td>
<td>(6,076,628)</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>23,290,000</td>
<td>12,325,141</td>
<td>52.92%</td>
<td>(10,964,859)</td>
</tr>
<tr>
<td>State Appropriations - Current</td>
<td>33,800,000</td>
<td>25,259,854</td>
<td>74.73%</td>
<td>(8,540,146)</td>
</tr>
<tr>
<td>Indirect Recovery</td>
<td>1,900,000</td>
<td>644,404</td>
<td>33.92%</td>
<td>(1,255,596)</td>
</tr>
<tr>
<td>Interest</td>
<td>1,200,000</td>
<td>421,306</td>
<td>35.11%</td>
<td>(778,694)</td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td>450,000</td>
<td>351,250</td>
<td>78.06%</td>
<td>(98,750)</td>
</tr>
<tr>
<td>Transfers In</td>
<td>200,000</td>
<td></td>
<td>0.00%</td>
<td>(200,000)</td>
</tr>
<tr>
<td>Fund Balance</td>
<td>9,000,000</td>
<td>9,772,897</td>
<td>108.59%</td>
<td>772,897</td>
</tr>
<tr>
<td><strong>Total Resources</strong></td>
<td>92,160,000</td>
<td>65,018,224</td>
<td>70.55%</td>
<td>(27,141,776)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>36,212,831</td>
<td>11,249,257</td>
<td>31.06%</td>
<td>24,963,574</td>
</tr>
<tr>
<td>Instructional Support</td>
<td>12,143,540</td>
<td>4,749,781</td>
<td>39.11%</td>
<td>7,393,759</td>
</tr>
<tr>
<td>Student Services</td>
<td>8,048,693</td>
<td>3,196,689</td>
<td>39.72%</td>
<td>4,852,004</td>
</tr>
<tr>
<td>College Support Services</td>
<td>16,524,353</td>
<td>6,480,889</td>
<td>39.22%</td>
<td>10,043,464</td>
</tr>
<tr>
<td>Plant Operation and Maintenance</td>
<td>6,930,583</td>
<td>2,417,514</td>
<td>34.88%</td>
<td>4,513,069</td>
</tr>
<tr>
<td>Transfers and Contingency</td>
<td>10,800,000</td>
<td>1,885,788</td>
<td>17.46%</td>
<td>8,914,212</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>90,660,000</td>
<td>29,979,918</td>
<td>33.07%</td>
<td>60,680,082</td>
</tr>
</tbody>
</table>

**Unappropriated Ending Fund Balance**

1,500,000
### Fund 100000 - General Fund Unrestricted

#### Account Description | Adjusted Budget | YTD Activity | Encumbrances | Available Balance
--- | --- | --- | --- | ---
6110 Exempt Salaries & | 8,167,151.00 | 3,291,886.61 | 4,601,137.45 | 274,126.94
6120 Classified Salaries & | 12,272,459.00 | 4,747,821.38 | 6,763,110.06 | 761,527.56
6124 Part-Time Hourly & | 1,447,065.00 | 510,606.38 | - | 936,458.62
6130 Faculty Salaries & | 17,004,758.00 | 5,672,856.77 | 10,506,594.16 | 825,307.07
6132 Part-Time Faculty | 7,000,000.00 | 1,653,732.43 | 391,032.04 | 4,955,235.53
6510 Fixed Fringe Benefits & | 9,419,193.00 | 3,683,405.85 | - | 5,735,787.15
6511 Variable Fringe Benefits | 14,767,996.00 | 4,890,832.47 | - | 9,877,163.53
6512 Other Fringe Benefits | 380,000.00 | 136,637.00 | - | 243,363.00
---
**Subtotal Personnel Services** | **70,458,622.00** | **24,587,778.89** | **22,261,873.71** | **23,608,969.40** | **34.90%**
---
710 Materials & Services | 1,746,421.00 | 438,100.40 | - | 1,308,320.60
720 Equipment $500-$4,999 | 285,530.00 | 52,371.07 | - | 233,158.93
7300 Legal Services | 106,176.00 | 17,980.98 | 40,600.00 | 47,595.02
7310 Insurance | 619,162.00 | 506,739.82 | - | 112,422.18
7320 Maintenance | 445,720.00 | 107,375.11 | 3,372.71 | 334,972.18
7330 Communications | 873,853.00 | 293,884.14 | - | 579,968.86
7340 Space Costs | 1,887,134.00 | 483,062.62 | 33,932.14 | 1,370,139.24
7350 Staff Development | 128,991.00 | 68,022.53 | - | 60,968.47
7360 Travel | 373,140.00 | 107,209.81 | - | 265,930.19
7370 Other Services | 2,773,381.00 | 1,326,374.91 | 555,913.31 | 891,092.78
7550 Capital Outlay | 161,870.00 | 105,230.09 | - | 56,639.91
8150 Transfers Out | 4,800,000.00 | 1,885,787.70 | - | 2,914,212.30
8500 Contingency | 6,000,000.00 | - | - | 6,000,000.00
---
**Subtotal Non-Personnel Services** | **20,201,378.00** | **5,392,139.18** | **633,818.16** | **14,175,420.66** | **26.69%**
---
**Report Totals** | **90,660,000.00** | **29,979,918.07** | **22,895,691.87** | **37,784,390.06** | **33.07%**

Chemeketa Community College
Budget Status Report
As of November 30, 2019
## STATUS OF INVESTMENTS AS OF NOVEMBER 30, 2019

<table>
<thead>
<tr>
<th>Oregon State Treasurer Investments</th>
<th>Investment Ending Date</th>
<th>Maturity Date</th>
<th>Amount Invested</th>
<th>Rate as of 11-30-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oregon Short-Term Fund - General</td>
<td>11-30-2019</td>
<td>On demand</td>
<td>$37,279,053.37</td>
<td>2.45%</td>
</tr>
<tr>
<td>Oregon Short-Term Fund - Capital</td>
<td>11-30-2019</td>
<td>On demand</td>
<td>$10,140,159.29</td>
<td>2.45%</td>
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</tbody>
</table>

