

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

Regular Meeting

January 15, 2020

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

BOARD OF EDUCATION

January 15, 2020

I. Workshop	4:30 pm	Salem Campus—Building 2, Room 170, Board Room	
A. Chemeketa Reads, Speaks, Makes, and Writes			1–2
Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley			
II. A. Executive Session	5:30 pm	Salem Campus—Building 2, Room 172	
Executive Session is called in accordance with ORS 192.660(2) (a) employment issues; (b) complaints; (d) negotiations; (e) real property; (h) legal rights; and (i) president/chief executive officer evaluation.			
B. Administration Updates			
III. Regular Session	7 pm	Salem Campus—Building 2, Room 170, Board Room	
A. Call to Order			
B. Pledge of Allegiance			
C. Roll Call			
D. Audience Introductions			
E. Comments from the Audience			
F. Approval of Minutes—	Regular Board Meeting of December 18, 2019		3–11
G. Reports			
1. Reports from the Associations			
a. Riley Dunagan		Associated Students of Chemeketa (ASC)	12–13
b. Justus Ballard		Chemeketa Faculty Association	14
c. Terry Rohse		Chemeketa Classified Employees Association	15
d. Adam Mennig		Chemeketa Exempt Employees Association	16
2. Reports from the College Board of Education			
3. Reports from the Administration			
a. Jim Eustrom			
H. Information			
1. 2020–2021 Proposed Budget Calendar			17–18
Miriam Scharer, Vice President/Chief Financial Officer			
2. Proposed Student Tuition for 2020–2021			19
Miriam Scharer, Vice President/Chief Financial Officer			

- | | |
|--|-------|
| 3. College Policies #2340—Emergency Messages to Students and Employees; #2350—Emergency Management; and #2420—Traffic Code <u>and Parking</u>
Jessica Howard, President/Chief Executive Officer | 20–23 |
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I. Standard Reports

- | | |
|---|-------|
| 1. Personnel Report
David Hallett, Vice President—Governance and Administration | 24–25 |
| 2. Budget Status Report
Miriam Scharer, Vice President/Chief Financial Officer | 26–30 |
| 3. Purchasing Report
Miriam Scharer, Vice President/Chief Financial Officer | 31 |
| 4. Capital Projects Report
Miriam Scharer, Vice President/Chief Financial Officer | 32 |
| 5. College Advancement Report October 2019–December 2019
David Hallett, Vice President—Governance and Administration | 33–37 |
| 6. Fall Term Enrollment Report
David Hallett, Vice President—Governance and Administration | 38–40 |
| 7. Recognition Report
Jessica Howard, President/Chief Executive Officer | 41 |

J. Separate Action

- | | | |
|--|-------------|-------|
| 1. Approval of Resolution No. 19-20-14,
Contingency Transfer Request
Miriam Scharer, Vice President/Chief Financial Officer | [19-20-127] | 42–44 |
| 2. Approval of Retirement Resolutions
No. 19-20-15, William W. “Bill” Kohlmeyer,
No. 19-20-16, Susan K. Ryan, and
No. 19-20-17, Connie J. Riecke
David Hallett, Vice President—Governance and Administration | [19-20-128] | 45–48 |

K. Action

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

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|--|-------------|-------|
| 1. Approval of College Policies #2260—Sales of Goods <u>Sales of</u> 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
Jessica Howard, President/Chief Executive Officer | [19-20-129] | 49–53 |
| 2. Approval of the Academic Calendar for 2020–2021
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley | [19-20-130] | 54–55 |

3. Approval of 2019–2020 Faculty Sabbatical Leave Recommendation One-Term Spring 2020 Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley	[19-20-131]	56–57
4. Acceptance of Program Donations October 1, 2019 through December 31, 2019 David Hallett, Vice President—Governance and Administration	[19-20-132]	58–59
5. Approval of Grants Awarded October 2019–December 2019 David Hallett, Vice President—Governance and Administration	[19-20-133]	60
L. Appendices		
1. Mission – Vision – Values – Core Themes		61
2. Campus Map		62–63
3. District Map		64
M. Future Agenda Items		
N. Board Operations		
O. Adjournment		

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

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

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

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

CHEMEKETA READS, SPEAKS, MAKES, AND WRITES

Prepared by

Deanne Beausoleil, Faculty—Art
Kay Bunnenberg Boehmer, Faculty—Art
Paul Evans, Faculty—Communication
Layli Liss, Faculty—Reading/Study Skills
Tammy Jabin, Faculty—English
Keith Russell, Dean—Liberal Arts
Don Brase, Executive Dean—General Education and Transfer Studies
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

Chemeketa offers a plethora of activities to enrich the college community, including Chemeketa Reads, Chemeketa Speaks!, Chemeketa Makes, and Chemeketa Writes.

CHEMEKETA READS

Chemeketa Reads is a community reading project which began over 10 years ago by the Reading and Study Skills program. Students, faculty, and staff are encouraged to read the same text, giving them a shared experience with compelling ideas, characters, history, and cultures. Several of the authors of the selected texts have visited Chemeketa. The authors' presentations added background to their original stories, shared their motivations, and gave insight into the development of their book. Further, speakers with expertise on themes of the selected text have likewise visited Chemeketa, deepening readers' understanding and perspective. Lastly, former Diversity and Equity Officer, Linda Herrera, sponsors a scholarship in the form of an essay contest connected to themes related to the Chemeketa Reads selection.

Chemeketa Reads is now sponsored by the Office of Equity and Diversity. A committee of staff and faculty selects an evocative, yet accessible book for use in Chemeketa coursework as well as for the broader Chemeketa community to experience. A key criterion for selecting any title is that it brings a new perspective to the reader, inviting him or her to broaden their understanding of human experience and identity. At the same time, the selected work inevitably illustrates universal human values or virtues.

CHEMEKETA SPEAKS!

Chemeketa Speaks! is a public speaking contest for students at Chemeketa sponsored by the Communication Program; the inaugural Chemeketa Speaks! was held on June 1, 2019. Students presented informative speeches to a panel of judges that included prominent members of the local community and legislators such as Susan McLain and Lynn Findley. Finalists gave their speeches in Chemeketa's Auditorium and President Julie Huckestein presided over awarding the prizes for the top three participants. Chemeketa Speaks! for this academic year will be held on May 30, 2020.

Workshop-A
January 15, 2020

CHEMEKETA MAKES

Chemeketa Makes is an annual event sponsored by the Art program. Faculty from the Art program work with visiting artists to facilitate a collaborative art-making experience for the Chemeketa community. The point of the process is a focused examination of what makes a community, how people make art, and how art helps people communicate. Previous topics have been Utopian Upcycle, which embraced the concept of recycling materials to construct a better world, My Family Made Me, which encouraged the celebration of all kinds of families, and the construction of prayer flags, an exercise where students made art that put their intentions out into the world.

CHEMEKETA WRITES

Chemeketa Writes hosts award-winning authors several times each academic year under the guidance of a member of the English program; Tammy Jabin has provided this leadership for several years. The writers hold a workshop in the evening for community members who want to work on the craft of writing. The authors also give a reading in the Gretchen Schuette Art Gallery that is open to the public and they visit classes to speak with students and answer questions about writing. Leni Zumas and Apricot Irving are two of the writers who have recently participated in Chemeketa Writes.

Minutes
January 15, 2020

APPROVAL OF BOARD MINUTES

Prepared by

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

Minutes of the board meeting of December 18, 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
January 15, 2020

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

December 18, 2019

Due to a shortened agenda, there was no workshop or Executive Session. The meeting was called to order at 4:34 pm at the Chemeketa Salem Campus, in Building 2, Room 172.

I. ADMINISTRATION UPDATES

Members in Attendance: Ed Dodson, Vice Chair; Betsy Earls (arrived at 5:08 pm); Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson, Chair. Absent: Jackie Franke.

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus; and Miriam Scharer, Vice President/Chief Financial Officer, College Support Services. Guest: Rebecca Hillyer, General Counsel.

The following updates were shared or discussed with the board: new hazing policy (green sheet); Board Winter Work Session/Budget Committee Orientation on January 22; board calendar preview; HB2864, Cultural Competency; program updates/alerts on the Agri-business, Wine Studies and Horticulture programs; PERS employee incentive fund and transfers; staffing; and agenda preview including two green sheets.

A recess was taken at 5:15 pm.

II. REGULAR SESSION

A. CALL TO ORDER

Diane Watson, Chair, reconvened the board meeting at 5:20 pm. The meeting was held in the Board Room, Building 2, Room 170, at the Salem Campus.

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; Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson, Chair. Absent: Jackie Franke (excused).

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

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

Minutes
January 15, 2020

Meeting Minutes
Chemeketa Board of Education
December 18, 2019
Page 2

D. COMMENTS FROM THE AUDIENCE

None

E. APPROVAL OF MINUTES

Neva Hutchinson moved and Ron Pittman seconded a motion to approve the minutes of November 20, 2019.

The motion CARRIED.

F. REPORTS

Reports from the Associations

Terry Rohse, classified association, and Adam Mennig, exempt association, said the reports stand as written. The ASC report and faculty association reports stand as written.

Reports from the College Board of Education

Ron Pittman attended the Holiday Social and met with Paul Davis and Danielle Hoffman to hear updates about Yamhill Valley Campus.

Neva Hutchinson attended the Holiday Social; the CASA luncheon; the Salem Chamber Forum where Jessica Howard was the featured speaker; the Oregon Leadership Summit in Portland; and Bill Kohlmeyer's retirement celebration.

Ed Dodson attended Indigenous Day activities; the Holiday Social; CASA lunch; Oregon Community College Association (OCCA) Board Forum and meeting at Tillamook Bay Community College; the Salem Chamber Forum; Marion County Commission and Town Hall meeting; and Bill Kohlmeyer's retirement celebration.

Ken Hector attended the Oregon Leadership Summit in Portland; the Chemeketa Ag Complex Forum; SEDCOR Economic Forum; two Silverton Chamber of Commerce business group meetings; met with Oregon House candidate Scott Sword; and the retirement celebration for Bill Kohlmeyer.

Betsy Earls attended two meetings of the West Salem Rotary and West Salem Neighborhood Association, and the Central School District board meeting with Jessica.

Diane Watson attended the Holiday Social breakfast; Chemeketa night at the Salem Holiday Market at the Fairgrounds; and the Keizer Rotary/Keizer Chamber luncheon.

Neva Hutchinson thanked the college and the Chemeketa Foundation for working with the Salem Holiday Market staff in organizing Chemeketa Night at the Salem Holiday Market Fair on Friday, December 13. Neva recognized Chemeketa programs and employees who staffed a Chemeketa booth and distributed program information; law enforcement cadets for their help with parking; the Chemeketa Choir who provided entertainment; the Early Childhood Education staff and students who did crafts with children; and facilities staff who emptied food barrels for the student pantry. Neva noted that part of the ticket proceeds that night goes to the Chemeketa Foundation for the Student Relief (student pantry) fund.

Minutes
January 15, 2020

Meeting Minutes
Chemeketa Board of Education
December 18, 2019
Page 3

Reports from the Administration

Jim Eustrom reported an annual automotive event, the Tri-County Automotive Leadership institute (TALI), was held on December 5. Over 50 high school students from nine local high schools participated in the full day of automotive and new vehicle innovations, demonstrations, exhibits, and sessions. Thanks to staff members Larry Cheyne, Nol Cobb, Suzanne Monson, Celeste Holman, Kip Carlson; and faculty members Sam Olheiser, Brian McLearn, Bran Covey, Doug Rogers, and Dan Perkins.

INFORMATION

Cultural Competency House Bill Update

Vivi Caleffi Prichard, diversity and equity officer, shared an update on HB2864, which was passed in 2017. Vivi shared some historical background about the college's diversity efforts beginning with the college diversity statement and development of the Multicultural Committee, which has evolved to the Diversity Advisory Council. This council includes a broad representation of classified, exempt, faculty, and students and is the governing group that is charged with the process to recommend and provide oversight of cultural competency standards. As a result, the college has met the two requirements of HB2864. The requirements for next year are to provide continuing training and development opportunities for all staff; propose institution-wide goals to improve the cultural inclusion climate for students and the college; preparation of a biennial report to be presented to the board; recommend mechanisms for assessment on how well the institution meets cultural competency standards; and to ensure clear communication to new faculty and staff about the college's commitment to cultural competency standards for professional development.

Presentation of 2018–2019 Audit Report

Miriam Scharer introduced Katie Bunch, fiscal and audit manager, and Ken Kuhns, managing principal for Kenneth Kuhns & Company. Miriam noted the college received a Certificate of Achievement of Excellence for Financial Reporting, which was the 27th year in a row that the college received this recognition. Katie thanked all the accounting staff in Business Services, Budget and Finance, and Financial Aid who helped gather information for the audit report. Accounting staff in the audience were—Anne Marie Swearingen, Mariah Dooley, Nancy Espinoza, Andrea Schamp, Kayla Breckman, Kim Schnider, Kevin Walther, Michelle Hill, and Rich McDonald.

Kenneth Kuhns shared a brief overview of the audit. There are three parts to an audit. Ken referred to page 11 of the audit report, the Independent Auditor's Report. He explained the college has the responsibility to keep the records from which the financial statements are prepared, and auditors have the responsibility to audit the financial statements and determine whether the information within those statements is accurate and fairly presented. He noted the records were well maintained, very clean, and there were no audit adjustments made to the records before being incorporated into the financial statements.

Auditors follow generally accepted auditing standards and governmental accounting standards in performing the audit and go through numerous procedures and steps to verify and challenge financial information included in the audit report. Ken referred to, and read, the opinion

Minutes
January 15, 2020

Meeting Minutes
Chemeketa Board of Education
December 18, 2019
Page 4

statement on page 12. Based on the audit and the report of the foundation auditors, the financial statements were presented fairly and in all material respects. It was an unmodified opinion, a clean opinion, which is the best opinion that an entity can receive, and the opinion that was earned on the financial statements that were presented for the audit.

The second part of an audit is when an entity receives federal funds, it must follow federal government rules and regulations in disbursing and accounting for those funds. Referring to page 111, the college received \$38 million in federal assistance; approximately \$33 million for student financial aid assistance. Referring to pages 115–116, the report indicates the college has complied with the federal rules and regulations, and there were no exceptions to their findings with respect to federal programs.

The third part of the audit, pages 120–121, deals with certain rules and requirements for the state of Oregon (e.g., local budget law, public contracting requirements, having adequately secured funds on deposit in financial institutions, etc.). The report indicates the college has complied with the various state laws. In summary, the records were clean and well maintained; the college received a clean opinion on the financial statements; earned a clean opinion on compliance with the federal rules and regulations; as well as a clean opinion with no exceptions in complying with state of Oregon requirements. There were no questions. Kenneth Kuhns was thanked for presenting the audit report for the 2018–2019 academic year, and staff were thanked for their good work throughout the year.

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
Rebecca Hillyer presented three policies which were reviewed by the President's Advisory Council. There were no questions. Board action will be requested in January.

Academic Calendar for 2020–2021

Jim Eustrom reported the written report summarizes the terms and holidays for the 2020–2021 academic calendar. Jim noted the fall/winter break will, again, be a four-week break and April 30 is the spring inservice day. The academic calendar will be brought back next month for board approval.

2018–2019 Financial Aid and Veterans Services Update

Ryan West, dean of Financial Aid, highlighted the Oregon Student Aid Application (ORSAA) applications, which is for students who are ineligible for federal financial aid but are residents of Oregon. Ryan is working in collaboration with Student Life and College Retention to get the word out that there are options for students who are not eligible for federal financial aid.

Last week some surprise legislation passed both the House and the Senate. The Fostering Undergraduate Talent by Unlocking Resources for Education (FUTURE) Act appropriates permanent funding for minority-serving institutions and finally allows the IRS to share data directly with the U.S. Department of Education. It should make the FAFSA process significantly easier in the coming years and the process for repaying student loans easier for people who want to sign up for income contingent or income driven repayment plans. This should

Minutes
January 15, 2020

Meeting Minutes
Chemeketa Board of Education
December 18, 2019
Page 5

significantly benefit the college's default rate. The House also passed a funding bill for next year that increases the federal Pell grant by \$50 per term and would provide small increases in work study and SEOG grants. However, this additional funding will be taken from the Pell surplus.

Lastly, Ryan recognized Jon Terrazas who was in the audience. Jon and Bruce Irvin are the two-person Veteran Services office who takes care of all veterans' related activities including working with veterans receiving benefits, programming for veterans, working with staff and faculty, and raising the profile in the veterans community. Ryan also thanked all the financial aid staff for the great job they do in working with students to provide the best service and support.

