A large, stylized fish logo in shades of green and brown, positioned on the left side of the page. The fish is facing right and has a circular eye. The logo is partially obscured by a white text box.

Regular Meeting

May 20, 2020

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

BOARD OF EDUCATION

Regular Meeting

May 20, 2020

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

- | | | |
|---|--|-------------------------|
| I. Executive Session | 3:30–4:15 pm | Web Conferencing |
| Executive Session is called in accordance with ORS 192.660(2) (i) to review and evaluate the employment related performance of the president/chief executive officer. | | |
| II. Administration Updates | 4:15–5 pm | Web Conferencing |
| III. Regular Session | 5:30 pm | Live Stream |
| A. Call to Order | | |
| B. Roll Call | | |
| C. Comments from the Public | | |
| D. Public Hearing on Proposed Budget | | |
| E. Approval of Minutes —Regular Board Meeting of April 15, 2020, and Budget Committee Meeting of May 6, 2020 | | 1–13 |
| F. Reports | | |
| 1. Reports from the Associations | | |
| a. Riley Dunagan | Associated Students of Chemeketa (ASC) | 14 |
| b. Justus Ballard | Chemeketa Faculty Association | 15 |
| c. Terry Rohse | Chemeketa Classified Employees Association | 16 |
| d. Adam Mennig | Chemeketa Exempt Employees Association | 17 |
| 2. Reports from the College Board of Education | | |
| G. Information | | |
| 1. Computer Information Systems Certificate of Completion
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley | | 18–19 |
| 2. Data Analytics for Accounting Certificate of Completion
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley | | 20–21 |
| H. Standard Reports | | |
| 1. Personnel Report
David Hallett, Vice President—Governance and Administration | | 22–23 |
| 2. Budget Status Report
Miriam Scharer, Vice President/Chief Financial Officer | | 24–27 |

3. Purchasing Report Miriam Scharer, Vice President/Chief Financial Officer	28
4. Capital Projects Report Miriam Scharer, Vice President/Chief Financial Officer	29
5. Student Success Data Points David Hallett, Vice President—Governance and Administration	30–35
6. Recognition Report Jessica Howard, President/Chief Executive Officer	36–37

I. Separate Action

1. Approval of Retirement Resolutions, No. 19-20-25, Daniel D. “Dan” Jones; No. 19-20-26, Barbara A. Burns; No. 19-20-27, David W. Canoy; No. 19-20-28, Wynn W. Cudmore; No. 19-20-29, Jane B. Ellis; No. 19-20-30, Larry M. Emme; No. 19-20-31, Stanley R. “Stan” Houghton; No. 19-20-32, Richard K. O’Hara; No. 19-20-33, Tamara L. Trattner; and No. 19-20-34, Theresa L. “Terri” Wenzig David Hallett, Vice President—Governance and Administration	[19-20-159]	38–48
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J. Action

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

1. Approval of Budget Committee Member Selection Process for Vacancies in Zones 2, 3, and 7 for 2020–2023 David Hallett, Vice President—Governance and Administration	[19-20-160]	49
2. Approval of College Policies #3010—Reduction of/_or Leave of Absence from Contract; #6620—Food Service; and #6630—Vending Program David Hallett, Vice President—Governance and Administration	[19-20-161]	50–53
3. Approval of Proposed Schedule of College Board of Education Meetings for 2020–2021 David Hallett, Vice President—Governance and Administration	[19-20-162]	54
4. Approval of Presidential Evaluation Process Diane Watson, Chair—College Board of Education	[19-20-163]	55–60
5. Approval of Suspension of Accounting Baccalaureate Preparation Certificate of Completion Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley	[19-20-164]	61

K. Appendices	
1. Mission – Vision – Values – Core Themes	62
2. Campus Map	63–64
3. District Map	65
L. Future Agenda Items	
M. Board Operations	
N. Adjournment	

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

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

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

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

Minutes
May 20, 2020

APPROVAL OF BOARD MINUTES

Prepared by

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

Minutes of the board meeting of April 15, 2020, and budget meeting of May 6, 2020, are submitted for review by the board.

It is recommended that the College Board of Education officially approve the minutes of the above-referenced meetings as submitted.

Minutes
May 20, 2020

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

April 15, 2020

I. REGULAR SESSION

A. CALL TO ORDER

Diane Watson, Chair, called the meeting to order at 5:32 pm. The meeting was held remotely through Zoom Webinar.

President Jessica Howard welcomed everyone to the virtual Zoom Webinar board meeting, and explained a few differences between a regular Zoom meeting and a Zoom Webinar, including the roles of Panelists and Attendees, on-screen viewing, and that the audio for Attendees will be muted. Live, public comment from the audience will be not accepted through the Chat, Q&A, or Raise Your Hand features. However, public comments are accepted via email or written format through the board secretary and will be included in the record with the meeting minutes.

B. ROLL CALL

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

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

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

C. COMMENTS FROM THE AUDIENCE

None were heard.

D. APPROVAL OF MINUTES

Jackie Franke moved and Ron Pittman seconded the approval of minutes from March 18, 2020.

The motion CARRIED.

E. REPORTS

Reports from Associations

Reports from Riley Dunagan, ASC executive coordinator; Justus Ballard, Chemeketa Faculty Association; Terry Rohse, Chemeketa Classified Association, and Adam Mennig, Chemeketa Exempt Association, stand as written.

Reports from the College Board of Education

Board members were instructed to submit written activity reports via email to the board secretary.

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F. INFORMATION

Budget Committee Member Selection Process for Vacancies in Zones 2, 3, and 7 for 2020–2023

David Hallett reported there will be three vacancies on the Budget Committee for Zone 2, Barbara Nelson; Zone 3, Joe Van Meter; and Zone 7, Don Patten. If necessary, the vacancies will be advertised by or before June 19, 2020. Applications will be screened by a board subcommittee, and appointments will be made when appropriate. This process will be brought back to the board in May for approval.

College Policies #3010, Reduction of/ or Leave of Absence from Contract; #6620, Food Services; and #6630, Vending Program

David Hallett pointed out the minor changes in Policy #3010, and there were no changes in the policies #6620 or #6630. The three policies were reviewed by the President's Advisory Council (PAC). There were no questions from board members. Board action will be requested in May.

Proposed Schedule of College Board of Education for 2020–2021

Dates for next year's board meetings and the summer and winter board planning meetings were shared. However, for the foreseeable future, board meetings will be remote using Zoom web conferencing until further notice. The schedule for next year will be brought back in May for approval.

Presidential Evaluation Process

Diane Watson reported this is a robust process that started in October with President Howard setting goals for the year. The special executive sessions will be scheduled as remote Zoom meetings. The timeline outlines the process leading up to the formal evaluation that will be completed in June, and will be brought back in May for approval.

Suspension of Accounting Baccalaureate Preparation Certificate of Completion

Jim Eustrom reported this one-year, standalone certificate was initially developed as a transfer pathway for students transferring to a university. However, students did not use this program, but chose the Accounting Associate of Applied Science degree or the Associate of Science Transfer degree in business instead. The accounting faculty and the Accounting Advisory Committee recommended suspending the certificate to remove it from the catalog. It has no impact on student progression or hinders them from transferring to a major in business at a university.

G. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written.

Budget Status Report

Miriam Scharer, referred to the Statement of Resources and Expenditures report, and reported the Tuition and Fees line shows 83.37 percent of the budget. Miriam clarified this is not totally due to the drop in enrollment in spring term, but it is a combination of two factors. One is that self-support tuition and fees have been credited to the self-support fund and at the end of the year, a transfer will be made to the general fund to bring that amount closer to 100 percent. The

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college is seeing a decline in revenue because of the drop in enrollment for spring term, but it is nowhere near the substantive percentage indicated. The Budget Status Report, Status of Investments and Quarterly Update of Other Funds stand as written.

Capital Projects Report

Miriam Scharer said the report stands as written with two additions. The current Ag Complex that is in the building stage is the result of a grant application from the state for capital construction funds with a \$6 million match from the college. A team has been working on another grant application for \$8 million from the capital construction funds from the state for the next biennium; an \$8 million match by the college will also be needed. The project will not be for any significant construction, but it will be to completely overhaul Building 7, the PE/Athletics facility and will include seismic retrofitting, replace the HVAC system, new roof, new gym floor, redesign the learning spaces and locker rooms, and to look at the building as a potential site for an emergency response center for the community.

The other update involves the Woodburn Center. A few days ago, a leak from a water filter system caused significant damage to the upstairs and downstairs in the tenant space. Belfor Property Restoration is doing the clean-up work and identifying the extent of the damage. The repairs should be completed within two weeks and will be covered by the college insurance.

College Advancement Report January 2020–March 2020

David Hallett said the report stands as written with a few highlights. The college submitted over \$10 million in grant proposals during winter term due to the collaborative efforts of many programs working in conjunction with grants coordinator Gaelen McAllister. One grant in particular is a \$273,000 U.S. Department of Agriculture research and teaching grant that will be used to support the installation of the Woody Ornamentals Demonstration and Learning Lab in the new Ag Complex hub.

In the Foundation quarterly report, David shared that Craig Pope, Polk County Commissioner, has joined the Foundation board as a new board member.

Winter Term Enrollment Report

David Hallett reviewed the charts and graphs. Winter reimbursable FTE is down 6.8 percent from last winter and unduplicated headcount was down 6.5 percent; year-to-date reimbursable FTE was down 7.2 percent and year-to-date unduplicated headcount was down 7.1 percent.

Recognition Report

Jessica Howard acknowledged all the employees in the written report. In addition to the IT staff who were recognized for their hard work in gathering and distributing Chromebooks and laptops for employees to be able to work remotely, Jessica thanked all the faculty and staff who are finding innovative solutions and demonstrating resiliency and commitment to our mission and vision for our students and the community. Jessica said there are no words to thank all staff enough for what they are doing and have done to help build and succeed in the remote working and learning landscape.

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H. SEPARATE ACTION

Approval of Revised 2020–2021 Proposed Budget Calendar

Miriam Scharer referred to the green sheet which reflects two date changes. Tonight, would have been the second of two budget committee meetings. However, due to the closure because of COVID-19, the first budget meeting on April 8, and second budget meeting on April 15, were canceled. A decision was made to just have one budget committee meeting on Wednesday, May 6; the time has not been finalized, but it will be sent out to the budget committee. All budget documents will be shared with the budget committee and posted on the college public Website in advance, and public testimony or comments will be accepted via email or written communication prior to the meeting.

The other change is moving the June 17, 2020, board meeting back to June 24, 2020. The date was moved to a week earlier (to June 17) due to a conflict with an Aspen Fellows conference that President Howard planned to attend the week of June 22; however, the conference has been postponed.

Ron Pittman moved, and Jackie Franke seconded the motion to approve the revised 2020–2021 Proposed Budget Calendar.

The motion CARRIED.

I. ACTION

Ed Dodson pulled item No. 4 from the consent calendar, Approval of Emergency Medical Technician (EMT) Certificate of Completion. Ed expressed concern with the starting wage of \$22,000 noting it is not a family living wage. Jackie Franke and Diane Watson agreed; however, it does give students a credential so they can work while finishing the two-year program.

Ed Dodson moved and Betsy Earls seconded a motion to approve consent calendar items No. 1–7:

1. Approval of College Policies #2430, Occupational Health & Safety/ and Environmental Protection; #2450, Lost and Found; and #2460, Key and Access Cards [19-20-152]
2. Approval of College Policy #5135, ~~Mandatory~~ Student-Initiated Fee [19-20-153]
3. Approval of 2020–2021 Faculty Sabbatical Leave Requests [19-20-154]
4. Approval of Emergency Medical Technician (EMT) Certificate of Completion [19-20-155]
5. Approval of Crop Health Certificate of Completion [19-20-156]
6. Approval of Grants Awarded January 2020–March 2020 [19-20-157]
7. Acceptance of Program Donations January 1, 2020 through March 31, 2020 [19-20-158]

The motion CARRIED.

J. APPENDICES

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

K. FUTURE AGENDA ITEMS

None were heard.

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L. BOARD OPERATIONS

Betsy Earls had a question about extending WIFI access to parking lots and asked how it was going. Miriam Scharer said a WIFI extender/booster device was placed in Building 14, where Public Safety and the Marion County Fire District is housed. However, there were some dead spots so it will be moved to Building 8 which has a stronger and larger reach and there are more parking spots closer to the building. Devices will also be placed at YVC, the Polk Center, Woodburn Center, and the Santiam Center to serve the Stayton/Sublimity area.

Jackie Franke asked if the college is still receiving donations of food from Marion-Polk Food Share. Jessica Howard said with the college closure, the Chemeketa Food Pantry has not been open. However, students are being referred directly to Marion-Polk Food Share and other resources.

M. ADJOURNMENT

The meeting adjourned at 6:09 pm.

Respectfully submitted,



Board Secretary



President/Chief Executive Officer

Board Chair

Date

Minutes
May 20, 2020

CHEMEKETA COMMUNITY COLLEGE

**BUDGET COMMITTEE
MEETING MINUTES**

May 6, 2020

A. CALL TO ORDER

Diane Watson, Board Chair, called the meeting to order at 3:04 pm. The meeting was held remotely via Zoom Webinar and it was live streamed and captioned.