<table>
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<tr>
<th>Other Investments</th>
<th>Investment Date</th>
<th>Maturity Date</th>
<th>Amount Invested</th>
<th>Yield</th>
</tr>
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<tbody>
<tr>
<td>Corporate Note – Wells Fargo Bank</td>
<td>09-14-2018</td>
<td>12-06-2019</td>
<td>$2,997,065.83</td>
<td>2.737%</td>
</tr>
<tr>
<td>Corporate Note – Toyota Motor Credit Corp.</td>
<td>09-14-2018</td>
<td>01-10-2020</td>
<td>$2,993,053.33</td>
<td>2.699%</td>
</tr>
<tr>
<td>Discount Note – Federal Home Loan Bank</td>
<td>09-14-2018</td>
<td>02-11-2020</td>
<td>$2,986,763.75</td>
<td>2.587%</td>
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<tr>
<td>Discount Note – Federal Farm Credit Bank</td>
<td>09-14-2018</td>
<td>03-05-2020</td>
<td>$2,953,665.00</td>
<td>2.600%</td>
</tr>
<tr>
<td>Corporate Note – Bank of America</td>
<td>11-20-2018</td>
<td>04-21-2020</td>
<td>$2,968,206.76</td>
<td>3.150%</td>
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<tr>
<td>Corporate Note – Westpac Banking Corp.</td>
<td>11-26-2018</td>
<td>05-26-2020</td>
<td>$2,962,740.00</td>
<td>3.154%</td>
</tr>
<tr>
<td>Corporate Note – JP Morgan Chase</td>
<td>01-11-2019</td>
<td>06-23-2020</td>
<td>$1,991,610.00</td>
<td>3.145%</td>
</tr>
<tr>
<td>Corporate Note – Bank of Nova Scotia</td>
<td>02-08-2019</td>
<td>07-14-2020</td>
<td>$2,974,840.00</td>
<td>2.853%</td>
</tr>
<tr>
<td>Corporate Note – Australia &amp; New Zealand Bank Group</td>
<td>03-22-2019</td>
<td>08-19-2020</td>
<td>$1,989,177.78</td>
<td>2.655%</td>
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<tr>
<td>Corporate Note – Toronto Dominion Bank</td>
<td>04-24-2019</td>
<td>09-17-2020</td>
<td>$2,022,035.00</td>
<td>2.578%</td>
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<tr>
<td>Corporate Note – JP Morgan Chase</td>
<td>02-08-2019</td>
<td>10-15-2020</td>
<td>$2,069,732.57</td>
<td>2.930%</td>
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<td>Treasury Note – United States Treasury</td>
<td>11-18-2019</td>
<td>11-30-2020</td>
<td>$2,027,908.52</td>
<td>1.548%</td>
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<td>Corporate Note – Wells Fargo Bank</td>
<td>11-19-2019</td>
<td>12-07-2020</td>
<td>$2,038,530.00</td>
<td>1.797%</td>
</tr>
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13 week Treasuries 1.56% as of 11/29/2019

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

Prepared by

Gail Williams Pickett, Contract Management Analyst
Miriam Scharer, Vice President/Chief Financial Officer

PRINTING OF CLASS SCHEDULES AND COLLEGE CATALOG (INSIDE PAGES) AND BINDING OF ENTIRE COLLEGE CATALOG

A Request for Proposal for Printing of Class Schedules and College Catalog (Inside Pages) and Binding of Entire College Catalog will be advertised in January 2020, 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 February meeting.

PRINTING OF MARKETING AND COMMUNICATIONS COLLATERAL FOR PROGRAMS AND SERVICES

A Request for Proposal for Printing of Marketing and Communications Collateral for Programs and Services will be advertised in January 2020, 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 February meeting.
CAPITAL PROJECTS REPORT

Prepared by

Rory Alvarez, Director—Facilities and Operations
JD Wolfe, Associate Vice President/Chief Information Officer
Miriam Scharer, Vice President/Chief Financial Officer

PLANNING AND PRE-PLANNING CAPITAL PROJECTS

• Building 5 Heating, Ventilation and Air Conditioning (HVAC)
  Building 5 HVAC failed in August. Facilities is working with procurement and a design team on a new plan that would consist of HVAC, controls, and new grid throughout the building.

• Agricultural Complex
  Both the construction management contractor and consultants are currently working to evaluate the cost of the project. The results will determine if a continued search for areas for cost savings will be necessary.

• Building 9 Boilers
  The college is working with Energy Trust of Oregon and PAE, an engineering consultant, to create a plan to replace the aging boilers that serve Building 9. There are added incentives right now for this work. The college is looking at all the options and pricing available to upgrade this older equipment.

• Advising and Counseling Carpet and Paint
  New carpet was installed and new paint applied during the planned furniture moves that occurred December 5–13, in the Advising and Counseling office on the first floor of Building 2. This project took place simultaneously with a substantial rearrangement of furniture in the office which provided a unique opportunity to complete the work.

• Storage Yard Improvements
  An expanded gravel foundation and drainage improvements are being planned in the facilities storage yard located on the south portion of Salem campus. Plans have been created by the engineer and bids are currently being solicited.

CURRENT AND COMPLETED CAPITAL PROJECTS

• Building 49 Restoration
  Multiple age related issues are currently being addressed at Building 49. Water damage caused by roof leaks required removal of wall surfaces and insulation in one classroom and one office. The wall panel material was installed with an asbestos based adhesive which required removal and abatement by a certified contractor. Additionally, the asbestos containing flooring in the kitchen area is being removed while the contractor is on site. The roof and gutter system, which caused this damage, will also be repaired or replaced.

See Appendix–2; Campus Map pages 90–91.
I would like to recognize the following for recent contributions to Chemeketa and to their professions.

Cross-country student athlete, HANNAH CALDWELL, was awarded an NAACP scholarship at the NAACP awards ceremony on October 23. *(Core Theme: Student Success—Students’ progress and complete their educational goals.)*

MICHAEL BUDKE, academic coordinator for Corrections, wrote an article “College Behind Bars: The Necessity of Running A College Inside Prisons,” that was published in The EvoLLLution. A copy of the article in the board folder. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

MICHAEL BUDKE and JORDAN BERMINGHAM recently presented at the National Conference on Higher Education in Prison (http://www.higheredinprison.org/). Their presentation, titled 'Lessons Learned from Four Years’ Experience Administering Second Chance Pell (SCP), provided guidance and recommendations to current and aspiring SCP providers. There were over 100 attendees. Chemeketa Community College is the only Oregon college able to administer SCP, and a national leader in educational programming inside correctional facilities. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

GRECIA GARCIA PEREZ, student services specialist, and student ASHLEY C. DURAN-FAJARDO, have adapted an open educational resource (OER) book entitled "A Different Road to College," created by Alise Lamoreaux from Lane Community College and adapted it to a Chemeketa Community College edition specifically relevant to Chemeketa’s student population and services. *(Core Theme: Student Success—Students’ progress and complete their educational goals.)*

The COLLEGE ACCESS PROGRAMS coordinated Chemeketa’s Inaugural First Generation College Student Celebration on November 7. They collaborated with several departments including Student Retention and College Life, Student Development and Learning Resources, Diversity and Equity, and Marketing/Public Relations. Staff and faculty from around the college shared their first-generation experience and information about student services. Over 300 students, staff, and faculty participated in the fun event. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

The third annual Migrant Parent Institute and Migrant Youth Forum was held at Chemeketa on Saturday, November 9. Thanks to CASSIE BELMODIS, MIKE EVANS, MANUEL GUERRA, LINDA RINGO-REYNA, STACEY WELLS, who organized the event. Over 250 students registered for Youth Forums which included CTE sessions in the areas of nursing, dental
assisting, EMT, fire science, criminal justice, machining, robotics, visual communications, and computer information science, but over 500 parents and community members attended the Institute. Thanks to faculty who participated in demos and hands-on activities for the students and visitors—CHRIS ARBUCKLE, STEVE GRECO, JULIAN HARKEMA, DANA NOLA, DEBORAH PILLETTE-STEPHENS, MANDY REININGER, ABIGAIL ROLINS, REBECCA SALINAS-OLIVEROS, CONNIE RIECKE, SHELDON SCHNIDER, CHUCK SEKAFETZ, and BARB SIGURDSON. (Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)

On December 7, four Chemeketa Public Safety Officers, BRYAN BAGWELL, BRADLEE DAVIS, SHEILA LORANCE and DONALD TWIST joined 100+ Law Enforcement Officers for the annual Shop-with-a-Cop event at the South Salem Walmart. There were over 600 children from the community, including 35 children from parents of Chemeketa students. Each child was teamed up with an officer and was able to shop for Christmas gifts totaling $35. This is the second year that Public Safety has been involved. The event is hosted by a local nonprofit “Believe in Your Community” which has also helped several Chemeketa students in need. (Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)

