

BOARD OF EDUCATION MEETING

September 18, 2024

Chemeketa Community College
4000 Lancaster Dr. NE
Building 2, Room 170
Salem, Oregon

- I. Board Workshop** **4:30–5 pm** **Web Conferencing/Livestream/Boardroom**
 - A. High School Partnerships (HSP) Grant Overview 1
Jessica Howard, President/Chief Executive Officer
- II. Administration Updates** **5–6 pm** **Closed Meeting**
- III. Regular Session** **6 pm** **Web Conferencing/Livestream/Boardroom**
 - A. Call to Order
 - B. Pledge of Allegiance
 - C. Chemeketa Land Acknowledgment 2
 - D. Roll Call
 - E. Comments from the Public
 - F. **Approval of Minutes**—College Board of Education Meeting of July 17, 2024, and Board Work Session of August 22, 2024 3–10
Jessica Howard, President/Chief Executive Officer
 - G. **Reports**
 - 1. Reports from the Associations
 - a. Lillian Anderson Associated Students of Chemeketa (ASC) 11–13
 - b. Steve Wolfe Chemeketa Faculty Association 14
 - c. Aaron King Chemeketa Classified Employees Association 15–17
 - d. Adam Mennig Chemeketa Exempt Employees Association 18
 - 2. Reports from the College Board of Education
 - H. **Information**
 - 1. College Policy: College Board of Education Series—#1750—Prohibition of Harassment & Non-Discrimination 19–25
Alice Sprague, Vice President—Governance and Administration
 - 2. Oregon Community College Association (OCCA) Board Update 26–28
Jessica Howard, President/Chief Executive Officer
 - I. **Standard Reports**
 - 1. Personnel Report 29–30
Alice Sprague, Vice President—Governance and Administration
 - 2. Budget Status Report 31–34
Aaron Hunter, Vice President—College Support Services/Chief Financial Officer
 - 3. Purchasing Report 35
Aaron Hunter, Vice President—College Support Services/Chief Financial Officer

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| 4. Capital Projects Report
Aaron Hunter, Vice President—College Support Services/Chief Financial Officer | 36 |
| 5. Chemeketa Cooperative Regional Library Service Report
David Hallett, Vice President—Academic and Student Affairs | 37–38 |
| 6. Institutional Advancement Foundation Quarterly Report
April 1, 2024–June 30, 2024
Aaron Hunter, Vice President—College Support Services/Chief Financial Officer | 39–40 |
| 7. Recognition Report
Jessica Howard, President/Chief Executive Officer | 41–42 |

J. Separate Action

- | | | |
|--|-------------|-------|
| 1. Approval of Retirement Resolution No. 24-25-03,
Karen Bledsoe and Resolution No. 24-25-04, Denise E. Yancey
Alice Sprague, Vice President—Governance and Administration | [24-25-107] | 43–45 |
|--|-------------|-------|

K. Action

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

- | | | |
|--|-------------|----|
| 1. Acceptance of Program Donations
April 1, 2024–June 30, 2024
Aaron Hunter, Vice President—College Support Services/Chief Financial Officer | [24-25-108] | 46 |
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L. Appendices

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| 1. Vision – Mission – Values | 47 |
| 2. Campus Map | 48–49 |
| 3. District Map | 50 |

M. Future Agenda Items

N. Board Operations

O. Adjournment

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

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

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

Workshop-A
September 18, 2024

HIGH SCHOOL PARTNERSHIPS (HSP) GRANT OVERVIEW

Prepared by

Sara Hastings, Dean—High School Partnerships and
Holly Nelson, Chief Officer, Workforce Innovation and Strategic Engagement
Jessica Howard, President/Chief Executive Officer

The workshop will highlight an overview of grants that support underage students, focus on developing college and career going for rural and underrepresented students, and focus on improving career connected learning systems and job readiness.

CHEMEKETA COMMUNITY COLLEGE LAND ACKNOWLEDGEMENT

Prepared by

Ken Hector, Chair—Board of Education

We are gathered today on the land of the Kalapuya (pronounced “**cal-uh-poo-yuh**”), who today are represented by the Confederated Tribes of the Grand Ronde and the Confederated Tribes of the Siletz Indians, whose relationship with this land continues to this day.

We offer gratitude for the land itself, for those who have stewarded it for generations, and for the opportunity to study, learn, work, and be in community on this land. We acknowledge that our college’s history, like many others, is fundamentally tied to the first colonial developments in the Willamette Valley.

Finally, we respectfully acknowledge and honor past, present, and future Indigenous students of Chemeketa Community College.

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APPROVAL OF BOARD MINUTES

Prepared by

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

Minutes of the board meeting of July 17, 2024, and the board work session of August 22, 2024, 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.

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CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

July 17, 2024

I. WORKSHOP

Student Affairs Updates

Ken Hector, Chair, called the workshop to order at 4:31 pm in the Boardroom, Building 2, Room 170, at the Salem Campus.

Members in Attendance: Jackie Franke; Ken Hector, Chair; Neva Hutchinson; Ron Pittman; Iton Udosenata (arrived 4:59 pm), and Diane Watson, Vice Chair. Excused Absence: Betsy Earls.

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Academic and Student Affairs; and Aaron Hunter, Vice President/Chief Financial Officer, College Support Services/Finance. Excused Absence: Alice Sprague.

Manuel Guerra and Ryan West, Executive Deans of Students Affairs presented an update on Student Affairs. Topics covered included: the organization chart, physical space changes and services, the advising appointment process, new and upcoming improvements, college access programs, the academic support center, the library and computer center, counseling and student support services, the new student success center, Chemeketa Scholars, the work through Chemeketa's Hispanic Serving Institution (HSI) grant, and how the college has mapped its onboarding and enrollment processes.

Board members asked clarifying questions during the presentation.

The workshop ended at 5:00 pm.

II. ADMINISTRATION UPDATES

Ken Hector, Chair, called the meeting to order at 5:22 pm, in Building 2, Room 172, at the Salem Campus.

Members in Attendance: Jackie Franke; Ken Hector, Chair; Neva Hutchinson; Ron Pittman; Iton Udosenata; and Diane Watson, Vice Chair. Excused Absence: Betsy Earls.

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Academic and Student Affairs; and Aaron Hunter, Vice President/Chief Financial Officer, College Support Services/Finance. Excused Absence: Alice Sprague.

Updates were discussed with the board regarding the community events calendar, the Association of Community College Trustees (ACCT) fall conference, the bond measure, the President's monthly report to the board, and agenda preview.

The meeting ended at 5:50 pm.

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III. REGULAR SESSION

A. CALL TO ORDER

Ken Hector, Chair, called the board meeting to order at 6:00 pm. The meeting was held in the Boardroom, Building 2, Room 170, at the Salem Campus.

B. PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

C. CHEMEKETA LAND ACKNOWLEDGMENT

Ken Hector read the land acknowledgment.

D. ROLL CALL

Members in Attendance: Jackie Franke; Ken Hector, Chair; Neva Hutchinson; Ron Pittman; Iton Udosenata; and Diane Watson, Vice Chair. Excused Absence: Betsy Earls.

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Academic and Student Affairs; and Aaron Hunter, Vice President/Chief Financial Officer, College Support Services/Finance. Excused Absence: Alice Sprague.

Board Representatives in Attendance: Steve Wolfe, Chemeketa Faculty Association (CFA) (Zoom); Aaron King, Chemeketa Classified Association (CCA); and Adam Mennig, Chemeketa Exempt Association (CEA).

E. COMMENTS FROM THE PUBLIC

Aaron King, President, CCA, spoke on the topic of continued step increases.

Ken Hector thanked Neva Hutchinson for her leadership and presented her with a certificate for her service as Board Chair for 2023–2024.

F. APPROVAL OF MINUTES

Ron Pittman moved and Diane Watson seconded a motion to approve the Board of Education minutes from June 18, 2024, and the Special Board of Education meeting minutes from July 2, 2024.

The motion CARRIED.

G. REPORTS

Reports from the Associations

Steve Wolfe, Chemeketa Faculty Association (CFA), said the report stands as written.

Aaron King, Chemeketa Classified Association (CCA), said the report stands as written, thanked the outgoing board members for their service, and acknowledged the incoming board members. Also, he indicated that during the recent negotiation meeting two more tentative agreements were submitted.

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Adam Mennig, Chemeketa Exempt Association (CEA), thanked Liliana Landa Villalba for her past service as president and congratulated the new exempt members.

Reports from the College Board of Education

Ron Pittman attended four McMinnville Greeters meetings and staffed the Lions Club medical store for a half-day.

Neva Hutchinson attended the Special Board meeting, SOAR graduation, and the Dallas Community Awards.

Jackie Franke attended the Chemeketa Foundation Board meeting, the East Salem Rotary meeting, the Special Board meeting, and a meeting with Jessica to work on the public information presentation related to the upcoming bond measure.

Diane Watson attended the Chemeketa Foundation Board meeting, the Special Board meeting, agenda review, and the Keizer bond information meeting.

Ken Hector attended the Special Board meeting, agenda review, SOAR graduation, the Oregon Community College Association (OCCA) Legislative Committee meeting, the Association Community College Trustees (ACCT) Public Policy and Advocacy Committee meeting, a quarterly meeting with President Howard, and two meetings regarding the Chemeketa bond.

Iton Udosenata, no report.

H. INFORMATION
2024 Fall Kickoff

On Tuesday, September 17, the college will be closed until 1:00 pm for the fall kick-off for the 2024–2025 academic year. Kickoff is open to all staff and board members are encouraged to attend.

Oregon Community College Association (OCCA) Board Update

Ken Hector said the report stands as written, and noted that Jessica will be presenting at the OCCA Fall Conference on partnerships between Chemeketa and its public school districts.

I. STANDARD REPORTS

Personnel Report

Patrick Proctor said the report stands as written. Of the seven new hires, five have been hired into grant positions. Patrick acknowledged the two employees who had position changes.

Budget Status Reports

Aaron Hunter noted that the year-to-date numbers for the financials are not included in the packet. This is normal for June 30th since the college is at its fiscal year end and it will take several months to close the books, make journal entries, and prepare for audits. The reports will be available in several months. The Status of Investments shows one new maturity and one new investment.

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Capital Projects Report

Aaron noted the concrete improvements between Buildings 3 and 22 have been completed, and facilities will be completing a new fiber optics loop for the athletics fields. This will improve streaming for the games.

Grant Activities for April–June 2024

Gaelen McAllister, Director of Institutional Grant Development, said the report stands as written and highlighted the work with Marion County to access housing funds for Chemeketa's students through Marion County's Community Development Block Grant (CDBG).

Spring Term Enrollment Report

Colton Christian, Director of Institutional Research and Reporting, noted that spring term full-time equivalent (FTE) enrollment is up three percent compared to last year. Year-to-date (YTD) reimbursable FTE is flat compared to last year, and YTD unduplicated headcount is down four percent. Colton said summer term enrollment FTE is up over three percent at this time.

Recognition Report

Jessica Howard acknowledged employees in the written report.

J. SEPARATE ACTION

Approval of Retirement Resolution No. 24-25-01, Lisa M. Healey, and Resolution No. 24-25-02, Bradley “Brad” D. Johnson

Board members read the retirement resolutions. These two employees represent a total of 37 years and nine months of service.

Jackie Franke moved and Diane Watson seconded the motion to approve.

The motion CARRIED.