President Jessica Howard welcomed everyone to the virtual Zoom Webinar Budget Committee meeting and explained the onscreen viewing. She also noted that public testimony and comments were to be submitted by email or written correspondence by 5 pm yesterday, May 5. Live, public comment will not be accepted from virtual attendees.

B. ROLL CALL

Members in Attendance: Ray Beaty; Chris Brantley; Ed Dodson; Betsy Earls; Jackie Franke; Ken Hector; Neva Hutchinson; Jenne Marquez; Barbara Nelson; Don Patten, Ron Pittman; Mike Stewart; Joe Van Meter; and Diane Watson.

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Jim Eustrom, Vice President/Campus President, Yamhill Valley Campus; Miriam Scharer, Vice President/Chief Financial Officer, College Support Services; and Rich McDonald, Director, Budget and Finance.

C. WELCOME OF BUDGET COMMITTEE MEMBERS

Diane Watson welcomed the budget committee members, and she thanked them for their time and commitment for serving on the Chemeketa Budget Committee.

D. ELECTION OF BUDGET COMMITTEE OFFICERS

Diane Watson opened nominations for Budget Committee chair. Ken Hector made a motion to nominate Ray Beaty. Jackie Franke seconded the motion, and nominations were closed.

A roll call vote was taken and the motion CARRIED unanimously. Ray Beaty was declared chair of the Chemeketa Budget Committee for 2020–2021.

Diane Watson opened nominations for Budget Committee vice chair. Ken Hector nominated Ed Dodson. Joe Van Meter seconded the motion, and nominations were closed.

A roll call vote was taken and the motion CARRIED unanimously. Ed Dodson was declared vice chair of the Chemeketa Budget Committee for 2020–2021.

Board chair Diane Watson turned the meeting over to Budget Committee Chair Ray Beaty. Ray welcomed and thanked the Budget Committee for their service. Ray welcomed Jenne Marquez, a new budget committee member. Ray instructed committee members who have questions during the presentation to either wave their hand or unmute themselves and indicate they have a question. There will be time at the end for questions.

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E. PRESENTATION OF BUDGET MESSAGE

President Jessica Howard shared highlights from her budget message, which was on pages 8–10 of the spiral-bound Proposed Budget Fiscal Year 2020–2021 book. Jessica was excited to be leading her first budget process as president/CEO of Chemeketa, but at the same time concerned for the college in wake of the COVID-19 pandemic. Although Chemeketa is considering and is cognizant of the short- and long-term impacts of COVID-19, which will be significant, the proposed budget was prepared prior to this crisis and changes to the college's resources and expenditures may be included in the adopted budget or as board-approved adjustments to the 2020–2021 budget.

The budget message covered the General Fund Revenue and Expenditures, Capital Projects, Guided Pathways, Strategic Planning and Visioning, Strategic Enrollment Management Plan and continued long-term planning for the college's financial future. Highlights included:

- The college is faced with potential financial gaps as expenditures grow at a faster pace than revenues. The college is experiencing its ninth consecutive year of declining enrollment and has projected a three percent decline in projected enrollment.
- Several strategies were used to prepare a balanced budget in the second year of the state biennium, including increasing tuition and fee rates, eliminating vacant positions, and strategically investing in positions and initiatives that will further the college's work and positive impact on students.
- In February, the College Board of Education approved a \$4 tuition and \$7 universal fee increase resulting in tuition of \$95 and universal fee of \$31 per credit beginning summer term 2020. Tuition for out-of-state and international students will be \$260 per credit. The differential fee rate remains \$5 per credit and will be expanded into second-year CTE program courses.
- Personnel costs account for the majority of expenditures. The proposed budget includes some reductions and investments in the general fund, which will be detailed in the presentation.
- The Agricultural Complex continues to be the one significant capital project planned for next year. Construction has begun with a completion date of December 2020.
- The college will continue work on Guided Pathways, strategic planning, and strategic enrollment management to increase student success.
- Long term, the college faces a prolonged period that will require continued contingency planning and reassessment each year to position the college to meet changing needs and to contain costs to match revenue sources. This planning will address the implications of the COVID-19 pandemic on our students, community, workforce and budget.

However, the college has a long history of strong financial management and the level of reserves is adequate to manage the volatility of general fund revenues to properly fund technology and equipment, and to ensure the repayment of long-term debts, but at the same time will continue to provide quality instruction, workforce training, and student services throughout the district. The college remains committed to students, the community, and employees.

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F. PRESENTATION OF 2020–2021 PROPOSED BUDGET

Miriam Scharer, Vice President of College Support Services/Chief Financial Officer, introduced herself along with Jim Eustrom, Vice President of Instruction and Student Services/Campus President of the Yamhill Valley Campus, and Rich McDonald, Director of Budget and Finance who will be presenting the budget. Rich displayed the proposed budget PowerPoint slides on screen; however, the slides are also located in the blue-covered Reference Handbook that was mailed out to the Budget Committee members along with a spiral-bound Proposed Budget for Fiscal Year 2020–2021, the meeting agenda, and the motion for approval document.

As President Howard mentioned in her budget message, Miriam reiterated the proposed budget was developed in the fall, winter and early spring terms before the COVID-19 pandemic and, therefore, changes to resources and expenditures may be included in the adopted budget or board-approved adjustments during the 2020–2021 fiscal year. Miriam noted this budget presentation has been abbreviated into one presentation that includes both the General Fund and Other Funds. In the past, it has been two meetings, one devoted to just the General Fund and a second meeting for Other Funds, and approval.

Miriam referred to Slide 6, Summary of All Funds, for a total of \$295,830,000. However, the first part of the budget presentation will focus on the General Fund, which accounts for 32.6 percent, or \$96,560,000. Slide 7, Resources Based on FTE (full-time equivalent) shows 85.8 percent of the funding is based on FTE. Resources from the state funding and property taxes account for 61 percent and tuition and fees from students are 24.8 percent. Slide 8 shows student FTE (enrollment) comparison for the past 15 years. For this year, a three percent enrollment decline was projected, but at the time the proposed budget was prepared, a 7 percent decline was trending for a projected FTE of 9,130. For next year another three percent decline is projected that equates to 8,856 FTE, which has been built into the calculation of revenues. Again, this is pre-COVID-19 impact on enrollment.

Miriam referred to the Budget Principles and Financial Environment for 2020–2021 Fiscal Year on pages 11–12 in the spiral-bound Proposed Budget book. These are the guiding principles on how budget decisions revolve around the college's core themes, values, commitments to protect against unanticipated resource declines or cost increases, and to maintain a balanced operating budget. The only change was the COVID-19 reference under Financial Environment.

Rich McDonald reviewed Slide 11 which identified the Budget Assumptions and Decisions: Resources. He noted the proposed budget is based on state funding of \$640.9 million; a decrease in tuition revenue based on the three percent enrollment decline; a tuition increase of \$4 per credit hour and an increase of \$7 per credit hour to the universal fee; further implementation of differential fees into the second year of high-cost programs; a projected 3 percent growth in property taxes; indirect, interest and miscellaneous revenue; a transfer in from self-support reduced by \$100,000; and an increase of the beginning fund balance of \$1 million. Slide 12, Budget Changes—Resources shows the net changes to revenue sources resulting in the proposed budget for 2020–2021 of \$96,560,000. Slide 13, FY2020–2021 General Fund Resources is a chart showing resources by category. Slide 14, General Fund Resources 2020–21 is a pie chart showing the same resources information but broken down by percentages of each category.

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Following a similar format, Miriam referred to Slide 15 and reviewed the Budget Assumptions and Decisions for Expenditures, which included step increases and salary adjustment for classified and exempt staff, an estimated amount for faculty negotiations that are in progress, an increase in employer-paid health insurance for classified and exempt; targeted increases in materials and services and capital budgets; an increase in non-mandatory transfers; and reduced contingency by \$1 million. Slide 16, Budget Changes–Expenditures shows the net changes from this year’s budget to next year’s proposed budget. Slide 17, 2020–2021 General Fund Expenditures shows expenditures by category. Slide 18, General Fund Expenditures 2020–2021 is a pie chart showing the same expenditure information by type (budget categories) which totaled \$95,060,000 plus \$1,500,000 from the unappropriated ending fund balance to produce a balanced budget of \$96,560,000.

Miriam and Jim Eustrom shared the investments and reductions in the general fund. Starting with Slide 20, Miriam reviewed the Definitions of the acronyms that are used in the slides for division names. Two new names/acronyms have been added—Academic Affairs (AA) and Student Affairs (SA)

Miriam reviewed Slide 21, President’s Office and Governance and Administration Personnel Investments. Added a new classified administrative support position; moved funding for two exempt positions, Foundation director and General Counsel, to General Fund (see slide for details); and additional funding for ADA accommodations for a total of \$228,918. Slide 22, Materials and Services Investments included training and training materials, Skillsoft updates, centralized printing costs, and survey software totaling \$95,500.

Miriam reviewed Slide 23, College Support Services Personnel Investment/Reductions. CSSD added three new classified positions, a new Classroom Support Specialist for Information Technology and two new Public Safety officers; moved funding for one classified position in Budget and Finance from General Fund to Intra-College Services Fund; and one classified position in Business Services to General Fund (see slide for details); and reduced budget in Information Technology to partially fund Classroom Support Specialist for a total of \$165,723. Slide 24, Materials and Services Investments included budgeting and forecasting software, firewall replacements, and computerized dispatching and reporting systems totaling \$135,000.

Jim Eustrom reviewed Slides 25–26, Instruction and Student Services Personnel Investments/Reductions. One new faculty position for Anesthesia Technology and a new classified Student Services Specialist (recruiter) positions were added; the classified Greenhouse Assistant position was increased from .50 to 1.0; and a Horticulture instructor was increased from .50 to 1.0; two vacant faculty positions, ASL and ESOL, were eliminated; moved funding for three classified and one exempt to General Fund (see slide for details) for a total of \$280,354. Slide 27, Materials and Services Investments included increased funding for graduation of \$15,000.

The total net college-wide (includes ISS, CSSD, and President/Governance) Personnel and Material and Services Investments/Reductions amounted to \$920,495. Jim reviewed Slide 28, General Fund FTE Changes FY 2019–2020 to FY 2020-2021 in the classified, exempt and faculty categories from this year to next year of 8.50 FTE.

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Jackie Franke asked if funds should be shifted since this year's graduation is postponed until December, so there will be two graduations next year. Jim Eustrom said there should be funds from other accounts to cover for the additional expenses next year.

Part 2 of the budget presentation are Other Funds. Referring to Slide 31, Summary of Other Funds, Miriam reviewed a pie chart of the Summary of All Funds of \$295,830,000. As noted earlier, the General Fund makes up 32.6 percent or \$96,560,000 of all funds. Other Funds account for the remainder 67.4 percent or \$199,270,000. The chart shows a percentage breakdown of all the Other Funds, as well as the General Fund.

Each slide makes reference to the page number of the Proposed Budget book for detailed information. After the presentation, questions can be asked, public testimony will be shared, if any, followed by the budget recommendation, discussion, and approval.

Rich McDonald, Jim Eustrom, and Miriam Scharer reviewed Slides 32–43. Other Funds covered were: Capital Development; Plant Emergency; Special Projects; Self-Supporting Services; Debt Service; Chemeketa Cooperative Regional Library; Auxiliary Enterprise; Intra-College Services; Student Government, Student Clubs and Student Newspaper; Athletics; External Organization Billing; and Financial Aid. Position changes, eliminations, reductions in force and investments are noted on the slides, as well as the number of exempt, classified, and faculty in these funds. The following highlights or questions were noted:

Special Projects Funds (Slide 34)

- Moved partial funding for five staff to the General Fund from the CAPS grant to start institutionalizing these positions—.25 FTE of a Technology Analyst II; and .25 FTE of four Student Navigator position (see Slide 26)

Self-Supporting Services Funds (Slide 35)

- Moved funding for .50 FTE classified Department Assistant and .50 FTE exempt Associate Dean to General Fund (see Slide 25)

Debt Service Fund (Slide 36)

- There are three types of long-term debt—Certificates of Participation (COPS), General Obligation bonds, and PERS bonds. A table showing the remaining amounts, maturity date, and number of series for each obligation.
- Includes a PERS Reserve fund to help smooth the PERS rates as they increase. One significant change for next year is the college applied for and was approved to participate in the PERS Incentive Fund. A \$5 million payment was made from this fund to help buy down PERS rates.

Auxiliary Enterprise Fund (Slide 38)

- This fund has been reduced by \$2.5 million to account for the continued decline in revenues as the Bookstore has transitioned to alternate course materials and options through digital course fees, lower cost textbooks, and utilizing Chemeketa Press publications and course materials. While the textbook affordability initiatives have been saving money for students, there has been a financial impact to the Bookstore. Ongoing work is being done to ensure the Bookstore is a viable resource for students and the college.