Thanks to the Holiday Social Committee planning members HOLLY COOK (coordinator), KAREN ALEXANDER, DEE DIXON, JOEL GISBERT, ASHLEY HACKETT, LYNN IRVIN, TIM KING (co-chair), AMY MCKINLEY, ADAM MENNIG, KAREN MUNOS, VIVI CALEFFI PRICHARD, BRIAN RADER, TERRY ROHSE (co-chair), JAMIE WENIGMANN, MEREDITH SCHREIBER, ALICE SPRAGUE, and STEVE VINCENT for organizing the Holiday Social on December 5. For the first time ever, a pay portal was set up so that the Holiday Social meal tickets could be purchased online. Special recognition to KAREN ALEXANDER for designing and spearheading the “sNOw More Hunger” campaign to benefit the Chemeketa Food Pantry. In addition, Foundation staff JAMIE WENIGMANN and PHILLIP HUDSPETH were incredibly helpful with the “sNOw More Hunger” campaign as they took donations and “sold” bags of food for the Chemeketa Food Pantry. Special thanks to KERRY BURTIS, the CHEMEKETA CAROLERS, and BRIAN McCARTNEY with his Brass Ensemble for providing entertainment; ADAM MENNIG, who was the emcee; and staff from FACILITIES, MEDIA SERVICES, Auditorium assistant SEAN WARNER, and NORTHWEST INNOVATIONS. Food gift certificates from donations by the classified, faculty, and exempt associations, and the sale of raffle tickets were given to families in need and have a Chemeketa connection. (Value: Collaboration)

LINDA HERRERA, retired Diversity and Equity Officer and current member of the Foundation Board, was appointed to the Board of Trustees for Western Oregon University. (Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)

Foundation staff MARIE HULETT and JAMIE WENIGMAN are thanked for coordinating a benefit event with the Salem Holiday Market on Friday, December 13. This was the opening night of the three-day Holiday Market which had wine tasting, hors d'oeuvres, and early shopping specials with proceeds from admission fees going to the Chemeketa Student Relief Fund. Thanks to college employees ANA ANGEL, MEGAN COGSWELL, PAUL DAVIS, NATALIA EROFEFF, ROBERT LAHUE, JOHNNY MACK, EMILY MILLER, OTILIA MORALES, MICHAEL PARUCH, CONNIE RIECKE, JOLEEN SCHILLING, MARIAH TILMAN, LANA TUSS, and ESTHELA ZENDEJASA who staffed a Chemeketa booth in shifts to promote college
programs. Also thanks to other departments who participated throughout the weekend, including KERRY BURTIS and the CHEMEKETA CAROLERS; MEGAN GONZALEZ and the criminal justice students who coordinated traffic; GRECIA GARCIA PEREZ and student leaders who worked ticket booths and coordinated food pantry item donations, along with Facilities staff DEE DIXON, HECTOR DELGADO, and JOHN THOMAS, who transported the food barrels over the three days; and PAM DITTERICK and EARLY CHILDHOOD EDUCATION students who staffed the kids’ corner activity booth. (Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)

Thanks to the many faculty and staff who have been heavily involved in the instructional and service area program reviews which occur on a five-year cycle and encourages programs and service areas to reflect as a group on performance in relation to the college’s mission and core themes. A total of 71 out of 86 academic program (49/52) and service (22/34) reviews and presentations have been completed. The program and service reviews listed below have occurred since June 2018. (Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)

1. **Horticulture Program Review** developed by faculty February–September 2018. October 2018 presentation by Program Chair JOLEEN SCHILLING, Horticulture student ERIK LINDQUIST and Horticulture program graduates ELLEN SELANDER, SAM SLATER, ALISON THOMAS, and HILLERY KEAIRNES.

2. **English for Speakers of Other Languages (ESOL) Program Review** developed by faculty September 2017–September 2018. October 2018 presentation by faculty JANNIE CROSSLER-LAIRD, Program Chair, GENEVIEVE HALKETT, DINA VALDIVIA, MELODY ABARCA-MILLAN, JOHN WHITNEY, MARY HUGHES, CHRISTINE NILE, and CHEILA RAMIREZ.

3. **High School Partnerships Program Review** developed by staff and faculty February–September 2018. October 2018 presentation by Dean JONATHAN TUCKER, Program Coordinator PEGGY MORRISON, faculty JUDITH ANDERSON, JESSICA HILFIKER, JEFF MCCABE, JESSICA WRIGHT, MATT KEELING, ALEJANDRA GALLEGOS, KEVIN OLSON, KARL MEINER and students ABBY KEPFORD, BEN SIGLER, and TONY SAAVEDRA.

4. **Automotive Technology Program Review** developed by staff and faculty June–November 2018. November 2018 presentation by faculty BRIAN MCLEARN, Program Chair, SAM OLHEISER, BRIAN COVEY, and DOUG ROGERS, and staff DANIEL PERKINS.

5. **Education Program Review** developed by faculty August 2018–January 2019. January 2019 presentation by lead education faculty SARA CSAKY, education faculty and Dean of Education, Languages and Social Sciences CECELIA MONTO, and education students SAMANTHA LAWSON, ASHLEY DURAN, NAYELI CRUZ, MICHELLE LOEZA, CHARCY RAMOS, and LORY CRUZ.
6. **Student Recruitment, Enrollment, and Graduation Services Program Review** developed by staff July 2018–January 2019. February 2019 presentation by director MELISSA FREY and staff EME SMITH, JAMES MCNICHOLAS, HEATHER MISENER, KARYNA HARO-GONZALEX, EFRAIN ALONSO, DENISE THOMPSON, KEKELI GBOFU, JOANNE GASCA, KIM BAIN, KAREN MUNOZ, CRISTINA BARBA, CINTIA RAMOS CARREON, ALCINA GARCIA, FATIMA PETERS, MEAGAN USSELMAN, and KATIE RAMSDELL.

7. **Physical Science Program Review** developed by faculty September 2017–March 2019. May 2019 presentation by faculty ERIK JENSEN and CHRIS NELSON.

8. **Chemeketa Press Program Review** developed by staff May 2018–March 2019. May 2019 presentation by Director STEVE RICHARDSON and staff BRIAN MOSHER, RONALD COX, and STEPHANIE LENOX, and faculty LAYLI LYSS, LAURA MACK, and LISA HEALEY.

9. **Anthropology Program Review** developed by faculty June 2017–March 2019. May 2019 presentation (with Sociology) by Program Chair JENNIFER MONTGOMERY.

10. **Sociology Program Review** developed by faculty June 2017–February 2019. May 2019 presentation (with Anthropology) by Program Chair CARLOS LOPEZ and faculty PATRICIA ANTOINE.

11. **Dental Assisting Program Review** developed by faculty June 2018–April 2019. May 2019 presentation by Program Chair LYNN GEORGE and faculty JILLIAN LOMAX and KARA JOHNSON.

12. **Financial Management Program Review** developed by staff November 2018–July 2019. August 2019 presentation by Business Services Director KATIE BUNCH, Budget and Finance Director RICH MCDONALD and staff TOM HOWARD, MICHELE HILL, BRAD TEDROW, and KEVIN WALTHER.

13. **Hemodialysis Program Review** developed by staff and faculty October 2018–June 2019. October 2019 presentation by Faculty Lead REBECCA DOUGHERTY and Yamhill Valley Campus CTE Director PAUL DAVIS.