K. ACTION

Iton Udosenata moved and Ron Pittman seconded a motion to approve consent calendar items No. 1–6.

1. Approval of Suspension of Healthcare Billing Certificate of Completion [24-25-101]
2. Approval of Suspension of Basic Law Enforcement Certificate of Completion [24-25-102]
3. Approval of Suspension of Basic Corrections Certificate of Completion [24-25-103]
4. Approval of College Policies Administrative Series 2000—Generative Artificial Intelligence Administrative Policy, #2215 and Educational Series 4000—Generative Artificial Intelligence Instructional Policy, #4330 [24-25-104]
5. Approval of College Policy: Educational Series 4000—Graduation Requirements, #4030 [24-25-105]
6. Approval of Grants Awarded April–June 2024 [24-25-106]

The motion CARRIED.

L. APPENDICES

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

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M. FUTURE AGENDA ITEMS

None were heard.

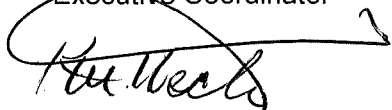
N. BOARD OPERATIONS

O. ADJOURNMENT

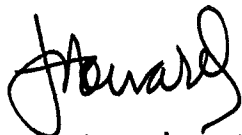
The meeting adjourned at 6:32 pm.

Respectfully submitted,

Julie Deuchars
Executive Coordinator


Board Chair 9/18/24

Jessica Howard
President/Chief Executive Officer


Date 9/18/24

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CHEMEKETA COMMUNITY COLLEGE

**BOARD WORK SESSION
MEETING MINUTES**

August 22, 2024

Ken Hector, Chair, called the Board Work Session to order at 8:24 am. The Work Session was held at Chemeketa EOLA in the Riesling Room.

Members in Attendance: Betsy Earls (arrived 8:55 am); Jackie Franke (arrived 9:06 am); Ken Hector, Chair; Neva Hutchinson; Ron Pittman; Diane Watson, Vice Chair (via Zoom); and Iton Udosenata.

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Academic and Student Affairs; Alice Sprague, Vice President, Governance and Administration; and Aaron Hunter, Vice President/Chief Financial Officer, College Support Services/Finance.

Guests: Colton Christian, Dean, Academic and Organizational Effectiveness.

Review Agenda/Board Committee Assignments

Ken Hector reviewed the agenda and the 2024–2025 Board Committee Assignments. The committee assignments were affirmed.

2023–2024 Board Evaluation and Self-Assessment

Ken Hector and Alice Sprague reviewed the compiled ratings and comments with the board, and led discussions on several areas that stood out. Alice will reword one of the assessment questions and send it to the board for its review.

Board Guiding Principles and Monitoring System Review

The board re-affirmed that the current guiding principles were still relevant and the re-affirmation date was added to the document.

Board Goals for 2024–2025

The board reviewed its six goals and discussed changes. The goals will reflect how the board can support diversity, equity, inclusion, and belonging strategies; the strategic direction of the college; working closely with the president and senior executive administration; continuing involvement with legislators, partners, community, and stakeholders; engaging in activities to support passage of a future bond measure; and engaging in supporting the college value of community for the year. Alice Sprague will update the draft of board goals for next year and send them to the board for final review.

Board members were asked to send their individual goals for 2024–2025 to Julie Deuchars, Executive Coordinator, by October 1, 2024.

The Year Ahead: 2024–2025

Jessica Howard provided an overview of the areas the college is focusing on during the 2024–2025 academic year.

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Strategic Planning

Colton Christian gave a strategic plan update. Colton covered the accreditation mid-cycle timeline and spring 2025 visit, annual planning cycle, strategic scorecard, and data reports planned for the board in 2024–2025.

Marketing Report

Jessica Howard provided an overview of the college's Marketing and Public Relations department and discussed various projects, awards received, events attended, and additional types of advertising efforts over the past academic year.

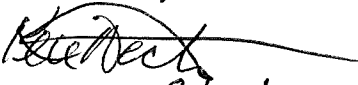
The board members were very engaged during the work session and asked a multitude of questions during the presentations.

Adjournment


The meeting adjourned at 11:27 am.

Respectfully submitted,

Julie Deuchars
Board Secretary


Board Chair 9/18/24

Jessica Howard
President/Chief Executive Officer


Date 9/18/24

ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

Prepared by

Esteban A. Salgado, ASC Executive Coordinator 2023–2024
Lillian Anderson, ASC Executive Coordinator 2024–2025

SUMMER 2024

Three members of the outgoing ASC team: Esteban A. Salgado, Executive Coordinator; Samantha Schmidt, Team Coordinator; and Emily Mackley, Administrative Coordinator, spent the summer working alongside Civic Engagement Coordinator, Joel Gisbert, to revamp the Associated Students of Chemeketa.

Based on their experiences during the past academic year, this group made changes to the structure of the organization intending to create a stronger and more robust team for the upcoming academic year.

Many positions within the ASC have undergone some modifications, with the most important change being the creation of the ASC Executive Team. This team consists of the Executive, Team, and Administrative Coordinator roles, and shall serve as the leadership core of ASC going forward.

The ASC bylaws have been updated, and a new training manual has been created to assist the new team.

ASC TEAM TRAINING 2024–2025

- The new ASC team underwent three days of training from September 10–12, which was supervised by Joel Gisbert and the outgoing ASC Executive Team.
- The new ASC Executive Team also underwent an additional two weeks of training. During those weeks, they were able to shadow the old team and work alongside them in the hope of creating a seamless transition between the two teams.

ASC GOALS FOR THE 2024–2025 ACADEMIC YEAR

For the upcoming academic year, ASC will focus on the theme of community. By putting on events that bring people together, and getting involved around campus ASC will be better able to advocate for students' needs and give the support that helps them be successful at Chemeketa.

FALL TERM 2024

WELCOME WEEK

- ASC will partner with College Access Programs (CAP) to host Welcome Week. This event was created through a collaboration between the outgoing ASC Executive Team, the

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incoming ASC Executive Team, Joel Gisbert, and Jorge Montejano of College Access Program (CAP).

- Welcome day: On Monday, September 30, students arriving at the Salem campus will be greeted by ASC, CAP, and Public Safety volunteers stationed at four “Welcome Stations.” At these stations, volunteers will be handing out drinks and snacks. These volunteers will also be able to answer any questions students may have on the first day of the term. ASC’s aim with this event is to provide students with a warm, welcoming environment.
- Resource Fair and Pizza Kickoff: On Tuesday, October 1, ASC and CAP are hosting a Resource Fair and Pizza Kickoff. At this event, various resource hubs at the Salem campus will be provided with a table to promote their services to students. As students browse the resource tables, they will also have the opportunity to grab a couple of slices of free pizza. This event aims to make students aware of all the resources they can access to support them during the term.
- Athletics BBQ: On Wednesday, October 2, ASC will assist the athletics department with a barbeque where ASC will manage various lawn games during the barbeque. This event aims to increase cooperation between departments by collaborating on an event and increasing awareness of Chemeketa’s athletic programs.
- Ice Cream Social: On Thursday, October 3, ASC and CAP will partner with Safe Haven to host an ice cream social. There will be ice cream, music, and games for students to enjoy. ASC’s aim with this event is to provide an opportunity to meet new people and get to know peers in a fun and relaxing environment.

VOTING CAMPAIGN

- Leading up to the election ASC plans to engage with students through class raps and tabling around campus to encourage voter registration and increase awareness around the voting process.
 - Pizza and Politics: On Tuesday, October 8, ASC will host a pizza and politics event. The plan is for a professor to talk about voting and local government structure while the students eat pizza. A college administrator will speak about the Chemeketa bond and ASC hopes the Political Action Committee (PAC) will have a table at the event with more information about the bond. This event aims to empower students to vote and inform them about the Chemeketa bond.

OTHER EVENTS

Karaoke Party

- On Wednesday, October 16, ASC will host a karaoke event in the Student Center. At this event, students will have the opportunity to sing their favorite songs to an audience of their peers. This event aims to provide a fun environment for students to unwind.

Halloween Club Fair

- On Thursday, October 31, ASC will host the first club fair of the academic year. During the fair, students will have the opportunity to meet with representatives of the many student-led

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clubs. ASC's aim with this event is to help students get engaged with on-campus groups to build a better campus community.

Termsgiving

- On Tuesday, November 26, ASC will host a "Termsgiving" to bring students together and allow them to socialize with peers before the end of the term. This event aims to facilitate a sense of community and connection.

Cocoa and Conchas

- On Monday, December 2, ASC will provide free hot chocolate and conchas in the Student Center during the penultimate week of the term. ASC's aim with this event is to provide students with a moral boost before they head into their finals.

CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Steve Wolfe, President—Chemeketa Faculty Association

CFA EXECUTIVE BOARD FOR 2024–2025

Elections for CFA Executive Board officers and representatives for 2024-25 were held in May. Newly elected to the board are Michelle Kennedy, LeAnna Crawford, Dana Nolan, and Colin Stapp. These are the faculty who will be serving on the board this year:

- President: Steve Wolfe (Geography instructor)
- Part-time Vice President: Michelle Kennedy (Writing instructor)
- Full-time Vice President: Carlos Lopez (Sociology instructor)
- Secretary: LeAnna Crawford (English instructor)
- Treasurer: Leslie Maksun (Math instructor)
- Representative for Non-ILC based faculty: Colin Stapp (Tech Hub faculty)
- Representative for Regional Education and Academic Development (READ) faculty: Jessica Schrunck (YVC Biology instructor)
- Representative for Part-time faculty: Becca Owen (Writing instructor)
- Representative for Career and Technical Education (CTE) faculty: Dana Nolan (Health Information Management instructor)
- Representative for General Education and Transfer Studies (GETS) faculty: Taylor Marrow (History instructor)

Stepping down from the board are Part-time Vice President Amanda Knopf, Secretary Donna Bernhisel, Non-ILC based faculty representative Beth Hale, and CTE representative Sheldon Schnider. The CFA would like to thank them for their many years of dedicated service to faculty, with special thanks to Amanda Knopf who has served on the CFA board as Part-time Vice President for four years. Amanda has also served on the last two faculty contract bargaining teams and will continue to serve as co-chair of our current bargaining team.

CONTRACT BARGAINING

The current CFA Collective Bargaining Agreement (CBA) expired at the end of June. Bargaining for a new contract was suspended for the summer but will resume on Friday, October 4. Future bargaining sessions have been scheduled for every Friday of fall term in hopes of reaching an agreement before the end of the term.

**CHEMEKETA COMMUNITY COLLEGE
CLASSIFIED EMPLOYEES ASSOCIATION (CCA)**

Prepared by

Timothy King, External Vice-President—Chemeketa Classified Association
Aaron King, President—Chemeketa Classified Association

PRESIDENT'S MESSAGE

Report to the Board of Education: Delays in Position Review Requests (PRR) Processing

Prepared by: Aaron King

Date: September 2024

Overview

As of March 2024, the Classified Association began tracking the progress of Position Review Requests (PRR) submitted to the Human Resources (HR) Department to monitor the College's adherence to contract timelines. The purpose of this report is to highlight key findings, concerns, and recommendations based on this analysis.