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Intra-College Service Fund (Slide 39)

- Moved partial funding for .15 FTE exempt General Counsel (see Slide 21), .35 FTE classified Financial Services Technician II (see Slide 23); and .25 FTE classified Financial Services Analyst I (see Slide 23) from the General Fund.

Athletics Fund (Slide 41)

- Increased dedicated Universal Fee distribution by 10 cents per credit to support the women's cross country and women's long-distance running programs

Financial Aid Fund (Slide 43)

- This is the second largest of all the Other Funds, representing 22.5 percent of the total budget. This is primarily a pass-through for federal, state, private, and college paid tuition scholarships, including Chemeketa Scholars and the Oregon Promise.

Slide 44 is a table of All Funds FTE Changes for both the General Fund and Other Funds by employee group. It reflects an increase of 8.50 in General Fund and a reduction of 2.50 FTE in Other Funds and an overall increase of 6.0 FTE.

Slide 45 is a Summary of All Funds FTE broken down by employee category by General Fund and other Funds. Overall, there are 225.50 Faculty, 364.90 Classified, and 110 Exempt for a total of 700.40 FTE salaried positions for the 2020–2021 fiscal years.

G. QUESTIONS

The meeting was open for questions from the Budget Committee. Ray Beaty referred to Slide 28, General Fund FTE Changes with an additional 8.50 FTE change. With the continual decline in enrollment, is the college locked into adding those additional personnel? Jim noted currently there are 30 unfilled positions that are on hold depending on the budget and enrollment. This was the staffing that was deemed necessary at the time the budget was developed. Jessica added the picture has changed since COVID-19 so it is likely that adjustments will be made. Miriam noted that the 8.50 increase in General Fund positions are not all new employees, but a number of existing employees transitioning from Other Funds to the General Fund.

H. PUBLIC TESTIMONY

Ray Beaty announced that written public testimony or comments were due yesterday, May 5, by 5 pm. No testimony or comments were received.

I. BUDGET RECOMMENDATION, DISCUSSION AND APPROVAL

Ray Beaty referred to the Motion for Approval document that lists the amounts by fund. This is the budget that the college recommends to the budget committee for approval, which will go to the board for adoption. It also lists the property tax rates and amount to be imposed. The following budget recommendation for the 2020–2021 proposed budgets was submitted for approval, including the following totals by fund:

General Fund	96,560,000
Capital Development Fund	23,600,000
Plant Emergency Fund	750,000
Special Projects Fund	16,325,000

Minutes
May 20, 2020

Minutes of Budget Committee
May 6, 2020
Page 7

Self-Supporting Services Fund	27,372,500
Debt Service Fund	36,250,000
Chemeketa Cooperative Regional Library Service Fund	4,300,000
Reserve Funds	450,000
Auxiliary Enterprise Fund	7,100,000
Intra-College Services Fund	15,330,000
Student Government, Clubs, and Newspaper Funds	300,000
Athletics Fund	375,000
External Organization Billing Fund	550,000
Financial Aid Fund	<u>66,567,500</u>
Total All Funds	\$295,830,000

And that the Budget Committee establishes and approves the following property tax rates and amount to be imposed:

Chemeketa Community College	\$0.6259/\$1,000
CCRLS	\$0.0818/\$1,000
General Obligation Bonds	\$10,650,000

Joe Van Meter moved and Ken Hector seconded a motion that the 2020–2021 proposed budget of \$295,830,000 be approved and the property tax rates for Chemeketa Community College at \$0.6259/\$1,000; CCRLS at \$0.0818/\$1,000; and General Obligation Bonds of \$10,650,000 be imposed.

A roll-call vote was taken and the motion CARRIED unanimously.

Ray thanked the Board and Budget Committee members for their service and the college administration for all the work they put into this clear and concise presentation with all the variables and adjustments that had to be made. Ken Hector thanked Ray for being chair and Ed as vice chair this year.

Jackie Franked asked if the May 20 meeting will have a new Zoom link. Yes, a new Zoom link will be sent to board members. Miriam noted the May 20 board meeting will also be the public hearing for the budget so information will be posted on the college Website on how to submit written public testimony.

J. ADJOURNMENT

The meeting adjourned at 4:20 pm.

Respectfully submitted,



Board Secretary

Budget Committee Chair



President/Chief Executive Officer

Date

ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

Prepared by

Riley Dunagan, ASC Executive Coordinator

ASC PAST EVENTS

Council of Clubs

- The spring term Council of Clubs meeting took place on Friday, May 8, using Zoom. Sam Brenan (Clubs Coordinator) met with club representatives to discuss club funding and duties.

ASC CURRENT EVENTS

Student Life eLearn Course

- This is a free non-credit course that allows students to easily access available services through the Chemeketa Student Life office. Through this course students can access the following resources and virtual engagement opportunities: Virtual assistance Zoom meetings, Chemeketa Club meetings, join in free speech discussions, visit the Multicultural Student Center, read monthly newsletters, give feedback to Student Government (ASC), and connect with Student Life staff.

ASC Listening Sessions

- In an effort to increase virtual student activity, ASC has been holding student listening sessions using Zoom throughout the spring term. ASC has been using the listening sessions to help students navigate online learning, address any needs or concerns, and answer any other questions they may have.

Empowering Women's Group

- The Empowering Women's Group is facilitated by Janel Urbina (Racial and Ethnic Diversity Representative) and Sam Brennen (Clubs Coordinator) and meets on Thursdays from 4–6 pm using Zoom. The group is focused on providing an opportunity for female college students to promote self-awareness through social and emotional learning strategies while creating a strengthened support system among their female college peers.

Men's Wellness Group

- The Men's Wellness Group is facilitated by Joel Gisbert (Civic Engagement Coordinator) and is meeting on Wednesdays from 3:30-4:30 pm throughout spring term using Zoom. The group provides an opportunity for male college students to network, listen, and discuss academic and personal challenges.

CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Justus Ballard, President—Chemeketa Faculty Association

REPORT FROM THE SPRING OEA-CCC

The Oregon Education Association Community College Council meeting took place on Saturday, May 9. As with most meetings these days, it was conducted via Zoom and mostly focused on the effects of COVID-19.

The two primary topics of discussion were the health and safety of its campus communities and the economic well-being of the state's colleges.

In terms of health and safety, there was general consensus that faculty and staff should be included in all conversations about the phased reopenings of college campuses. The primary questions that need to be addressed as hands-on lab courses move towards reopening are familiar at this point:

- What sorts of Personal Protection Equipment (PPE) will be required for faculty, staff, and students, and who will provide those?
- How will the sanitizing of classrooms be handled?
- What level of testing and contact-tracing is going to be available?
- What's the threshold for number of COVID-19 cases on a campus or in a community before that campus needs to fully close again?

As this is not only a health crisis but an economic crisis, faculty and classified representatives from around the state are worried about how cuts to the state budget will impact their own jobs and livelihoods, the jobs and livelihoods of their colleagues in other employee groups, and the lives of their students. That worry is likely to continue until the legislature meets in order to respond to the May 20 revenue forecast.

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

Prepared by

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

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

Terry Rohse, President—Chemeketa Community College Classified Employees Association

WELCOME NEW CLASSIFIED EMPLOYEES

- On April 13, 2020, Angelica Macias was hired as a Student Services Specialist in the Integrated Education and Training department

NEW POSITIONS

- On March 23, 2020, Joseph Talbert was promoted to Lead Custodian II (Capital Projects, Facilities and Operations department). Congratulations Joseph!
- On April 30, 2020, Bradlee Davis left Public Safety and separated from the college. Bradlee accepted a full-time police officer position with a department on the southern Oregon coast. Congratulations to Bradlee!
- As of May 22, 2020, Alejandra Gallegos Verdin is leaving High School Partnerships. Alejandra has accepted a position with the Marion County District Attorney as a Family Violence Program Coordinator. She is looking forward to the opportunity, but will miss her Chemeketa family!

CONNECTING DURING THE PANDEMIC

The Classified Employees Association has planned a couple of virtual gatherings this month to keep in touch, discuss upcoming elections, cover some contract training, and welcome new classified employees.

CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

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

The exempt association board met in early May to discuss upcoming elections for the 2020–2021 board. The exempt board is working with the foundation to award scholarships soon.

Three exempt employees are retiring or have recently retired and will be thanked for their service, their contributions and given accolades by their colleagues at an exempt association meeting that is tentatively scheduled on June 10. They will certainly be missed! They are Holly Cook, Dan Jones, and Jeannie Odle. Combined they represent over 87 years of service to Chemeketa!

COMPUTER INFORMATION SYSTEMS CERTIFICATE OF COMPLETION

Prepared by

Mandy Reininger, Program Chair—Computer Information Systems
R. Taylor, Dean—Business Technology, Early Childhood Education and Visual Communications
Johnny Mack, Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

The Computer Information Systems program currently offers the Cybersecurity; and Computer Systems and Information Technology Associate of Applied Science (AAS) Degrees; and the Computer Programming; Systems Administrator and Network Security; and Web Developer Certificates of Completion. In support of Chemeketa's efforts to find innovative ways to help people to enter the workplace in a career, the program has developed the Computer Information Systems Certificate of Completion. This career pathway certificate allows people to go into an entry level information technology (IT) position and begin to work in this career field.

According to the State of Oregon Employment Department (qualityinfo.org), it is projected that jobs will grow 17.2 percent statewide and 13.5 percent within the Mid-Valley region of Oregon between 2017–2027; with 744 statewide and 59 Mid-Valley projected openings per year. The average wage in information technology (2017) in the Mid-Valley region was \$53,458 per year. Statewide, there were approximately 389 openings on April 29, 2020. The state predicts that job growth will be at a somewhat faster rate than the statewide average for the foreseeable future.

The proposed certificate was approved by the Computer Information Systems Advisory Committee on October 16, 2019, and the college's Curriculum Committee on April 28, 2020.

The College Board of Education will be asked to approve the Computer Information Systems Certificate of Completion at the June 2020 board meeting.

COMPUTER INFORMATION SYSTEMS CERTIFICATE OF COMPLETION

Course No.	Course Title	Credit Hours
Term 1		
CIS120	Digital Literacy	4
CIS120A	Computer Information Services Pathway	1
CIS121	Introduction to Programming	4
CIS178W	Fundamentals of Web Design	4
	Term 1 Total	13
Term 2		
CIS102A	Cyber Security and Safety	4
CIS125E	Excel-Workbooks	4
CIS133SC	Scripting Languages	4
CIS140B	Microcomputer Operating Systems	3
	Term 2 Total	15
Term 3		
CIS125A	Database Access	3
CIS140W	Unix/Linux	3
CIS145	Computer Hardware	4
CIS179	Introduction to Client-Server Networks	4
	Term 3 Total	14
	TOTAL PROGRAM HOURS	42

DATA ANALYTICS FOR ACCOUNTING CERTIFICATE OF COMPLETION

Prepared by

Lana Tuss, Program Chair—Accounting
R. Taylor, Dean—Business Technology, Early Childhood Education and Visual Communications
Johnny Mack, Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

The Accounting program currently offers the Associate of Applied Science Degree and the Accounting, Payroll, and Tax Preparation Certificates of Completion. The program continues to listen to community and employer feedback regarding what graduates will need to enter the workplace. Data analytics represents a new skill set that will be expected by employers.

This new certificate will be the first community college certificate in data analytics offered in the State of Oregon, though other community colleges nationwide offer it. It is anticipated that some students who have already earned an associate or bachelor's degree will come to Chemeketa to earn this certificate and enhance their current skill set.

According to the State of Oregon Employment Department (qualityinfo.org), it is projected that jobs will grow 17.7 percent statewide and 12.7 percent within the Mid-Valley region of Oregon between 201–2027; with 273 statewide openings and 6 Mid-Valley openings projected per year. Statewide there were approximately 98 openings on April 29, 2020. The state predicts that job growth in data analytics will be at a somewhat faster rate than the statewide average for the foreseeable future.

The proposed certificate was approved by the Accounting Advisory Committee on October 24, 2019, and the college's Curriculum Committee on April 28, 2020.

The College Board of Education will be asked to approve the Data Analytics for Accounting Certificate of Completion at the June 2020 board meeting.

DATA ANALYTICS FOR ACCOUNTING CERTIFICATE OF COMPLETION

Course No.	Course Title	Credit Hours
Term 1		
BA211	Financial Accounting 1	4
CiS120	Digital Literacy	4
	Term 1 Total	8
Term 2		
BA212	Financial Accounting 2	4
CIS121	Programming Concepts	4
BA225	Excel for Accounting	4
or		
CIS125E	Excel	(4)
	Term 2 Total	12
Term 3		
BA213	Managerial Accounting	4
BA228	Computerized Accounting 1	4
or		
BA279	Computerized Accounting 2	(4)
BA123A	Access – Database	3
	Term 3 Total	11
Term 4		
BA290	Accounting Information Systems	4
BA291	Data Analytics for Accounting	4
	Term 4 Total	8
	TOTAL PROGRAM HOURS	39

PERSONNEL REPORT

Prepared by

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

NEW HIRES AND NEW POSITIONS

Angelica Macias, Student Services Specialist—Integrated Education and Training, Regional Education and Academic Development Division, new position, 100 percent, 12-month assignment, Range B-3, Step 2.