14. **ABE-GED Program Review** developed by faculty and staff October 2018–September 2019. October 2019 presentation by Adult Basic Skills Director CHRIS KATO, faculty MONICA WILLIS, DAVID HARDESTY, BRYAN ROLLINS, staff BETTY JONES, and GED program graduates REBECCA BUHR, JASON WILLITS, DIANA SHEWELL, STEPHANIE MILBOURN, AND REBECCA METTERT.

15. **Grants Program Review** developed by staff January–September 2019. December 2019 presentation (with Organizational Effectiveness) by Grants Director GAELEN McCALLISTER and Faculty Coordinator DOROTHY MOORE.

16. **Organizational Effectiveness Program Review** developed by staff January–October 2019. December 2019 presentation (with Grants) by Organizational Effectiveness Director JULIE PETERS and staff GARY WEST.
The College Board of Education honors employees who retire after years of service to the college. Attached are resolutions honoring Steve R. Richardson who retired effective November 8, 2019, and Shirley M. Lamkey who retires effective January 31, 2020.

It is recommended that the College Board of Education adopt Resolutions No.19-20-12, Steve R. Richardson, and No. 19-20-13, Shirley M. Lamkey.
RETIREDMENT RESOLUTION NO. 19-20-12,
STEVE R. RICHARDSON

WHEREAS, Steve R. Richardson began his 29-year, 2-month association, as a salaried employee, with Chemeketa Community College in September, 1990; and

WHEREAS, Steve R. Richardson gave dedicated service to Chemeketa Community College currently as Director-Chemeketa Press, Governance and Administration Division; therefore,

BE IT RESOLVED, that upon his retirement date of November 8, 2019, the College Board of Education hereby honors and commends Steve R. Richardson for his loyalty, dedication and personal commitment to Chemeketa Community College.

Diane Watson
Board Chairperson

Jessica Howard
President/Chief Executive Officer
Separate Action-1
December 18, 2019

RETIREMENT RESOLUTION NO. 19-20-13,
SHIRLEY M. LAMKEY

WHEREAS, Shirley M. Lamkey began her 15-year, 4-month association, as a salaried employee, with Chemeketa Community College in September, 2004; and

WHEREAS, Shirley M. Lamkey gave dedicated service to Chemeketa Community College currently as Instructional Technician-10 months, Applied Technologies Department of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon her retirement date of January 31, 2020, the College Board of Education hereby honors and commends Shirley M. Lamkey for her loyalty, dedication and personal commitment to Chemeketa Community College.

Diane Watson
Board Chairperson

Jessica Howard
President/Chief Executive Officer
HAZING POLICY—POLICY #5230

This entire policy is underlined since it is new. The college prohibits hazing against any targeted individual by a student organization, club, team, or any other college-affiliated student group. Individuals engaged in hazing conduct as defined by Oregon law and this college policy are subject to discipline. This policy was developed in accordance with new Oregon House Bill 2519 and Oregon Statutes.

It is recommended that the College Board of Education approve college Policy #5230—Hazing Policy, to become effective immediately.
HAZING POLICY

Hazing is dangerous and demeaning to the individual targeted and contradicts Chemeketa Community College’s mission statement. Therefore, any act deemed hazing under Oregon law or this policy is strictly prohibited. No individual, student organization, club, team, or any other College-affiliated student group is permitted to plan, engage in, or condone hazing, on or off Chemeketa’s owned and/or controlled property.¹

"Haze" means:²
a) To subject an individual to whipping, beating, striking, branding or electronic shocking, to place a harmful substance on an individual’s body or to subject an individual to other similar forms of physical brutality;
b) To subject an individual to sleep deprivation, exposure to the elements, confinement in a small space or other similar activity that subjects the individual to an unreasonable risk of harm or adversely affects the physical health or safety of the individual;
c) To compel an individual to consume food, liquid, alcohol, cannabis, controlled substances or other substances that subject the individual to an unreasonable risk of harm or adversely affect the physical health or safety of the individual; or
d) To induce, cause or require an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

This policy is not intended to prohibit or sanction the following conduct:
  a) Customary public athletic events, contests, or competitions that are sponsored by the College; or
  b) Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

Chemeketa encourages all members of the college community who believe that they have witnessed, experienced, or are aware of Hazing conduct that violates this policy to report the violation to the Dean of Students. Individuals failing to intervene to prevent an act or failing to report an act may also violate this policy.

Chemeketa will provide annual training for students that sets forth the harmful effects of hazing, and the relevant laws and college policies prohibiting hazing.

Should the college become aware of hazing by a student organization or any of its members, the college may immediately suspend the organization or group pending an investigation into the allegations. Allegations of hazing are resolved in accordance with the student conduct process.

¹ Oregon Statutes 2019 HB2519
² ORS 163.197
HAZING POLICY (continued)

Students and/or student organizations found responsible for violating this policy are subject to the full range of disciplinary sanctions. For more information, refer to Chemeketa Community College Students Rights and Responsibilities.

Annually, on or before December 31st each year, Chemeketa shall report to the legislature the number of hazing incidents reported and the number of hazing incidents investigated.

Adopted College Board of Education

Revised College Board of Education
APPROVAL OF ADVISORY COMMITTEES FOR 2019–2020
[19-20-120]

Prepared by

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

Advisory committees play a significant role in the development of Chemeketa’s educational programs. Each year, recognized and respected specialists representing a cross-section of their occupational fields, are recruited from throughout the college’s district to serve three-year terms on career and technical advisory committees. The members, with their understanding of the needs of employers and employees in the community, provide assistance in developing and maintaining programs and curricula which reflect the needs of the workplace. There are close to 300 community members serving on college advisory boards.

It is recommended that the College Board of Education approve the advisory committee membership lists for the 2019–2020 academic year.
Chemeketa Community College
Advisory Committees
2019–2020

Role

Advisory committees play a vital role in advancing the college’s preparation of a quality workforce to meet our district’s employment needs. The committees serve as highly effective resources for continuous program improvement and evaluation. The influence of advisory committees in assisting the college to make wise decisions concerning the direction of career and technical education at Chemeketa is significant.

Advisory committees are composed of recognized and respected community members who represent a cross-section of their occupational field. College staff and current students also attend meetings to provide input on educational and workforce issues. Together, advisory committee members develop and implement an annual plan of work to assist programs in meeting the needs of career and technical students and to reflect the requirements of the work world.