Neva Hutchinson asked if there are any social service agencies who refer homeless veterans to the college. Jon Terrazas said the college has a good relationship with Vet Care, a veterans' homeless shelter/halfway house, that allows veterans to do some transitional housing. In Independence there is a homeless veterans' facility hosted by one of the churches. There are some programs sprouting up from the Oregon Veterans Act (OVA) grant approved a few years ago that are addressing this issue. However, unless you are a veterans officer who meets one-on-one with individuals, it's difficult to identify if they are homeless veterans.

Diane Watson thanked Ryan and his staff for being unsung heroes and for playing a vital role in enrollment management and retention of students.

2019–2020 Faculty Sabbatical Leave Recommendation

Jim Eustrom reported on behalf of the Sabbatical Review Committee. The committee recommended that Sheeny Behmard, Mathematics; Silvia Herman, Language; and Laura Scott, Developmental Education, be granted a one-term sabbatical leave during spring term 2020. Brief highlights of the sabbatical projects were shared. Board action will be requested at the January board meeting.

Statement of Budget Principles for 2020–2021

Miriam Scharer referred to the Budget Principles and Financial Environment for the 2020–2021 Fiscal Year on pages 28–29, which was reviewed by Executive Team and the President's Advisory Council. The budget principles were shared with the board as information only.

Miriam briefly skimmed through the five Budget Principles and noted that there were no changes from last year. Referring to the Resources under Financial Environment, Miriam reviewed the state legislative appropriation of \$640.9 million to all community colleges for the 2019–2021 biennium; state and distribution of resources; economic growth, enrollment and tuition and fee revenue. Miriam noted a three percent enrollment decline is again projected for next year. A recommendation for tuition and universal fees will be brought forward as information in January along with other revenue strategies. Expenses include employee costs, health insurance, PERS, and unfunded mandates such as the Oregon Pay Equity Act and minimum wage will continue to impact expenses. In addition, capital construction for the Ag Complex and deferred maintenance for the Building 5 HVAC system will be needed.

Minutes
January 15, 2020

Meeting Minutes
Chemeketa Board of Education
December 18, 2019
Page 6

H. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written.

Budget Status Report

Miriam referred to the Statement of Resources and Expenditures and pointed out the Fund Balance of \$9,772,897 based on the audit report. Tuition and fees include preliminary winter term registration. There was nothing significant to report in the Budget Status other than it is slightly lower than last year at this time. Status of Investments reflects no change in interest rates. and a couple of new investments were made.

Purchasing Report

Two Requests for Proposals (RFP) were shared for printing class schedules and college catalog (inside pages) as well as binding of the catalogs; and the other for printing of marketing and communications collateral for programs and services. A recommendation for contract award will be made at the February board meeting.

Miriam drew attention to two green sheets in the board folder. One was for a contract award for the Chemeketa Cooperative Regional Library Service (CCRLS) leased lit fiber to Wave Division Holdings for an estimated contract value of \$360,000 for a period not to exceed five years, contingent on protests, if any, of unsuccessful proposers and successful contract negotiations. Miriam noted that the Schools and Libraries e-Rate program would pay 80 percent. The other is a contract award for Building 5 HVAC Electrical Upgrade, Installation, and Ductwork Replacement to Hydro-Temp Mechanical, Inc. for \$636,700, contingent upon protests, if any, of unsuccessful bidders.

Capital Projects Report

Rory Alvarez said the report stands as written. The two large air handler units have been ordered and should be in by February so work should be completed around March 30 and ready for spring term classes. Neva Hutchinson complimented the work done in the Advising and Counseling area. Terry Rohse asked if there are any concerns about the low bid. Rory said yes, but they did their homework, checked the addendums, and they did the boiler work on this project and came in lower.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

I. SEPARATE ACTION

Approval of Retirement Resolution No. 19-20-12, Steve R. Richardson, and No. 19-20-13, Shirley M. Lamkey [19-20-126]

Ken Hector read the retirement resolution for Steve R. Richardson for his 29 years and two months service.

Ed Dodson read the retirement resolution for Shirley M. Lamkey for her 15 years and four months of service.

Minutes
January 15, 2020

Meeting Minutes
Chemeketa Board of Education
December 18, 2019
Page 7

Ron Pittman moved and Betsy Earls seconded a motion to approve the retirement resolutions for Steve R. Richardson and Shirley M. Lamkey.

The motion CARRIED.

Approval of College Policy #5230, Hazing Policy [19-20-126]

Rebecca Hillyer reported as a result of House Bill 2519, community colleges and universities are required to adopt a policy on hazing by January 1, 2020. The bill also requires that colleges and universities provide training and an annual report on hazing incidents. Rebecca referred to the green sheet in the board folder. Rebecca noted that hazing is also addressed in the Student Rights and Responsibilities document.

Ron Pittman moved and Ken Hector seconded a motion to approve Policy #5230, Hazing Policy, to be effective immediately.

The motion CARRIED.

J. ACTION

Ken Hector moved and Neva Hutchinson seconded a motion to approve action item Nos. 1–5:

1. Approval of Advisory Committees for 2019–2020 [19-20-120]
2. Approval of College Policies #1710, Conflict of Interest and Ethics; #1750, Harassment/Discrimination; and #1753, Consensual Relationships [19-20-121]
3. Approval of Chemeketa Cooperative Regional Library Service (CCRLS) Leased Lit Fiber Contract Award [19-20-122]
4. Approval of Building 5 HVAC Electrical Upgrade, Installation, and Ductwork Replacement Contract Award [19-20-124]
5. Acceptance of 2018–2019 Audit Report [19-20-125]

The motion CARRIED.

K. APPENDICES

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

L. FUTURE AGENDA ITEMS

None were heard.

M. BOARD OPERATIONS

None were heard.


N. ADJOURNMENT

The meeting adjourned at 6:27 pm.

Minutes
January 15, 2020

Meeting Minutes
Chemeketa Board of Education
December 18, 2019
Page 8

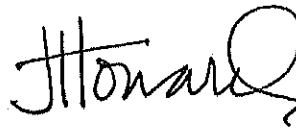
Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

January 15, 2020

Date

ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

Prepared by

Riley Dunagan, ASC Executive Coordinator

ASC PAST EVENTS

Pancake Feed

- ASC welcomed students and staff to the winter term with a pancake feed on January 8. Throughout the morning students and staff joined in the Student Center to enjoy pancakes and learn about the clubs, activities, resources, and services on campus to help them succeed in college.

Night Strike

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

ASC CURRENT EVENTS

Men's Wellness Group

- The Men's Wellness Group is facilitated by Joel Gisbert (Civic Engagement Coordinator) and meets weekly on Wednesdays from 5–6:30 pm in Building 2, Room 176. The group is focused on providing students with a more positive outlook on life while creating a strengthened support system among their male college peers.

ASC FUTURE EVENTS

ASC Listening Session

- ASC will be hosting the winter term listening session on January 21, inviting students to share their ideas around student success and Chemeketa services.

Night Strike

- Night Strike is coordinated by Israel Cortez (Community Engagement Coordinator) and Jerry Clark. Those who sign up to volunteer will meet at 5 pm on January 23, in Building 2, Room 178. Food will be provided to all the volunteers before leaving for Portland to help serve the needs of the communities' homeless under the Burnside Bridge.

MULTICULTURAL STUDENT SERVICES (MSS)

MSS FUTURE EVENTS

Intercultural Movie Night

- The Intercultural Movie Night will occur in the Building 2, Multicultural Center on January 23, at 5:30 pm. Snacks and refreshments will be provided to those who attend.

Report-1a
January 15, 2020

Martin Luther King Jr. Celebration

- The Martin Luther King Jr. celebration event will take place on January 29, from 12:30–3:30 pm in the student center. Guest speaker and social justice award winning actor Ron Jones of “Dialogues on Diversity” will be promoting the message of difference, inclusion, and social justice.

CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Justus Ballard, President—Chemeketa Faculty Association

MOVING A STORAGE ROOM

While it is true that the union never truly sleeps, the four-week break between fall and winter terms did represent a period of quasi-hibernation. There is, therefore, not much to report, which should probably be viewed as a good thing.

One major event did take place on the Wednesday of finals week prior to the break, and the CFA would like to thank Dee Dixon, Mike Morelli, James Berndt, and Nikki Alvarez for their assistance in successfully moving the CFA's materials from its storage room in Building 5 to its new home in Building 37.

CHEMEKETA COMMUNITY COLLEGE CLASSIFIED EMPLOYEES ASSOCIATION (CCA)

Prepared by

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

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

Terry Rohse, President—Chemeketa Community College Classified
Employees Association

CCA WELCOMES NEW DIRECTOR OF UNION STEWARDS

On December 10, 2019, the association unanimously voted to appoint Kim Schneider as Interim Director of Union Stewards. Following Susana Garcia's acceptance of a new position outside of Chemeketa, Kim enthusiastically volunteered her services.

WELCOME NEW CLASSIFIED EMPLOYEES AND NEW POSITIONS

- On December 16, 2019, Jason Jackson was hired as Technology Support Specialist in the Facilities department. Jason was in the Army for eight years and was deployed to Egypt, Kosovo, and Iraq during that time. He enjoys science fiction and fantasy pop culture...and loves cats. (the actual animals, not so much the musical).
- On January 6, 2020, Zachary Yamada began a full-time faculty position for the Computer Information Systems program. Zachary has worked as a Systems Analyst in Information Technology. Congratulations, Zachary!

RETIREE WITH 25 YEARS AT COLLEGE

As of December 31, 2019, Susan Ryan retired from Chemeketa after working at the college for 25 years. Sue worked as a Department Assistant in the Library as well as additional work for the Chemeketa Cooperative Regional Library Service department. Sue is looking forward to attending more grandchild sporting events and relaxing with cats.

HOLIDAY GIVING

Proceeds from the Employee Holiday Social enabled the Foundation to provide grocery gift cards to classified, part-time hourly and student employees who were in financial need this time of year. The association also purchased some grocery gift cards from the CCA Emergency Fund. Executive Board members Mary Schroeder and Tim King collected nominations and delivered the gift cards. The recipients were so thankful for this assistance during a time of various financial struggles. No work during college break, health issues, medical bills, family crisis limiting ability to work, a stolen vehicle, inability to afford heat, and low income were some of the situations. Thank you for your generosity in purchasing raffle tickets.

CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

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

2019 HOLIDAY SOCIAL

- The annual Holiday Social was held on December 5. The following exempt members were on the Holiday Social Planning Committee: Adam Mennig, Dee Dixon, Karen Alexander, Holly Cook, Vivi Caleffi Prichard and Lynn Irvin.

EXEMPT ASSOCIATION EXECUTIVE BOARD MEETING

- The next Exempt Association executive board meeting will be in late January 2020 to plan the upcoming exempt association meeting that will follow Admin Team on March 4.

2020–2021 PROPOSED BUDGET CALENDAR

Prepared by

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

The tentative schedule for the development and approval of the 2020–2021 budget is attached. Budget committee meetings are scheduled in April.

The calendar, with any modifications from this board meeting, will be presented for adoption at the February board meeting.

Information-1
January 15, 2020

CHEMEKETA COMMUNITY COLLEGE
2020–2021 BUDGET CALENDAR

January 15, 2020	Board reviews budget calendar
February 26, 2020	Board approves budget calendar Board adopts resolution setting Budget Committee meeting dates
March 9, 2020– April 3, 2020	Publish legal notices of Budget Committee meetings
April 8, 2020 (6 pm)	Budget Committee meeting: Committee charge Election of Officers President's message Presentation of Budget-General Fund (Location: Salem Campus Board Room)
April 15, 2020 (4:30 pm)	Budget Committee meeting: Presentation of Budget-Other Funds Discussion and approval (Location: Salem Campus Board Room)
April 22, 2020	Optional Budget Committee meeting (Location: Salem Campus Board Room)
April 20, 2020– May 15, 2020	Publish Budget Summary and Notice of Budget Hearing
May 20, 2020 (7 pm)	Public Hearing on the Budget (Location: Salem Campus Board Room)
June 24, 2020	Board adopts the Budget Resolution Board declares Budget Committee vacancies (Location: Salem Campus Board Room)
July 15, 2020	Certify tax levy with county assessor

PROPOSED STUDENT TUITION FOR 2020–2021

Prepared by

Miriam Scharer, Vice President/Chief Financial Officer
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley
Jessica Howard, President/Chief Executive Officer

Each year the college reviews student tuition as part of the budget development process and the tuition recommendation is first brought to the board in January. In preparing the recommendation, the college balances the need for revenue to maintain levels of service with student access and enrollment priorities. The core theme of student success continues to focus the college to support initiatives, strategies, programs and operations that will positively impact targets for completion and student success.

REVISED TUITION-SETTING GUIDELINES

During the last academic year, the college administration recommended changes to the tuition-setting guidelines to help align the college's rates for the coming years with comparator colleges as determined by size and geographic proximity. The comparator institutions have been identified as: Clackamas Community College, Lane Community College, Linn-Benton Community College, Mt. Hood Community College, and Portland Community College.

In the revised guidelines, the college administration also introduced a differential fee model that addresses long-term financial sustainability of high-cost programs and courses. The differential fee rate was applied to programs and courses effective Fall 2019. The college's Executive Team established a set of criteria for determining the specific programs and courses that will include the differential fee rate and ensure that the additional fee will be identified to students applying for and enrolling in such programs or courses.

PROPOSED STUDENT TUITION AND UNIVERSAL FEE RATES FOR 2020–2021

While the state appropriation for the 2019–2021 biennium of \$640.9 million was the highest on record, the college continues to experience enrollment declines with an anticipated further decline next year. The college's enrollment levels now approximate the same level as in the mid-1990's. 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. While the college invests in these efforts, the college is aware that enrollment statewide is not expected to significantly increase in the coming years. The college expects further expenditure increases due to the impact of negotiated agreements with employees, rising costs of Public Employee Retirement System (PERS), the impact of the State's Pay Equity law, rising minimum wage, and other unfunded mandates.

Information-2
January 15, 2020

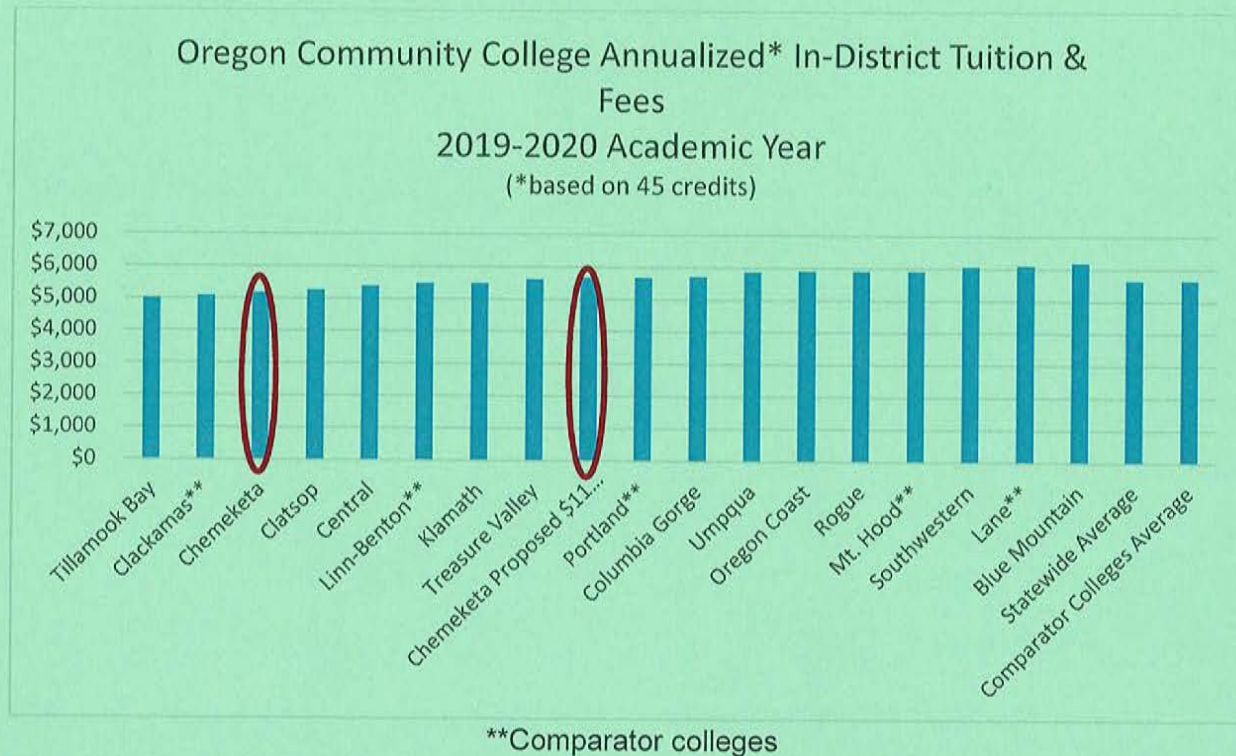
As the college administration formulates a tuition recommendation, it must consider its revised tuition setting guidelines, the college's financial position and factors such as the state appropriation to community colleges, enrollment trends, college costs and long-term financial sustainability.