POSITION CHANGES

Larry D. Cheyne, Director-Agriculture Education Innovation and Electronics—Agricultural Sciences, Regional Education and Academic Development Division, replacement, 100 percent, Range D-4, Step 8, from Dean of Applied Technologies—Applied Technologies, Career and Technical Education Division.

Nolan “Nol” Cobb, Dean of Applied Technologies—Applied Technologies, Career and Technical Education Division, replacement, 100 percent, Range D-4, Step 5, from Coordinator-Applied Technologies—Applied Technologies, Career and Technical Education Division.

Diane L. McLaran, Director, Community Relations—President’s Office Division, new position, 100 percent, Range D-3, Step 11, from Executive Director, Chemeketa Center for Business and Industry—Career and Technical Education Division.

Julie T. Peters, Interim Dean-Academic and Organizational Effectiveness—Academic Effectiveness, Instruction and Student Services Division, replacement, 100 percent, Range D-3, Step 9, from Director-Organizational Effectiveness—Governance and Administration Division.

Joseph E. Talbert, Custodian II—Capital Projects and Facilities, College Support Services Division, replacement, 100 percent, Range A-3, Step 8, from Custodian I—Capital Projects and Facilities, College Support Services Division.

RETIREMENTS:

Barbara A. Burns, Instructor-Nursing-Clinical—Health Sciences, Career and Technical Education Division, effective June 19, 2020.

David W. Canoy, Instructor-Life Science—Life and Physical Science, General Education and Transfer Studies Division, effective June 19, 2020.

Wynn W. Cudmore, Instructor-Life Science—Life and Physical Sciences, General Education and Transfer Studies Division, effective June 19, 2020.

Standard Report-1
May 20, 2020

Jane B. Ellis, Instructor-Health Information Management—Health Sciences, Career and Technical Education Division, effective June 19, 2020.

Larry M. Emme, Instructor-Physical Science—Life and Physical Science, General Education and Transfer Studies Division, effective June 19, 2020.

Stanley R. “Stan” Houghton, Instructor-Business Technology—Woodburn Center, Regional Education and Academic Development Division, effective June 19, 2020.

Daniel D. “Dan” Jones, Manager-Computer Services—Information Technology, College Support Services Division, effective May 1, 2020.

Richard K. “Rick” O’Hara, Instructor-Life Science—Life and Physical Sciences, General Education and Transfer Studies Division, effective June 19, 2020.

Tamara L. Trattner, Instructor-Early Childhood Education—Business Technology, Early Childhood Education and Visual Communications, Career and Technical Education Division, effective June 19, 2020.

Theresa L. “Terri” Wenzig, Instructor-Nursing—Health Sciences, Career and Technical Education Division, effective June 19, 2020.

SEPARATIONS

Kami Blackwell, Student Services Specialist—College Access Programs, Student Development and Learning Resources Division, effective June 30, 2020.

Bradlee J. Davis, Public Safety Officer I—Public Safety, College Support Services Division, effective April 24, 2020.

Alejandra G. Gallegos Verdin, Student Services Specialist-11 months—High School Partnerships, Regional Education and Academic Development, effective May 22, 2020.

Peggy E. Greene, Coordinator-StEPs Grant—Student Retention and College Life, Student Development and Learning Resources Division, effective June 30, 2020.

Kimberley Jensen, Instructional Specialist-10 months—College Access Programs, Student Development and Learning Services Division, effective April 1, 2020.

Rita Martinez Salas, Instructional Specialist—Yamhill Valley campus, Regional Education and Academic Development Division, effective March 31, 2020.

Helena F. Najar, Instructional Coordinator/Analyst I—Corrections Education, Regional Education and Academic Development Division, effective April 6, 2020.

Sonney Jo Wolfe, Financial Services Technician I—Business Services, College Support Services Division, effective March 31, 2020.

BUDGET STATUS REPORT

Prepared by

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

The financial reports of the general fund and investments for the period from July 1, 2019, through April 30, 2020, are attached.

The following items are included in the report:

- General Fund Statement of Resources and Expenditures
- General Fund Budget Status Report
- Status of Investments as of April 30, 2020

**Chemeketa Community College
Statement of Resources and Expenditures
As of April 30, 2020**

Standard Report-2
May 20, 2020

Fund 100000 - General Fund Unrestricted

	<u>ADJUSTED BUDGET</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>% OF BUDGET</u>	<u>VARIANCE TO BUDGET</u>
Resources:				
Property Taxes	22,320,000	22,434,205	100.51%	114,205
Tuition and Fees	23,290,000	18,776,133	80.62%	(4,513,867)
State Appropriations - Current	33,800,000	34,076,048	100.82%	276,048
State Appropriations - Deferred to FY21	-	8,816,194	-	8,816,194
Indirect Recovery	1,900,000	1,384,083	72.85%	(515,917)
Interest	1,200,000	1,117,932	93.16%	(82,068)
Miscellaneous Revenue	450,000	442,375	98.31%	(7,625)
Transfers In	5,200,000	5,000,000	96.15%	(200,000)
Fund Balance	9,000,000	9,772,897	108.59%	772,897
Total Resources	97,160,000	101,819,867	104.80%	4,659,867
Expenditures:				
Instruction	36,212,831	26,679,419	73.67%	9,533,412
Instructional Support	12,362,612	9,696,902	78.44%	2,665,710
Student Services	8,048,693	6,464,962	80.32%	1,583,731
College Support Services	21,805,281	17,659,511	80.99%	4,145,770
Plant Operation and Maintenance	6,930,583	5,201,125	75.05%	1,729,458
Transfers and Contingency	10,300,000	4,040,358	39.23%	6,259,642
Total Expenditures	95,660,000	69,742,277	72.91%	25,917,723
Unappropriated Ending Fund Balance	1,500,000			

Chemeketa Community College
Budget Status Report
As of April 30, 2020

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	8,348,184.00	6,598,763.08	1,264,300.70	485,120.22
6120	Classified Salaries	12,355,767.00	9,699,630.09	1,908,463.76	747,673.15
6124	Part-Time Hourly & Student Wages	1,447,065.00	1,043,079.67	-	403,985.33
6130	Faculty Salaries	17,004,757.00	14,268,471.10	2,006,604.14	729,681.76
6132	Part-Time Faculty	7,000,000.00	3,604,745.32	653,249.34	2,742,005.34
6510	Fixed Fringe Benefits	9,486,460.00	7,432,122.19	-	2,054,337.81
6511	Variable Fringe Benefits	14,856,389.00	10,818,256.27	-	4,038,132.73
6512	Other Fringe Benefits	380,000.00	236,965.00	-	143,035.00
	Subtotal Personnel Services	70,878,622.00	53,702,032.72	5,832,617.94	11,343,971.34

75.77%

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,632,421.00	946,452.50	-	685,968.50
720	Equipment \$500-\$4,999	198,530.00	115,626.06	-	82,903.94
7300	Legal Services	92,176.00	66,906.24	-	25,269.76
7310	Insurance	619,162.00	508,043.09	-	111,118.91
7320	Maintenance	386,720.00	265,344.58	5,226.21	116,149.21
7330	Communications	873,853.00	647,629.86	-	226,223.14
7340	Space Costs	1,817,134.00	1,207,674.57	11,451.56	598,007.87
7350	Staff Development	128,991.00	102,768.06	-	26,222.94
7360	Travel	373,140.00	211,732.38	-	161,407.62
7370	Other Services	3,197,381.00	2,838,948.83	345,631.54	12,800.63
7399	Special Payments	5,000,000.00	5,000,000.00	-	-
7550	Capital Outlay	161,870.00	88,759.89	8,504.63	64,605.48
8150	Transfers Out	5,300,000.00	4,040,358.25	-	1,259,641.75
8500	Contingency	5,000,000.00	-	-	5,000,000.00
	Subtotal Non-Personnel Services	24,781,378.00	16,040,244.31	370,813.94	8,370,319.75
	Report Totals	95,660,000.00	69,742,277.03	6,203,431.88	19,714,291.09

72.91%

STATUS OF INVESTMENTS AS OF APRIL 30, 2020

<u>Oregon State Treasurer Investments</u>	<u>Investment Ending Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Rate as of 4-30-2020</u>
Oregon Short-Term Fund - General	4-30-2020	On demand	\$33,889,321.34	1.75%
Oregon Short-Term Fund - Capital	4-30-2020	On demand	\$10,229,731.67	1.75%
<u>Other Investments</u>	<u>Investment Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Yield</u>
Corporate Note – Westpac Banking Corp.	11-26-2018	05-26-2020	\$2,962,740.00	3.154%
Corporate Note – JP Morgan Chase	01-11-2019	06-23-2020	\$1,991,610.00	3.145%
Corporate Note – Bank of Nova Scotia	02-08-2019	07-14-2020	\$2,974,840.00	2.853%
Corporate Note – Australia & New Zealand Bank Group	03-22-2019	08-19-2020	\$1,989,177.78	2.655%
Corporate Note – Toronto Dominion Bank	04-24-2019	09-17-2020	\$2,022,035.00	2.578%
Corporate Note – JP Morgan Chase	02-08-2019	10-15-2020	\$2,069,732.57	2.930%
Treasury Note – United States Treasury	11-18-2019	11-30-2020	\$2,027,908.52	1.548%
Corporate Note – Wells Fargo Bank	11-19-2019	12-07-2020	\$2,038,530.00	1.797%
Corporate Note – Westpac Banking Corp.	12-09-2019	01-25-2021	\$2,037,447.78	1.851%
Corporate Note – US Bank	12-09-2019	02-04-2021	\$2,047,433.33	1.828%
Treasury Note – United States Treasury	12-11-2019	03-31-2021	\$1,995,898.03	1.601%
Corporate Note – Royal Bank of Canada	12-09-2019	04-30-2021	\$2,045,933.33	1.774%
Corporate Note – Lloyds Bank	12-09-2019	05-07-2021	\$2,045,486.67	1.870%
Corporate Note – Walmart Inc.	12-20-2019	06-23-2021	\$2,074,589.17	1.647%
Corporate Note – Toyota Motor Credit Corp.	12-20-2019	07-20-2021	\$2,071,165.00	1.735%
Corporate Note – Microsoft Corp.	01-21-2020	08-08-2021	\$2,015,356.11	1.507%
Corporate Note – Shell International	01-21-2020	09-12-2021	\$2,016,661.67	1.622%
Treasury Note – United States Treasury	01-17-2020	10-31-2021	\$2,007,448.57	1.471%
Treasury Note – United States Treasury	01-17-2020	11-15-2021	\$2,060,271.92	1.473%

13 week Treasuries 0.09% as of 4/30/2020

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

PURCHASING REPORT

Prepared by

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

ON-CALL EXCAVATION SERVICES

An Invitation to Bid (ITB) for On-call Excavation Services will be advertised in May, on the college's Procurement Services Website and on the State of Oregon Procurement Information Network (ORPIN). A recommendation for contract award(s) will be made to the College Board of Education at its June meeting.

The intent of this ITB is to issue multiple contracts to qualified companies capable of providing on-call excavation services. Typical excavation projects include building and/or repairing parking lots and sidewalks; trenching; installing sewer pipes and drains; earth moving; and leveling dirt and rock surfaces.

CAPITAL PROJECTS REPORT

Prepared by

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

PLANNING AND PRE-PLANNING CAPITAL PROJECTS

- **Agricultural Complex**
Construction began on schedule despite the challenges caused by COVID-19. Site preparation and excavation of the building foundations are well underway with all contractors observing social distancing and personal protective equipment (PPE) requirements. Additionally, the college is working with the design team to pursue a grant which would increase the number of solar panels on the project. If the grant is awarded, the building will be considered a net zero structure. This means the amount of energy produced by the building will meet or exceed the amount consumed on an annual basis.
- **Building 9 Boilers**
The college is working with Energy Trust of Oregon and PAE, an engineering consultant. A base of design has been created. New boilers have arrived and are ready for install. Installation will be scheduled when possible.
- **Woodburn Department of Human Services (DHS) Tenant Improvements**
Plans have been issued and a contract awarded to Clarity Construction. Phase 1 of construction is complete. The college is working with DHS for Phase 2 that is under construction.
- **Diesel Program at Brooks Center**
A lease has been signed for a facility in Brooks at the Red Steer Glove Company building. The college took possession of the property on April 1. A request was filed for rezoning the property to allow use for an educational purpose. At this time, needs of the program are being identified and summer construction dates are being considered.

CURRENT AND COMPLETED CAPITAL PROJECTS

- **South Campus Loop Green Lot**
This project was completed on schedule with only minor additions required to address aging storm drain pipe. The new section of roadway was built to last for an estimated 40 years under current traffic loads.
- **Building 5 HVAC**
The entire construction team and the college are dealing with the challenges of keeping construction crews working with the new social distancing requirements. The college is still planning to have this building prepared for when classes resume in person.