Advisory Committees

- Accounting
- AgriBusiness Management
- Anesthesia Technician
- Automotive Technology
- Building Inspection Technology
- Business Management
- Business Technology
- Computer Information Systems
- Criminal Justice
- Dental Assisting
- Drafting Technology
- Early Childhood Education
- Electronic Technologies and Robotics
- Emergency Medical Technology
- Fire Protection
- Health Information Management
- Hemodialysis Technician
- Horticulture
- Hospitality and Tourism Management
- Human Services
- Machining Technology
- Medical Assisting
- Nursing Education
- Occupational Skills Training
- Pharmacy Technology
- Speech Language Pathology Assistant
- Visual Communications
- Welding Technology
- Wine Studies
Accounting Advisory Committee
2019–2020

**Degrees and Certificates**
Accounting Associate of Applied Science
Accounting Baccalaureate Preparation Certificate of Completion
Accounting Certificate of Completion
Payroll Certificate of Completion
Tax Preparation Certificate of Completion

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<th>Last Name</th>
<th>First Name</th>
<th>Organization</th>
<th>City</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Jackson</td>
<td>Vickie</td>
<td>AccurAccounts, Inc.</td>
<td>Keizer</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>Ray</td>
<td>Becky</td>
<td>NW Senior &amp; Disability Services</td>
<td>Salem</td>
</tr>
<tr>
<td>Member</td>
<td>Blanchard</td>
<td>Michael</td>
<td>Johnson, Glaze &amp; Co. CPAs, P.C.</td>
<td>Salem</td>
</tr>
<tr>
<td>Member</td>
<td>Miller</td>
<td>Alex</td>
<td>Alex Miller, CPA</td>
<td>Newberg</td>
</tr>
<tr>
<td>Member</td>
<td>Minto</td>
<td>Kristi</td>
<td>Hoots, Baker &amp; Wiley PC</td>
<td>Salem</td>
</tr>
<tr>
<td>Program Dean</td>
<td>Taylor</td>
<td>R.</td>
<td>Chemeketa Community College</td>
<td>Salem</td>
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Non-credit Workforce Training

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<th>Organization</th>
<th>City</th>
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<tr>
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<td>Kolb</td>
<td>Sean</td>
<td>NWFCS</td>
<td>Salem</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>Tietze</td>
<td>Deke</td>
<td>Columbia Bank</td>
<td>Salem</td>
</tr>
<tr>
<td>Member</td>
<td>Burkhead</td>
<td>Jenni</td>
<td>J Farms, LLC</td>
<td>Amity</td>
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<tr>
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<td>Duerst</td>
<td>Douglas</td>
<td>IOKA Farms, Inc.</td>
<td>Silverton</td>
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<td>Dusschee</td>
<td>Dan</td>
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<td>Dallas</td>
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<td>Arne</td>
<td>Arne Goddik Farms</td>
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<td>Terry</td>
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<td>Rickreall</td>
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<td>St. Paul</td>
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### Anesthesia Technician Advisory Committee
2019–2020

#### Degrees and Certificates
Anesthesia Technology Associate of Applied Science

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Automotive Technology Advisory Committee  
2019–2020

**Degrees and Certificates**
Automotive Technology Associate of Applied Science  
Automotive Body Repair Certificate of Completion  
Automotive Entry Level Technician Certificate of Completion  
Automotive Machining Certificate of Completion

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### Degrees and Certificates
Building Inspection Technology Associate of Applied Science
Building Inspector Certificate of Completion

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Business Management Advisory Committee  
2019–2020

Degrees and Certificates
Management Associate of Applied Science
Procurement and Supply Chain Management Associate of Applied Science
Procurement Management Certificate of Completion
Retail Management Certificate of Completion

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Business Technology Advisory Committee
2019–2020

Degrees and Certificates
Administrative Office Professional Associate of Applied Science
Accounting Administrative Assistant Associate of Applied Science Degree Option
Medical Administrative Assistant Associate of Applied Science
Virtual Office Assistant Associate of Applied Science Degree Option
Business Software Certificate of Completion
Business Technology Certificate of Completion
Office Fundamentals Certificate of Completion
Virtual Office Assistant Certificate of Completion

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## Computer Information Systems Advisory Committee 2019–2020

### Degrees and Certificates
- Computer Systems and Information Technology Associate of Applied Science
- Computer Programming Certificate of Completion
- Systems Administrator and Network Security Certificate of Completion
- Web Developer Certificate of Completion

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Criminal Justice Advisory Committee  
2019–2020

Degrees and Certificates
Corrections Associate of Applied Science
Criminal Justice Associate of Applied Science
Juvenile Justice Associate of Applied Science
Law Enforcement Associate of Applied Science
Basic Corrections Certificate of Completion
Basic Law Enforcement Certificate of Completion
Juvenile Corrections Certificate of Completion

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Dental Assisting Advisory Committee
2019–2020

Degrees and Certificates
Dental Hygiene Bachelor of Science (Oregon Institute of Technology partnership)
Dental Assisting Certificate of Completion

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### Drafting Technology Advisory Committee 2019–2020

#### Degrees and Certificates
- Computer-Assisted Drafting (CAD) Associate of Applied Science
- Architectural Drafting Certificate of Completion
- Computer-Assisted Drafting (CAD) Certificate of Completion

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Early Childhood Education Advisory Committee
2019–2020

Degrees and Certificates
Early Childhood Education Associate of Applied Science
Early Childhood Education Certificate of Completion
Infant/Toddler Certificate of Completion
Preschool Certificate of Completion

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<td>North Salem High School</td>
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<td>Tanya</td>
<td>Family Building Blocks</td>
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<td>Lisa</td>
<td>Early Learning Hub</td>
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Electronic Technologies and Robotics Advisory Committee
2019–2020

Degrees and Certificates
Electronic Engineering Technician Associate of Applied Science
Computer Electronics Associate of Applied Science Option
Industrial Electronics Associate of Applied Science Option
Process Control Technology Associate of Applied Science Option
Renewable Energy Management Associate of Applied Science Option
Electronics Certificate of Completion
Process Control Certificate of Completion
Network Technology Essentials Certificate

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Emergency Medical Technology Advisory Committee  
2019–2020

Degrees and Certificates  
Paramedicine Associate of Applied Science

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**2019–2020**

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- Fire Prevention Associate of Applied Science
- Fire Suppression Associate of Applied Science
- Fire Service Supervision and Management Certificate of Completion

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Degrees and Certificates
Health Information Management Associate of Applied Science

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## Hemodialysis Technician Advisory Committee

**2019–2020**

### Degrees and Certificates

Hemodialysis Technician Certificate of Completion

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## Horticulture Advisory Committee
### 2019–2020

### Degrees and Certificates
- Horticulture Associate of Applied Science
- Horticulture Associate of Science

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Hospitality and Tourism Management Advisory Committee
2019–2020

Degrees and Certificates
Hospitality and Tourism Management Associate of Applied Science
Event Management Certificate of Completion
Food and Beverage Management Certificate of Completion
Lodging Management Certificate of Completion
Tourism and Travel Management Certification of Completion
Hospitality and Tourism Management Certificate of Completion

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### Human Services Advisory Committee
#### 2019–2020

**Degrees and Certificates**
- Addiction Studies Associate of Applied Science
- Social Services Associate of Applied Science
- Addiction Counselor Certification Preparation Certificate of Completion

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Machining Technology Advisory Committee
2019–2020

Degrees and Certificates
Computer-Aided Design/Computer-Aided Manufacturing (CAD/CAM)
  Associate of Applied Science
Basic Manufacturing Technician Certificate of Completion
Computer-Aided Manufacturing (CAM) Fundamentals Certificate of Completion
Computer Numerically Controlled (CNC) Operator Certificate of Completion
Manual Machine Operator Certificate of Completion

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# Medical Assisting Advisory Committee
## 2019–2020

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Medical Assisting Certificate of Completion

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# Nursing Education Advisory Committee
## 2019–2020

### Degrees and Certificates
- Nursing Associate of Applied Science
- Practical Nursing Certificate of Completion

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### Degrees and Certificates

**Occupational Skills Training Certificate of Completion**

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Pharmacy Technology Advisory Committee
2019–2020

Degrees and Certificates
Pharmacy Management Associate of Applied Science
Pharmacy Technician Certificate of Completion

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Speech-Language Pathology Assistant Advisory Committee
2019–2020