Data Summary

The College initially shared information about twelve (12) positions that were under review. An updated list later included an additional seven (7) positions, bringing the total to nineteen (19) positions. The Classified Association tracked the following data:

- **Average days between PRR receipt and analysis completion:** 115 days
 - Longest duration: 197 days
 - Shortest duration: 74 days
- (**Average days between analysis completion and step placement determination:** 62 days
 - Longest duration: 152 days (ongoing)
 - Shortest duration: 3 days
- **Average days between PRR receipt and step placement determination:** 175 days
 - Longest duration: 257 days (ongoing)
 - Shortest duration: 101 days

Outcome of Analyses

Of the nineteen positions under review:

- **9 positions** resulted in a change in classification.
 - **10 positions** had no change in classification.
-

Key Findings

1. **Contract Violations:** The current contract language specifies that “The College Human Resources Office will give an analysis of its review in writing within 60 calendar days of the date stamp.”
 - The average number of days between PRR receipt and analysis completion was 115 days, which is well beyond the 60-day contract requirement.
 2. **Excessive Delays:** The total time from PRR submission to step placement determination averaged 175 days, with the longest case still unresolved after 257 days. These delays are unacceptable and have a significant impact on staff morale and operational efficiency.
-

Implications

The failure to meet contractual timelines undermines trust between HR and classified staff. It also creates operational difficulties, as staff awaiting PRR outcomes experience prolonged uncertainty regarding their positions and classifications.

Recommendations for Improvement

To address these issues, we propose the following:

1. **Process Streamlining:** HR must prioritize the streamlining of the PRR process to ensure compliance with the 60-day timeline for analysis completion, as stipulated by the contract.
 2. **Accountability and Remedies:** The Association recommends that future contract negotiations include clear consequences or remedies when the College fails to meet contractual deadlines. This could involve compensation for delays, expedited review processes, or alternative dispute resolution mechanisms.
 3. **Increased Communication and Transparency:** HR should provide regular updates to both employees and their representatives on the status of PRR reviews, especially if delays are anticipated. A clear, transparent process will help mitigate frustrations related to the prolonged review times.
-

Next Steps

1. **Formal Communication with HR:** The Association will formally present these findings to HR and College management, requesting immediate corrective action to ensure adherence to contract timelines.
 2. **Continued Monitoring:** The Association will continue to track PRRs and update the Board of Education on any improvements or further issues in the process.
 3. **Exploration of Remedies for Affected Employees:** The Association will advocate for potential interim solutions, such as compensation or provisional adjustments, for employees whose PRR reviews are delayed beyond the contractually specified timelines.
-

Conclusion

The Classified Association seeks the support of the Board of Education in addressing these significant delays and ensuring the College honors the timelines set forth in the contract. We believe that these measures will help restore confidence in the review process and improve the overall working conditions for classified staff.

Thank you for your time and consideration.

NEW HIRES

Danny Aitken, Custodian I–Capital Projects and Facilities, College Support Services, 100 percent, 12-month assignment effective July 8, 2024.

Marie Kyber, Systems Analyst–Information Technology, Governance and Administration, 100 percent, 12-month assignment, effective July 17, 2024.

Alyssa Swartzendruber, Department Specialist–Wine Studies, Career and Technical Education and Public Safety, Wine Studies, 100 percent, 12-month assignment, effective July 16, 2024.

Kristian Bouvier, Department Technician I–Building Inspection, Career and Technical Education and Public Safety, 100 percent, 12-month assignment, effective August 19, 2024

SEPARATIONS

Jefferey Nesemann, Maintenance Trades Technician I–Grounds, Capital Projects and Facilities, effective August 14, 2024.

John D. Miller, Maintenance/Trades Assistant–Grounds, College Support Services, effective August 31, 2024.

POSITION CHANGES

Laura Moreno, Student Services Specialist–General Education and Transfer Studies, Education, 100 percent, 12-month assignment, from Coordinator Assistant, Specialist–Workforce Innovation and Strategic Engagement, Workforce Partnerships, effective August 5, 2024.

Joshua Isaac, Department Technician II–Academic Development and Corrections Education, Workforce Innovation and Strategic Engagement, 100 percent, 12-month assignment, from Public Safety Officer I–Career and Technical Education and Public Safety, effective August 29, 2024.

CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

Adam Mennig, President—Chemeketa Community College Exempt Association

The Exempt Association held its annual Board Member Elections. The following exempt staff are on the Exempt Association Board for the 2024–2025 Year. ADAM MENNIG - President; LILIANA LANDA-VILLALBA - Past President; ELIZABETH FACANHA - President Elect; LAYLI LISS - Vice President; KATE HOERAUF - Treasurer; and Members-at-Large GAELEN MCALLISTER, BRETT MATTI, JULIE DEUCHARS, LAURA LEON-CIPRIANO, ROBERT YATES, ADRIAN LUTZ, ANGELA ARCHER and BRYAN BAGWELL

Each year we are proud to award scholarships to Chemeketa students on behalf of the Exempt Association. Appreciation goes to the following Exempt members who participated in reading and screening scholarship applications: KATE HOERAUF, SHAUNAH STEELE, GAELEN MCALLISTER, JULIE DEUCHARS, and ADAM MENNIG

Dr. SARA HASTINGS, Dean of Academic Development and High School Partnerships was one of two leaders in the country asked to participate in a national panel hosted by the U.S. Department of Education Office of Career, Technical and Adult Education highlighting Chemeketa's efforts implementing the Perkins Innovation and Modernization Grant.

**COLLEGE POLICY: COLLEGE BOARD OF EDUCATION SERIES—
#1750—PROHIBITION OF HARASSMENT / & NONDISCRIMINATION**

Prepared by

Patrick Proctor, Associate Vice President—Human Resources
Alice Sprague, Vice President—Governance and Administration

PROHIBITION OF HARASSMENT / & NONDISCRIMINATION—POLICY #1750

This policy was last reviewed by the board in December 2019. There are several substantial edits to this policy. For the above-noted policy, the new language is underlined and the former language has been stricken with lines through the text.

This policy will be recommended for approval by the College Board of Education at the October board meeting.

College Board of Education Series (1000)

POL #1750

PROHIBITION OF HARASSMENT /& NONDISCRIMINATION

Chemeketa Community College is committed dedicated to maintaining a workplace in which where everyone can achieve reach their full potential without being impeded by free from unlawful discrimination or harassment. The intent of this policy is to impress upon everyone at every level the seriousness of this commitment and strongly encourage everyone to report any conduct that they perceive to be discriminatory or harassing in nature¹. The college is committed to providing an academic and work environment that respects the dignity of individuals and groups, ensuring it is free of all forms of unlawful harassment. State and federal law, along with this policy, underscore the seriousness of this commitment.

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

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law, and this College policy prohibits harassment and discrimination. This policy applies to all members of the Chemeketa Community College community including Board of Education members, employees, students, volunteers and interns.¹

We strongly encourage everyone to report any conduct they perceive as discriminatory or harassing, whether experiencing the behavior firsthand or witnessed.

Legally Protected Classes

Although all reports of harassment or discrimination will be followed up on by appropriate personnel, harassment or discrimination is prohibited under federal and/or Oregon state law when it is based on any of the following protected classes:

¹ Also see Policies 1751, 1752, and 1753

College Board of Education Series—1000

PROHIBITION OF HARASSMENT / & NONDISCRIMINATION (continued)

- Race (including physical characteristics historically associated with race, e.g., natural hair, hair texture, hair type, and protective hairstyles)²
- Color²
- Ethnic origin¹²
- ~~National origin~~¹²
- Religion²
- ~~Age~~⁴
- ~~Disability~~³
- Sex (see Sexual Harassment, Discrimination and Misconduct Policy #1751)^{2, 6, and 13}
- Sexual orientation (see Sexual Harassment, Discrimination and Misconduct Policy)^{11 and 13}
- Gender identity/expression (see Sexual Harassment, Discrimination and Misconduct Policy #1751)^{11 and 13}
- Gender identity/expression (see Sexual Harassment, Discrimination, and Misconduct Policy)^{11 and 13}
- National origin¹²
- Disability³
- Genetic information¹⁴
- ~~Family relationships~~⁹
- ~~National origin~~¹²
- ~~Disability~~³
- ~~Genetic information~~¹⁴
- Marital status¹¹
- Age (18 years of age and older)⁴
- Expunged juvenile record¹⁵
- Familial status/relationships¹¹
- Pregnancy and related conditions⁷
- Citizenship status⁵
- Protected Veterans status⁸
- Tobacco usage (non-working hours)¹⁰
- Victims of domestic violence (e.g., sexual assault, stalking, harassment, etc.)¹⁵
- Whistleblower¹

² The Civil Rights Act of 1964—Title VII and ORS 659A.006

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

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

⁵ Immigration Reform and Control Act of 1986

⁶ Equal Pay Act of 1963 and ORS 659A.029

⁷ Pregnancy Discrimination Act of 1978 and ORS 659A.029

⁸ The Veterans Reemployment Act of 1974, the Uniform Service Employment and Reemployment Rights Act of 1994

⁹ The Civil Rights Act of 1964 §1981, 1983 and ORS 659A.309

¹⁰ ORS 659A.315

¹¹ ORS 659A.006

¹² The Civil Rights Act of 1964 §1981, 1983

¹³ Title IX of the Education amendment of 1972

¹⁴ ORS 659A/Genetic Information Non-Discrimination Act 2008 (GINA) § 202.

¹⁵ ORS 659A.270

¹⁶ ORS 659A.199

College Board of Education Series—1000

PROHIBITION OF HARASSMENT / & NONDISCRIMINATION (continued)

~~Any conduct relating to these protected classes is prohibited when~~

- ~~1. Submission to such conduct is made, either implicitly or explicitly, a term or condition of employment or academic performance; or~~
- ~~2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic performance; or~~
- ~~3. Such conduct is severe or pervasive and has the purpose or effect of the following:~~
 - ~~• Unreasonably interfering with any individual's work or academic performance; or~~
 - ~~• Creating an intimidating, hostile, or offensive work or academic environment.~~

This prohibition of harassment and discrimination also includes any other status protected by federal, state, or local law in any area, activity, or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under federal, state, or local laws.

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

College Funding

No Chemeketa Community College funds shall ever knowingly be used for membership, or for any participation involving financial payment or contribution on behalf of the College or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of the protected classes noted above.

Accessibility

Chemeketa Community College is committed to equal opportunity in educational programs, employment, and all institutional programs and activities. The College and its representatives shall provide access to services, classes, and programs without regard to an individual's legally protected status.

Retaliation

~~Chemeketa prohibits retaliation against an individual or group of individuals involved in any of the following:~~

- ~~• Filing a complaint or report under this policy~~
- ~~• Filing an external complaint~~
- ~~• Participating in a disciplinary process~~
- ~~• Providing information concerning a complaint or participating in an investigation~~
- ~~• Opposing in a reasonable manner an action believed to constitute a violation of this policy~~

~~Retaliation can take many forms, including, but not limited to, verbal or physical abuse, threats of violence, and/or intimidation. Actions are considered retaliatory when they~~

College Board of Education Series—1000

PROHIBITION OF HARASSMENT / & NONDISCRIMINATION (continued)

~~have a materially adverse effect on the working, academic, or college-controlled living environment of an individual, or that hinder the individual from effectively carrying out their college responsibilities. Individuals engaging in retaliatory acts are subject to discipline as described in this policy.~~

Prohibition of Retaliation

Chemeketa Community College seeks to foster an environment in which employees, students, and other members of our College community feel free to report incidents of harassment without fear of retaliation or reprisal. Chemeketa Community College strictly prohibits retaliation against anyone for filing a harassment complaint or participating in an investigation. No one at the College may reprimand, discriminate, or retaliate against an individual who initiates a good faith inquiry or complaint, or against those who provide related information.