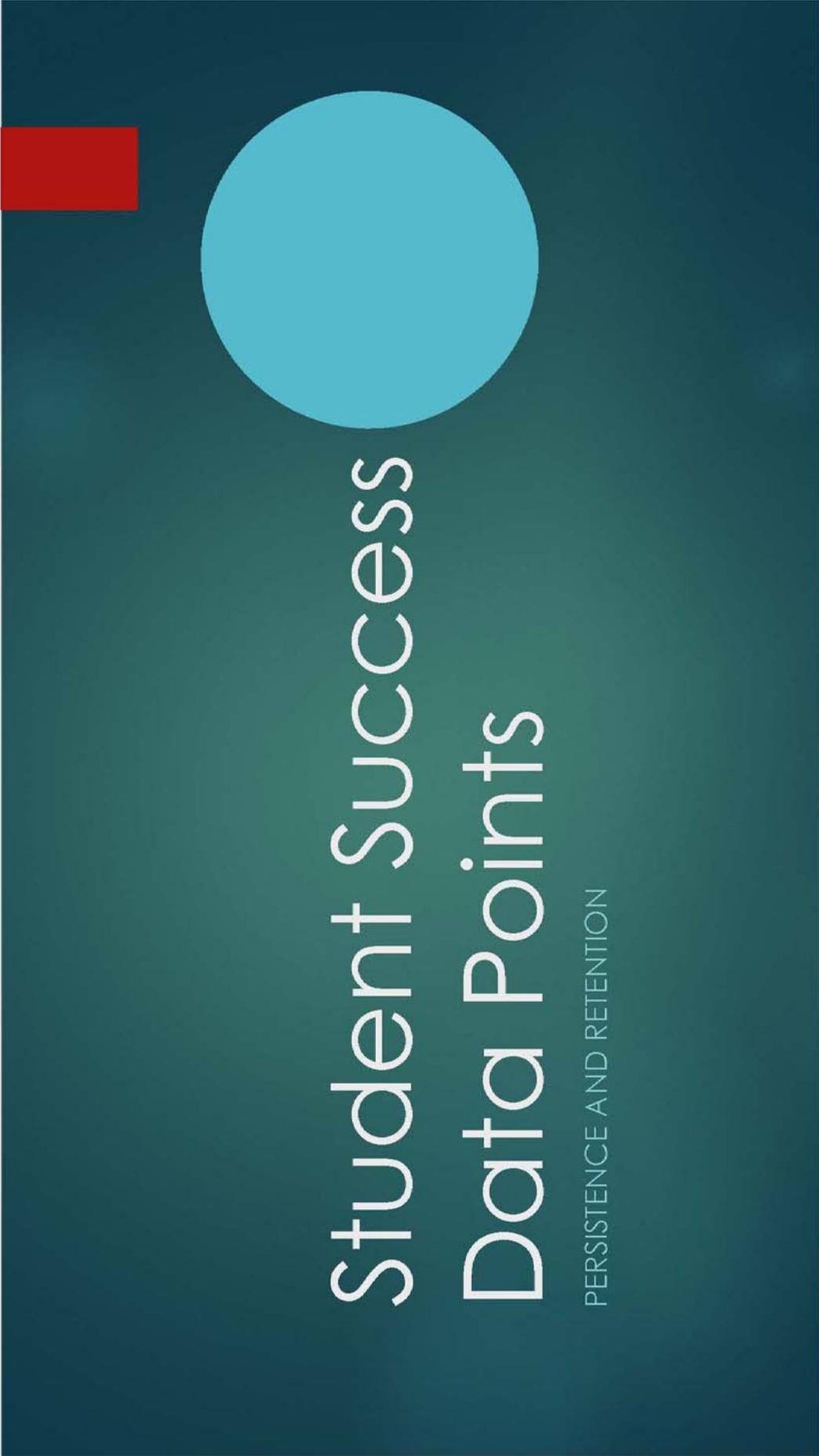
See Appendix–2; Campus Map pages 63–64.

STUDENT SUCCESS DATA POINTS

Prepared by

Fauzi Naas, Director—Institutional Research
David Hallett, Vice President—Governance and Administration
Jessica Howard, President/Chief Executive Officer

The quarterly report on data points of student persistence and retention will be presented to the members of the College Board of Education for review.



Fall to Winter Persistence and Fall to Fall Retention

Persistence (1st Term to 2nd Term):	2018-19	3 Yr. Average
Percent of first-time, full- and part-time, credential-seeking students who persist from their first to second term		
<ul style="list-style-type: none"> Fall 2018 to Winter 2019 Winter 2019 to Spring 2019 Spring 2019 to Summer 2019 	<p>80.8%</p> <p>59.7%</p> <p>27.3%</p>	<p>80.5%</p> <p>62.9%</p> <p>29.7%</p>
Retention (Fall to Fall):	2018-19	3 Yr. Average
Percent of fall 2017 cohorts of first-time, full- and part-time, degree-seeking students who are retained from fall to fall	58.5%	56.4%

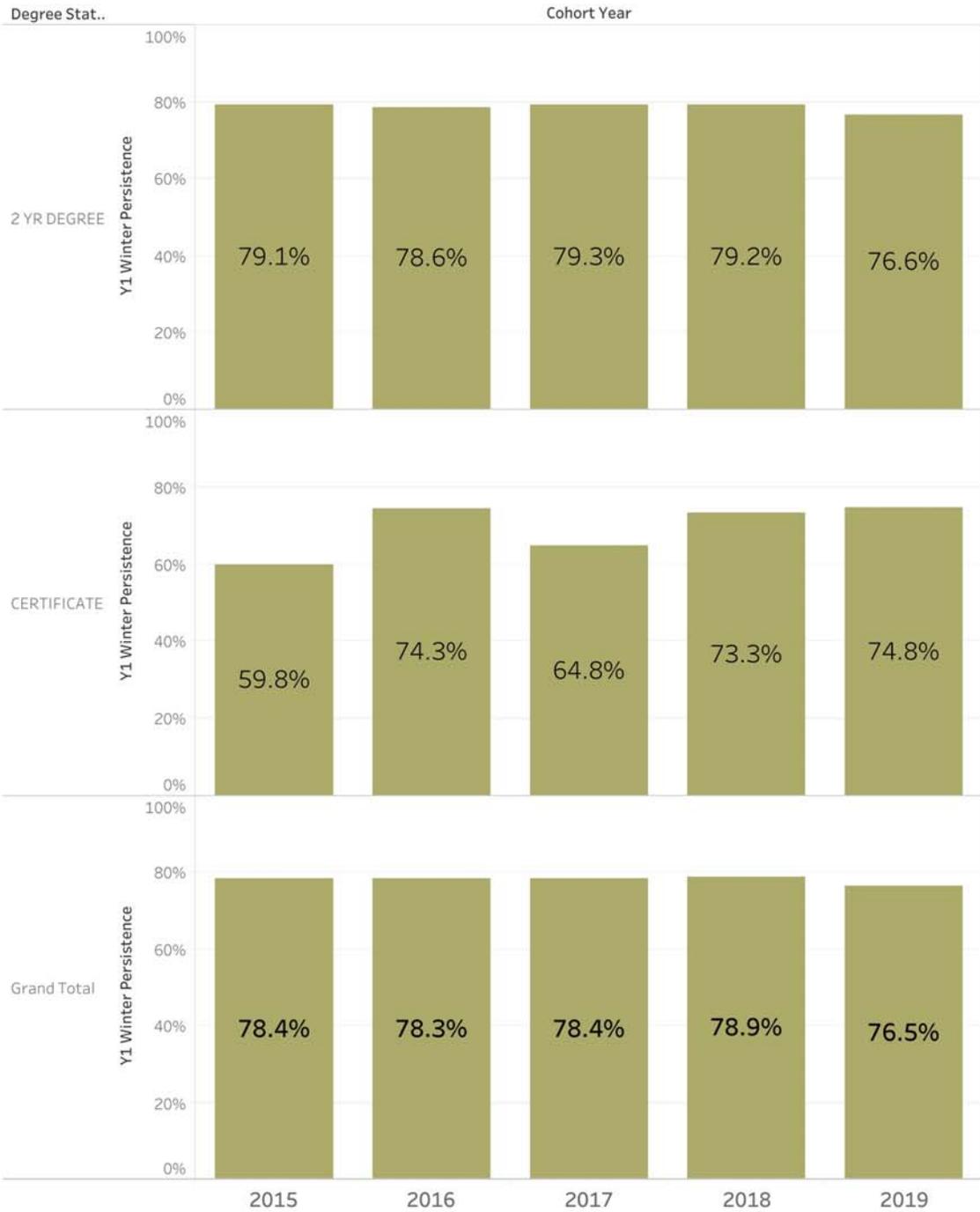
Standard Report-5
May 20, 2020



Fall-to-Winter Persistence by Year

Degree St..	Cohort Year				
	2015	2016	2017	2018	2019
2 YR DEGREE	79.1%	78.6%	79.3%	79.2%	76.6%
CERTIFICATE	59.8%	74.3%	64.8%	73.3%	74.8%
Grand Total	78.4%	78.3%	78.4%	78.9%	76.5%

Fall-to-Winter Persistence by Year



Degree Type

- AAOT
- AAS
- AGS
- AS
- ASOT
- CERT

Enrollment Status

- Part-time (1-11 credits)
- Full-time (12+ credits)
- Full-time (15+ credits)

Oregon Promise

- Y
- N

Chemeketa Scholar

- Y
- N

Foundation Student

- Y
- N

Socio Economic

- Students who are Pell-eligibl
- Students who are not Pell-eli
- Students who did not comple

Standard Report-5
May 20, 2020

Fall-to-Winter Persistence by Race/Ethnicity

Race	Cohort Year				
	2015	2016	2017	2018	2019
Hispanic	89.4%	83.7%	85.3%	85.4%	85.5%
American Indian	92.9%	86.7%	92.3%	71.4%	93.8%
Asian	100.0%	94.7%	81.3%	100.0%	100.0%
Black	88.9%	85.7%	69.2%	75.0%	66.7%
Hawaiian	90.0%	80.0%	61.5%	80.0%	88.9%
White	88.8%	86.5%	88.3%	90.3%	85.6%
Mixed	79.5%	87.2%	90.2%	90.9%	81.0%
Not Provided	91.1%	88.1%	81.1%	85.1%	82.7%
Grand Total	89.3%	86.2%	85.7%	86.6%	84.4%



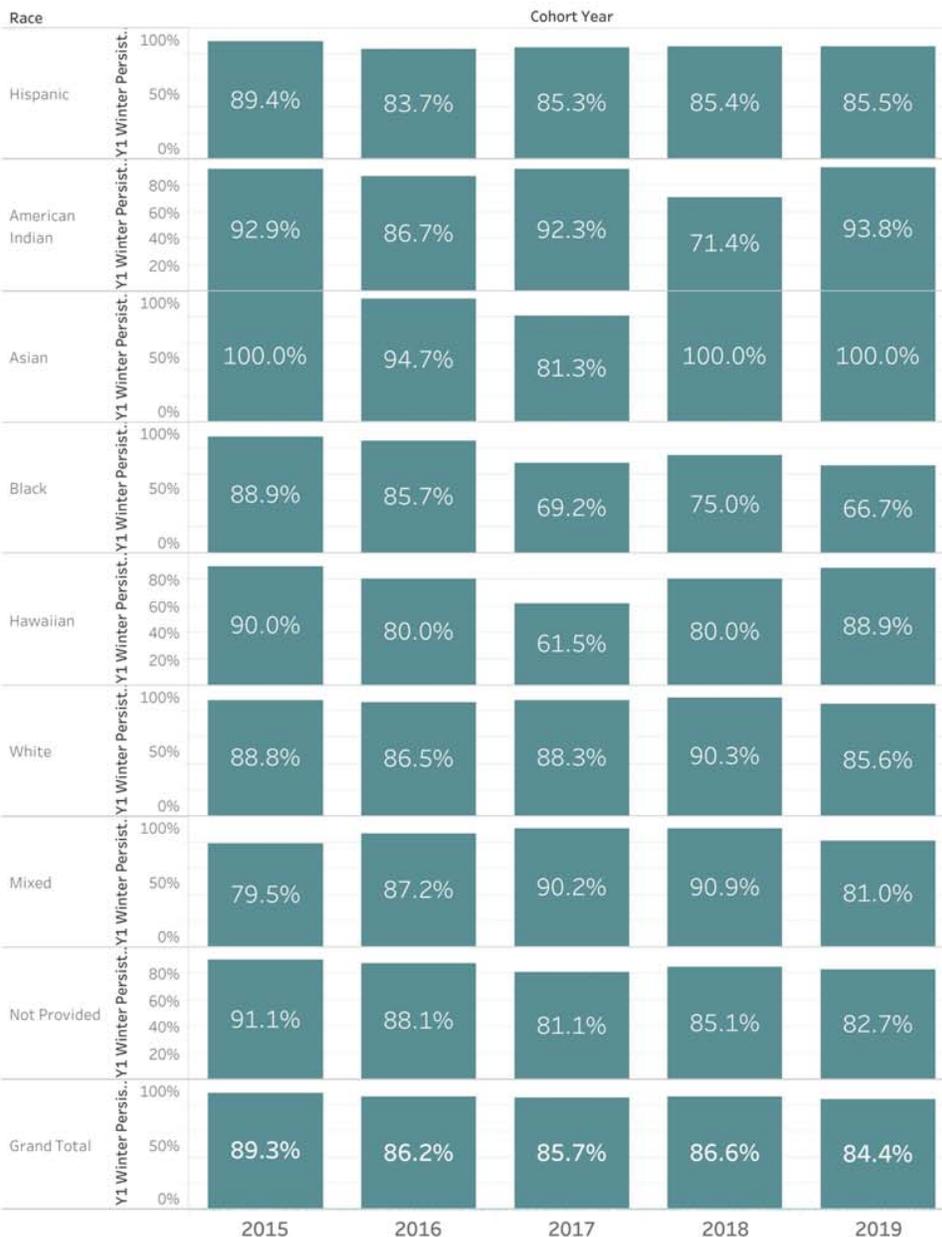
Degree Type

- AAOT
- AAS
- AGS
- AS
- ASOT
- CERT

Enrollment Status

- Part-time (1-11 credits)
- Full-time (12+ credits)
- Full-time (15+ credits)

Fall-to-Winter Persistence by Race/Ethnicity



Oregon Promise

- Y
- N

Chemeketa Scholar

- Y
- N

Foundation Student

- Y
- N

Socio Economic

- Students who are Pell-eligible
- Students who are not Pell-eli..
- Students who did not comple..