After a review of the college's projected financial position for this year (2019–2020) and next (2020–2021), the potential for legislative imposed tuition caps, and the commitment to realigning its tuition and universal fee rates; the administration is asking the Board to consider the following increases effective Summer term 2020:

- Tuition increase of \$4 per credit to \$95 per credit
- Universal fee (credit courses) increase of \$7 per credit to \$31 per credit
- Out-of-state and international tuition increase of \$4 per credit to \$259
- No change is recommended to the non-credit Universal Fee rate of \$0.40 per billing hour
- No change is recommended to the differential fee rate of \$5 per credit for high-cost programs and courses (note: the fee will be further implemented in this second year)

Rate	Current (2019–2020 per credit)	Increase per credit	Proposed (2020–2021 per credit)
Tuition	\$91	\$4	\$95
Universal Fee (credit courses)	\$24	\$7	\$31
Total per credit cost/increase	\$115	\$11	\$126
Out-of-State & International Tuition	\$255	\$4	\$259
Universal Fee (non-credit courses)	\$0.40 per billing hour	No increase	\$0.40 per billing hour (no change)
Differential Fee	\$5	No increase	\$5 (no change)

The college's current annualized in-district tuition and universal fee rate of \$5,175 is the third lowest among the state's 17 community colleges, and the second lowest of the comparator colleges, based on current year (2019–2020) rates.



The proposed rate increases would calculate at an annualized in district tuition and universal fee rate of \$5,670, which would place the college within dollars of the statewide average and in the middle of the comparator colleges based on current year rates. We will not know what other community colleges adopt as rates until later in the spring and therefore use current year as comparison data.

An increase of \$11 per credit hour would help the college maintain current service levels, invest in student success initiatives, offset increasing costs and provide a more secure long-term fiscal outlook for the college.

Next month the administration will make a recommendation based on the board's discussion tonight. Official action will be requested at the February board meeting.

**COLLEGE POLICIES #2340—EMERGENCY MESSAGES TO STUDENTS
AND EMPLOYEES; #2350—EMERGENCY MANAGEMENT;
AND #2420—TRAFFIC CODE AND PARKING**

Prepared by

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

EMERGENCY MESSAGES TO STUDENTS AND EMPLOYEES—POLICY #2340

This policy was last reviewed by the board in July, 2016. There is only one minor grammatical change in the first sentence.

EMERGENCY MANAGEMENT—POLICY #2350

This policy was last reviewed by the board in September, 2016. There is one change to the order of the bullets. The first bullet was moved below for a more logical flow.

TRAFFIC CODE AND PARKING—POLICY #2420

This policy was last reviewed by the board in September, 2016. There were two edits recommended to this policy. The edit in the first paragraph makes it consistent with the language used in other policies. The second edit in the last paragraph changes “storage” to “Storing” vehicles.

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 February board meeting.

Administrative Series—2000

EMERGENCY MESSAGES TO STUDENTS AND EMPLOYEES

Chemeketa Community College recognizes that emergency situations will occur ~~which~~ that may require the college to contact students and employees. Emergency calls and situations will be handled per college Procedure #2340.

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 MANAGEMENT

Chemeketa Community College shall establish and maintain procedures for emergency management response and evacuation of college property in compliance with the U.S. Higher Education Opportunity Act of 2008.¹

Procedures shall be drafted and maintained by the college's Emergency Preparedness Committee and will include the following:

- ~~A statement that the institution will, without delay, and taking into account the safety of the college community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.~~
- A description of the process the institution will use to confirm that there is a significant emergency, determine who to notify, determine the content of the notification, and initiate the notification system.
- Procedures to immediately notify the college community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on college-owned or -controlled property.
- A statement that the institution will, without delay, and taking into account the safety of the college community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
- A list of the titles of the persons or organizations responsible for carrying out this process.
- Procedures for disseminating emergency information to the larger community.

October 19, 2011

Adopted by College Board of Education

July 24, 2013; September 21, 2016

Revised by College Board of Education

¹ The Handbook for Campus Safety & Security Reporting—2016 Edition.

Administrative Series—2000

TRAFFIC CODE AND PARKING

The Chemeketa Community College Board of Education adopts the most current Oregon Vehicle Code as the College Traffic Code (“regulations”) and appoints peace officers (public safety officers) to provide for the enforcement, control and regulation of traffic, and parking of vehicles on college-owned and/or -controlled property ~~under the jurisdiction of the board.~~¹

The regulations may be enforced by the circuit, justice, or municipal court in the county in which the violation occurred in accordance with any governing agreement between the college and the city or county in which all or part of the college-owned property is located.

In addition, the regulations may be enforced administratively by the ~~C~~college Public Safety Office under procedures adopted by the college. Such enforcement may include administrative and disciplinary sanctions imposed including, but not limited to, reasonable fines upon employees, students, and visitors for violation of the regulations, including the reasonable fees for the cost of impounding and storageing of vehicles.

May 11, 1992

Adopted College Board of Education

March 15, 2000; December 17, 2002; March 15, 2006;

July 21, 2010; September 18, 2013; September 21, 2016

Revised College Board of Education

¹ ORS 341.300

PERSONNEL REPORT

Prepared by

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

NEW HIRES AND NEW POSITIONS

Judith J. Gonzalez, Department Technician II—Agricultural Sciences and Wine Studies, Regional Education and Academic Development Division, replacement, 100 percent, 12-month assignment, Range B-2, Step 3.

Kaley Hensel, Instructor-Horticulture—Agricultural Sciences and Wine Studies, Regional Education and Academic Development Division, replacement, 100 percent, 175 duty-day annualized assignment, Range F-9, Step 4.

Jason T. Jackson, Technology Support Specialist—Capital Projects and Facilities, College Support Services Division, replacement, 100 percent, 12-month assignment, Range B-3, Step 4.

Audrey C. Roberson, Department Technician II—Human Resources, Governance and Administration Division, replacement, 100 percent, 12-month assignment, Range B-2, Step 4.

Cameron E. Walther, Technology Analyst I—Information Technology, College Support Services Division, replacement, 100 percent, 12-month annualized assignment, Range C-1, Step 1.

POSITION CHANGES

Jacob K. Begin, Public Safety Officer I—Public Safety, College Support Services Division, position transfer, 50 percent, Range B-2, Step 4, from Public Safety Officer II—Public Safety, College Support Services Division.

REMEMBERANCES

Honoring James D. “J.D.” Wolfe for his four years of dedicated service to Chemeketa Community College. J.D. passed away on December 19, 2019.

RETIREMENTS

William W. “Bill” Kohlmeyer, Director-Public Safety—College Support Services Division, effective November 30, 2019.

Connie J. Riecke, Instructional Specialist—Health Sciences, Career and Technical Education Division, effective January 31, 2019.

Standard Report-1
January 15, 2020

Susan K. Ryan, Department Assistant-11 months—Library and Learning Resources, Student Development and Learning Resources Division, effective December 31, 2019.

SEPARATIONS

Jessica H. Sandrock, Director-Agricultural Sciences and Wine Studies—Regional Education and Academic Development Division, effective January 3, 2020.

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 December 31, 2019, are attached.

The following items are included in the report:

- General Fund Statement of Resources and Expenditures
- General Fund Budget Status Report
- Quarterly Update of Other Funds
- Status of Investments as of December 31, 2019

Chemeketa Community College
Statement of Resources and Expenditures
As of December 31, 2019

Standard Report-2
 Janaury 15, 2020

Fund 100000 - General Fund Unrestricted

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET	VARIANCE TO BUDGET
Resources:				
Property Taxes	22,320,000	21,547,378	96.54%	(772,622)
Tuition and Fees	23,290,000	13,964,434	59.96%	(9,325,566)
State Appropriations - Current	33,800,000	25,259,854	74.73%	(8,540,146)
Indirect Recovery	1,900,000	778,975	41.00%	(1,121,025)
Interest	1,200,000	478,053	39.84%	(721,947)
Miscellaneous Revenue	450,000	357,073	79.35%	(92,927)
Transfers In	200,000	-	0.00%	(200,000)
Fund Balance	9,000,000	9,772,897	108.59%	772,897
Total Resources	92,160,000	72,158,664	78.30%	(20,001,336)
Expenditures:				
Instruction	36,212,831	14,386,529	39.73%	21,826,302
Instructional Support	12,177,612	5,820,999	47.80%	6,356,613
Student Services	8,048,693	3,863,802	48.01%	4,184,891
College Support Services	16,490,281	7,724,104	46.84%	8,766,177
Plant Operation and Maintenance	6,930,583	2,962,074	42.74%	3,968,509
Transfers and Contingency	10,800,000	1,969,788	18.24%	8,830,212
Total Expenditures	90,660,000	36,727,296	40.51%	53,932,704
Unappropriated Ending Fund Balance	1,500,000			

Chemeketa Community College
Budget Status Report
As of December 31, 2019

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	8,167,151.00	3,941,393.76	3,931,631.10	294,126.14
6120	Classified Salaries	12,272,459.00	5,742,633.63	5,797,735.51	732,089.86
6124	Part-Time Hourly & Student Wages	1,447,065.00	620,615.64	-	826,449.36
6130	Faculty Salaries	17,004,757.00	7,389,465.95	8,742,262.87	873,028.18
6132	Part-Time Faculty	7,000,000.00	2,099,702.15	-	4,900,297.85
6510	Fixed Fringe Benefits	9,423,691.00	4,429,567.35	-	4,994,123.65
6511	Variable Fringe Benefits	14,763,499.00	6,104,535.30	-	8,658,963.70
6512	Other Fringe Benefits	380,000.00	160,691.00	-	219,309.00
Subtotal Personnel Services		70,458,622.00	30,488,604.78	18,471,629.48	21,498,387.74
					43.27%

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,746,421.00	545,130.63	-	1,201,290.37
720	Equipment \$500-\$4,999	285,530.00	55,015.29	5,860.63	224,654.08
7300	Legal Services	106,176.00	18,745.98	40,600.00	46,830.02
7310	Insurance	619,162.00	507,473.09	-	111,688.91
7320	Maintenance	445,720.00	118,281.92	3,372.71	324,065.37
7330	Communications	873,853.00	365,034.46	-	508,818.54
7340	Space Costs	1,887,134.00	619,079.72	33,016.39	1,235,037.89
7350	Staff Development	128,991.00	73,490.53	-	55,500.47
7360	Travel	373,140.00	149,366.17	-	223,773.83
7370	Other Services	2,773,381.00	1,737,494.47	671,663.01	364,223.52
7550	Capital Outlay	161,870.00	79,791.54	5,860.63	76,217.83
8150	Transfers Out	4,800,000.00	1,969,787.70	-	2,830,212.30
8500	Contingency	6,000,000.00	-	-	6,000,000.00
Subtotal Non-Personnel Services		20,201,378.00	6,238,691.50	760,373.37	13,202,313.13
					30.88%
Report Totals		90,660,000.00	36,727,296.28	19,232,002.85	34,700,700.87
					40.51%

Chemeketa Community College
Quarterly Update of Other Funds
July 1, 2019 - December 31, 2019

	FUND #	RESOURCES	OBLIGATIONS	BALANCE
Auxiliary Services	680	\$ 5,805,214	\$ 2,263,070	\$ 3,542,144
Self-Supporting Services	2000	19,600,542	13,214,205	6,386,337
Intra-College Services	2800	9,796,462	3,042,696	6,753,766
Student Government, Clubs & Newspaper	7200	137,955	22,417	115,538
Athletics	7500	197,111	181,635	15,476
TOTAL		\$ 35,537,284	\$ 18,724,023	\$ 16,813,261

	FUND #	BUDGET	OBLIGATIONS	BALANCE
Reserve Funds	2650 & 670000	\$ 1,140,000	\$ -	\$ 1,140,000
Regional Library	2600	4,166,000	2,867,144	1,298,856
Capital Development	6000-6500	23,000,000	3,489,177	19,510,823
Student Financial Aid	4200	66,512,500	16,531,323	49,981,177
Special Projects	3000	14,575,000	4,795,164	9,779,836
Debt Service	590	40,500,000	1,418,983	39,081,017
TOTAL		\$ 149,893,500	\$ 29,101,791	\$ 120,791,709

STATUS OF INVESTMENTS AS OF DECEMBER 31, 2019

<u>Oregon State Treasurer Investments</u>	<u>Investment Ending Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Rate as of 12-31-2019</u>
Oregon Short-Term Fund - General	12-31-2019	On demand	\$33,049,672.75	2.25%
Oregon Short-Term Fund - Capital	12-31-2019	On demand	\$10,159,535.50	2.25%
<u>Other Investments</u>	<u>Investment Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Yield</u>
Corporate Note – Toyota Motor Credit Corp.	09-14-2018	01-10-2020	\$2,993,053.33	2.699%
Discount Note – Federal Home Loan Bank	09-14-2018	02-11-2020	\$2,986,763.75	2.587%
Discount Note – Federal Farm Credit Bank	09-14-2018	03-05-2020	\$2,953,665.00	2.600%
Corporate Note – Bank of America	11-20-2018	04-21-2020	\$2,968,206.76	3.150%
Corporate Note – Westpac Banking Corp.	11-26-2018	05-26-2020	\$2,962,740.00	3.154%
Corporate Note – JP Morgan Chase	01-11-2019	06-23-2020	\$1,991,610.00	3.145%
Corporate Note – Bank of Nova Scotia	02-08-2019	07-14-2020	\$2,974,840.00	2.853%
Corporate Note – Australia & New Zealand Bank Group	03-22-2019	08-19-2020	\$1,989,177.78	2.655%
Corporate Note – Toronto Dominion Bank	04-24-2019	09-17-2020	\$2,022,035.00	2.578%
Corporate Note – JP Morgan Chase	02-08-2019	10-15-2020	\$2,069,732.57	2.930%
Treasury Note – United States Treasury	11-18-2019	11-30-2020	\$2,027,908.52	1.548%
Corporate Note – Wells Fargo Bank	11-19-2019	12-07-2020	\$2,038,530.00	1.797%
Corporate Note – Westpac Banking Corp.	12-09-2019	01-25-2021	\$2,037,447.78	1.851%
Corporate Note – US Bank	12-09-2019	02-04-2021	\$2,047,433.33	1.828%
Treasury Note – United States Treasury	12-11-2019	03-31-2021	\$1,995,898.03	1.601%
Corporate Note – Royal Bank of Canada	12-09-2019	04-30-2021	\$2,045,933.33	1.774%
Corporate Note – Lloyds Bank	12-09-2019	05-07-2021	\$2,045,486.67	1.870%
Corporate Note – Walmart Inc.	12-20-2019	06-23-2021	\$2,074,589.17	1.647%
Corporate Note – Toyota Motor Credit Corp.	12-20-2019	07-20-2021	\$2,071,165.00	1.735%

13-week Treasuries 1.52% as of 12/31/2019

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

PURCHASING REPORT

Prepared by

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

WOODBURN TENANT IMPROVEMENTS

An Invitation to Bid for the Woodburn Tenant Improvements will be advertised on the college's Procurement Services Website, the State of Oregon Procurement Information Network (ORPIN), and in the Daily Journal of Commerce in January 2020. A recommendation for contract award will be made to the College Board of Education at its February meeting.

The purpose of this remodel is to accommodate the Oregon Department of Human Services space requirements. One large meeting room will be divided into two classrooms and minor modifications will be made to their existing leased space.

CAPITAL PROJECTS REPORT

Prepared by

Rory Alvarez, Director—Facilities and Operations
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 the design team and Hydro Temp, the HVAC contractor, on a schedule for work in Building 5. The project consists of new HVAC units as well as replacing all ducting on the second floor.
- **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. The college is still working with the construction manager/general contractor about value engineering options and hoping to start construction in early March.
- **Building 9 Boilers**
The college is working with Energy Trust of Oregon and PAE, an engineering consultant. A base of design has been created. Administration is now working on funding options with Energy Trust of Oregon.
- **Advising and Counseling Carpet and Paint**
New carpet was installed and new paint applied during the planned furniture moves that happened December 5–13 in the Advising and Counseling office on the first floor of Building 2. The construction part of this project is wrapping up. Now the area is waiting for new tables and chairs to arrive.
- **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 will be solicited when funding is finalized.

CURRENT AND COMPLETED CAPITAL PROJECTS

- **Building 49 Restoration**
Multiple age-related issues are currently being addressed in Building 49. All asbestos in the area of construction has been identified and removed. The contractor is working on sheetrock, painting and a new ceiling grid.

See Appendix–2; Campus Map pages 62–63.