Such conduct is illegal and constitutes a violation of this policy. Chemeketa Community College will investigate all allegations of retaliation swiftly and thoroughly. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Reporting

Any student, employee, or other member of the campus community who believes that he/she/they have been harassed or retaliated against in violation of this policy should immediately report such incidents by following the processes described in #1750 Harassment/ Discrimination Complaint Procedure, #1751 Sexual Harassment, Discrimination and Misconduct Procedure, and/or #1752 Respectful College Community Complaint Procedure. Chemeketa Community College requires supervisors to report all incidents of harassment and retaliation that come to their attention.

Applicability & Training

This policy applies to all college employees and students, anyone serving in a supervisory capacity on behalf of the college, and vendors and members of the general public aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, evaluation, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end, the President shall ensure the College conducts education and training activities to counter harassment and prevent, minimize, or eliminate any hostile environment that affects equal education opportunities or employment conditions. The President shall establish procedures to define harassment on campus and provide for the investigation and resolution of harassment and discrimination complaints for employees,

College Board of Education Series—1000

PROHIBITION OF HARASSMENT / & NONDISCRIMINATION (continued)

students, and other community members. State and federal law, along with this policy, prohibit retaliatory acts by the College, its employees, students, and agents.

Sanctions

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

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

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

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

Basis for Determination

Chemeketa Community College will make the determination of harassment or discrimination based on the preponderance of the evidence standard, the totality of the situation, and from the reasonableness of the complainant's (or the person making the complaint) perspective.

Examples

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

Verbal Actions

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

Physical Actions

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

College Board of Education Series—1000

PROHIBITION OF HARASSMENT & NONDISCRIMINATION (continued)

Published Procedures

Chemeketa Community College will publish and publicize this policy and related written procedures (including the procedure for making complaints) to students and employees. The College will make this policy and related written procedures (including the procedure for making complaints) available in all administrative offices and will post them on the College's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

June 26, 1991

Adopted College Board of Education

November 15, 2000; July 26, 2006; October 17, 2007;
October 21, 2009; April 17, 2013; December 20, 2016;
December 18, 2019

Revised College Board of Education

OREGON COMMUNITY COLLEGE ASSOCIATION (OCCA) BOARD UPDATE

Prepared by

Ken Hector, Chair—Board of Education
Jessica Howard, President/Chief Executive Officer

OCCA welcomed new community college board members and thanked those who agreed to continue to serve as their college's OCCA representative for the 2024–2025 academic year.

Response to HECC Agency Request Budget

OCCA, in coordination with the Oregon Council of Presidents, issued a press release in response to the Higher Education Coordinating Commission's (HECC) Agency Request Budget that was approved by HECC commissioners on August 8. This joint press release highlighted the significant gap – nearly \$100 million – in the HECC's proposed budget for higher education to meet student needs and continue to offer existing levels of services to students. OCCA Executive Director Abby Lee testified in the hearing about the potential impact of this type of shortfall, while also emphasizing the increasing enrollment at nearly all of Oregon's community colleges. She also pointed out the unique role the colleges play in meeting the state's economic and workforce needs while also addressing its challenges (i.e., housing, and mental health). Commission Chair Sandy Rowe stated during the HECC meeting, "We all agree that colleges and universities need and deserve more funding... No one thinks this budget is sufficient." The commissioners also sent a letter to Governor Tina Kotek's office stating as much. The Governor will release her proposed budget on December 1, which is used as a starting point for legislators as they begin the legislative session and prepare agency budgets.

Revenue Report Released

State economists presented their quarterly economic and revenue forecast to legislators, showing state revenues up \$587 million from the previous forecast. This triggered Oregon's unique "kicker" law. State economists predict Oregon will send roughly \$1 billion back to Oregon taxpayers based on this law. The kicker goes into effect when state revenues are over 2 percent above what state economists predicted at the close of the budget-setting long legislative sessions. When revenues grow over 2 percent of that forecast, all the additional revenues go back to taxpayers.

While state economists reported that the Oregon economic outlook was stable, they pointed to some concerning trends, such as a significant slowdown in hiring, particularly in industries that are sensitive to high interest rates, like construction. Another concern they raised was the effect of major layoffs by large employers such as Nike and Intel.

"Oregon is fortunate to have a positive economic outlook, but with the warning signs on the horizon, we urge state lawmakers to prioritize investments that help get Oregonians skilled up and back into the workforce," said OCCA Executive Director Abby Lee. "Community colleges are uniquely positioned to help address these issues."

OCCA Executive Committee Holds Annual Retreat

The 2024–2025 OCCA Executive Committee met for its annual retreat on September 6 in Salem. The Executive Committee, along with members from the 2023–2024 Executive Committee, discussed the evaluation process for new OCCA Executive Director Abby Lee and reviewed the OCCA Strategic Priorities and Objectives. In addition, committee members participated in a facilitated conversation with higher education consultant Miriam Friedman around the development of an OCCA Values Statement. The Executive Committee reviewed and approved the Values Statement Process, which will also include the full OCCA Board. The Values Statement is slated to be completed next February for review and approval by the Board.

OCCA Board Training

OCCA Board Member Training took place on Saturday, September 7, at Chemeketa Community College's Eola Center in Salem. More than 30 board members and presidents took part in the training, which included a comprehensive session on the principles of civil discourse with practical skills to navigate contentious issues respectfully and productively. The training also featured Sonny Ramaswamy, President of the Northwest Commission on Colleges and Universities (NWCCU), who shared best practices and advice on how board members can take a more proactive role in accreditation. Other training topics included how OCCA can serve the needs of colleges and board members, what to expect in the upcoming legislative session, information on public meeting laws, and strategies to combat enrollment challenges.

Preview: September Legislative Days

Legislators will hold their quarterly "Legislative Days" September 23–25, during which they will hear invited testimony that will provide updates on both ongoing and new topics legislators may want to address legislatively in the 2025 Session. OCCA has worked with the chair of the House Committee on Higher Education to provide an update on emerging community college Bachelor of Science Nursing (BSN) programs. The House Higher Education Committee will also hear an update from the HECC on the ongoing work to create a more seamless transfer from community colleges to four-year public universities. OCCA has been closely involved in legislative work relating to better transfer pathways from community colleges to public universities. This will also be the final "Legislative Days" before the September 27 deadline for legislators to file bills that will be released before the start of the 2025 Legislative Session.

OCCA Annual Conference

The conference will take place November 6–8 at Salishan Coastal Lodge in beautiful Gleneden Beach. OCCA will welcome two national-level keynotes at the 2024 conference:

- Marty Alvarado, SOVA Solutions – Marty is a passionate advocate for equitable and transformative education with over two decades of experience driving impactful change across education and workforce development systems.
- Parfait Bassalé, Parfait Bassalé Consulting – During his five-year tenure as the Executive Diversity Officer at South Puget Sound Community College, Parfait championed a culture of belonging and implemented equity programs that reduced the achievement gap for historically excluded students.

Virtual Advocacy Training

OCCA will host a virtual Advocacy Training on Thursday, October 10, for community college board members, presidents, Campus Advocacy Coordinators (CACs), students, and other college faculty, staff, and stakeholders who will serve or are interested in serving as an advocate during the 2025 Legislative Session. In this free training, participants will learn how to be an effective advocate for community college budget and policy issues and the various ways in which one can be an advocate, including lobbying tips, important messaging for the session, and the basics of the legislative process.

OCCA Digest E-newsletter

The OCCA Digest is a monthly e-newsletter that highlights updates during the Legislative Session, important events, news, and announcements. It is a great way to stay connected with information important to community colleges in Oregon and learn how one can take action to support colleges and students. To sign up to receive this free e-newsletter, visit <https://occa17.com/resources/newsletter/> and click the “Sign Up” button. The OCCA Digest will come from OCCA Communications Director Casey White-Zollman at casey@occa17.com, so be sure to add her email to your contacts to ensure the email arrives in your inbox and not your spam folder.

PERSONNEL REPORT

Prepared by

Patrick Proctor, Associate Vice President—Human Resources
Alice Sprague, Vice President—Governance and Administration

NEW HIRES

Denny R. Aitken, Custodian I—Capital Projects and Facilities, College Support Services Division, Limited duration, 100 percent, 12-month assignment, Range A2, Step 6.

Gonzalo E. Aquino Nolasco, Project Coordinator/Analyst—President's Office, Governance and Administration Division, 100 percent, 12-month assignment, Range C1, Step 5.

Peter G. Banwarth, Instructor-Mathematics—Math, Engineering, and Computer Science, General Education and Transfer Studies (GETS), 100 percent, 10-month assignment, Range F9, Step 8.

Kristian S. Bouvier, Department Technician I—Building Inspection, Career and Technical Education and Public Safety Division, 100 percent, 12-month assignment, Range B1, Step 5.

Katie M. Dwyer, Director of Correction Education—Corrections Education, Workforce Innovation and Strategic Engagement, 100 percent, 12-month assignment, Range D2, Step 7.

Ryan Edward Gabriel Harris, Technology Analyst II—Information Technology, Governance and Administration Division, 100 percent, 12-month assignment, Range C2, Step 3.

Alondra Garcia-Arellano, Department Technician II—Yamhill Valley Campus (YVC), General Education and Transfer Studies Division, 100 percent, 12-month assignment, Range B2, Step 5.

Laura Janette Moreno Garcia, Student Services Specialist—Education, Academic Affairs Division, 100 percent, 12-month assignment, Range B3, Step 4.

Dane C. Joseph, Instructor-Psychology—Psychology, Life and Physical Sciences, General Education and Transfer Studies (GETS), 100 percent, 10-month assignment, Range F9, Step 9.

Marie Nicole Kyber, Technology Analyst II—Information Technology, Governance and Administration Division, 100 percent, 12-month assignment, Range C2, Step 6.

Alyssa Swartzendruber, Department Specialist—Wine Studies, Career and Technical Education and Public Safety Division, 100 percent, 12-month assignment, Range B3, Step 5.

Bryce J. Tomlin, Instructor-Music—Liberal Arts and Social Sciences, General Education and Transfer Studies (GETS) Division, Range F9, Step 5.

Standard Report-1
September 18, 2024

POSITION CHANGES

Moises E. Duarte, Instructor-English—English, Liberal Arts and Social Sciences, General Education and Transfer Studies (GETS) Division, Limited duration, 100 percent, 10-month assignment, Range F9, Step 12, from Instructor-Alternative High School, High School Partnerships, Workforce Innovation and Strategic Engagement Division.

Joshua “Josh” U. Isaak, Department Technician II—Academic Development and Corrections Education, Workforce Innovation and Strategic Engagement Division, 100 percent, 12-month assignment, Range B2, Step 3, from Public Safety Officer I, Public Safety, Career and Technical Education and Public Safety Division.

Douglas “Doug” J. Moxley, Director of Information Technology—Information Technology, Governance and Administration Division, 100 percent, 12-month assignment, Range D5, Step 8, from Interim Director of Information Technology, Information Technology, Governance and Administration Division.

RETIREMENTS

Karen Bledsoe, Instructor-Life Science-Biology—Psychology, Life and Physical Sciences, General Education and Transfer Studies (GETS) Division, effective July 01, 2024.

Denise E. Yancey, Department Specialist—Human Resources, Governance and Administration Division, effective August 21, 2024.