Gender

- Female
- Male
- Not Provided

Age Range

- Under 18
- 18-20
- 21-25
- 26+
- Not Provided

Standard Report-5
May 20, 2020

Fall-to-Fall Retention by Race/Ethnicity

Race	Cohort Year				
	2014	2015	2016	2017	2018
Hispanic	66.4%	65.8%	61.6%	64.7%	68.4%
American Indian	53.8%	42.9%	33.3%	84.6%	71.4%
Asian	78.9%	83.3%	78.9%	50.0%	90.0%
Black	52.6%	66.7%	57.1%	46.2%	50.0%
Hawaiian	50.0%	60.0%	60.0%	53.8%	50.0%
White	58.4%	64.9%	63.0%	63.9%	61.6%
Mixed	54.0%	45.5%	59.0%	70.6%	57.6%
Not Provided	61.7%	62.7%	57.1%	61.3%	60.6%
Grand Total	60.9%	64.1%	60.8%	63.7%	63.7%



Degree Type

- AAOT
- AAS
- AGS
- AS
- ASOT
- CERT

Enrollment Status

- Part-time (1-11 credits)
- Full-time (12+ credits)
- Full-time (15+ credits)

Fall-to-Fall Retention by Race/Ethnicity



Oregon Promise

- Y
- N

Chemeketa Scholar

- Y
- N

Foundation Student

- Y
- N

Socio Economic

- Students who are Pell-eligible
- Students who are not Pell-eli..
- Students who did not comple..

Gender

- Female
- Male
- Not Provided

Age Range

- Under 18
- 18-20
- 21-25
- 26+
- Not Provided

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.

Thanks to faculty and staff volunteers who helped Horticulture students stay on track in their practicums by transplanting crops to be sold and shipped to retail nurseries and local businesses. The Horticulture faculty and staff created a schedule of no more than ten people who were allowed to work at one time keeping the social distancing of six-feet from one another. Practicum students created a website to offer online retail plant sales with curbside pickup and is set to launch the week of Mother's Day. Volunteers included: JORDAN BERMINGHAM, BRYAN BERENQUER, JOHNNY BROSE, PAUL DAVIS, KALEY HENSEL, ABBY HOFFAR, JESSICA HOWARD, CHRIS KATO, MEGAN JENSEN, ADAM MENNIG, GLEN MILLER, HOLLY NELSON, MICHAEL PARUCH, MIRIAM SCHARER, JOLEEN SCHILLING, ALICE SPRAGUE, ELIAS VILLEGAS, and TIM WEBBER. *Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with Education partners, businesses, and community groups.)*

College Consensus, a college ratings website that aggregates publisher rankings and student reviews, has published their ranking of the Best Online Community Colleges 2020 at <https://www.collegeconsensus.com/rankings/best-online-community-colleges/>. CHEMEKETA COMMUNITY COLLEGE was ranked among the top 50. To identify the Best Online Community Colleges 2020, College Consensus focused exclusively on regionally accredited, reputable institutions identified as community colleges or technical colleges. Editors researched the number of available online degrees, then added three further factors to rank: web presence; transparency about their offerings; and user-friendliness of the learning platforms. *(Core Theme: Access—A broad range of educational opportunities and workforce training are provided to students in pursuit of their goals.)*

MIKE CUPP, the Commercial Driver's License (CDL) instructor volunteers his time to pick up food and deliver to Marion-Polk Food Share. He recently picked up 38,000 pounds from the Oregon Food Bank and delivered it to Marion-Polk Food Share. just sent me a text with the attached photos. He picked up 38,000 lbs from the Oregon food bank this morning and delivered it to Marion-Polk Food share, the largest load yet! *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with Education partners, businesses, and community groups.)*

Standard Report-6
May 20, 2020

The weekly Admin Team meetings end with “Kudos for Colleagues.” Below is the list from the April 20 Admin Team meeting, the first meeting we started doing this recognition:

TO	FROM	MESSAGE
IT	Adam Mennig	Big shoutout for getting Chromebooks and laptops out to staff and students so quickly
IT; MEREDITH SCHREIBER AND BOOKSTORE STAFF; NATALIE BEACH AND LIBRARY STAFF	Danielle Hoffman	Seconded Adam’s shoutout to IT; but also, to Meredith/Bookstore for mailing out textbooks and course materials to students; and Natalie/Library for the support of the Lending Library and now the Virtual Learning Center
CCN, HSP, DENISE IN PLACEMENT, MELISSA / ENROLLMENT SERVICES; IT SUPPORT, MEREDITH / BOOKSTORE, DEANS, AND FACULTY	Sara Hastings	We could never have launched the Bolt program as quickly and efficiently as we did if we did not have full support from every facet of the college. Thanked everyone for making this a lot easier for Sara and her staff.
CLASSIFIED STAFF	Chris Kato	Classified staff who have reached out to every single student who requested a Chromebook and helped to coordinate the curbside pick-up. This made a huge difference for our non-credit students to close the equity gap.
FACULTY SANDI KELLOGG	R. Taylor	All the faculty in her area who have stepped up and made a smooth transition for students. Sandy Kellogg for saving the three fish in the Child Development Center by taking them home and ensuring they will be kept alive
TIM PIERCE, COLIN STAPP YESICA NAVARRO, KEN WOLFERT KEN WOLFERT 80 STAFF VOLUNTEERS	Mike Evans	For setting up a non-credit section for a virtual Student Life Office Helped behind-the-scenes for laptop checkout with Natalie Beach and Library staff For setting up the calling campaign For the student calling campaign
PUBLIC SAFETY OFFICERS AND DISPATCHERS	Sheila Lorange	For working hard each day to keep the essential employees on campus safe
ADMIN TEAM	Jessica Howard	For everything they do every day to help us stay focused on serving students and improving what it means to be working, teaching, and creating learning virtually. It’s an extraordinary place and an extraordinary community. And, thanks for surprising Exec Team by wearing your Chemeketa shirts!

Separate Action-1
May 20, 2020

**APPROVAL OF RETIREMENT RESOLUTIONS,
NO. 19-20-25, DANIEL D. “DAN” JONES; NO. 19-20-26, BARBARA A. BURNS;
NO. 19-20-27, DAVID W. CANOY; NO. 19-20-28, WYNN W. CUDMORE;
NO. 19-20-29, JANE B. ELLIS; NO. 19-20-30, LARRY M. EMME;
NO. 19-20-31, STANLEY R. “STAN” HOUGHTON; NO. 19-20-32, RICHARD K. O’HARA;
NO. 19-20-33, TAMARA L. TRATTNER; AND NO. 19-20-34, THERESA L. “TERRI” WENZIG
[19-20-159]**

Prepared by

David Hallett, Vice President—Governance and Administration

The College Board of Education honors employees who retire after years of service to the college. Attached are resolutions honoring Daniel D. “Dan” Jones who retired effective May 1, 2020; and Barbara A. Burns, David W. Canoy, Wynn W. Cudmore, Jane B. Ellis, Larry M. Emme, Stanley R. “Stan” Houghton, Richard K. O’Hara, Tamara L. Trattner, and Theresa L. “Terri” Wenzig, who retire effective June 19, 2020.

It is recommended that the College Board of Education adopt Resolution No. 19-20-25, Daniel D. “Dan” Jones; No. 19-20-26, Barbara A. Burns; No. 19-20-27, David W. Canoy; No. 19-20-28, Wynn W. Cudmore; No. 19-20-29, Jane B. Ellis; No. 19-20-30, Larry M. Emme; No. 19-20-31, Stanley R. “Stan” Houghton; No. 19-20-32, Richard K. O’Hara; No. 19-20-33, Tamara L. Trattner; and No. 19-20-34, Theresa L. “Terri” Wenzig.

Separate Action-1
May 20, 2020

**RETIREMENT RESOLUTION NO. 19-20-25,
DANIEL D. "DAN" JONES**

WHEREAS, Daniel D. "Dan" Jones began his 28-year, 8-month association, as a salaried employee, with Chemeketa Community College in October, 1991; and

WHEREAS, Daniel D. "Dan" Jones gave dedicated service to Chemeketa Community College currently as Manager-Computer Services, Information Technology Department of College Support Services Division; therefore,

BE IT RESOLVED, that upon his retirement date of May 1, 2020, the College Board of Education hereby honors and commends Daniel D. "Dan" Jones for his loyalty, dedication and personal commitment to Chemeketa Community College.

Diane Watson
Board Chairperson

Jessica Howard
President/Chief Executive Officer

Separate Action-1
May 20, 2020

**RETIREMENT RESOLUTION NO. 19-20-26,
BARBARA A. BURNS**

WHEREAS, Barbara A. Burns began her 21-year association, as a salaried employee, with Chemeketa Community College in September, 1999; and

WHEREAS, Barbara A. Burns gave dedicated service to Chemeketa Community College currently as Instructor, Nursing-Clinical, Health Sciences Department of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 19, 2020, the College Board of Education hereby honors and commends Barbara A. Burns for her loyalty, dedication and personal commitment to Chemeketa Community College.

Diane Watson
Board Chairperson

Jessica Howard
President/Chief Executive Officer

Separate Action-1
May 20, 2020

**RETIREMENT RESOLUTION NO. 19-20-27,
DAVID W. CANOY**

WHEREAS, David W. "Dave" Canoy began his combined 21-year association, as a salaried employee, with Chemeketa Community College in September, 1996 and September 2000; and

WHEREAS, David W. Canoy gave dedicated service to Chemeketa Community College currently as Instructor-Life Science, Life and Physical Sciences Department of General Education and Transfer Studies Division; therefore,

BE IT RESOLVED, that upon his retirement date of June 19, 2020, the College Board of Education hereby honors and commends David W. Canoy for his loyalty, dedication and personal commitment to Chemeketa Community College.

Diane Watson
Board Chairperson

Jessica H. Howard
President/Chief Executive Officer

Separate Action-1
May 20, 2020

**RETIREMENT RESOLUTION NO. 19-20-28,
WYNN W. CUDMORE**

WHEREAS, Wynn W. Cudmore began his 34-year, 6-month association, as a salaried employee, with Chemeketa Community College in January, 1986; and

WHEREAS, Wynn W. Cudmore gave dedicated service to Chemeketa Community College currently as Instructor-Life Science, Life and Physical Sciences Department of General Education and Transfer Studies Division; therefore,

BE IT RESOLVED, that upon his retirement date of June 19, 2020, the College Board of Education hereby honors and commends Wynn W. Cudmore for his loyalty, dedication and personal commitment to Chemeketa Community College.

Diane Watson
Board Chairperson

Jessica Howard
President/Chief Executive Officer

Separate Action-1
May 20, 2020

**RETIREMENT RESOLUTION NO. 19-20-29,
JANE B. ELLIS**

WHEREAS, Jane B. Ellis began her 12-year association, as a salaried employee, with Chemeketa Community College in September, 2008; and

WHEREAS, Jane B. Ellis gave dedicated service to Chemeketa Community College currently as Instructor-Health Information Management, Health Sciences Department of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 19, 2020, the College Board of Education hereby honors and commends Jane B. Ellis for her loyalty, dedication and personal commitment to Chemeketa Community College.

Diane Watson
Board Chairperson

Jessica Howard
President/Chief Executive Officer

Separate Action-1
May 20, 2020

**RETIREMENT RESOLUTION NO. 19-20-30,
LARRY M. EMME**

WHEREAS, Larry M. Emme began his 19-year association, as a salaried employee, with Chemeketa Community College in September, 2001; and

WHEREAS, Larry M. Emme gave dedicated service to Chemeketa Community College currently as Instructor-Physical Science, Life and Physical Sciences Department of General Education and Transfer Studies Division; therefore,

BE IT RESOLVED, that upon his retirement date of June 19, 2020, the College Board of Education hereby honors and commends Larry M. Emme for his loyalty, dedication and personal commitment to Chemeketa Community College.