**COLLEGE ADVANCEMENT REPORT
OCTOBER 2019–DECEMBER 2019**

Prepared by

David Hallett, Vice President—Governance and Administration
Jessica Howard, President/Chief Executive Officer

On the following pages are reports related to current activities for the Grants Office and the Foundation.

GRANT ACTIVITIES
JULY 2019–SEPTEMBER 2019

Prepared by

Gaelen McAllister, Grants Coordinator—Institutional Grants
Julie Peters, Director—Organizational Effectiveness
David Hallett, Vice President—Governance and Administration
Jessica Howard, President/Chief Executive Officer

GRANTS SUBMITTED—October 2019–December 2019

Grantor	Department	Description	Amount
WES_SIPP	Adult Basic Skills	Technical Assistance for building Skilled Immigrant Professional Pathways.	Technical Assistance
GEAR UP OSU	Student Retention and College Life	Funds to expand Summer ISTART, reach out to GEAR UP and rural High Schools; Provide Lending Library textbooks for first year students.	125,000
Total			125,000

GRANTS PENDING NOTIFICATION—Grants submitted prior to the current quarter

Grantor	Department	Description	Amount
U.S. Department of Agriculture	Agricultural Sciences	Submitted August 21. National Institute of Food and Agriculture, Agriculture and Food Research Initiative (NIFA AFRI) supports design and installation of the 1/2-acre Woody Ornamentals Demonstration and Learning Lab, plus activities to prepare highly qualified workers for the nursery industry. New, 5-year grant.	273,295
Total			273,295

Standard Report-5
January 15, 2020

GRANTS DECLINED—October 2019–December 2019

Grantor	Department	Description	Amount
Procter & Gamble	Dental Assisting	Submitted September 29. P&G Fund for Higher Education supports the employability of students by providing a Digital Impression system allowing students to design and create 3D computerized models of dental crowns and other dental prostheses.	20,000
Oregon Office of Emergency Management	Emergency & Risk Management	Submitted April 9. In partnership with Marion County Emergency Management, supports equipment for use by the Marion County Joint Information Center (Salem campus) and Secondary Emergency Operations Center (Brooks Center). New, one-year grant.	72,550
Total			92,550

GRANTS AWARDED—October 2019–December 2019

Grantor	Department	Description	Amount
Stanley Smith Horticultural Trust	Agricultural Sciences	Submitted August 15. Will purchase a hoop house (greenhouse) for the outdoor Woody Ornamentals Lab within the new Agricultural Complex. The hoop house will be used to further ornamental horticulture research and education. New, one-year grant.	6,092
Total			6,092

CHEMEKETA COMMUNITY COLLEGE FOUNDATION QUARTERLY REPORT

Prepared by

Phillip Hudspeth, Director—Foundation
David Hallett, Vice President—Governance and Administration

2020–2021 SCHOLARSHIP APPLICATION WINDOW OPEN

The Foundation's scholarship application window opened Wednesday, January 1, for Chemeketa students to apply for scholarships for the 2020–2021 academic year. The scholarship application window will close February 29. In previous years the Foundation Scholarship application window was February through March. The intent with the change is to be able to award the majority of the Foundation's scholarships before the end of the Spring term. Otilia Morales in the Foundation Office organized the necessary changes for the scholarship application and Jim Porter from Information Technology implemented the updates for the application to go live January 1.

HOLIDAY MARKET

Salem Holiday Market partnered with Chemeketa for a third year. A portion of the ticket sales from the special Friday early shopping event supports Chemeketa's Student Relief Fund. In addition, an estimated 150–200 pounds of food was collected for Chemeketa's Food Pantry. Representatives from the Foundation, Marketing, Science, Apprenticeship, Horticulture, Early Childhood Education, Development Education, Emergency Services, Health Sciences, Career Technical Education and Accounting staffed Chemeketa's booth over the three days to represent the college and their programs.

FOUNDATION BOARD OF DIRECTORS

Lisa Mance, Vice President of AC + Co. Architecture, joins the Foundation Board of Directors this month. Lisa resides in Dallas and will help represent Polk County on the Foundation Board. She is past president of the Dallas Chamber of Commerce and is active with the Dallas School District. Lisa is also a member of the Rotary Club of Salem.

Rich Duncan, President of Rich Duncan Construction, has resigned from the Foundation Board of Directors. Rich has served on the Foundation Board since 2008 and has served as the Board's vice president, president and past president.

ESTATE PLANNING SEMINAR

Foundation board member/secretary and estate planning attorney, Maria Schmidtkofer will present an estate planning seminar titled "Legacy, Love & Estate Planning: Wills and Trusts Explained." The seminar will be held at Chemeketa Center for Business and Industry (CCBI), Tuesday, January 28, 5:30–7 pm. Maria is recognized statewide for her expertise in this subject matter.

Standard Report-5
January 15, 2020

CLINT MATCH

Since 2011, the Clint Foundation has offered to match up to \$10,000 if the Chemeketa Foundation can raise \$10,000 for the Clint Foundation Scholarship. The Clint Foundation Scholarship is for students who work while attending college. Recipients are asked to make a commitment to give back to others in the future. Utilizing the international day of philanthropy, #GivingTuesday, the Foundation's monthly electronic newsletter and with support from members of the Foundation Board of Directors, annual donors and employee donors, the Foundation was able to raise \$10,000 to secure the Clint Foundation Match.

FALL TERM ENROLLMENT REPORT

Prepared by

Beth Perlman, Institutional Research Analyst
Fauzi Naas, Director, Institutional Research
David Hallett, Vice President—Governance and Administration

Items included in this report:

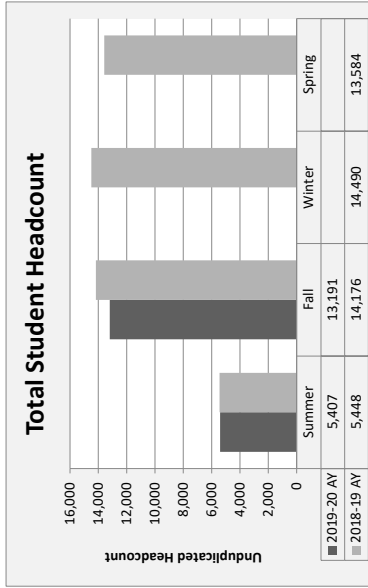
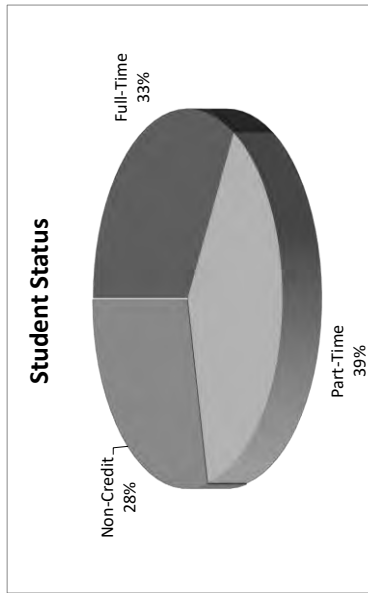
- Student, FTE and Enrollment Profile
- Fall Term Enrollment vs. Prior Years
- Fall Term Cumulative Enrollment

Fall 2019
Student, FTE and Enrollment Profile
All Locations

Fall 2019
STUDENTS (unduplicated headcount)

Total Students
13,191

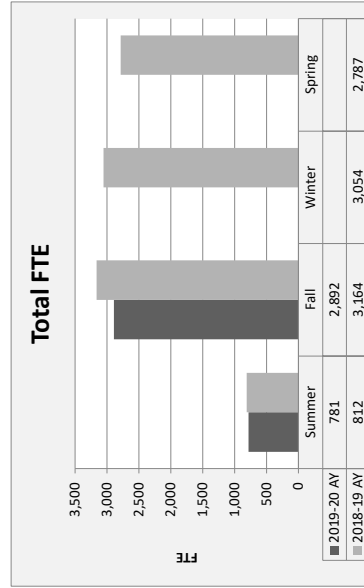
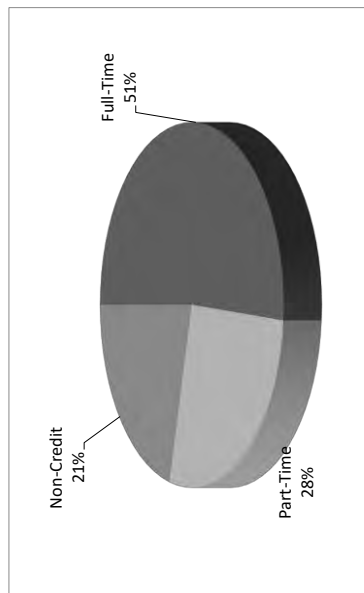
Full-Time	Part-Time	Non-Credit
4,368	5,073	3,750
33.1%	38.5%	28.4%



FTE

Total FTE
2,892

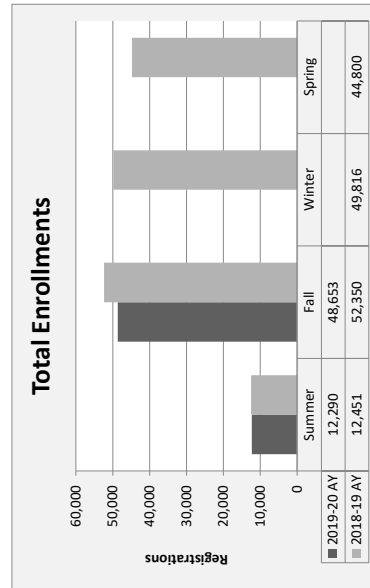
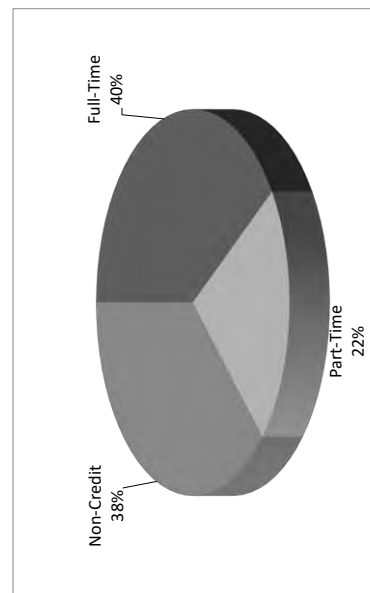
Full-Time	Part-Time	Non-Credit
1,486	797	609
51.4%	27.6%	21.1%



ENROLLMENTS (duplicated headcount)

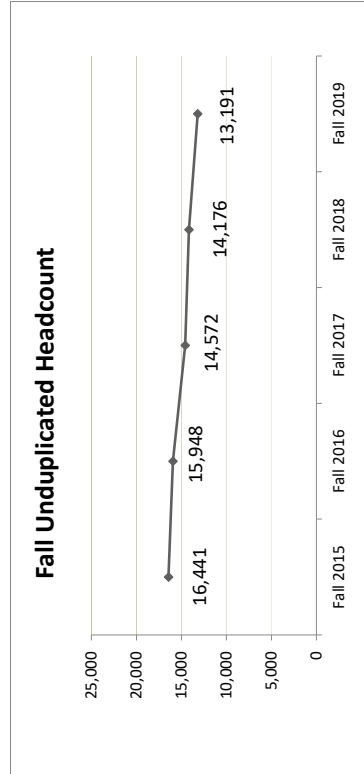
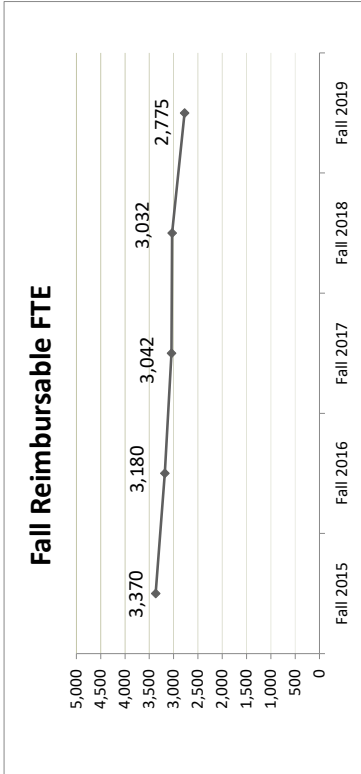
Total Enrollments
48,653

Full-Time	Part-Time	Non-Credit
19,595	10,670	18,388
40.3%	21.9%	37.8%



Fall 2019
Student, FTE and Enrollment Profile
All Locations

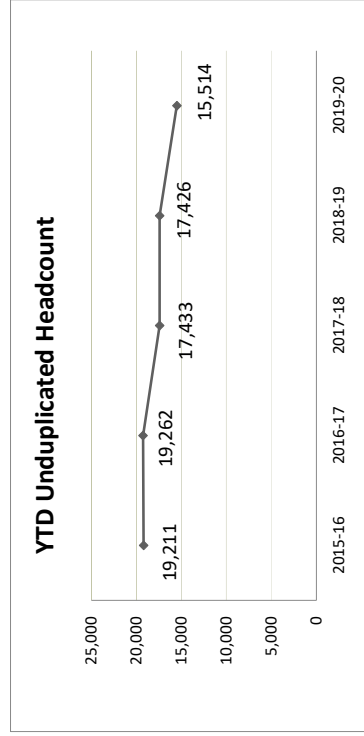
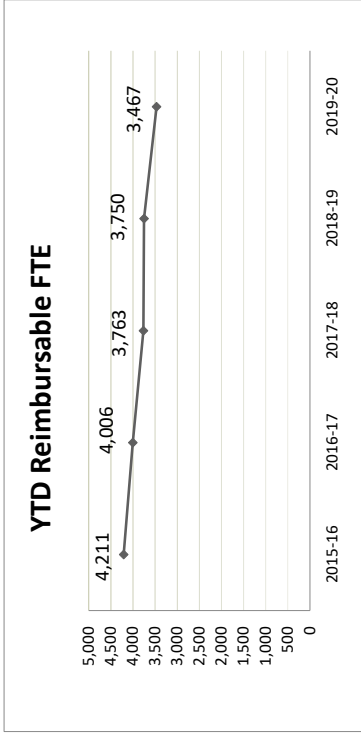
Fall-to-Fall Comparison			
Fall Term FTE and Headcount	Fall 2018	Fall 2019	% Change
Reimbursable FTE	3,032	2,775	-8.5%
Non-Reimbursable FTE	133	117	-11.9%
Total FTE	3,164	2,892	-8.6%
Unduplicated Headcount	14,176	13,191	-6.9%



Rate of Change from Fall to Fall			
	2015 to 2016	2016 to 2017	2017 to 2018
Change in Reimbursable FTE	↓ -5.6%	↓ -4.3%	↓ -0.3%
Change in Unduplicated HC	↑ -3.0%	↓ -8.6%	↑ -2.7%
			2018 to 2019
Change in Reimbursable FTE			↓ -8.5%
Change in Unduplicated HC			↓ -6.9%

* A horizontal arrow indicates that change was flat (within three percent).

Year-to-Date			
Year-to-Date FTE and Headcount	2018-19	2019-20	% Change
YTD Reimbursable FTE	3,750	3,467	-7.5%
YTD Non-Reimbursable FTE	226	206	-9.0%
YTD Total FTE	3,976	3,673	-7.6%
YTD Unduplicated Headcount	17,426	15,514	-11.0%



Rate of Change YTD to YTD			
	2015-16 to 2016-17	2016-17 to 2017-18	2017-18 to 2018-19
Change in YTD Reimbursable FTE	↓ -4.9%	↓ -6.1%	↑ -0.3%
Change in YTD Unduplicated HC	↑ 0.3%	↓ -9.5%	↑ 0.0%
			2018-19 to 2019-20
Change in YTD Reimbursable FTE			↓ -7.5%
Change in YTD Unduplicated HC			↓ -11.0%

RECOGNITION REPORT

Prepared by

Jessica Howard, President/Chief Executive Officer

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

YESICA NAVARRO, coordinator for the Completion program, received the Community College Excellence Award, and VIVI CALEFFI PRICHARD, diversity and equity officer, received the Carolyn desJardin Award at the annual American Association of Women in Community Colleges (AAWCC) Fall Conference at the Embassy Suites in Tigard on November 21. LYNN IRVIN presented a session on mentoring and VIVI CALEFFI PRICHARD presented a session on Allyship: Unlocking the Power of Diversity. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

The CHEMEKETA CHAPTER of the American Association for Women in Community Colleges (AAWCC) received \$661 in donations of cash, gift cards, and gifts to “Pay it Forward for the Holidays.” Eleven employees were nominated by their peers and all received personalized gifts to brighten their holidays. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

Thanks to TAMMY JABIN, English/Writing instructor, for organizing and promoting this year's Soapbox Poetry and to the following faculty and staff who participated in the fall term Soapbox Poetry readings: LEANNA CRAWFORD, topic: “Are We Dying;” STEPHANIE LENOX, topic: Count Your Buttons; MICHELE DISHONG McCORMACK, topic: Men Still in Exile; MICHAEL MILHAUSEN, topic: Voices from Nature; and DEANNE BEAUSOLEIL, topic: The Saga of Eddie the Snowman. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

Thanks to TERRY ROHSE, auditorium coordinator, for logistical support in hosting Senator Ron Wyden's Town Hall on January 3, in the Building 6 Auditorium. Over 150 members of the community attended. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

**APPROVAL OF RESOLUTION NO. 19-20-14,
CONTINGENCY TRANSFER REQUEST
[19-20-127]**

Prepared by

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

For the 2019–2020 budget year, the college presented a Proposed Budget based on a state appropriation of \$590 million for the 2019–2021 biennium. Through the legislative process, community colleges were funded at \$640.9 million. In the Adopted Budget, State sources were increased by \$2,460,000 to increase the Adopted Budget to \$92,160,000 from an approved budget of \$89,700,000. In expenditures, the Contingency category was increased to balance the Adopted Budget.