SEPARATIONS

Kristine K. Bryan, Instructional Coordinator/Analyst I—High School Partnerships, Workforce Innovation and Strategic Engagement Division, effective August 5, 2024.

Brian Keechle, Instructor-Welding/Fabrication—Applied Technologies, Career and Technical Education and Public Safety Division, effective September 9, 2024.

John D. Miller, Maintenance/Trades Assistant—Capital Projects and Facilities, College Support Services Division, effective August 31, 2024

Nathan Naggi, Instructional Coordinator/Analyst II—Center for Business and Industry (CCBI), Academic Affairs Division, effective June 26, 2024.

Jeffrey Nesemann, Maintenance Trades Technician I—Capital Projects and Facilities, College Support Services Division, effective August 14, 2024.

Brianna Watson, Instructional Specialist—Early Childhood Education, Business Programming and Early Childhood Education Division, effective July 19, 2024.

BUDGET STATUS REPORT

Prepared by

Rich Kline, Director—Business Services

Brian Knowles, Director—Budget and Finance

Aaron Hunter, Vice President—College Support Services/Chief Financial Officer

The following financial reports for the period of July 1, 2024, through August 31, 2024, will be available at the board meeting:

- General Fund Revenue and Expense Statement
- General Fund Budget Status Report
- Status of Investments as of August 31, 2024

In addition, the General Fund Revenue and Expense statement In-Progress for the period ending June 30, 2024, will also be available at the board meeting.

Chemeketa Community College
Statement of Resources and Expenditures
As of August 31, 2024

Fund 100000 - General Fund Unrestricted

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET	VARIANCE TO BUDGET
Resources:				
Beginning Fund Balance	20,308,042	-	0.00%	(20,308,042)
Property Taxes	30,070,205	162,349	0.54%	(29,907,856)
Tuition and Fees	18,955,774	8,298,057	43.78%	(10,657,717)
State Appropriations - Current	41,340,751	10,674,942	25.82%	(30,665,809)
Indirect Recovery	985,074	149,850	15.21%	(835,224)
Interest	2,520,484	468,397	18.58%	(2,052,087)
Miscellaneous Revenue	512,147	12,756	2.49%	(499,391)
Transfers In	100,000	-	0.00%	(100,000)
Total Resources	114,792,477	19,766,351	17.22%	(95,026,126)
State Appropriations - Carryover from FY24	-	10,408,422	-	-
Expenditures:				
Instruction	38,265,055	3,048,725	7.97%	35,216,330
Instructional Support	12,166,359	1,986,141	16.32%	10,180,218
Student Services	10,188,116	1,521,340	14.93%	8,666,776
College Support Services	24,119,242	3,090,622	12.81%	21,028,620
Plant Operation and Maintenance	8,574,596	995,800	11.61%	7,578,796
Transfers	5,856,200	0	0.00%	5,856,200
Total Expenditures (Excluding Contingency)	99,169,568	10,642,628	10.73%	88,526,940
Contingency	15,622,909	-	0.00%	15,622,909
Total Expenditures	114,792,477	10,642,628	9.27%	104,149,849

Chemeketa Community College
Budget Status Report
As of August 31, 2024

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	11,228,450	1,630,370	8,059,070	1,539,010
6120	Classified Salaries	14,940,038	2,010,101	9,994,803	2,935,134
6124	Part-Time Hourly & Student Wages	1,276,238	128,030	-	1,148,208
6130	Faculty Salaries	18,098,810	557,454	14,836,128	2,705,228
6132	Part-Time Faculty	9,096,204	1,232,301	42,149	7,821,754
6510	Fixed Fringe Benefits	10,442,414	1,484,099	-	8,958,315
6511	Variable Fringe Benefits	17,678,301	1,975,607	-	15,702,694
6512	Other Fringe Benefits	380,000	93,878	-	286,122
Subtotal Personnel Services		83,140,455	9,111,840	32,932,150	41,096,465
					10.96%

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,675,439	90,852	-	1,584,587
720	Equipment \$500-\$4,999	128,768	10,512	-	118,256
7300	Legal Services	241,325	-	46,300	195,025
7310	Insurance	1,066,125	931,537	-	134,588
7320	Maintenance	378,386	11,850	9,733	356,803
7330	Communications	914,951	89,909	-	825,042
7340	Utilities	2,715,576	141,812	74,247	2,499,517
7350	Staff Development	130,056	18,683	-	111,373
7360	Travel	366,337	15,952	-	350,385
7370	Other Services	2,055,950	192,324	156,197	1,707,429
7550	Capital Outlay	500,000	27,357	-	472,643
8150	Transfers Out	5,856,200	-	-	5,856,200
Subtotal Non-Personnel Services		16,029,113	1,530,788	286,477	14,211,848
					9.55%
8500	Contingency	15,622,909	-	-	15,622,909
Report Totals		114,792,477	10,642,628	33,218,627	70,931,222
					9.27%

Chemeketa Community College
Statement of Resources and Expenditures
Year Ended June 30, 2024 (Preliminary Progress Report) *

Fund 100000 - General Fund Unrestricted

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET	VARIANCE TO BUDGET
Resources:				
Beginning Fund Balance	18,000,000	17,030,075	94.61%	(969,925)
Property Taxes	27,551,434	27,679,027	100.46%	127,593
Tuition and Fees	18,589,966	19,332,606	103.99%	742,640
State Appropriations - Current	36,904,602	39,945,791	108.24%	3,041,189
Indirect Recovery	1,006,586	1,208,399	120.05%	201,813
Interest	2,100,000	3,559,038	169.48%	1,459,038
Miscellaneous Revenue	533,171	217,060	40.71%	(316,111)
Transfers In	100,000	-	0.00%	(100,000)
Total Resources	104,785,759	108,971,996	104.00%	4,186,237
State Appropriations - Deferred to FY 25	-	10,408,422	-	-
Expenditures:				
Instruction	36,239,849	35,711,646	98.54%	528,203
Instructional Support	12,938,088	12,260,384	94.76%	677,704
Student Services	9,463,162	8,987,439	94.97%	475,723
College Support Services	16,762,889	14,999,021	89.48%	1,763,868
Plant Operation and Maintenance	8,098,119	8,025,607	99.10%	72,512
Transfers	6,955,000	6,945,142	99.86%	9,858
Total Expenditures (Excluding Contingency)	90,457,107	86,929,239	96.10%	3,527,868
Contingency	14,328,652	-	0.00%	14,328,652
Total Expenditures	104,785,759	86,929,239	82.96%	17,856,520
Preliminary Ending Fund Balance		32,451,179		
State Appropriations - Deferred to FY25		(10,408,422)		
Preliminary Unreserved Ending Fund Balance		22,042,757		

* As of September 13, 2024 - Fiscal year closeout still in process.

Status of Investments

August 31, 2024

	Statement	Maturity	Account Balance	Rate as of
	Date	Date		8/31/2024
<u>Oregon State Treasurer Investments</u>				
Oregon Short-Term Fund - General	8/31/2024	On demand	\$ 27,346,210.81	5.300%
Oregon Short-Term Fund - Capital	8/31/2024	On demand	\$ 9,682,710.94	5.300%
Total Oregon State Treasurer Investments			\$ 37,028,921.75	
<u>Other Investments</u>	Investment	Maturity	Amount Invested	Yield
	Date	Date		
Corporate Note - TD Bank	1/10/2024	9/10/2024	\$ 2,911,299.00	5.243%
Gov't Agency Federal Farm Credit Bank	1/26/2024	10/1/2024	\$ 2,997,720.00	4.998%
Gov't Agency Federal Farm Credit Bank	2/22/2024	10/30/2024	\$ 1,996,560.00	5.136%
Corporate Note - National Australia Bank	12/5/2023	11/22/2024	\$ 3,002,079.67	5.255%
Corporate Note - Bank of Montreal	3/28/2024	12/12/2024	\$ 2,029,922.22	5.239%
Corporate Note - Bank of Nova Scotia	1/31/2024	1/10/2025	\$ 2,903,640.00	4.983%
Corporate Note - JPMorgan Chase	10/20/2022	1/23/2025	\$ 1,919,760.00	5.033%
Gov't Agency - Federal Home Loan Bank	2/29/2024	2/3/2025	\$ 2,978,820.00	5.085%
Corporate Note - Wells Fargo & Co	2/29/2024	2/19/2025	\$ 2,449,350.00	5.162%
Gov't Agency Federal Farm Credit Bank	4/2/2024	3/28/2025	\$ 5,004,666.67	5.000%
Gov't Agency - Federal Home Loan Bank	5/7/2024	4/14/2025	\$ 2,875,170.00	5.108%
Corporate Note - Bank of New York	4/15/2024	4/24/2025	\$ 2,895,990.00	5.114%
Corporate Note - US Bancorp	5/31/2024	5/12/2025	\$ 1,930,360.00	5.266%
Treasury Note - United States Treasury	5/31/2024	5/31/2025	\$ 1,955,340.00	5.195%
Certificate of Deposit - Willamette Valley Bank	4/25/2024	8/24/2025	\$ 2,000,000.00	4.750%
Corporate Note - Royal Bank of Canada	8/28/2024	6/10/2025	\$ 2,922,870.00	4.526%
Treasury Note - United States Treasury	6/17/2024	6/15/2025	\$ 2,937,990.00	5.032%
Total Other Investments			\$ 45,711,537.56	5.058% weighted average yield

13 week Treasuries 4.98% as of 8/31/2024

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

Total Oregon State Treasurer Investments

\$ 37,028,921.75

Other Investments	Investment Date	Maturity Date	Amount Invested	Yield
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Gov't Agency Federal Farm Credit Bank	1/26/2024	10/1/2024	\$ 2,997,720.00	4.998%
Gov't Agency Federal Farm Credit Bank	2/22/2024	10/30/2024	\$ 1,996,560.00	5.136%
Corporate Note - National Australia Bank	12/5/2023	11/22/2024	\$ 3,002,079.67	5.255%
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13 week Treasuries 4.98% as of 8/31/2024

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

PURCHASING REPORT

Prepared by

Mariah Dooley, Procurement & Contracts Analyst
P. Kevin Walther, Procurement Management Analyst
Aaron Hunter, Vice President—College Support Services/Chief Financial Officer

SITE PLANNING AND FACILITY DESIGN SERVICES FOR BUILDING 7 (GYMNASIUM) ON THE SALEM CAMPUS

A Request for Qualifications for Site Planning and Facility Design Services for Building 7 (Gymnasium) on the Salem Campus will be advertised in the *Daily Journal of Commerce*, on the college's Procurement Services website, and on the OregonBuys website in September of 2024. A recommendation for contract award will be made to the College Board of Education at its October 2024 meeting. If the November 2024 Bond passes, the scope of this project may be expanded to include upgrades to the Athletic Complex and the Orange Parking Lot.

ON-CALL PAINTING SERVICES

An Invitation to Bid (ITB) for On-call Painting Services will be advertised in the *Daily Journal of Commerce*, on the college's Procurement Services website, and on the OregonBuys website in September of 2024. This ITB may result in multiple contract awards. A recommendation for contract award(s) will be made to the College Board of Education at its October 2024 meeting.