Degrees and Certificates
Speech-Language Pathology Assistant Associate of Applied Science
Speech-Language Pathology Assistant Certificate of Completion

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Visual Communications Advisory Committee  
2019–2020

**Degrees and Certificates**  
Graphic Design Associate of Applied Science  
Interactive Media Associate of Applied Science Option

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Welding Technology Advisory Committee
2019–2020

Degrees and Certificates
Welding Fabrication Associate of Applied Science
Welding Certificate of Completion
Arc Welding Certificate of Completion
MIG Welding Certificate of Completion

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Wine Studies Advisory Committee
2019–2020

Degrees and Certificates
Vineyard Management Associate of Applied Science
Winemaking Associate of Applied Science
Vineyard Operations Certificate of Completion
Wine Hospitality Operations Certificate of Completion

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APPROVAL OF COLLEGE POLICIES #1710—CONFLICT OF INTEREST AND ETHICS; #1750—HARASSMENT/DISCRIMINATION; AND #1753—CONSENSUAL RELATIONSHIPS [19-20-121]

Prepared by
Rebecca Hillyer, General Counsel
David Hallett, Vice President—Governance and Administration
Jessica Howard, President/Chief Executive Officer

CONFLICT OF INTEREST AND ETHICS—POLICY #1710

This policy was last reviewed by the board in January, 2016. The main changes are to the headings and grammatical edits. In paragraph number one the word “any” was added to the last sentence for clarification. In paragraph two, line five “are involved” was added, again helping clarify who is considered a relative by statute.

HARASSMENT/DISCRIMINATION—POLICY #1750

This policy was last reviewed by the board in December, 2016. There are two substantial edits to this policy. The first edit is on the second page under the heading “Basis for Determination”. This edit represents changes in case law around the topic of Harassment/ Discrimination. The last major edit is on page three under the heading “Retaliation”. The group working on this policy wanted the retaliation statements to be the same as the language in all the college’s policies. This retaliation statement is now consistent with other college policies.

CONSENSUAL RELATIONSHIPS—POLICY #1753

This policy was last reviewed by the board in June, 2016. The definition of retaliation was changed to be consistent with other policies. Also, the definition of student was changed to include the 12 preceding months and not just currently enrolled students.

For the above noted policies, the new language is underlined and the former language has been stricken with lines through the text. These policies were reviewed by the President’s Advisory Council.

It is recommended that the College Board of Education adopt college policies #1710—Conflict of Interest and Ethics; #1750—Harassment/Discrimination; and #1753—Consensual Relationships to become effective immediately.
CONFLICT OF INTEREST AND ETHICS

Chemeketa Community College employees, officers, and agents, or otherwise, irrespective of whether they are compensated for such services (e.g., college administration, staff, faculty, board members, volunteers, and agents of the college) are considered “public officials” per Oregon Ethics Law.¹

Public officials are prohibited from the following:

1. **FINANCIAL AND/OR PERSONAL GAIN**
   Using their office for financial and/or personal gain or to avoid a financial and/or personal detriment for themselves or their family members. Family members are considered to be: spouse, children, siblings, spouse of siblings, parents, persons of whom the public official have a legal duty to support, persons of whom the public official provides benefits through the public official’s public employment, and any person who provides benefits to a public official or candidate through the person’s employment.

2. **CONFLICT OF INTEREST**
   A conflict of interest may exist whenever any action, decision, or recommendation by the public official in their official capacity may lead to the private financial and/or personal gain or avoid a financial and/or personal detriment of the public official, family member of the public official, or a business with which any of the family members as defined in paragraph one (1) above are involved. When a conflict of interest may occur, the public official must provide notification of such conflict of interest and withdraw from any such action. Refer to college Procedure #1710 PRO for additional information about conflict of interest disclosure and/or withdrawals.

3. **GIFTS**
   Public officials are prohibited from soliciting or accepting, directly or indirectly, honoraria, rebates, gifts, monies, gratuities, services, promises of contract for future award or compensation from any single source that could reasonably be known to have a financial, personal, administrative, or other interest. A gift is defined as something of economic value given to a public official or their family members without payment or other consideration of equivalent value. Gifts may include, but are not limited to, meals, textbooks for personal use, and trips.

¹ ORS 244 Government Ethics Law and Oregon Government Ethics Law—Guide for Public Employees and 2011–2015 Legislative Update Supplement
CONFLICT OF INTEREST AND ETHICS (continued)

This prohibition does not apply to the receipt of an honorarium, or a certificate, plaque, commemorative token, or other item with a value of less than $50, or honoraria received for services performed in relation to the public official’s private profession, occupation, avocation, or expertise.
College Board of Education Series—1000

HARASSMENT/DISCRIMINATION

Chemeketa Community College is committed to maintaining a workplace in which everyone can achieve their full potential without being impeded by unlawful discrimination or harassment. The intent of this policy is to impress upon everyone at every level the seriousness of this commitment and strongly encourage everyone to report any conduct that they perceive to be discriminatory or harassing in nature.1

Harassment or discrimination is prohibited when it is based on any of the following protected classes:

- Race2
- Color2
- Ethnic origin12
- National origin12
- Religion2
- Age4
- Disability3
- Sex (see Sexual Harassment, Discrimination and Misconduct Policy #1751)2, 6, and 13
- Sexual orientation (See see Sexual Harassment, Discrimination and Misconduct Policy #1751)11 and 13
- Gender identity/expression (See see Sexual Harassment, Discrimination and Misconduct Policy #1751)11 and 13
- Family relationships9
- Marital status11
- Pregnancy and related conditions7
- Citizenship status5
- Protected Veterans status8
- Tobacco usage during non-working hours10
- Genetic information14
- Victim of domestic violence15
- Whistle blower16

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1 See also Policies 1751, 1752, and 1753.
2 The Civil Rights Act of 1964—Title VII and ORS 659A.006
5 Immigration Reform and Control Act of 1986
6 Equal Pay Act of 1963 and ORS 659A.029
7 Pregnancy Discrimination Act of 1978 and ORS 659A.029
8 The Veterans Reemployment Act of 1974, the Uniform Service Employment and Reemployment Rights Act of 1994
10 ORS 659A.315
11 ORS 659A.006
13 Title IX of the Education amendment of 1972
15 ORS 659A.270
16 ORS 659A.199
College Board of Education Series—1000

HARASSMENT/DISCRIMINATION (continued)

Any conduct relating to these protected classes is prohibited when:

Submission to such conduct is made, either implicitly or explicitly, a term or condition of employment or academic performance; or
1. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic performance; or
2. Such conduct is severe or pervasive and has the purpose or effect of the following:
   • Unreasonably interfering with any individual’s work or academic performance; or
   • Creating an intimidating, hostile, or offensive work or academic environment.

Basis for Determination
Chemeketa will make the determination of harassment/discrimination based on whether a “reasonable person” in the same situation as the person making the claim would have found the behavior to be a violation of this policy the preponderance of the evidence standard, the totality of the situation, and from the reasonableness of the complainant’s (or the person making the complaint) perspective.