Diane Watson
Board Chairperson

Jessica H. Howard
President/Chief Executive Officer

Separate Action-1
May 20, 2020

**RETIREMENT RESOLUTION NO. 19-20-31,
STANLEY R. "STAN" HOUGHTON**

WHEREAS, Stanley R. "Stan" Houghton began his 12-year association, as a salaried employee, with Chemeketa Community College in September, 2008; and

WHEREAS, Stanley R. "Stan" Houghton gave dedicated service to Chemeketa Community College currently as Instructor-Business Technology, Woodburn Center Department of Regional Education and Academic Development Division; therefore,

BE IT RESOLVED, that upon his retirement date of June 19, 2020, the College Board of Education hereby honors and commends Stanley R. "Stan" Houghton for his loyalty, dedication and personal commitment to Chemeketa Community College.

Diane Watson
Board Chairperson

Jessica Howard
President/Chief Executive Officer

Separate Action-1
May 20, 2020

**RETIREMENT RESOLUTION NO. 19-20-32,
RICHARD K. O'HARA**

WHEREAS, Richard K. O'Hara began his 28-year association, as a salaried employee, with Chemeketa Community College in September, 1992; and

WHEREAS, Richard K. O'Hara gave dedicated service to Chemeketa Community College currently as Instructor-Life Science, Life and Physical Sciences Department of General Education and Transfer Studies Division; therefore,

BE IT RESOLVED, that upon his retirement date of June 19, 2020, the College Board of Education hereby honors and commends Richard K. O'Hara for his loyalty, dedication and personal commitment to Chemeketa Community College.

Diane Watson
Board Chairperson

Jessica Howard
President/Chief Executive Officer

Separate Action-1
May 20, 2020

**RETIREMENT RESOLUTION NO. 19-20-33,
TAMARA L. TRATNER**

WHEREAS, Tamara L. Trattner began her 29-year association, as a salaried employee, with Chemeketa Community College in September, 1991; and

WHEREAS, Tamara L. Trattner gave dedicated service to Chemeketa Community College currently as Instructor-Early Childhood Education, Business Technology, Early Childhood Education and Visual Communication Department of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon her retirement date of June 19, 2020, the College Board of Education hereby honors and commends Tamara L. Trattner for her loyalty, dedication and personal commitment to Chemeketa Community College.

Diane Watson
Board Chairperson

Jessica Howard
President/Chief Executive Officer

Separate Action-1
May 20, 2020

**RETIREMENT RESOLUTION NO. 19-20-34,
THERESA L. "TERRI" WENZIG**

WHEREAS, Theresa L. "Terri" Wenzig began her 19-year association, as a salaried employee, with Chemeketa Community College in September, 2001; and

WHEREAS, Theresa L. "Terri" Wenzig gave dedicated service to Chemeketa Community College currently as Instructor-Nursing, Health Sciences Department of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon his/her retirement date of June 19, 2020, the College Board of Education hereby honors and commends Theresa L. "Terri" Wenzig for her loyalty, dedication and personal commitment to Chemeketa Community College.

Diane Watson
Board Chairperson

Jessica Howard
President/Chief Executive Officer

**APPROVAL OF BUDGET COMMITTEE MEMBER SELECTION PROCESS
FOR VACANCIES IN ZONES 2, 3, AND 7 FOR 2020–2023
[19-20-160]**

Prepared by

David Hallett, Vice President—Governance and Administration

Budget Committee positions for Zones 2, 3, and 7 expire June 30, 2020. In compliance with board policy number 1170, the following appointment process is recommended for Zones 2, 3, and 7.

ACTION NECESSARY UNDER BOARD POLICY/PROCEDURE NUMBER 1170

Barbara Nelson, Zone 2	Must advertise*
Joe Van Meter, Zone 3	Must advertise*
Don Patten, Zone 7	Must advertise*

BUDGET MEMBER SELECTION TIMELINES AND PROCESS

Openings Announced to Board of Education	April 15
Approval of Selection Process and Timelines	May 20
Legal Notice Published	By or before June 19
Deadline for Applications to the President's Office	July 24
Application Screening	TBD
Appointment of New Budget Committee Members	TBD

* Procedure 1170 states that a position filled by an incumbent who has served more than four years must be advertised; however, the incumbent may reapply if they wish to continue. Incumbents Barbara Nelson, Zone 2; Joe Van Meter, Zone 3; and Don Patten, Zone 7 have all served for more than four years. In compliance with Procedure 1170, Zones 2, 3, and 7 must be advertised.

* Procedure 1170 calls for the Board Chair to appoint a subcommittee of three (3) board members when a public notice is issued for a position or to recommend the reappointment of an incumbent committee member who has served four years or less. It is suggested that the subcommittee responsible for screening applications include board members from the zones where Budget Committee openings exist and one other board member, if needed.

It is recommended that the College Board of Education approve the selection process and timelines for vacancies of Budget Committee members for Zones 2, 3, and 7 for 2020–2023.

Action-2
May 20, 2020

APPROVAL OF COLLEGE POLICIES #3010—REDUCTION OF OR LEAVE OF ABSENCE FROM CONTRACT; #6620—FOOD SERVICE; AND #6630—VENDING PROGRAM [19-20-161]

Prepared by

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

REDUCTION OF OR LEAVE OF ABSENCE FROM CONTRACT—POLICY #3010

This policy was last reviewed by the board in May, 2017. The sentence in each paragraph has been divided into two sentences to help clarify the policy and make it more readable. The meaning of the policy is unchanged by the edits.

FOOD SERVICE—POLICY #6620

This policy was last reviewed by the board in September, 2016. There are no changes recommended to this policy by either the President's Advisory Council or college administration.

VENDING PROGRAM—POLICY #6630

This policy was last reviewed by the board in September, 2016. There are no changes recommended to this policy by either the President's Advisory Council or college administration.

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

It is recommended that the College Board of Education adopt college policies #3010—Reduction of or Leave of Absence from Contract; #6620—Food Service; and #6630—Vending Program to become effective immediately.

Personnel Series—3000

REDUCTION OF ~~/~~ OR LEAVE OF ABSENCE FROM CONTRACT

Employees contracted by Chemeketa Community College for annual employment may request a reduction of the full-time equivalency of the contract ~~with supervisor and Executive Team approval and/or in accordance with applicable bargaining agreements.~~ The request is subject to approval by the supervisor and/or Executive Team in accordance with applicable bargaining agreements and applicable handbooks.

Employees may request a leave of absence from their complete employment obligation ~~when an emergency or other circumstances exist subject to approval by the supervisor, Executive Team, and/or in accordance with applicable bargaining agreements.~~ The request is subject to approval by the supervisor and/or Executive Team in accordance with applicable bargaining agreements and applicable handbooks.

July 17, 1985

Adopted College Board of Education

April 19, 2006; July 21, 2010;

January 15, 2014; May 17, 2017

Revised College Board of Education

Business Operations Series—6000

FOOD SERVICE

Food service is to be provided on Chemeketa Community College owned and/or controlled property on a contracted basis. The vice president/chief financial officer shall be responsible for awarding and monitoring the contract.

October 23, 1991

Adopted College Board of Education

September 20, 2006; July 20, 2011;

May 20, 2015; September 21, 2016

Revised College Board of Education

Business Operations Series—6000

VENDING PROGRAM

Vending services are to be provided on Chemeketa Community College owned and/or controlled property on a contracted basis. The vice president/chief financial officer shall be responsible for awarding and monitoring the contract.

October 23, 1991

Adopted College Board of Education

September 20, 2006; May 20, 2015;

September 21, 2016

Revised College Board of Education

Action-3
May 20, 2020

**APPROVAL OF PROPOSED SCHEDULE OF COLLEGE
BOARD OF EDUCATION MEETINGS FOR 2020–2021
[19-20-162]**

Prepared by

David Hallett, Vice President—Governance and Administration

The following dates have been selected for the 2020–2021 College Board of Education meeting schedule. The dates fall on the third Wednesday of each month except for July 2020, June 2021, and July 2021, scheduled for the fourth Wednesday of the month due to fiscal issues. The July 2020 meeting will be held at Brooks; September 2020 meeting will be held at CCBI; and the tentative July 2021 meeting will be held at the Yamhill Valley Campus. All other board meetings will be held on the Salem Campus.

July 22 (fourth Wednesday) (Brooks Regional Training Center)

September 3 (Thursday)—Board Work Session (TBA)

September 16 (CCBI)

October 21

November 18

December 16

January 20

February 3 - Board Work Session/Budget Orientation (TBA)

February 17

March 17

April 21

May 19

June 23 (fourth Wednesday)

Tentative 2021–2022

July 28 (fourth Wednesday) (YVC)

Based on the timelines issued by Governor Brown’s executive order due to COVID-19, the locations of these board meetings are tentative. If all physical campus facilities remain closed, the college will maintain operating remotely, and these meetings would be presented via web conferencing. It is recommended that the College Board of Education approve this schedule of dates for the meetings during 2020–2021.

**APPROVAL OF PRESIDENTIAL EVALUATION PROCESS
[19-20-163]**

Prepared by

Diane Watson, Chair—Board of Education

The initial performance evaluation of President Jessica Howard will be completed and reported to the public on June 17, 2020, in accordance with board policy and ORS 192.660(1)(i).

It is recommended that the College Board of Education approve the following timeline and Worksheet for completing and reporting the annual presidential evaluation:

- | | |
|----------|--|
| October | The president presents a draft of goals for the upcoming year with respect to her personal performance to the board. |
| November | Board agrees on the final set of goals for the upcoming year. |
| April | Board Information item on process used to evaluate the president |
| May/June | The annual formal evaluation process will begin in May with the president giving a presentation to the board based on her performance in the following areas: <ul style="list-style-type: none">A. The Board of EducationB. Management Competencies<ul style="list-style-type: none">B1. Achieves ResultsB2. Communicates EffectivelyB3. Facilitates Team SuccessC. The Community (Core Theme: Community Collaborations)D. Educational Planning and Leadership (Core Themes: Academic Quality, Access, and Student Success)E. Business, Finance, and Facilities (Core Theme: Access)F. College Personnel (Core Theme: Academic Quality) |

The president will indicate how her goals, with respect to her personal performance, were addressed.

Board members would use the attached President's Evaluation Worksheet to rate her performance and to make notes on what they would like to share and discuss with fellow board members in June.

Board members will agree on how the board wants to express their evaluation results.

- | | |
|------|--|
| June | The board meets with the president in a special executive session to discuss the evaluation. |
|------|--|

The board chair and vice chair draft an evaluation reflecting the board's evaluation discussion and any summary comments.

Action-4
May 20, 2020

The board chair and vice chair meet with the president to present the draft evaluation document and edit any changes prior to the June board meeting.

The board chair and vice chair prepare a summary statement to be read at the June board meeting.

The board publicly presents the compensation and contract recommendation at the June board meeting.

Worksheet (See attached copy)



Name _____

Date _____

ANNUAL PRESIDENT'S EVALUATION

The President will be evaluated in the following categories. Using a compilation of the Board of Education's President's Evaluation Worksheet, notes should be provided to explain results in each category, especially for ratings of 1, 2, or 5.