CAPITAL PROJECTS REPORT

Prepared by

Rory Alvarez, Director—Facilities and Operations
Aaron Hunter, Vice President—College Support Services/Chief Financial Officer

ONGOING PROJECTS

- **Building 2 Ice Storm Restoration**
The kitchen area is currently wrapping up the demolition phase in preparation for renovations aimed at enhancing both efficiency and aesthetics. While the original demolition was focused solely on repairing the storm damage, additional deficiencies were identified which expanded the maintenance scope of this project. The college's dedication to providing top-notch facilities remains unwavering as it strives to create environments conducive to learning and collaboration. While the main kitchen area in Building 2 is closed for renovations, food services for students and staff continue to be available in Building 8, Building 42, and Building 2 (near the Associated Students of Chemeketa area).
- **Fiber Pull to Athletics Fields**
Facilities have completed a new fiber optics loop to service the athletics fields. This project will enable the college's athletic teams the ability to stream events happening on the college's fields. Doing so will improve the overall experience for participants and spectators alike. By investing in this technology, the college is supporting the success and visibility of its athletic programs.

PLANNING PROJECTS

- **Lighting Retrofit Projects**
Facilities are focused on completing ongoing lighting projects in multiple buildings on our campuses. The college is also devising plans for future initiatives. This project is in response to recent developments in Oregon, regarding lighting standards. Facilities are gearing up for a series of comprehensive lighting retrofit projects set to unfold over the next year or so. These projects involve replacing existing lighting systems with more energy-efficient and environmentally friendly alternatives.

See Appendix-2; Campus Map pages 48-49.

CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE REPORT

Prepared by

Doug Yancey, Director—Chemeketa Cooperative Regional Library Service
Manuel Guerra, Executive Dean—Student Development and Learning Resources
David Hallett, Vice President—Academic and Student Affairs

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

CCRLS ADVISORY COUNCIL

The first Advisory Council meeting of FY 2024–2025 was scheduled for September 12.

PYM

The first PYM meeting of FY 2024–2025 was scheduled for September 6.

CCRLS ADMINISTRATION AND AUTOMATION

CCRLS will renew its long-term agreement (LTA) with SirsiDynix, vendor of the integrated library system used by all member libraries. The current agreement expires at the end of November 2024. The new LTA will be for a period of five years. The longer term will allow CCRLS to upgrade current products (at no cost), consider additional products/services (at cost advantage) and negotiate a lower annual uplift.

CCRLS is currently beta testing a new mobile app from SirsiDynix. CCRLS anticipates being able to offer it by the end of the calendar year (2024). It will be available for both iOS and Android devices. Early commitment to the product involves a discount.

CCRLS established a new collection of 120 WiFi hotspots from T-Mobile. This is expected to become a permanent collection, managed by CCRLS. These devices will be distributed for circulation at member libraries in early Fall. They are intended to meet the needs of patrons in the service area who otherwise lack internet access.

A comprehensive review of all CCRLS policies is underway, starting with those which are reimbursement related.

CCRLS will continue to explore the feasibility of establishing a centralized sorting operation (with automated materials handling) as an extension of its courier service. An RFI was issued in May of 2024. Vendor response was very good (total of seven replies). The CCRLS Technology Committee will be reconvened to review RFI responses and identify next steps.

The CCRLS courier is now delivering to Corban University (2 days per week), as part of a contract (MOU) between the College Library and Coban.

Delivery of the replacement for the 2007 Chevy Kodiak C7500 courier truck is still on track for October 2024. This will be a leased vehicle from Ryder. The Chevy will be given to Facilities.

Standard Report-5
September 18, 2024

STATISTICS

METRIC		FY 2023–2024 (Q4)	FY 2022–2023 (Q4)	Trend
Library users:		AVG	AVG	
Total registered		136,949	124,313	10.16%
City resident (FULL)		100,303	92,349	8.61%
Rural adult resident (BASIC, FEE, OOD)		26,102	22,741	14.78%
Rural youth (CARE)		8,940	7,880	13.46%
Active users (activity within previous 3 months)		43,726	40,830	7.09%
Collection:		AVG	AVG	
Item count (average)		1,027,784	1,047,662	-1.90%
Circulation:		COUNT	COUNT	
Total checkouts		724,222	711,889	1.73%
Via self-check	32.80%	237,525	225,754	5.21%
To rural adults (BASIC, FEE, OOD)	15.01%	108,712	102,372	6.19%
To rural youth (CARE)	10.21%	73,949	63,405	16.63%
Small library rotating collection		545	780	-30.13%
Holds filled		95,663	94,774	0.94%
Items carried via Courier		203,416	200,236	1.59%
Reciprocal Sharing:		COUNT	COUNT	
Among CCRLS members		127,793	119,893	6.59%
External borrowing		355	257	38.13%
External lending		998	1,103	-9.52%
Library User Engagement:		COUNT	COUNT	
Online registrations		565	639	-11.58%
Telephone renewals		158	187	-15.51%
Mobile application launches		77,517	89,822	-13.70%
Mobile application searches		80,564	87,879	-8.32%
Web catalog users		49,175	45,821	7.32%
Web catalog sessions		151,020	140,582	7.42%
CCRLS-provided database uses		14,616	18,181	-19.61%
CCRLS-provided eVideo uses		5,012	4,489	11.65%
CCRLS-provided eBook uses		145,474	133,442	9.02%
Notices to Users:		COUNT	COUNT	
via Email		195,075	181,173	7.67%
via Text (SMS)		50,771	41,298	22.94%
via Telephone		12,140	9,875	22.94%
via Post		412	419	-1.67%
Library Support:		COUNT	COUNT	
CCRLS Help Desk (tickets resolved)		56	212	-73.58%

**INSTITUTIONAL ADVANCEMENT FOUNDATION QUARTERLY REPORT
APRIL 1, 2024–JUNE 30, 2024**

Prepared by

Jamie Wenigmann, Director of Development—Chemeketa Foundation
Marie Hulett, Executive Director—Institutional Advancement
Aaron Hunter, Vice President—College Support Services/Chief Financial Officer

NEW SCHOLARSHIPS ESTABLISHED

There have been three new scholarships established this quarter:

Maps Credit Union Scholarship:

This fund was established initially by a gift from Maps Credit Union (Maps) to provide assistance to students enrolled in business-related programs at Chemeketa Community College. This account shall be funded annually by Maps Credit Union at \$10,000 for five years to be awarded as five \$2,000 scholarships. At that time, Maps will evaluate the terms of this agreement and may choose to extend its commitment. A huge thank you to Amanda Faltyn, Director of Auxiliary Services, for the partnership and collaboration in securing this new scholarship.

CAMP Student Scholarship:

This fund was established in partnership with Chemeketa's CAMP Program, through a donation from the Foundation's unrestricted fund. This scholarship will award two \$1,000 scholarships for the next six academic years for students in the CAMP Program at Chemeketa.

TRIO Student Scholarship:

This fund was established in partnership with Chemeketa's TRIO Program, through a donation from the Foundation's unrestricted fund. This scholarship will award two \$1,000 scholarships for the next six academic years for students in the TRIO Program at Chemeketa.

STARS RECEPTION

The 2024 STARS Reception was held Friday, May 17 at the Salem Convention Center (SCC). This was the second year hosting this event at SCC, and have continued to receive positive feedback from donors, students, and Foundation staff regarding the venue, catering, and support staff. More than 180 donors, community supporters, and scholarship recipients were in attendance. A big thank you to everyone who made this event a success. In total, the event raised \$9,500 toward event costs with an additional \$1,500 for in-kind printing services.

Gold STAR Sponsors:

- Willamette Valley Medical Center

Silver STAR Sponsors:

- Cascade Steel Rolling Mills
- Fast Signs (in-kind)
- Pepsi

Standard Report-6
September 18, 2024

- Salem Mega Foods
- Maria Schmidtkofer, Schwabe, Williamson & Wyatt

Bronze STAR Sponsors:

- Collective Wealth Planning
- Creative Minds at Work LLC
- Grove, Mueller & Swank
- Oregon State Credit Union
- Select Impressions (in-kind)
- Univision

QUARTERLY DONATION REPORT

The total amount of cash contributions for April 1, 2024–June 30, 2024 is \$259,921; the total valuation of in-kind contributions from April 1, 2024–June 30, 2024 is \$18,718.

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.

For their participation and enthusiastic representation of Chemeketa at the recent Homer Davenport Community Days in Silverton, PATRICK CHAPPELL, JOHN DEDRICK, PACO HADLEY, MARIE HULETT, and ESTHELA ZENDEJAS.

Chemeketa employees and students joined a special guest and author, Dr. Joel Pérez on August 5 to learn how organizations can achieve excellence through cultural humility.

Congratulations to RORY ALAVERZ for completing his Master of Science Construction Management and Technology from Arizona State University!

Congratulations to faculty members MELODY ABARCA-MILLAN, DANIEL COUCH, MARIA CRUSE, JENNIFER JOHNS, KEVIN RUBY, JILL RUPERT, KEITH SCHLOEMAN, and SHANNON OTHUS-GAULT for completing Chemeketa's Excellence in Teaching Certificate. This group represents the inaugural cohort of faculty who participated in a comprehensive program of professional development activities and created a professional portfolio showcasing how they demonstrate Chemeketa's Excellence in Teaching Competencies in their practice. These portfolios stand as inspiring testimony to the hard work and dedication Chemeketa's faculty commit to our students' achievement.

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to Chemeketa Community College for its Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023. This was the 32nd consecutive year that Chemeketa has achieved this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized Annual Comprehensive Financial Report. This report must satisfy both generally accepted accounting principles and applicable legal requirements. Congratulations to RICH KLINE and the entire Business Services department for their outstanding work.

We extend our heartfelt gratitude to everyone involved in bringing *Oliver!* to life. A special thank you goes to ELIZABETH FACANHA, STEPHEN MUNSHAW, and the dedicated members of the Chemeketa Music Department, as well as the Facilities and Information Technology teams. Your hard work made a significant impact. With over 1,500 attendees enjoying the performances, we also want to recognize Capitol Auto Group for their crucial role as a key sponsor, whose support was instrumental to the success of the production. We deeply appreciate the partnership and the outstanding weekly performances by the Salem Orchestra.

Standard Report-7
September 18, 2024

Congratulations to faculty members JOSHUA DARLAND - Fire Protection, KEELY BRATCHER - Nursing Education, ANNETTE GORREMANS - Nursing Education, BRIAN PEET - American Sign Language, ZAC KOHL - Life Science, HOLLY SCHIEFELBEIN - Life Science, ODILON RAMIREZ JAVIER - Mathematics, ROBERT SURTON - Computer Science, and MELODY ABARCA-MILLAN - ESOL for completing their third-year faculty probation period. We appreciate these faculty members and their service during these three years! Their commitment to student success and our college community is commendable.

Congratulations to KARLA HALE, GAELLEN MCALLISTER, and the Grants Office for being awarded a 5-year, \$3.5M Department of Education grant for a project entitled "Accessible pathways for Bilingual Leaders in Education (ABLE): Elevating Bilingual Student Teacher Leaders to Better Serve English Language Learners." This project represents an exciting opportunity to holistically support students on their certification journey and fill critical gaps in our bilingual educator workforce.

Separate Action-1
September 18, 2024

**APPROVAL OF RETIREMENT RESOLUTION
NO. 24-25-03, KAREN BLEDSOE; AND
NO. 24-25-04, DENISE E. YANCEY
[24-25-107]**

Prepared by

Patrick Proctor, Associate Vice President—Human Resources
Alice Sprague, Vice President—Governance and Administration

The College Board of Education honors employees who retire after years of service to the college. Attached are the resolutions honoring Karen Bledsoe who retired effective June 30, 2024, and Denise Yancey who retired effective August 20, 2024.