Examples
Conduct that could be a violation of this policy includes, but is not limited to:

Verbal Actions
• Jokes that stereotype a protected class
• Teasing that stereotypes a protected class
• Comments that stereotype a protected class
• Hostile comments about a protected class
• Name-calling or nicknames

Physical Actions
• Displaying or distributing offensive pictures
• Physical violence or hostility based on a protected class
• Gesturing based on a protected class
• Encroaching on a person’s physical space
• Repeated unwelcome social invitations, phone calls, texting, social media contact, email, or notes

Applicability
This policy applies to all college employees and students, anyone serving in a supervisory capacity on behalf of the college, and vendors and members of the general public.
College Board of Education Series—1000

HARASSMENT/DISCRIMINATION (continued)

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

Chemeketa prohibits retaliation against an individual or group of individuals involved in any of the following:
• Filing a complaint or report under this policy
• Filing an external complaint
• Participating in a disciplinary process
• Providing information concerning a complaint or participating in an investigation
• 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 College Board of Education

November 15, 2000; July 26, 2006;
October 17, 2007; October 21, 2009;
April 17, 2013; December 20, 2016
Revised College Board of Education
CONSENSUAL RELATIONSHIPS

General Statement
Chemeketa Community College is committed to providing its students, employees, and clients with an environment focused on learning and growth. The college has a responsibility to promote an atmosphere of professionalism, respect, and trust and to prevent any appearance of impropriety.

Employees involved in a consensual relationship with other employees or students potentially jeopardize this commitment. When one person in the relationship has power over the other because of their position at the college, a consensual relationship can raise questions of fairness, may undermine the integrity of decisions, and can also create a hostile and unacceptable environment for others.

Intent of Policy
While the college is not interested in intruding on the personal lives of employees, consensual relationships can affect the ability of an employee to carry out the responsibilities of his/her their job and affect the performance of others. This policy is intended to balance the interests of the college, of students, and of employees.

Policy
Employees involved in a consensual relationship, or in what appears to be a consensual relationship, with another employee or student are prohibited from supervising or making grading decisions related to that person.

Examples of relationships that prevent an employee from supervising or making grading decisions are as follows:
• Supervisor in a consensual relationship with a person he/she they supervises;
• Faculty member and a student enrolled in his/her their class;
• Employee in a position to make or influence decisions about students while in a consensual relationship with a student.

Applicability
This policy applies to all college employees, or anyone serving in a supervisory capacity on behalf of the college, and vendors when they are interacting with college personnel.

Sanctions
Any person who engages in behavior prohibited by this policy is subject to discipline that may include termination, subject to any association contract that may apply. In the case of vendors, violation of college policy may be a breach of the contract between the college and the vendor.
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.

Chemeketa prohibits retaliation against an individual or group of individuals involved in any of the following:
- Filing a complaint or report under this policy
- Filing an external complaint
- Participating in a disciplinary process
- Providing information concerning a complaint or participating in an investigation
- 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.

Compliance

In consensual relationships involving employees, or employees and students, it is the responsibility of the person with the most power or perceived power to make explicit arrangements to assure that the decision-making processes will be fair and without favoritism. Employees should work with their supervisor in making arrangements to ensure compliance with this policy.

Pre-existing consensual relationship with a student

If an employee has a pre-existing consensual relationship with a student, the student should be discouraged by the employee from the following:
- Enrolling in courses taught by the employee;
- Entering into work situations in which he/she the student would be supervised by the employee.

If a student enrolls in a course or works under the supervision of an employee where a consensual relationship exists, it is the responsibility of the employee to make explicit arrangements with his or her their supervisor to ensure compliance with this policy.
CONSENSUAL RELATIONSHIPS (continued)

Pre-existing consensual relationship with an employee
If an employee has a pre-existing consensual relationship with another employee and a reassignment occurs which requires one of the employees to exercise supervisory, appointment, or grievance adjustment authority over the other, it is the responsibility of the person with the most power to make explicit arrangements with their supervisor to ensure compliance with this policy.

Definitions

Consensual Relationship
A close personal relationship of a romantic or sexual nature between willing participants who both are of legal age and possess legal capacity.

Employee
Any person employed by Chemeketa Community College, including managers, classified staff, salaried or adjunct faculty, hourly, part-time hourly, and student employees.

Pre-existing Relationship
A consensual relationship that exists prior to one party to the relationship having a position of power over the other party.

Student
Any person currently enrolled in a Chemeketa course.

A student is anyone who has enrolled in any Chemeketa course, regardless of the number of credits, within the 12 months preceding the relationship. In the event there is an alleged violation of this policy, an individual’s student status will be determined based on the context associated with the complaint.
CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE (CCRLS) LEASED LIT FIBER

A Request for Proposal for a Leased Lit Fiber System was advertised on the college's Procurement Services Website, the Universal Service Administration Company Website, and the State of Oregon Procurement Information Network (ORPIN) on October 11, 2019.

Three proposals were received and opened immediately following the solicitation closing on December 9, 2019, at 2 pm. The firms that submitted proposals were:

Granite Government Solutions, Quiney, MA
Comcast Business Communications, LLC Tigard, OR
Wave Division Holdings, LLC, d/b/a Wave Business, Woodburn, OR

All three proposals were determined to be responsive and subsequently evaluated in accordance with the solicitation document’s evaluation criteria. Some of the evaluation criteria included the network design and service routes, network integrity, trouble reporting system, response time and cost.

It is recommended that the College Board of Education approve the award of the contract for the CCRLS Leased Lit Fiber system to Wave Division Holdings, LLC, doing business as Wave Business, the most responsive and responsible proposer, for a period not to exceed five years, for an estimated contract value of $360,000, contingent upon protests, if any, of unsuccessful proposers and successful contract negotiations.
APPROVAL OF BUILDING 5 HVAC ELECTRICAL UPGRADE, INSTALLATION, AND DUCTWORK REPLACEMENT CONTRACT AWARD
[19-20-124]

Prepared by

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

BUILDING 5 HVAC ELECTRICAL UPGRADE, INSTALLATION, AND DUCTWORK REPLACEMENT

An Invitation to Bid for the Building 5 HVAC Electrical Upgrade, Installation, and Ductwork Replacement was advertised on the college’s Procurement Services Website, the State of Oregon Procurement Information Network (ORPIN), and in the Daily Journal of Commerce on November 25, 2019. Bids were received from the following contractors:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hydro-Temp Mechanical, Incorporated, Wilsonville, OR</td>
<td>$636,700</td>
</tr>
<tr>
<td>CJ Hansen Company, Incorporated, Salem, OR</td>
<td>$985,250</td>
</tr>
</tbody>
</table>

It is recommended that the College Board of Education approve the award of a contract in the amount of $636,700 for the Building 5 HVAC Electrical Upgrade, Installation, and Ductwork Replacement project to the lowest responsible and responsive bidder, Hydro-Temp Mechanical, Incorporated, contingent upon protests, if any, of unsuccessful bidders.
ACCEPTANCE OF 2018–2019 AUDIT REPORT
[19-20-125]

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

The 2018–2019 college financial audit report is being submitted to the College Board of Education for approval. The approved audit report will be provided to legal counsel, executive team, and board representatives.