Local budget law requires that any budget transfers between separate categories in the appropriation resolution be authorized by the College Board of Education, including transfers from contingency.

A transfer of \$1,000,000 is requested from Contingency to the following categories:

- \$146,000 in Personnel Services in the President's Office
- \$ 30,000 in Materials and Services in the President's Office
- \$139,000 in Personnel Services in the College Support Services
- \$500,000 in Transfers in College Support Services
- \$135,000 in Personnel Services in Instruction and Student Services
- \$ 50,000 in Materials and Services in Instruction and Student Services

These transfers will fund three new positions, a strategic enrollment plan and assessment and climate survey, and supplemental funding for the Agricultural Complex.

Official action is requested for Resolution No. 19-20-14 in order to approve a total contingency transfer of \$1,000,000.

Separate Action-1
January 15, 2020

CHEMEKETA COMMUNITY COLLEGE
FY2019-2020
TRANSFERS OF GENERAL FUND APPROPRIATIONS
CONTINGENCY TRANSFER

As of January 15, 2020

	As Adopted <u>6/26/2019</u>	Contingency Transfer Requested <u>1/15/2020</u>	Adjusted Budget <u>1/15/2020</u>
PRESIDENT'S OFFICE			
Personnel Services	4,458,996	146,000	4,604,996
Materials and Services	1,014,765	30,000	1,044,765
Capital Equipment	312	0	312
TOTAL	5,474,073	176,000	5,650,073
COLLEGE SUPPORT SERVICES			
Personnel Services	13,289,978	139,000	13,428,978
Materials and Services	5,573,244	0	5,573,244
Capital Equipment	60,910	0	60,910
Transfers	4,800,000	500,000	5,300,000
Contingency	6,000,000	(1,000,000)	5,000,000
TOTAL	29,724,132	(361,000)	29,363,132
INSTRUCTION & STUDENT SERVICES			
Personnel Services	52,709,648	135,000	52,844,648
Materials and Services	2,651,499	50,000	2,701,499
Capital Equipment	100,648	0	100,648
TOTAL	55,461,795	185,000	55,646,795
GRAND TOTAL	90,660,000	0	90,660,000

Contingency transfer due to fund three new positions, an assessment & survey, and supplemental funding for the Agricultural Complex.

Separate Action-1
January 15, 2020

**APPROVAL OF RESOLUTION NO. 19-20-14,
CONTINGENCY TRANSFER REQUEST**

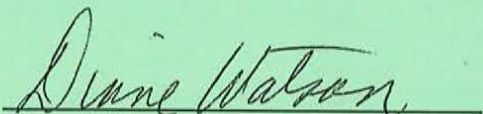
WHEREAS, the legislatively approved funding for community colleges was higher than assumed for the Proposed Budget, and

WHEREAS, it has become necessary during the year 2019–2020 to transfer budget within the General Fund, and

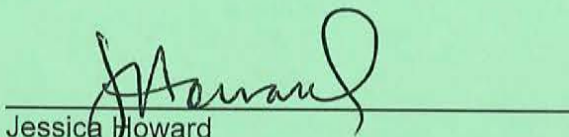
WHEREAS, the purpose of the contingency transfer is to fund expenditures planned after the adoption of the budget, therefore

BE IT RESOLVED by the Chemeketa Community College Board of Education, that it hereby authorizes a contingency transfer as necessary during the year 2019–2020.

DATED this 15th day of January, 2020



Diane Watson
Board Chairperson



Jessica Howard
President/Chief Executive Officer

Separate Action-2
January 15, 2020

**APPROVAL OF RETIREMENT RESOLUTIONS
NO. 19-20-15, WILLIAM W. “BILL” KOHLMAYER;
NO. 19-20-16, SUSAN K. RYAN; AND NO. 19-20-17, CONNIE J. RIECKE
[19-20-128]**

Prepared by

David Hallett, Vice President—Governance and Administration

The College Board of Education honors employees who retire after years of service to the college. Attached are resolutions honoring William W. “Bill” Kohlmeier who retired effective November 30, 2019; Susan K. Ryan who retired effective December 31, 2019; and Connie J. Riecke who retires effective January 31, 2020.

It is recommended that the College Board of Education adopt Resolutions No. 19-20-15, William W. “Bill” Kohlmeier; No. 19-20-16, Susan K. Ryan; and No. 19-20-17, Connie J. Riecke.

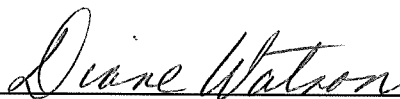
Separate Action-2
January 15, 2020

**RETIREMENT RESOLUTION NO. 19-20-15,
WILLIAM W. "BILL" KOHLMAYER**

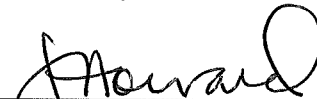
WHEREAS, William W. "Bill" Kohlmeyer began his 12-year, 5-month association, as an employee, with Chemeketa Community College in July, 2007; and

WHEREAS, William W. "Bill" Kohlmeyer gave dedicated service to Chemeketa Community College currently as Director-Public Safety, College Support Services Division; therefore,

BE IT RESOLVED, that upon his retirement date of November 30, 2019, the College Board of Education hereby honors and commends William W. "Bill" Kohlmeyer for his loyalty, dedication and personal commitment to Chemeketa Community College.



Diane Watson
Board Chairperson



Jessica Howard
President/Chief Executive Officer

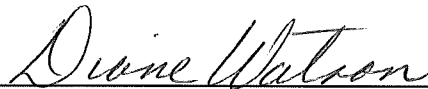
Separate Action-2
January 15, 2020

**RETIREMENT RESOLUTION NO. 19-20-16,
SUSAN K. RYAN**

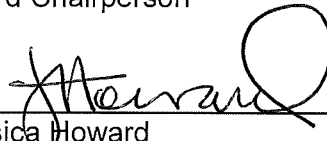
WHEREAS, Susan K. Ryan began her 29-year, 10-month association, as a salaried employee, with Chemeketa Community College in February, 1989; and

WHEREAS, Susan K. Ryan gave dedicated service to Chemeketa Community College currently as Department Assistant-11 months, Library and Learning Resources Department of Student Development and Learning Resources Division; therefore,

BE IT RESOLVED, that upon her retirement date of December 31, 2019, the College Board of Education hereby honors and commends Susan K. Ryan for her loyalty, dedication and personal commitment to Chemeketa Community College.



Diane Watson
Board Chairperson



Jessica Howard
President/Chief Executive Officer

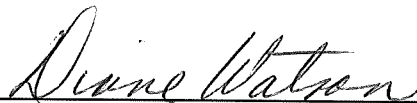
Separate Action-2
January 15, 2020

**RETIREMENT RESOLUTION NO. 19-20-17,
CONNIE J. RIECKE**

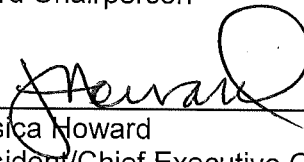
WHEREAS, Connie J. Riecke began her 33-year, 5-month association, as a salaried employee, with Chemeketa Community College in August, 1986; and

WHEREAS, Connie J. Riecke gave dedicated service to Chemeketa Community College currently as Instructional Specialist, Health Sciences 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 Connie J. Riecke for her loyalty, dedication and personal commitment to Chemeketa Community College.



Diane Watson
Board Chairperson



Jessica Howard
President/Chief Executive Officer

**APPROVAL OF 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
[19-20-129]**

Prepared by

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

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.

It is recommended that the College Board of Education adopt 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 to become effective immediately.

Administrative Series—2000

**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 ~~P~~programs.

Distribution and sale of college produced alcoholic beverages to the public or third parties is restricted to the ~~C~~college's ~~F~~food ~~S~~service vendor and/or Chemeketa Wine Studies ~~P~~programs.

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

¹ Oregon Liquor Control Commission

² Alcohol and Tobacco Tax and Trade Bureau

Administrative Series—2000

**SALES OF GOODS; SALES OF FOOD AND NON-ALCOHOLIC BEVERAGES;
PRODUCTION, SALES, AND SERVICE OF ALCOHOLIC BEVERAGES; AND
DISTRIBUTION OF MERCHANDISE OR SERVICES** (continued)

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.

July 17, 1985

Adopted College Board of Education

September 17, 2008; April 21, 2010;
January 15, 2014; January 18, 2017

Revised College Board of Education

Administrative Series—2000

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.

**APPROVAL OF THE ACADEMIC CALENDAR FOR 2020–2021
[19-20-130]**

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.

It is recommended that the Chemeketa Board of Education approve the Academic Calendar for 2020–2021.

Academic Year Calendar 2020-2021						
	Summer Term 2020			Fall Term 2020	Winter Term 2021	Spring Term 2021
	Intensive Courses 5 weeks Jun 22-Jul 25	Standard 8 weeks Jun 22-Aug 15	Specific Programs 10 weeks Jun 22-Aug 29	Sep 28-Dec 12	Jan 4-Mar 20	Mar 29-Jun 12
College-wide Inservice (College closed to the public)				Sep 15		Apr 30
Employee Inservice				Sep 14-25		
Beginning of Term	Jun 22	Jun 22	Jun 22	Sep 28	Jan 4	Mar 29
Academic Year and Other Holidays	Jul 3	Jul 3	Jul 3	Sep 7 Nov 11 Nov 26 & 27 Dec 24 & 25 Dec 31 & Jan 1	Jan 18	May 31
College Closure				Dec 23 & 30	Feb 15	
Summer Friday Closure	Fridays Jul 10-Aug 28	Fridays Jul 10-Aug 28	N/A			
Winter Break/Spring Break				Dec 14-Jan 1	Mar 22-Mar 26	
Review & Final Exams	Final exams given during last class period	Final exams given during last class period	Final exams given during last class period	Dec 7-12	Mar 15-20	Jun 7-12
End of Term	Jul 25	Aug 15	Aug 29	Dec 12	Mar 20	Jun 12
Graduation: TBA						

**APPROVAL OF 2019–2020 FACULTY SABBATICAL
LEAVE RECOMMENDATION ONE-TERM SPRING 2020
[19-20-131]**

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 ten (10) 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.

It is recommended that the College Board of Education approve one-term spring 2020 sabbatical leaves 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.

Acrion-3
January 15, 2020

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)

**ACCEPTANCE OF PROGRAM DONATIONS
OCTOBER 1, 2019 THROUGH DECEMBER 31, 2019
[19-20-132]**

Prepared by

Shawn Keebler, Administrative Assistant—Chemeketa Foundation
Jamie Wenigmann, Development Coordinator—Chemeketa Foundation
Phillip Hudspeth, Foundation Director—Chemeketa Foundation
David Hallett, Vice President—Governance and Administration
Jessica Howard, President/Chief Executive Officer

Item: 149 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$298.00 Program: Food Pantry	Item: 86 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$172.00 Program: Food Pantry
Item: 211 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$398.50 Program: Food Pantry	Item: 175 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$350.00 Program: Food Pantry
Item: 133 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$266.00 Program: Food Pantry	Item: 125 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$240.50 Program: Food Pantry
Item: 161 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$310.00 Program: Food Pantry	Item: 201 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$392.00 Program: Food Pantry
Item: 185 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$370.00 Program: Food Pantry	Item: 80 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$160.00 Program: Food Pantry

Action-4
January 15, 2020

Item:	71 Bags of food and 12-\$50 gift cards	Item:	Set of six wineglasses and 12 Libbey glasses
Donor:	East Salem Grocery Outlet	Donor:	Karen and Tony Munoz
Declared Value:	\$953.50	Declared Value:	\$50.00
Program:	Food Pantry	Program:	Holiday Social
Item:	600 lbs. of mild steel plate and 337 lbs. of aluminum sheet	Item:	Photography session (Raffle Prize)
Donor:	Zephyr Engineering	Donor:	Ramon Camacho
Declared Value:	\$1,121.95	Declared Value:	Photography \$450.00
Program:	Welding Program	Program:	Holiday Social
Item:	2007 Wabash Dry Van Trailer	Item:	Power supplies
Donor:	May Trucking Company	Donor:	Garmin AT
Declared Value:	\$8,000.00	Declared Value:	\$1,567.00
Program:	Automotive Program	Program:	Electronics Department
Item:	Pottery bowl		
Donor:	Mad Creek Pottery by Tess		
Declared Value:	\$40.00		
Program:	Holiday Social		

**APPROVAL OF GRANTS AWARDED
OCTOBER 2019–DECEMBER 2019
[19-20-133]**

Prepared by

Gaelen McAllister, Grants Coordinator—Institutional Grants
Julie Peters, Director—Organizational Effectiveness
David Hallett, Vice President—Governance and Administration
Jessica Howard, President/Chief Executive Officer

These grants have been awarded to the college from October 2019–December 2019. It is recommended that the board accept these grants.

Grantor	Department	Award Description	Amount
Stanley Smith Horticultural Trust	Agricultural Sciences	Submitted August 15. Will purchase a hoop house (greenhouse) for the outdoor Woody Ornamentals Lab within the new Agricultural Complex. The hoop house will be used to further ornamental horticulture research and education. New, one-year grant.	6,092
Total			\$6,092

MISSION • VISION • CORE THEMES • VALUES

MISSION *(Our purpose)*

Chemeketa provides opportunities for students to explore, learn, and succeed through quality educational experiences and workforce training.

VISION *(What is accomplished by carrying out our mission)*

Chemeketa will be a catalyst for individuals, businesses, and communities to excel in diverse and changing environments.

CORE THEMES *(Manifests essential elements of the mission and collectively encompass the mission)*

Academic Quality – Quality programs, instruction, and support services are provided to students.

Access – A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.

Community Collaborations – Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.

Student Success – Students progress and complete their educational goals.

VALUES *(How we carry out our work; desired culture; our beliefs)*

Collaboration – We collaborate to ensure purposeful, effective programs and services that support all students. We welcome diverse perspectives and encourage the free exchange of ideas.

Diversity – We are a college community enriched by the diversity of our students, staff, and community members. Each individual and group has the potential to contribute in our learning environment. Each has dignity. To diminish the dignity of one is to diminish the dignity of us all.

Equity – We promote a just and inclusive environment in which all individuals receive equitable support to reach their full potential. We do this through fair treatment, access, opportunity, and advancement for all, aiming to identify and eliminate barriers that have prevented the full participation of some groups.