It is recommended that the College Board of Education adopt Resolution No. 24-25-03, Karen Bledsoe; and Resolution No. 24-25-04, Denise Yancey.

Separate Action-1
September 18, 2024

**RETIREMENT RESOLUTION NO. 24-25-03
KAREN BLEDSOE**

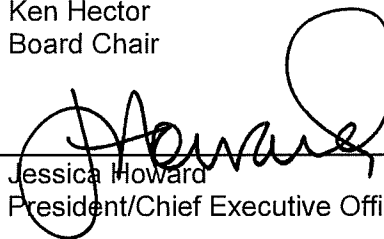
WHEREAS, Karen Bledsoe began her 10-year association, as a salaried employee, with Chemeketa Community College in September 2014; and

WHEREAS, Karen Bledsoe gave dedicated service to Chemeketa Community College currently as Instructor-Life Science-Biology, Psychology, Life and Physical Sciences, General Education and Transfer Studies (GETS) Division,

BE IT RESOLVED, that upon her retirement date of June 30, 2024, the College Board of Education hereby honors and commends Karen Bledsoe for her loyalty, dedication, and personal commitment to Chemeketa Community College.



Ken Hector
Board Chair



Jessica Howard
President/Chief Executive Officer

Separate Action-1
September 18, 2024

**RETIREMENT RESOLUTION NO. 24-25-04
DENISE E. YANCEY**

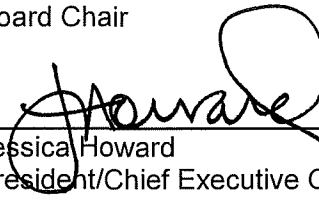
WHEREAS, Denise Yancey began her 1 year 2-month association, as a salaried employee, with Chemeketa Community College in July 2023; and

WHEREAS, Denise Yancey gave dedicated service to Chemeketa Community College currently as Department Specialist, Human Resources, Governance and Administration Division,

BE IT RESOLVED, that upon her retirement date of August 20, 2024, the College Board of Education hereby honors and commends Denise Yancey for her loyalty, dedication, and personal commitment to Chemeketa Community College.



Ken Hector
Board Chair



Jessica Howard
President/Chief Executive Officer

ACCEPTANCE OF PROGRAM DONATIONS
APRIL 1, 2024–JUNE 30, 2024
[24-25-108]

Prepared by

Shawn Keebler, Development Associate—Chemeketa Foundation
Jamie Wenigmann, Director of Development—Chemeketa Foundation
Marie Hulett, Executive Director—Institutional Advancement
Aaron Hunter, Vice President—College Support Services/Chief Financial Officer

These items were donated to Chemeketa Community College from April 1, 2024, through June 30, 2024. It is recommended that the College Board of Education accept these donations.

Item: 2008 International DuraStar 4300 Donor: Marion Polk Food Share Inc. Declared Value: \$15,000 Program: Diesel Technology Program	Item: 66 clothing items Donor: Helen Johnson Declared Value: \$962 Program: Chemeketa Closet
Item: Radio Advertisements for Cinco De Mayo Event Donor: KWIP Valley Broadcasting Declared Value: \$1,000 Program: Chemeketa Woodburn Center	Item: Music and dance performance for Cinco De Mayo Event Donor: Enlace Cross-Cultural Community Development Project Declared Value: \$1,000 Program: Chemeketa Woodburn Center
Item: 8 clothing items Donor: Angel Auclair Declared Value: \$116 Program: Chemeketa Closet	Item: 2002 Ford Mustang Donor: Gabriel McCartney Declared Value: \$400 Program: Automotive Technology Program
Item: Food for Cinco De Mayo Events Donor: River Stone Granite Corporation Declared Value: \$85 Program: Chemeketa Woodburn Center	Item: 7 clothing items Donor: America Barraza De La Torre Declared Value: \$75 Program: Chemeketa Closet
Item: 14 clothing items Donor: Yesica Navarro Declared Value: \$42 Program: Chemeketa Closet	Item: 1 clothing item Donor: Angel Auclair Declared Value: \$10 Program: Chemeketa Closet
Item: 5 bars of soap Donor: Jessica Howard Declared Value: \$28 Program: Benefitting Student Relief Fund	

VISION • MISSION • VALUES

VISION *(Our shared future)*

Chemeketa will be a gathering place for lifelong learning.

MISSION *(Why we exist)*

Chemeketa transforms lives and strengthens communities through quality education, services, and workforce training.

VALUES *(How we work together)*

ADAPTABILITY

We embrace change, thoughtfully improve, and respond to students and our rapidly shifting world.

BELONGING

We create a welcoming culture and environment that honors the ways people are diverse so that each individual feels valued, supported, and safe in their work and learning journeys.

COMMUNITY

We forge meaningful connections and partnerships within Chemeketa and with the communities we serve.

OPPORTUNITY

We affirm the potential of each person to grow and learn, and are committed to providing equitable access to education and opportunity.

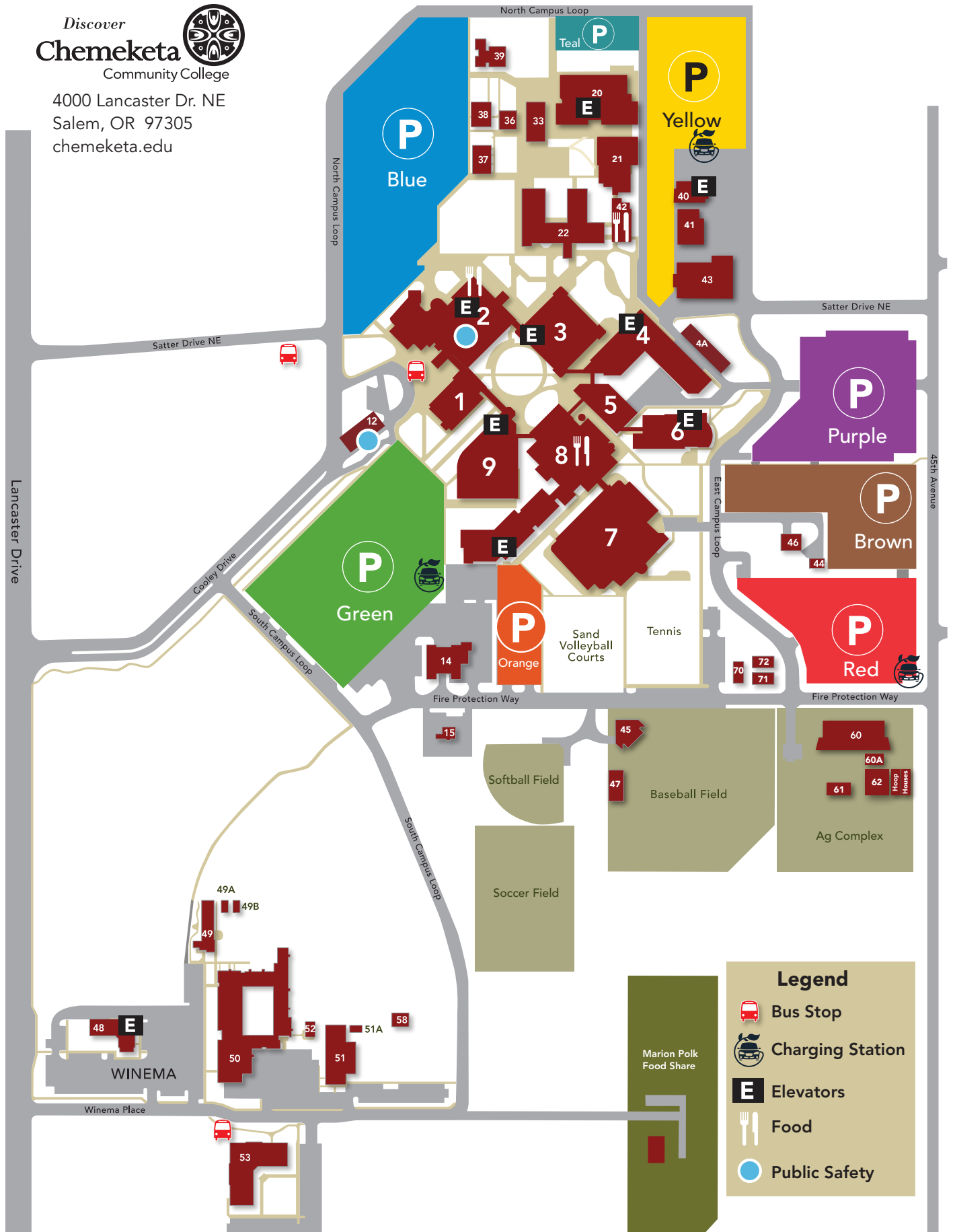
QUALITY

We strive for excellence through relevant, inclusive, and future-focused curriculum, services, and experiences.





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



Legend

- Bus Stop
- Charging Station
- Elevators
- Food
- Public Safety

Building directory on reverse side

Appendix-2 September 18, 2024

Building and Primary Function(s)

- 001** 1st Floor: Bookstore
- 001** 2nd Floor: Faculty Offices; Cooperative Work Experience
- 002** 1st Floor: Advising & College Access Programs (CAMP, TRIO, Upward Bound); Chemeketa Completion Program; College Access; Information Center; Multicultural Center; Planetarium; Public Safety; Student Accessibility Services; Student Life; Veterans Resource Center
- 002** 2nd Floor: Basic Navigator Needs; Business Services; Career Center; Counseling & Student Support Services; Enrollment Center; Financial Aid; Graduation Services; Human Resources; Intercultural Resource Center; President's Office; Procurement; Safe Haven; Student Affairs; Student Recruitment; Student Success Center; Title IX Office; Veterans Services
- 003** 1st Floor: Gretchen Schuette Art Gallery; Classrooms
- 003** 2nd Floor: Academic Affairs; Classrooms; Computer Science Faculty; Math Hub; Math Faculty; Placement Assessment; Testing Center
- 004** 1st Floor: Automotive Program; Electronics Program; Faculty Offices
- 004** 2nd Floor: Visual Communications; Robotics; Electronics & Networking Programs; Faculty Offices
- 005** 1st Floor: Art Classrooms
- 005** 2nd Floor: Classrooms; Foundation, Marketing & Public Relations; Grants; Public Information
- 006** 1st Floor: Auditorium; Classrooms
- 006** 2nd Floor: Classrooms; Employee Development
- 007** Gymnasium; Physical Education Classrooms
- 008** 1st Floor: Dental Clinic; Health & Science Classrooms; Café 8
- 008** 2nd Floor: Health & Science Classrooms
- 009** 1st Floor: Classrooms; The Center for Academic Innovation; Academic Effectiveness; Chemeketa Press; Institutional Research & Reporting; Media Studio
- 009** 2nd Floor: Library, Academic Support Center (Tutoring & Writing Centers); Student Computer Center; Study Rooms
- 012** Information Booth
- 014** Fire Programs
- 015** Burn Tower
- 020** Drafting; Engineering; Machining Program; Faculty Offices
- 021** Welding Program
- 022** Academic Development (ESOL, GED/ ABE, HEP, STEP Program); Information Technology; ICAP Program; STEP Program; TANF Jobs Program
- 033** Apprenticeship Programs
- 036** SOAR Program
- 037** Faculty Offices
- 038** Public Safety
- 039** Child Development Center
- 040** Facilities & Operations