It is recommended that the College Board of Education accept the 2018–2019 college financial audit as submitted by Kenneth Kuhns & Company.
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.
Salem Campus

Building and Primary Function(s)

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

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

Area or Service—Building/Room

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

Mail Room—43
Multicultural Center—2/177A
Northwest Innovations—42
Online Courses—9/106
Parking Permits—2/173
Planetarium—2/171
Posting Notices on Campus—2/176
President’s Office—2/216
Public Information—2/208
Registration—2/200
Student Center—2/179
Student Clubs—2/176
Student Identification Cards—1/First Floor
Student Accessibility Services—2/174
Study Skills—2/210
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

Discover
Chemeketa Community College

-91-
Chemeketa Community College
District Boundary and Board Zones

Board Members

ZONE 1  Ed Dodson, Vice Chairperson 2019–2020
ZONE 2  Ron Pittman
ZONE 3  Neva Hutchinson
ZONE 4  Ken Hector
ZONE 5  Jackie Franke
ZONE 6  Diane Watson, Chairperson 2019–2020
ZONE 7  Betsy Earls
Handouts
December 18, 2019
College Behind Bars: The Necessity of Running A College Inside Prisons

MICHAEL BUDKE
PROGRAM COORDINATOR FOR CORRECTIONS EDUCATION, CHEMKEKTA COMMUNITY COLLEGE

Offering college courses inside prisons may be a foreign concept to some, but it actually has a long and complicated history. In 1994, the Violent Crime Control and Law Enforcement Act overturned a section of the Higher Education Act of 1965 and prohibited incarcerated individuals from receiving federal Pell grants. As a result, many prison higher education programs no longer had the funding to continue and were forced to shut down. In 2016, however, the U.S. Department of Education selected 67 colleges and universities to participate in the Second Chance Pell (SCP) Grant pilot program, reopening the door for higher education opportunities inside prisons (U.S. Department of Education, 2016). My school, Chemeketa Community College, was privileged to be one of the schools selected to participate. Our results have corroborated studies that show educational opportunities for incarcerated individuals reduce recidivism, resulting in an overall cost savings, stronger communities and safer prison environments. Setting up these programs, however, is not without challenges.

Some believe that those who have committed a crime don’t deserve the right to an education. From the victim’s perspective it may seem unjust that someone could commit a crime, go to prison, and come back better than they were before. However, bettering oneself is precisely the concept of corrections. The fact is that 95% of people incarcerated in state prisons are released back into their communities, and without new tools at their disposal they are likely to fall back into the activities that sent them to prison in the first place (Hughes & Wilson, 2002). According to a 2018 U.S. Department of Justice report, an estimated 68% of individuals released from prison were arrested again within the first three years.

Education has been proven effective in breaking this cycle of crime. A study funded by the U.S. Department of Justice and conducted by the RAND Corporation found that incarcerated individuals who participated in correctional education were 43% less likely to return to prison within three years than those who did not participate (Davis, Bozick, Steele, Saunders,
& Miles, 2013). Our numbers for the College Inside program at Chemeketa Community College are even more striking. Since the program’s inception in 2007—we existed prior to the SCP grant—the recidivism rate for our 293 graduates is only 4.8%. Comparing this to the recidivism rate of 24.6% for the entire state of Oregon, which is already a national leader, shows how education can be an effective means in keeping individuals out of prison (Green, 2017).

The decrease in the number of reoffenders results in a large cost savings for tax payers. It costs $44,021 per year to incarcerate an individual in the state of Oregon (Vera Institute of Justice, 2015), while the maximum Pell grant award for an entire year is currently only $6,195 (Federal Student Aid, 2015). Since graduates of our program are more than five times less likely to reoffend than the average incarcerated individual in Oregon, these cost savings are being realized on a large number of individuals. To put it succinctly, it costs far less to educate someone than it does to incarcerate him or her.

The benefits of college programs inside prisons extend far beyond the immediate monetary savings. The lower recidivism results in less future victims and makes communities safer and better. Prison college education programs also result in greater safety within correctional facilities. In a 2009 report, the Correctional Association of New York interviewed staff at multiple correctional facilities and found there were lower incidents of disciplinary infractions among those who were enrolled in college classes (Correctional Association of New York, 2019). The staff also said they believed the impact extended to those who were not involved in the college programs because the existence of the programs provided an incentive for better behavior. We’ve seen a similar impact with our program as the rules for entry encourage good behavior. We require at least 18 months of clear conduct prior to entering the program and will remove anyone who receives a disciplinary report while enrolled. Very few students have been removed for disciplinary reasons and many have talked about the college opportunity as motivation to stay out of trouble.

There is also a ripple effect among the families of our students. According to a study conducted by the U.S. Education Department National Center for Education Statistics, the children of individuals who complete college are more likely to do so as well (Cataldi, Bennett, & Chen, 2018). At our graduation ceremonies, I’ve witnessed the impact the educational achievement of our students has had on their children and other family members. Many of our students have reported that their enrollment in our program inspired their family members to take college classes as well. We are exposing them to a world that many were not privileged enough to experience before.

While the reasons for offering college classes inside prisons are numerous, setting up these programs with a focus on graduation can prove to be challenging. One of the biggest challenges is scheduling. We have limited classroom availability and almost all of our students work jobs within the prison system during the day. This means that classes must typically be held at night or on the weekends, planning around the Department of Corrections’ (DOC) count and meal times.

Scheduling is not limited to when and where to hold classes, it also involves determining which classes to hold so that everyone is on track to graduate. We try to use a cohort model to bring students along in the curriculum at the same pace, but plans are often disrupted by
a variety of circumstances, like changing release dates, losing students, or enrolling students with different educational backgrounds. We are always evaluating numbers to make sure we have enough students to cost-effectively offer a class, but without exceeding our classroom space. Even when a schedule seems set, the unexpected may happen. We once had to delay the start of a term for two weeks due to riots in the general population, resulting in an institutional lockdown and the suspension of all outside programs.

Replicating a college curriculum with limited resources and security requirements is also challenging. We worked with the DOC security manager and our Dean of Math and Science, for example, to determine which science labs we could hold inside the prisons. A limitation in the types of materials we can bring in made certain classes, like chemistry, impossible to recreate. Due to our instructors’ strong commitment to security policies and the cooperation of DOC, however, we gained approval to have full scale labs in biology, geology and physics.

With no online access available to our students, many normal college activities become more complicated. To allow our students to do their own research, for instance, we purchased a large offline research database and set it up on a network of computers connected to a server. We then staff certain times that students can come to the computer lab to conduct research and type papers. Without online access, even simple things, like communicating their end of the term grades or where they are in the financial aid process, can be time-consuming.

It’s also a challenge to provide students in prison the same resources that students receive on the main campus. We carry boxes of books from facility to facility and set up study sessions with volunteer incarcerated tutors. We received DOC approval to develop a student store where students can purchase or rent necessary school supplies like calculators, graph paper and rulers. I often wear many hats to provide services that are typically performed by entire departments on the main campus. From academic advising, to ordering transcripts, to navigating the financial aid process, the services that are needed are seemingly endless.

While the challenges are numerous, we’ve been able to overcome them and graduate the majority of our students. Of the students who received SCP grants during the 2016-17 year, 65.2% of them graduated within 150% of normal program time. This far exceeds the national average for all students (not just incarcerated ones) of 25% for first-time, full-time undergraduate students at public two-year institutions (National Center for Education Statistics, 2019). Our students also perform remarkably well, with the last graduating class finishing with an average GPA of 3.50. We wouldn’t be able to achieve these numbers without resilient instructors and staff, committed students, and extraordinary relationships with incredibly supportive people at the DOC.

Creating a college inside prisons is tough, but the positives far exceed the negatives. The resulting reduction in recidivism, corresponding cost savings, better communities, and safer correctional facilities makes it all worth it. The funding of such programs may have a long and tumultuous history, but the results of programs like the one we have at Chemeketa Community College are proving why the financial commitment is so necessary. The question is not how can we afford to fund such programs, it is how can we afford not to?