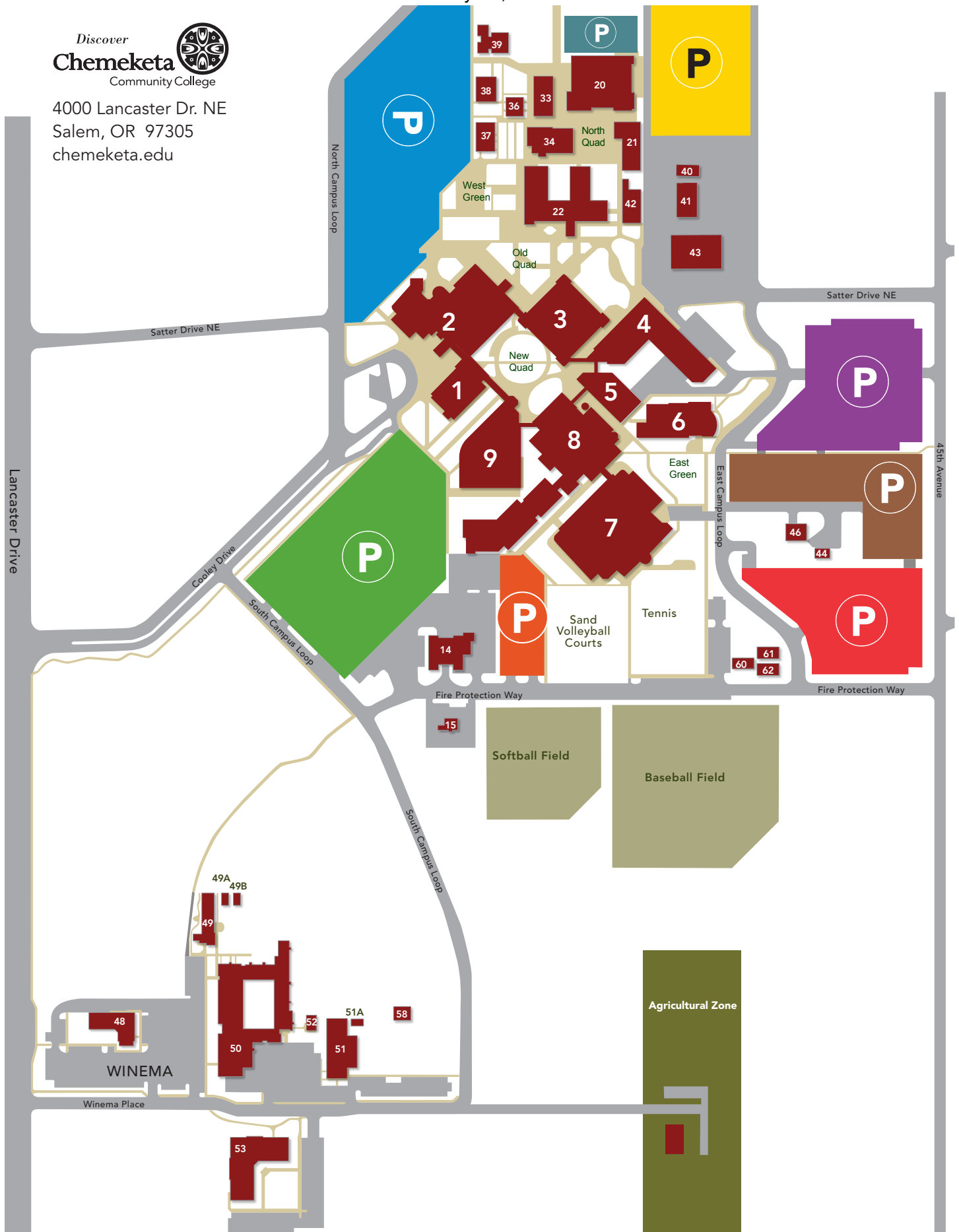
Innovation – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

Stewardship – We act with personal and institutional accountability for the responsible use of environmental, financial, and human resources to meet the needs of current students without compromising the needs of future generations of students.

Appendix-2
January 15, 2020



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



Appendix-2 January 15, 2020

Salem Campus

Building and Primary Function(s)

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

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

Area or Service—Building/Room

- General Information
(Welcome Center)—2/110
- Public Safety—2/173—503.399.5023
- Academic Development—22/100
- Instructional & Student Services—3/272
- Admissions—2/200
- Advising—2/110
- Art Gallery—3/122
- Auditorium—6/115
- Boardroom—2/170
- Bookstore—1/First Floor
- Business Services—2/202
- Chemeketa Cooperative Regional Library
Service—9/136
- Computer Labs, Library—9/Second Floor
- Convenience Store—2/180
- Cooperative Work Experience—38
- Dental Clinic—8/101
- Executive Dean of Students—3/272
- Disability Services—2/174
- Employee Development Center—6/218b
- English for Speakers of Other
Languages—22/100
- Enrollment Center—2/200
- Extended Learning—3/252
- Financial Aid—2/200
- First Aid—2/173
- Food Service—2/First Floor, 8, & 48
- GED—22/100
- Gymnasium—7
- Human Resources—2/214
- International Programs and Study
Abroad—2/174
- IT Help Desk—9/128
- Career Center—2/115
- Library—9/Second Floor
- Lost & Found—2/173
- Mail Room—43
- Multicultural Center—2/177A
- Northwest Innovations—42
- Online Courses—9/106
- Parking Permits—2/173
- Planetarium—2/171
- Posting Notices on Campus—2/176
- President's Office—2/216
- Public Information—2/208
- Registration—2/200
- Student Center—2/179
- Student Clubs—2/176
- Student Identification Cards—1/First Floor
- Student Accessibility Services—2/174**
- Study Skills—2/210
- Testing Center—2/101 (Testing
Annex—3/267)
- Transcripts—2/200
- Transfer Information—2/110
- Tutoring Center—2/210
- Vending Machine Refunds—Bookstore
- Veterans' Services—2/200
- Writing Center—9/210

Instructional Department Offices

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

Restrooms

SINGLE OCCUPANCY

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

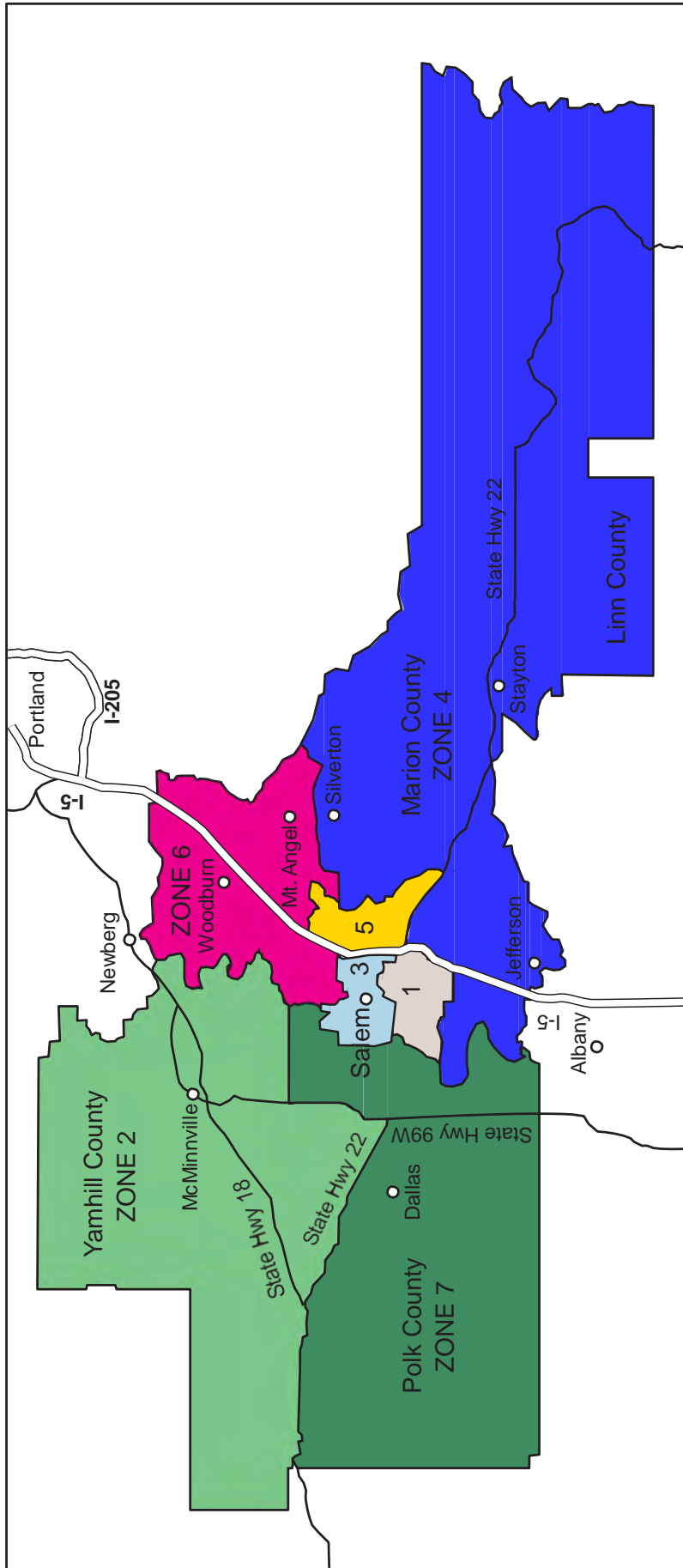
- Building 36—First floor
- Building 37—First floor
- Building 38—First floor
- Building 40—Second floor
- Building 50—First floor
- Building 51—First floor

MOTHER'S ROOM

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



Chemeketa Community College
District Boundary and Board Zones



Board Members

ZONE 1	Ed Dodson, 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

January 15, 2020

Chemeketa Reads

Chemeketa Reads is a community reading project which began over 10 years ago by the Reading and Study Skill program. Students, faculty, and staff are encouraged to read the same text, giving them a shared experience with compelling ideas, characters, history, and cultures. Chemeketa Reads selections are adopted as course texts for most of the Reading courses.

Chemeketa Reads is now sponsored by the Office of Equity and Diversity and a committee of staff and faculty selects an evocative, yet accessible book for use in Chemeketa coursework as well as for the broader Chemeketa community to experience. A key criterion for selecting any title is that it brings a new perspective to the reader, inviting him or her to broaden their understanding of human experience and identity. At the same time, the selected work inevitably illustrates universal human values or virtues.

The committee also facilitates enrichment activities to promote the book and expand readers' appreciation for its subject and themes.

Joshua Davis, author of *Spare Parts*, and Beth Zasloff and Joshua Steckel, authors of *Hold Fast to Dreams*, have visited Chemeketa. Nicole Maines and Dr. Wayne Maines, subjects of the book *Becoming Nicole*, likewise spoke at Chemeketa. *My Abandonment* was selected in coordination with Chemeketa Writes and author Peter Rock visited. These presentations added background to their original stories, shared their motivations, and gave insight into the development of their books.

The committee also invited speakers with expertise on themes of the selected book to present at Chemeketa, deepening readers' understanding and perspective. For example, Valerie Otani from the Oregon Nikkei Legacy Center presented on Japanese-American experiences during WWII when *Stubborn Twig* was the project's selection. For the year of *The Yellow Birds* selection, Graciela Tiscareno-Sato, a decorated military veteran, made classroom visits and presented during Chemeketa's Veteran's Day celebration.

Lastly, former Diversity and Equity Officer, Linda Herrera, sponsors a scholarship in the form of an essay contest connected to themes illustrated in the Chemeketa Reads selection. Students are asked to share a personal experience that relates to the theme of the book.

The first essay contest took place in connection with *Hold Fast to Dreams*, stories of first-generation students overcoming poverty to achieve their college dreams. Students were prompted to write about their dreams of college, the challenges they faced to pursue a college education, and what gives them hope and courage for their future.

The second contest took place in connection with Trevor Noah's *Born A Crime*. Students had two options: write about how their sense of humor, imagination, or resourcefulness allowed them to overcome a hardship; or, write about their fiercest advocate and how that person supported them through troubled times.

The committee is currently at work making plans for the third essay contest this spring for Thi Bui's *The Best We Could Do*.

SELECTIONS

Organized by the Reading & Study Skills Program

2007-08	<i>The Color of Water: A Black Man's Tribute to His White Mother</i> – James McBride
2008-09	<i>Three Cups of Tea: One Man's Mission to Promote Peace... One School at a Time</i> – Greg Mortenson and David Oliver Relin
2009-10	<i>Stubborn Twig: Three Generations in the Life of a Japanese American Family</i> – Lauren Kessler
2010-11	<i>The Graveyard Book</i> – Neil Gaiman
2011-12	<i>My Abandonment</i> – Peter Rock
2012-13	<i>Zeitoun</i> – Dave Eggers
2013-14	<i>The Immortal Life of Henrietta Lacks</i> – Rebecca Skloot
2014-15	<i>The Yellow Birds: A Novel</i> – Kevin Powers

Organized by the Office of Diversity & Equity

2015-16	<i>Spare Parts: Four Undocumented Teenagers, One Ugly Robot, and the Battle for the American Dream</i> – Joshua Davis
2016-17	<i>Becoming Nicole: The Transformation of an American Family</i> – Amy Ellis Nutt
2017-18	<i>Hold Fast to Dreams: A College Guidance Counselor, His Students, and the Vision of a Life Beyond Poverty</i> - Beth Zasloff and Joshua Steckel
2018-19	<i>Born A Crime: Stories of a South African Childhood</i> – Trevor Noah
2019-20	<i>The Best We Could Do: An Illustrated Memoir</i> – Thi Bui

Chemeketa Reads Excerpts

For most of the schools to which Mike...[was] applying, [he] would use the Common Application, a standardized application for admission accepted by hundreds of selective colleges. The first section of the application students are asked to complete, after entering their name, address, and contact information, is subtitled “Demographics.” Questions in this section deal primarily with students’ race. The next section, “Family,” includes questions about parents’ marital status, occupation, and level of educational attainment. The form also asks, “With whom do you make your permanent home?”

Mike put off filling out these sections for as long as he could. It seemed to him that “the colleges were asking more than they needed to be told.” Why should admissions officers know that he was the son of a single mother whose education had ended with a GED and who worked a job that didn’t keep them above the poverty line? Mike lived not in a “permanent home” but in a homeless shelter in East New York. The language of the question excluded his experience and reinforced his sense that college was not really intended for someone like him.

Answering the questions on the forms felt very different from revealing his struggles in his essay, which he didn’t imagine many people would read. Though writing his essay had been difficult, it had given him a sense of self-respect, “thinking about everything that my family and I have been through and how far I’ve come already in school, to even still be in school.” His demographic profile added up to a stereotypical picture of a poor black kid with a hard life. “Maybe identifying that way made me feel like less of a person,” Mike said as he reflected back.

Hold Fast to Dreams – Beth Zasloff

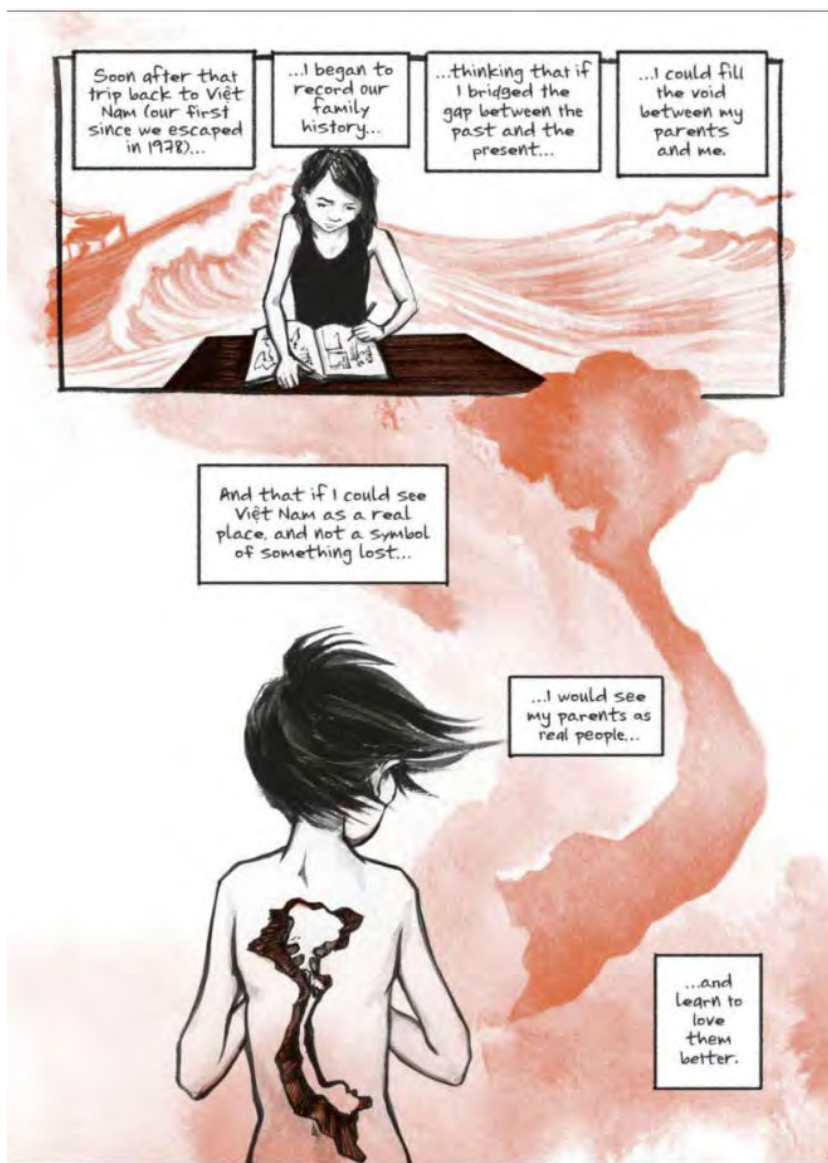
We hardly noticed a change when September came. But I know now that everything that will ever matter in my life began then. Perhaps light came a little more slowly to the city of Al Tafari, falling the way it did beyond thin shapes of rooflines and angled promenades in the dark. It fell over buildings in the city, white and tan, made of clay bricks roofed with corrugated metal or concrete. The sky was vast and catacombed with clouds. A cool wind blew down from the distant hillsides we’d been patrolling all year. It passed over the minarets that rose above the citadel, flowed down through alleys with their flapping green awnings, out over the bare fields that ringed the city, and finally broke up against the scattered dwellings from which our rifles bristled. Our platoon moved around our rooftop position, gray streaks against the predawn light. It was still late summer then, a Sunday, I think. We waited.