PART I

A. The Board of Education

1) Keeps the board informed of the needs, issues, and operations of the college.
2) Offers professional advice to the board on matters requiring board action, with the appropriate recommendations based on careful study and analysis.
3) Maintains a professional working relationship with the board.
4) Recommends to the board for consideration changes in the college/board policies.
5) Recommends to the board the annual budget along with advice regarding the resources to fund the budget.
6) Has an understanding of, and demonstrates support for, governance and collective bargaining in an academic setting and conciliation in grievance processing.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

B. Management Competencies

B1. Achieves Results

1) Overcomes obstacles to complete projects successfully.
2) Effects outcomes that set high standards for others.
3) Achieves results that have a positive impact on the organization as a whole.
4) Seeks to improve own skills and knowledge

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

B2. Communicates Effectively

1) Expresses thoughts clearly in writing.
2) Is an effective, articulate speaker.
3) Covers an issue thoroughly without overdoing it.
4) Communicates in a straightforward manner, even when dealing with sensitive topics.
5) Makes current information readily available to others.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

B3. Facilitates Team Success

1) Resolves conflict fairly.
2) Creates an atmosphere of team cooperation over competition.
3) Builds consensus on decisions.
4) Leads team in formulating goals that complement the organization's mission.
5) Brings capable people into the group.
6) Uses the diverse talents and experiences of the group to maximum advantage.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

C. The Community (Core Theme: Community Collaborations)

1) Gains respect and support from the community for the conduct of the college.
2) Maintains cooperative relationship with the news media.
3) Participates in community life and affairs.
4) Works effectively with public and private agencies.
5) Represents the views, policies and acts of the board to the public and legislative bodies.
6) Helps establish a sense of community.
7) Strengthens and advances the college's linkages and partnerships with business, industry and government.
8) Vigorously advocates for Chemeketa in particular and the community college movement in general, wherever possible, especially in statewide forums.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

D. Educational Planning and Leadership (Core Themes: Academic Quality, Access, and Student Success)

1)	Implements the philosophy of a comprehensive community college and provides quality education for all district residents.
2)	Organizes a planned program of curriculum development, emphasizing effective and innovative methodology, and practices to ensure student success in achieving their educational goals.
3)	Provides participatory procedures in curriculum work, utilizing the abilities and talents of the entire professional staff and lay people in the district.
4)	Provides opportunity for student leadership and participation in the college co-curricular activities.
5)	Provides a strong program of student support and enrollment services, including student recruitment, testing, placement, advising, orientation, and student success courses, as well as educational and career counseling and financial aid.
6)	Provides atmosphere for cultural pluralism and global perspective and a comprehensive plan for diversity at all levels.
7)	Displays knowledge and understanding of the appropriate management systems and planning strategies for an effective organization.
8)	Provides for ongoing evaluation and improvement of educational programs and support services.
9)	Fosters an environment in which teaching, learning, student access and success are central to the college's mission.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

E. Business, Finance, and Facilities (Core Theme: Access)

1)	Supervises fiscal operations in accordance with board policies and state/federal laws and rules, insisting on competent, efficient and prompt performance.
2)	Determines that funds are spent wisely and that adequate control and accounting are maintained.
3)	Evaluates financial needs and makes recommendations for adequate funding.
4)	Develops creative sources of revenue.
5)	Develops a sustainability (ecological) college-wide plan.
6)	Work with associations to obtain a settlement within Board of Education parameters.
7)	Continue to build buildings and infrastructure to serve immediate needs with flexibility to serve future needs.
8)	Explore and implement opportunities to leverage college resources including new partnerships.
9)	Continue to support the Chemeketa Foundation in its fund raising efforts.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

F. College Personnel (Core Theme: Academic Quality)

1)	Develops and executes sound personnel procedures and practices, with particular attention to collective bargaining and implementation of agreements.
2)	Recruits, recommends and assigns the most competent personnel available, taking affirmative action to ensure that those in protected classes are provided equal opportunity.
3)	Encourages participation of staff members and faculty groups in college planning, procedures and policy development and implementation.
4)	Provides leadership in the development of college personnel at all levels.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

PART II – EVALUATION OF PRESIDENT’S PERFORMANCE IN RELATION TO THE ANNUAL KEY COLLEGE INITIATIVES (“THE PLACEMAT”)

Notes:

PART III – EVALUATION OF THE PRESIDENT’S PERFORMANCE IN RELATION TO FIRST-YEAR PRESIDENT EXPECTATIONS

Notes:

ADDITIONAL COMMENTS/OVERALL IMPRESSION:

President Comments:

Signatures: This evaluation was reviewed with me by the College Board of Education. My signature does not necessarily indicate agreement or approval

President/CEO _____ Date _____

Board Chair _____ Date _____

Human Resources _____ Date _____

**APPROVAL OF SUSPENSION OF ACCOUNTING BACCALAUREATE PREPARATION
CERTIFICATE OF COMPLETION
[19-20-164]**

Prepared by

Lana Tuss, Program Chair—Accounting
R. Taylor, Dean—Business and Technology, Early Childhood Education, and
Visual Communications
Johnny Mack, Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

The Accounting Program currently offers the Accounting Baccalaureate Preparation Certificate of Completion. This certificate was initially developed as a transfer pathway to university accounting programs. At the time of its inception, students indicated interest in this pathway. However, there has consistently been limited enrollment and completion of this pathway, as students choose to complete the Accounting Associate of Applied Science Degree or the Associate of Science/Oregon Transfer Degree in Business.

In order to continue to align offerings with student and industry needs, the Accounting Program is requesting board approval to suspend the Accounting Baccalaureate Preparation Certificate of Completion. The Accounting Program Advisory Committee, made up of local industry representatives, has approved this suspension.

It is recommended that the College Board of Education approve the suspension of the Accounting Baccalaureate Preparation Certificate of Completion.

MISSION • VISION • CORE THEMES • VALUES

MISSION *(Our purpose)*

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

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

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

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

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

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

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

Student Success – Students progress and complete their educational goals.

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

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

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

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

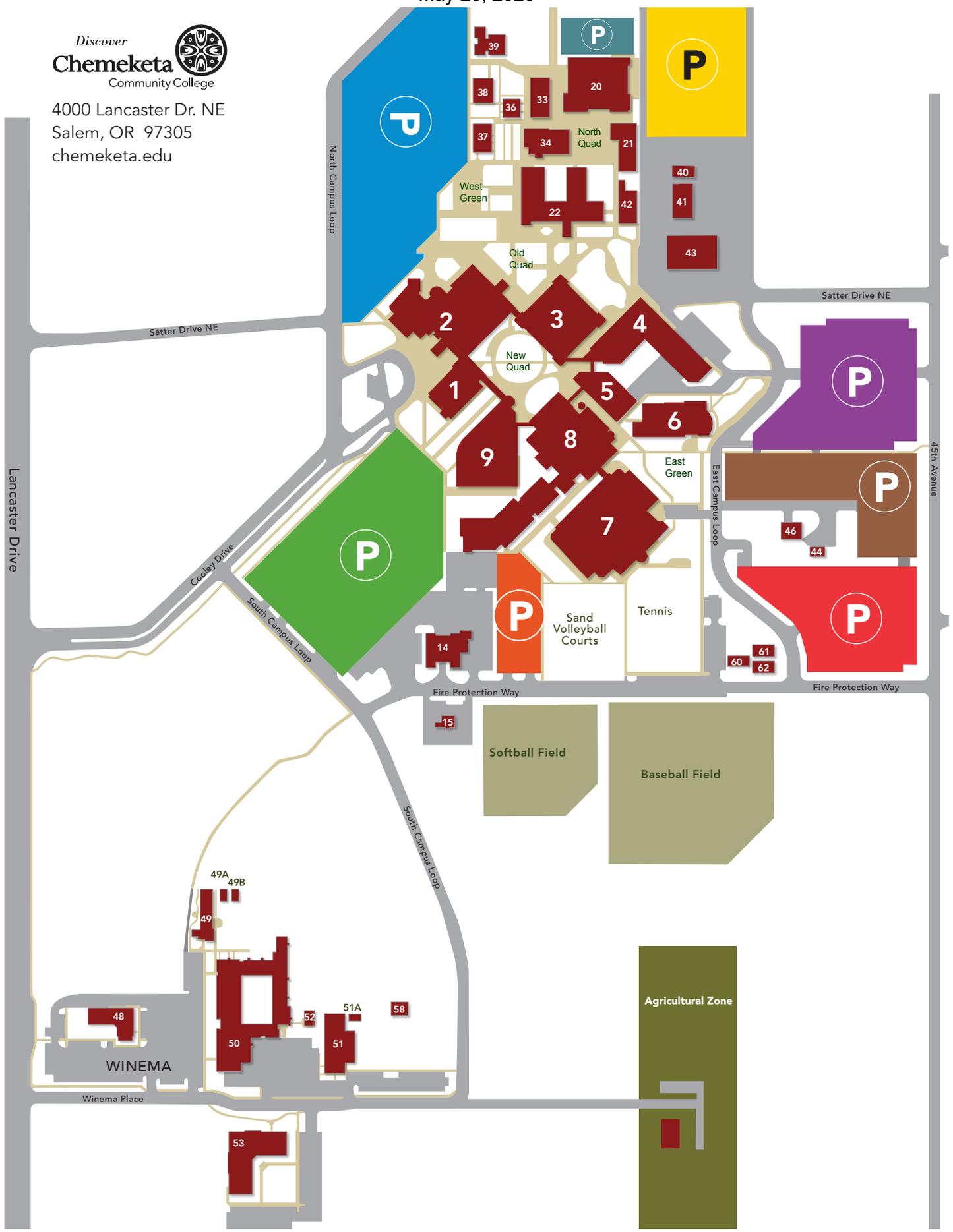
Innovation – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

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

Appendix-2
May 20, 2020



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



Appendix-2
May 20, 2020

Salem Campus

Building and Primary Function(s)

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

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

Area or Service—Building/Room

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

- Mail Room—43
- Multicultural Center—2/177A
- Northwest Innovations—42
- Online Courses—9/106
- Parking Permits—2/173
- Planetarium—2/171
- Posting Notices on Campus—2/176
- President's Office—2/216
- Public Information—2/208
- Registration—2/200
- Student Center—2/179
- Student Clubs—2/176
- Student Identification Cards—1/First Floor
- Student Accessibility Services—2/174**
- Study Skills—2/210
- Testing Center—2/101 (Testing
Annex—3/267)
- Transcripts—2/200
- Transfer Information—2/110
- Tutoring Center—2/210
- Vending Machine Refunds—Bookstore
- Veterans' Services—2/200
- Writing Center—9/210

Instructional Department Offices

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

Restrooms

SINGLE OCCUPANCY

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

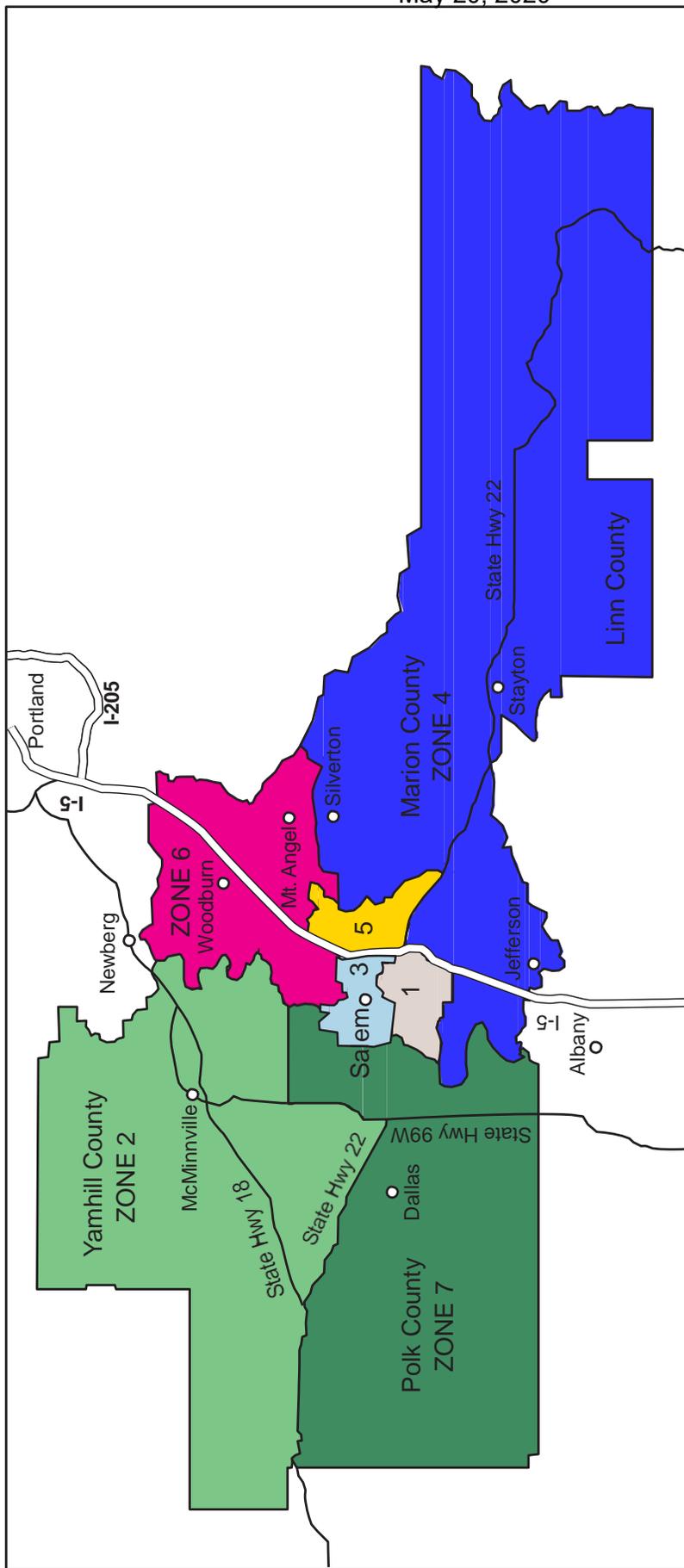
- Building 36—First floor
- Building 37—First floor
- Building 38—First floor
- Building 40—Second floor
- Building 50—First floor
- Building 51—First floor

MOTHER'S ROOM

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



Chemeketa Community College
District Boundary and Board Zones



Board Members

ZONE 1	Ed Dodson, Vice Chairperson 2019–2020
ZONE 2	Ron Pittman
ZONE 3	Neva Hutchinson
ZONE 4	Ken Hector
ZONE 5	Jackie Franke
ZONE 6	Diane Watson, Chairperson 2019–2020
ZONE 7	Betsy Earls