- 041** Facilities & Operations; Shipping & Receiving
- 042** Genuine Foods Catering Kitchen; Taco Stand
- 043** Copy Center; Mail Room; Recycling
- 044** Facilities
- 045** Activity Field
- 046** Greenhouse
- 048** Conference Rooms; MaPS Credit Union
- 049** High School Partnerships; Mid-Willamette Education Consortium, Youth GED Options
- 050** Roberts at Chemeketa
- 051** Roberts at Chemeketa
- 052** Classrooms
- 053** Department of Human Services
- 058** Facilities & Operations Annex
- 060** Agricultural Sciences
- 061** Pavillion; Chemeketa Market
- 062** Greenhouse

Area or Service—Building/Room

- Academic Affairs—3/272
- Academic Development (ESOL, GED/ABE, HEP, STEP Program; ICAP Program, TANF Jobs Program)—22/100
- Academic Support Center (Tutoring & Writing Centers)—9/Second Floor
- Admissions—2/200
- Advising—2/110
- Art Gallery—3/122
- Athletics—7/103
- Auditorium—6/115
- Boardroom—2/170
- Bookstore—1/First Floor
- Business Services—2/202
- Career Center—2/230
- CCBI, Business Programming & ECE—1/204
- Chemeketa Cooperative Regional Library Service—9/136,130
- Chemeketa Online—9/106
- Chemeketa Press—9/105
- Cooperative Work Experience—1
- Copy Center—43
- Counseling Services—2/230
- Dental Clinic—8/101
- Employee Development Center—6/218b
- English for Speakers of Other Languages—22/100
- Enrollment Center—2/200
- Executive Dean of Students—2/208
- Extended Learning—3/252
- Financial Aid—2/200
- First Aid—2/173
- Food Service—2/First Floor, 8, & 42
- Foundation—5/264
- Genuine Foods—42
- General Information (Welcome Center)—2/110
- Gymnasium—7
- Human Resources—2/214
- Information Technology—22/138
- Library—9/Second Floor
- Lost & Found—2/173
- Mail Room—43
- Multicultural Center—2/177A
- Parking Permits—2/173
- Planetarium—2/171
- Posting Notices on Campus—2/176
- President's Office—2/216
- Public Information—5/266

- Public Safety—2/173—503.399.5023
- Registration—2/200
- Scholarships—5/266
- Student Accessibility Services—2/174
- Student Affairs—2/208
- Student Center—2/179
- Student Clubs—2/176
- Student Computer Center—9/Second Floor
- Student Resources—2/230
- Student Success Center—2/210
- Television Studio—9/162
- Testing Center—3/267
- Transcripts—2/200
- Transfer Information—2/110
- Tutoring Center—9/Second Floor
- Vending Machine Refunds—1/First Floor
- Bookstore
- Veterans Services—2/201
- Veterans Resource Center—2/116
- Writing Center—9/Second Floor

Instructional Department Offices

- Agricultural Sciences—60
- Applied Technologies—20/203
- Business & Technology, Early Childhood Education & Visual Communications—1/204
- Chemeketa Online/Tech Hub—9/106
- Dental Programs—8/109
- Education—3/252
- Emergency Services—Brooks Regional Training Center
- Health, & Human Performance—7/103
- Psychology, Life and Physical Science—8/221
- Liberal Arts & Social Sciences—1/204
- Math, Engineering & Computer Science—3/252
- Nursing—8/104
- Pharmacy Technology—8/113

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

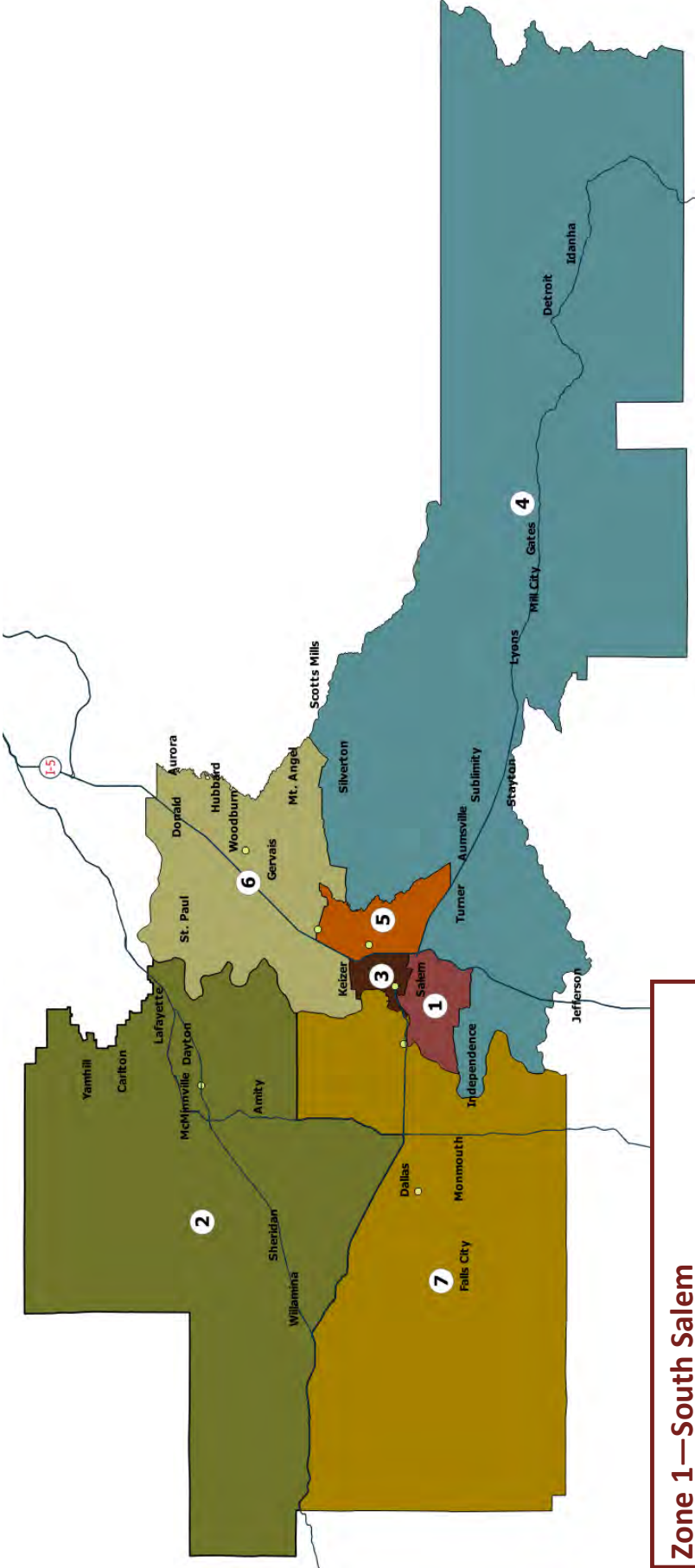
Lactation/Wellness Room

- Building 2—Room 181
- Building 5—Room 262
- Building 8—Room 1064
- Building 20—Room 815
- Building 22—106A
- Building 60—Room 815

Elevators

- Building 2
- Building 3
- Building 4
- Building 6
- Building 8
- Building 9

Chemeketa Community College Board Zone Boundary Maps and Descriptions



- Zone 1—South Salem**
- Zone 2—Yamhill County**
- Zone 3—North Salem**
- Zone 4—South Marion County**
- Zone 5—East Salem**
- Zone 6—North Marion County**
- Zone 7—Polk County**

- Board Members**
- ZONE 1** Iton Udosenata
 - ZONE 2** Ron Pittman
 - ZONE 3** Neva Hutchinson
 - ZONE 4** Ken Hector, Chair 2024-2025
 - ZONE 5** Jackie Franke
 - ZONE 6** Diane Watson, Vice Chair 2024-2025
 - ZONE 7** Betsy Earls

Handouts

September 18, 2024

High School Partnerships September 2024 Board Workshop



Discover

Chemeketa

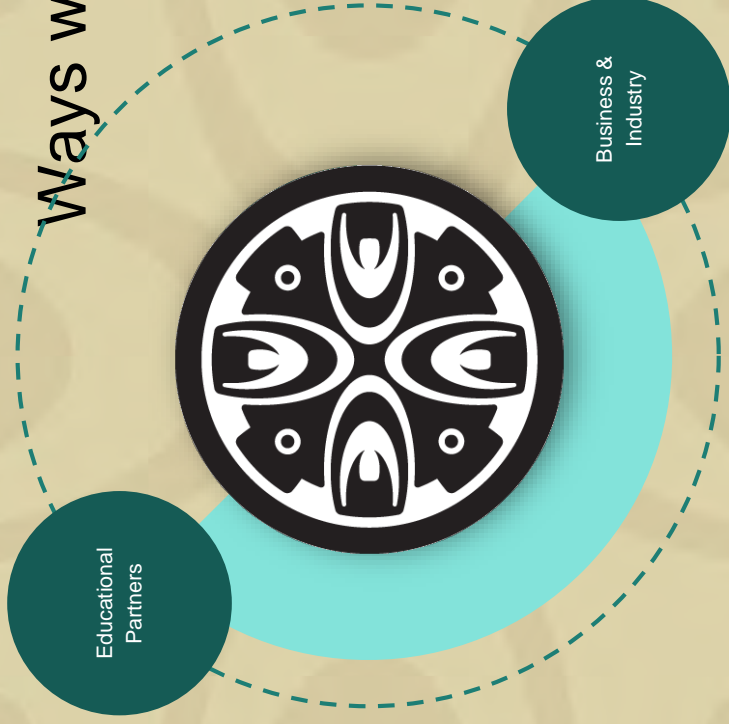
Community College



High School Partnerships Grant Overview

- High School (HS) Partnerships has been awarded several grants that support underage students
- Focuses on developing college and career going for rural and underrepresented students
 - DOE IREPO Fund for the improvement of postsecondary education
 - DOE RPED Rural Postsecondary and Economic Development
 - DOE Perkins Innovation and Modernization Career Connected HS grant
- Focuses on improving career connected learning systems and job readiness
 - HECC Career Connected Learning Systems Navigator
 - ODE Youth Development Organization: Chemeketa Works Youth

Ways we Connect



Educational partners

School Districts

College Partners

University Partners

State Level Advocacy

Business & Industry

Community Based Organizations

Healthcare Industry

Willamette Workforce

Small Business



Career Connected Engagement

CCLSN grant engages industry, education, and systems. One project highlight is a partnership with Willamette Workforce to develop the Faces of Healthcare video series.

Faces of Healthcare - Rachel

Chemeketa Works Youth grant provided three certificate options to youth

- Oregon Employability Skills
- Youth Entrepreneurship
- Youth Cultural Competency Certificate



Career Connected High Schools Perkins Innovation & Modernization Grant

- New competitive Perkins grant
- Focuses on Healthcare & Agriculture, Aquaculture & Natural Resources (OCCC)
- 2024-2025 school year:
 - Early College EMT program at Brooks campus
 - Medical Assisting program at Yamhill Valley campus
 - 75 high school student paid internship opportunities
 - Summer Agriculture Summit planned by Chemeketa faculty for high school teachers



IREPO/RPED transition

IREPO

- BOLT Summer Program
- Targeted High School courses
- Professional Development to credential more dual credit teachers

RPED

- CTE awareness working with CBOs & Juntos
- CTE BOLT Summer Program
- Focus on HSI work
 - All bilingual staff
 - Bilingual marketing
 - Juntos needs assessment



Bilingual Marketing Materials



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