For four days we had crawled along the rooftop grit. We slipped and slid on a carpeting of loose brass casings left over from the previous days’ fighting. We curled ourselves into absurd shapes and huddled below the whitewashed walls of our position. We stayed awake on amphetamines and fear.

The Yellow Birds: A Novel – Kevin Powers

It is that incongruity between body and mind that is the source of a tortuous physical alienation. As much as cisgender persons may like or dislike their bodies, and engage in altering or enhancing them, they don't deny their bodies are their own. It's a knowledge so intimate that it remains largely subconscious. When it comes to that physical self, for a transgender person every waking moment, every conscious breath, is a denial of who they truly are. For these people their bodies are at odds with their ideas of themselves, or their ideas of who they should be. They are estranged from the very thing that sustains them in the world, and there is no way to reconcile this conflict through psychological counseling or behavioral conditioning. There is only one way out of the alienation, and that's to make the body congruent with the mind.

Becoming Nicole: The Transformation of an American Family – Amy Ellis Nutt



The Best We Could Do – Thi Bui

2018 Chemeketa Reads *Hold Fast to Dreams* Essay Contest Winner

By Tyson James

When I was 18 years old I witnessed a bad belly flop into shallow water change someone's life forever; a man suffered a traumatic spinal cord injury. As I maneuvered a motionless, unconscious body to the sandy shore I felt helpless and vulnerable. After this experience I vowed to never feel that defenseless in a crisis again. This lit a fire in me to go to college to become an Emergency Medical Technician. I hadn't found a purpose for college, or my life, until this. Currently, I am continuing my education at Chemeketa Community College in the Paramedic Program to serve my community in a more advanced and unique way.

Over the past six years as an EMT I have had the honor of serving our community in so many different facets. I will never forget all of the life lessons I have accumulated from patients and caregivers alike. From blowing bubbles as a volunteer at OHSU's Pediatric Emergency Department, responding as the sole EMT in the rural community of Vernonia, or being a Technician at one of the busiest Emergency Departments in the Northwest, Providence St. Vincent's, I have had invaluable guidance. I am striving to be a Paramedic because I understand the necessity to be pliable and dynamic in meeting the needs of each patient. I am so honored to be in Chemeketa's prestigious Paramedic Program so I can achieve my dream of being a calm voice and helping hand on someone's worst day.

The transition from EMT to Paramedic is a ten-month "crash-course" that takes time and dedication. During our winter break this year, I had my first, and also second, grand-mal seizure and was diagnosed with epilepsy. Not only was I shocked with this diagnosis and had to adjust my body to a harsh medication, but I was prohibited from driving for three months. At the beginning of the term I made the decision to stay enrolled and to persist through a long term of didactic and clinical learning. I was graciously given the chance to take a term off, but my motivation and fire inside of me to become a Paramedic was stronger than any roadblock that could get in my way. This challenge has made me hungrier to become a Paramedic and finish my education experience as strong as I can.

I feel encouraged and hopeful for the future because in this profession I will never stop learning. Education is the key to success and growth. Education has given me grit and taught me how to be a servant leader. I am rejuvenated when Senior Paramedics or Chemeketa Alumni exemplify servant leadership and return to mentor the next round of providers. College is so necessary; not only to better an individual's life, like it has for me, but also to help and support communities. Chemeketa has given me hope and encouragement for the future because it has equipped me with the knowledge, skills, and passion to never be vulnerable in crisis again.

2019 Chemeketa Reads *Born A Crime* Essay Contest Winner

By Briseida Lopez

As I walked to the car the bite of the wind at my face, arms and legs, the blanket in my arms did not warm me the slightest nor did it block the wind's harsh whips. My toes sore from how my shoes squeezed me, not because they didn't fit but because I've got wide feet. The smell of debris burning in the air, a smell that I love, it reminded me of a carne asada on a warm day or a late night barbecue.

This night was scary and unknown and while I was with the person I trusted I didn't know what was next. My mother and I got in the car with nowhere to go and I'm sure we were both scared but we were together. She was taking us out of an abusive home where she always lost. Blind in one eye, four broken fingers, a broken rib and deaf in her left ear. Always after a bout she lost she would clean herself and smile and say, "I'm okay, everything's okay". This only frightened me more, my champion, my hero, my all was ok with being tossed around because at least we had a roof over our heads.

Now we had nothing but a few blankets and a car. The car was old and worn and the smell of gasoline crept from the heater. We sat in silence and fear of the monster who would be back home in couple of minutes. 'Home', what is that anyway? When we finally drove for what seemed like a few minutes the clock marked hours. My mom pulled over to the side of the road and looked at me, exhaustion on every inch of her. She had no words to her eight year old in the passenger seat, who knew we had nowhere to go.

I asked my mother if we could sleep outside like people on tv that go camping. The relief on her face will never be erased from my memory. We camped that night and watched the stars twinkle so bright, the brightest lights I had ever seen. My fear of the dark completely gone, the sounds of the night so graceful. Beauty was the night we could sleep without fear and marvel at its wonder. The crickets sang and the smell of the river filled the air and my mother laid beside me was by far the most soothing thing I had ever experienced. I imagined us explorers in the old times as my mom explained how people lived back in the day. Her voice a melody to help me sleep as she ran her fingers through my knotted hair.

As I drifted away to the place where all my desires made themselves known, I remembered that I had my shoes on and my coat. I remembered we were outside in the cold and knew that tomorrow was more questions than answers. Then the voice of mother in my head played saying 'everything's okay'. Crazy how this time I believed it. We were free and away from the monster who was in our home. I was home now with my mother on an adventure to finally live our lives. As I dreamt that night, the world far behind me, I dreamt of all the riches I would shower on the woman I loved most, my hero, my champion, my all.

Chemeketa Speaks! 2020

Overview

Chemeketa Speaks! 2020 is an evolution of the public speaking contest held in 2019 (of the same name). It is designed to provide students with a demonstrated proficiency in public communication an opportunity to compete with people of similar experience, interests, and skills. It is one of several initiatives put forward by the Chemeketa Community College (CCC) Communications Program implemented to expand relative impact as well as outreach of our programming.

Event

The contest is a one-day event held at the Salem Campus. Last year it consisted of a singular “speech style” (informative) with two (2) preliminary rounds and a final round of competition. Judges were a mix of advocacy field professionals (aka “celebrity judges”), CCC staff and speech faculty. Cash awards were presented to the top three participants. We envision a similar approach in 2020 with possible expansion for 2021 into a second “speech style” (perhaps persuasive) when/if the number of interested students warrant an alternative competitive pathway.

Recommendations for Improvement in 2020

1. Staffing three (3) preliminary rounds;
2. Standardization of speaking environments;
3. Improved recruitment/tracking of participants;
4. Greater efficiencies in results tabulation;
5. Expanded opportunity/time for participants and “celebrity judges” to interact;
6. Greater internal/external exposure for event, the student participants, and the CCC Communications Program

Funding

Funding for 2019 was largely provided by the project director (because of the experimental nature of the event). It is envisioned that funding for 2020 shall be secured through event-specific contributions as well as programming support funds associated with academic in-service/conference environments. The budget shall be reevaluated in March, adjusted in late April, to ensure improved alignment between event requirements and expenses.

Goals

Aspirational:

- 45 student participants
- 15 celebrity judges
- Media coverage in Oregonian, Salem Reporter, Statesman Journal, as well as regional online media outlets

Minimums:

- 20 student participants
- 10 celebrity judges
- Media coverage in regional media

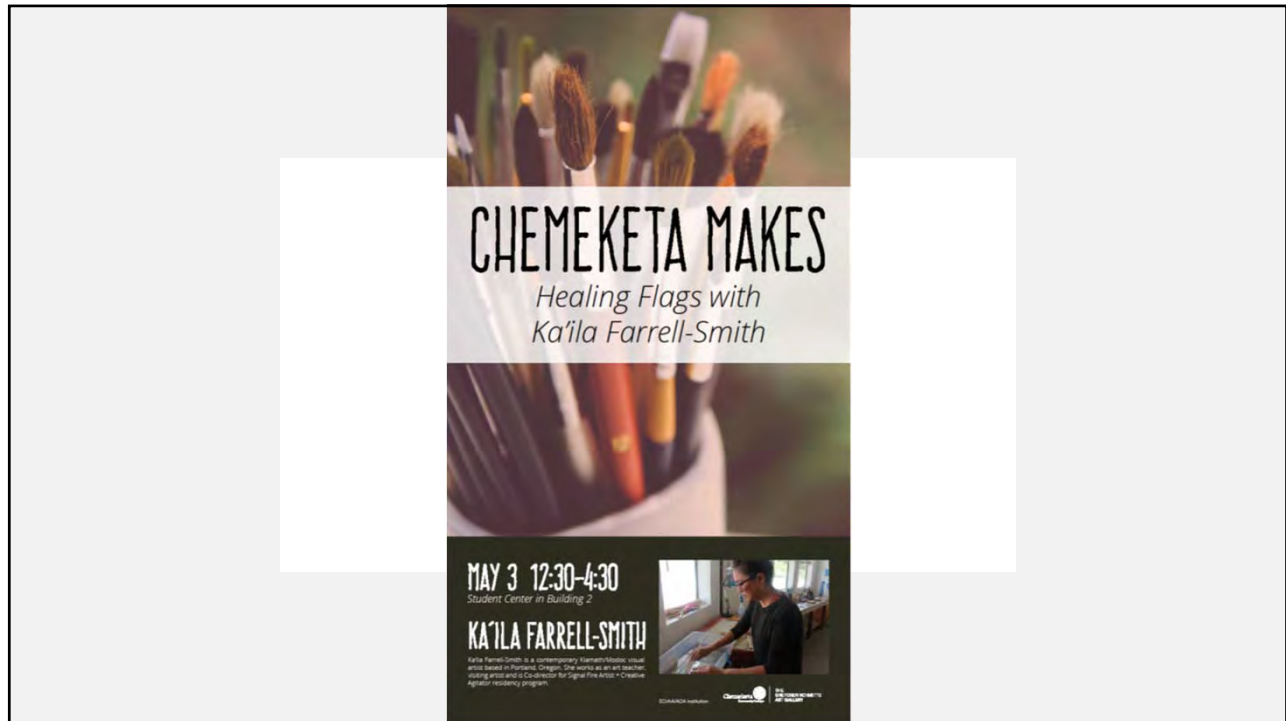
Summary

The Chemeketa Speaks! 2020 event could become a recruitment event for the CCC Communications Program, as well as for the larger CCC community as a whole. It is designed to yield the following three deliverables: 1) student competition associated with program recruitment/retention; 2) on-campus experiences for “celebrity judges” to strengthen relationships between regional/state decision-makers and the campus; and 3) an opportunity for publicity aligned with the core missions of our academic community—to provide innovative learning experience delivery.

Chemeketa Makes

- Goal: Work with the Gretchen Schuette Endowment to strengthen the community through projects that promote introspection and working together.
- Chemeketa Makes began in 2015
- Partnering with student life since 2016
- Average turnout 100 students








STORYTELLING WITH ED EDMO


Native American Poet



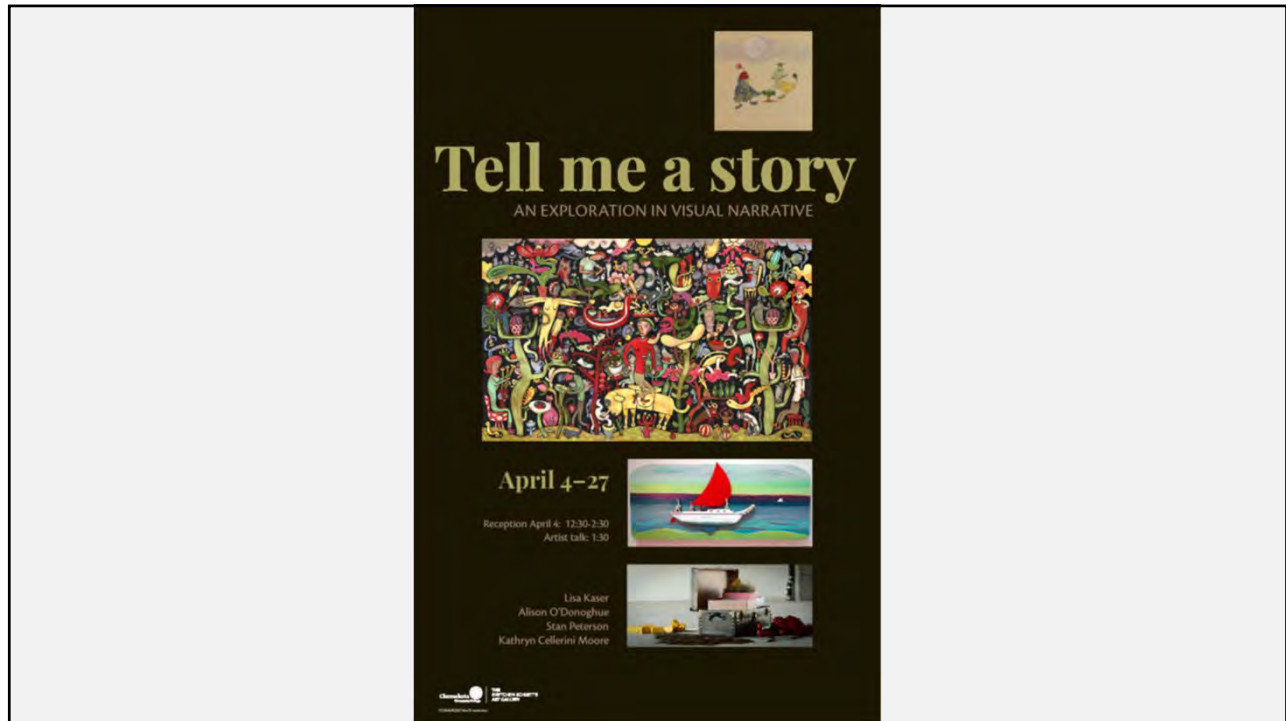
APRIL 11 12-1:30
Gretchen Schuette Art Gallery

ED EDMO



Ed Edmo, Chinlewa-Spanish-Hat People, is a well-known dancer, poet, and performer. His collaborations include work with the Eugene Ballet Company and the Tule of the People Theater, and the television show Portlandia. In addition to performing, Ed gives back to the community through his work with the Clifton Creek Community Foundation and his teaching of tribal culture in the Pacific Northwest. Ed is the recipient of many honors including a National Endowment for the Arts grant.



Chinlewa-Spanish-Hat People





Tell me a story
AN EXPLORATION IN VISUAL NARRATIVE


April 4–27

Reception April 4: 12:30-2:30
Artist talk: 1:30

Lisa Kaser
Alison O'Donoghue
Stan Peterson
Kathryn Cellerini Moore

Chemeketa Community College




CHEMEKETA MAKES

Come help comedian Nathan Brannon explore family history and create a family collage of your own with supplies provided.

11am–1pm
May 17, 2018 | **Building 2, Student Center**

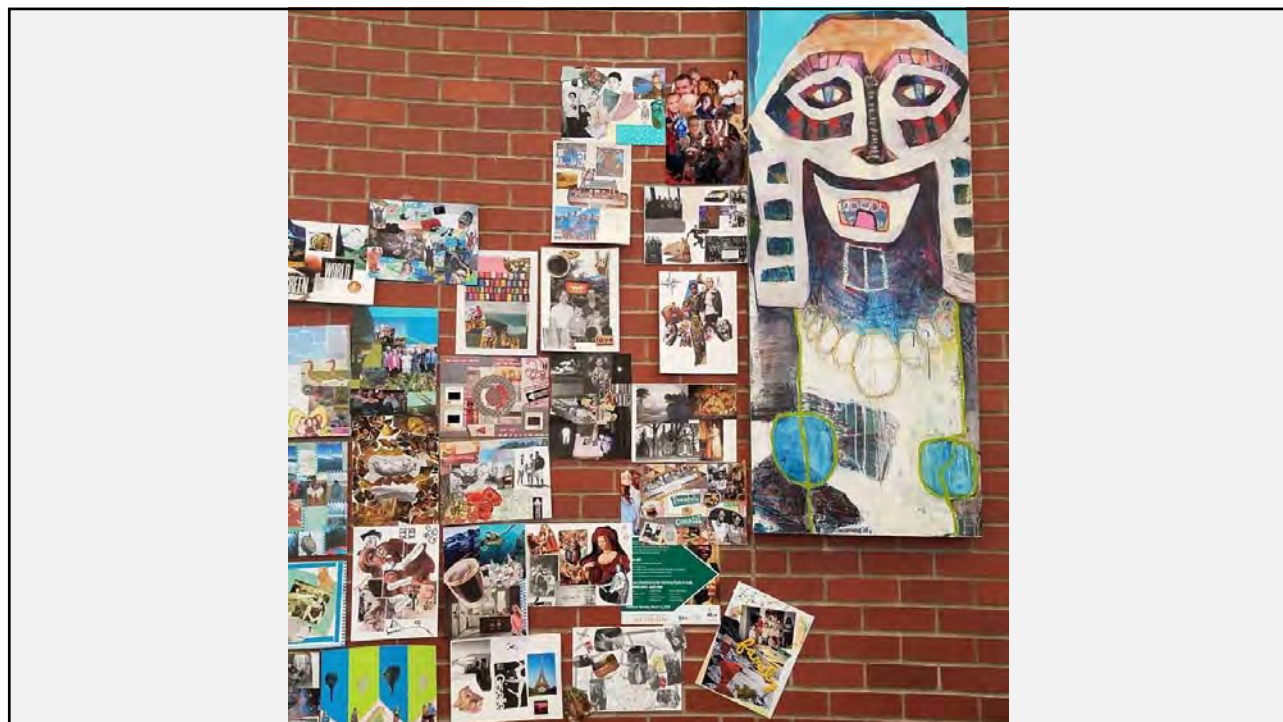
- FREE Event, drop in anytime
- Students are encouraged to bring photos of their family to use in their own collage
- People of all types and families are welcome
- Get interviewed for the podcast

Comedian and host of *The Hamster Village* podcast, Nathan Brannon explores his family history and experiences.



Discover
Chemeketa
Community College

EO/AA/ADA/Title IX Institution



Splendid Ambiguity

Meaning and Form in Fiber

FEB 13–MARCH 15



ARTISTS

Amanda Triplett
Emily Silvis
Beth Grimsrud

RECEPTION

February 21st
from 12 p.m.–2 p.m.
with artist talk at 1 p.m.

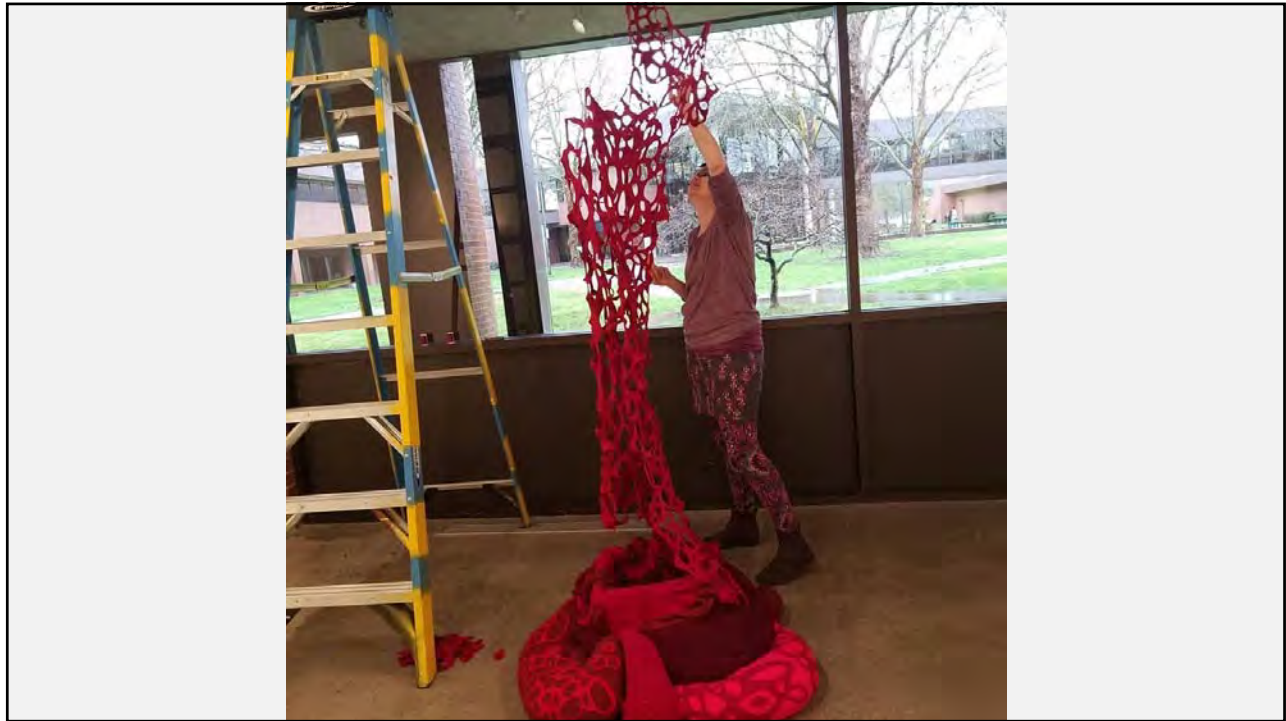
LOCATION

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



THE
GRETCHEN SCHUETTE
ART GALLERY

Art by Amanda Triplett
Poster design by Cassandra Johns
ECHO/ALJADA Institution



Utopian Upcycle

Making Art with Post Consumer Materials

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

Student Center, Building 2
Chemeketa Community College
Salem Campus

MAKE DAY

EO/AA/ADA Institution

THE
GRETCHEN SCHUETTE
ART GALLERY

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

Benefits of Chemeketa Makes for Students

- A collaborative experience which encourages them to meet with and make art with the community
- The production of art happens in a judgement free zone which encourages them the take chances and try new things
- Students are exposed to art through making and discussing art
- Students are mentored by local and national artists

Benefits of Chemeketa Makes for the College

- Collaboration between student life and the art department
- Making art provides a safe space to discuss gender, sexuality, racism, and other difficult topics
- Our ideas are expanded and enhanced through the experiences and teaching of a guest artist

Benefits of Chemeketa Makes for the Community

- The event is open for community members to attend and enjoy
- The community learns that there are cultural events in the northeast part of Salem
- Collaboration between community members and Chemeketa students and faculty

Chemeketa Writes

- Started in 2007
- Various writers: poets, fiction, and all types of creative writers
- Most writers are from Oregon including Oregon Poet Laureates, Oregon Book Award Winners, and New York Times best selling novelists
- The average number of students that have contact with the visiting writers (through readings, workshops, class visits) is approximately 150 per quarter

**NO MATTER
HOW FAR
YOU HAVE
RUN, NO
MATTER
HOW LONG
YOU HAVE
BEEN LOST,
IT IS NEVER
TOO LATE
TO BE
FOUND.**

Best-Selling Author
Rene Denfeld
Writing from Empathy

May 7

Public Reading
12-1
Building 3, Room 116
Open to Everyone

Writing Workshop
5-9
\$75
Gretchen Schuette Gallery
CRN 75280

**fiction
LABORATORY**

with **LENI ZUMAS**

National Bestselling
Author of *Red Clocks*

FREE BOOK READING
Tuesday, Oct. 30, 2018
12:00-1:00 in the Art Gallery
ALL WELCOME!

WRITING WORKSHOP
Saturday, Nov. 3, 2018
1:00-5:00 in the Art Gallery
SIGN UP NOW! | CRN 3545 | \$75

For information, contact Tammy Jabin at tammy.jabin@chemeketa.edu

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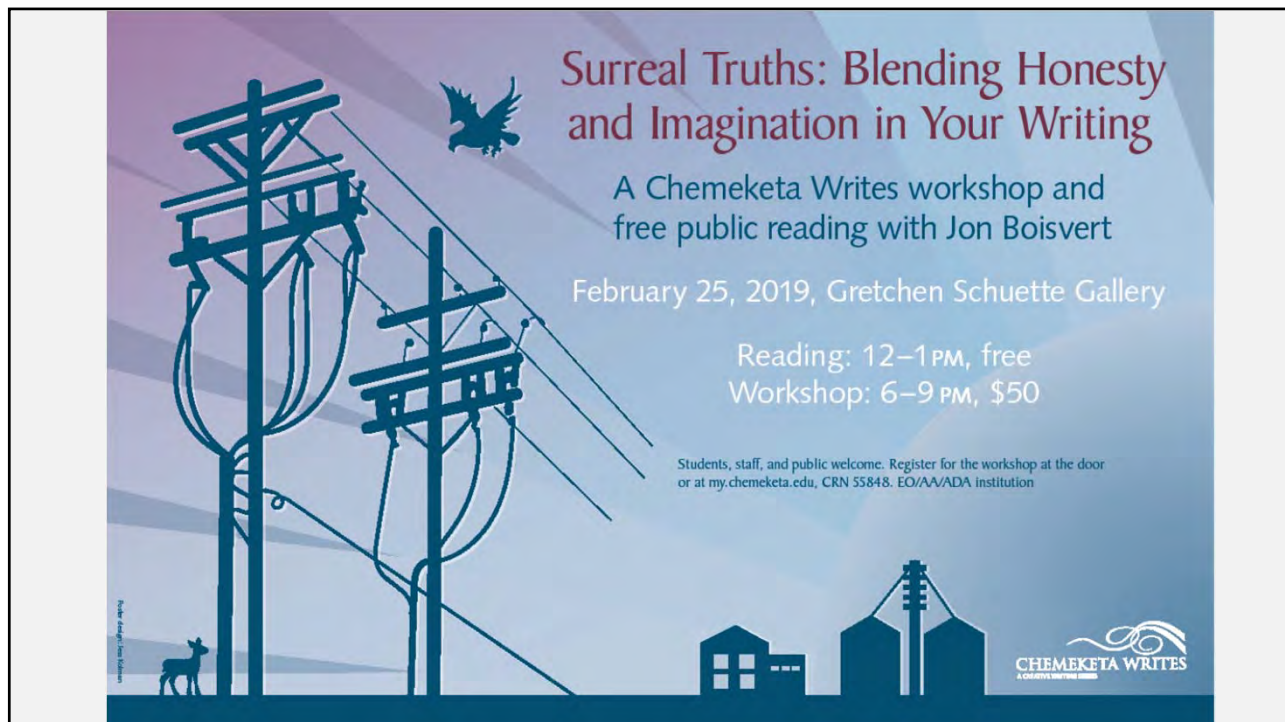
Exploring Experimental
Poetic Forms with Jessica Mehta

Free Reading May 21, 12-1 PM
Gretchen Scheutte Art Gallery

Poetry Workshop 6-9 PM
Art Gallery, \$50 (CRN #75280)

Part puzzle-solving, part rule-breaking, and wholly poetic, this workshop is designed for poets at all levels who want to challenge themselves to dig deeper.

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Benefits Of Chemeketa Writes for Students

- It is powerful for students to meet an author in person. This is a unique (and uniquely collegiate) experience they will never forget
- Students meet and interact with an author whose book they have read and discussed.
- Students get firsthand advice about the publication process, and what it takes to succeed as a writer and other endeavors
- Promotes lifelong learning and reading
- These workshops are offered for hundreds of dollars less than the same would be offered in Portland
- Students attend the workshops with community members and faculty, facilitating relationships across different social and cultural groups
- Visual Communications students to design promotional materials

Point of View in Memoir: Playing with Perspective

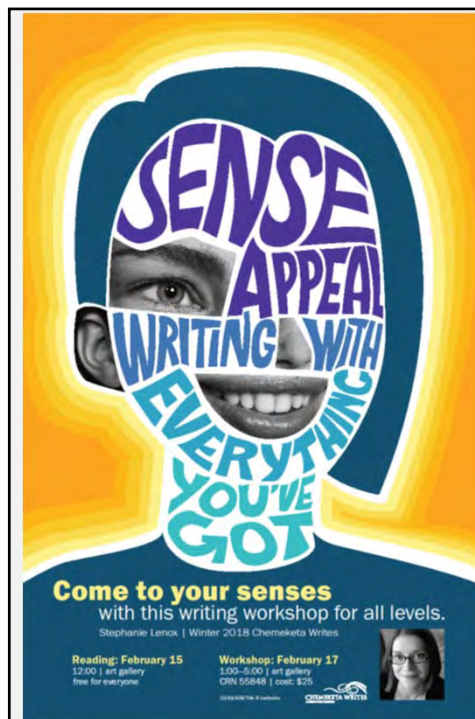
Apricot Irving

Free Reading
November 6th
noon
Gretchen Shutte
Art Gallery

Workshop
November 5th
5 to 9 PM
\$50
CRN: 35452
Building 1, Room 1

In this workshop we'll expand the possibilities of the narrative voice by holding a scene up to the light and examining it from as many angles as possible. Memoirs are often written from first person point of view, but what happens when we expand those boundaries and tell the story from a different vantage point? What new truths can be discovered about a scene we thought we understood?

CHEMEKETA WRITES
A CURATIVE WRITING SPACE



Benefits of Chemeketa Writes for Chemeketa

- Promotes "Town/Gown" connection brings community members onto campus for an enriching experience.
- Promotes Chemeketa's reputation among Oregon's literary community
- Promote collaboration between faculty (Gallery, Visual Communication, people who are teaching the works)
- Gives faculty excellent in-house professional development opportunities

Benefits of Chemeketa Writes for Community

- Workshops are an excellent value, and are consistently high quality
- Provides literary events to an underserved community

**Oregon Community Colleges
2019-2020 Tuition & Fees***

	Community College	Tuition			Fees			In-District Tuition & Fees - Annualized (for 45 credits)
		(Charge Per Credit Hour)			Quarterly Fees & Other Fees (per 15 credits)			
		In-District	Out-of-State	International	Technology	Other	Total	
1	Tillamook Bay	\$100.00	\$120.00	\$120.00	\$75.00	\$90.00	\$165.00	\$4,995
2	Clackamas**	\$103.00	\$274.00	\$274.00	\$82.50	\$65.50	\$148.00	\$5,079
3	Chemeketa	\$91.00	\$255.00	\$255.00	\$0.00	\$360.00	\$360.00	\$5,175
4	Clatsop	\$105.00	\$204.00	\$357.00	\$150.00	\$30.00	\$180.00	\$5,265
5	Central	\$106.00	\$309.00	\$309.00	\$180.00	\$26.25	\$206.25	\$5,389
6	Linn-Benton**	\$113.46	\$275.91	\$334.01	\$60.00	\$66.80	\$126.80	\$5,486
7	Klamath	\$103.00	\$181.00	\$211.00	\$120.00	\$165.50	\$285.50	\$5,492
8	Treasure Valley	\$102.00	\$112.00	\$217.00	\$0.00	\$345.00	\$345.00	\$5,625
9	Portland**	\$116.00	\$251.00	\$251.00	\$79.50	\$74.00	\$153.50	\$5,681
10	Columbia Gorge	\$107.00	\$238.00	\$238.00	\$0.00	\$300.00	\$300.00	\$5,715
11	Umpqua	\$101.00	\$117.00	\$218.00	\$112.50	\$330.00	\$442.50	\$5,873
12	Oregon Coast	\$115.00	\$224.00	\$224.00	\$90.00	\$150.00	\$240.00	\$5,895
13	Rogue	\$112.00	\$137.00	\$375.00	\$105.00	\$180.00	\$285.00	\$5,895
14	Mt. Hood**	\$115.00	\$233.00	\$250.00	\$93.75	\$151.75	\$245.50	\$5,912
15	Southwestern	\$96.00	\$96.00	\$288.00	\$0.00	\$579.00	\$579.00	\$6,057
16	Lane**	\$118.00	\$274.50	\$295.00	\$135.00	\$128.00	\$263.00	\$6,099
17	Blue Mountain	\$108.00	\$162.00	\$324.00	\$277.50	\$165.00	\$442.50	\$6,188
	Statewide Average	\$106.56	\$203.73	\$267.06	\$91.81	\$188.64	\$280.44	\$5,636
	Comparator Colleges Averages							\$5,651

Chemeketa compared to statewide average **(\$461)**
 Chemeketa compared to comparator college's average **(\$476)**
 Difference between Chemeketa and lowest cost college **\$180**
 Chemeketa compared to most expensive college **\$1,013**

* These do not include other program or course specific differential fees.

** Identified as a comparator colleges for the purposes of tuition setting guidelines and comparisons

Oregon University System 2019-20 Tuition and Fees*

	<u>Total Annual Tuition and Fees</u>
University System:	
Eastern Oregon University	\$9,084
Oregon Institute of Technology	\$13,859
Oregon State University	\$11,709
Portland State University	\$9,576
Southern Oregon University	\$10,569
University of Oregon	\$12,720
Western Oregon University	\$9,768
Private Schools:	
George Fox University	\$38,370
Linfield College	\$44,062
Lewis & Clark College	\$52,706
Willamette University	\$52,610

* based on institutional websites

