

**BOARD OF EDUCATION MEETING**  
**May 15, 2024**

CHEMEKETA COMMUNITY COLLEGE  
 Chemeketa Woodburn Center  
 120 E. Lincoln St.  
 Woodburn, Oregon

- |   |                  |   |              |
|---|------------------|---|--------------|
| <b>I. Executive Session</b>   | <b>4–4:30 pm</b> | <b>Closed Meeting</b>                         |              |
| 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.                 |                  |   |              |
| <b>II. Workshop</b>   | <b>4:30–5 pm</b> | <b>Web Conferencing/Livestream/RM#110ABCD</b> | <b>1</b>     |
| A. Updates for Woodburn Center<br>David Hallett, Vice President—Academic and Student Affairs  |                  |   |              |
| <b>III. Administration Updates</b>  | <b>5–6 pm</b>    | <b>Closed Meeting</b>                         |              |
| <b>IV. Regular Session</b>  | <b>6 pm</b>      | <b>Web Conferencing/Livestream/RM#110ABCD</b> |              |
| A. Call to Order  |                  |   |              |
| B. Pledge of Allegiance   |                  |   |              |
| C. Chemeketa Land Acknowledgment  |                  |   |              |
| D. Roll Call  |                  |   |              |
| E. Comments from the Public   |                  |   |              |
| F. Public Hearing on Proposed Budget  |                  |   |              |
| <b>G. Approval of Minutes—Budget Committee Meeting of April 17, 2024, and College Board of Education Meeting of April 17, 2024, Jessica Howard, President/Chief Executive Officer</b> |                  |   | <b>3–15</b>  |
| <b>H. Reports</b>   |                  |   |              |
| 1. Reports from the Associations  |                  |   |              |
| a. Esteban Salgado      Associated Students of Chemeketa (ASC)  |                  |   |              |
| b. Steve Wolfe            Chemeketa Faculty Association   |                  |   |              |
| c. Aaron King              Chemeketa Classified Employees Association   |                  |   |              |
| d. Liliana Landa-Villalba   Chemeketa Exempt Employees Association  |                  |   |              |
| 2. Reports from the College Board of Education  |                  |   |              |
| <b>I. Information</b>   |                  |   |              |
| 1. Annual Graduation Exercises  |                  |   |              |
| David Hallett, Vice President—Academic and Student Affairs  |                  |   | <b>22</b>    |
| 2. Oregon Community College Association Board Update  |                  |   |              |
| Jessica Howard, President/Chief Executive Officer   |                  |   | <b>23–24</b> |
| 3. Regional High School Mathematics Contest 2024  |                  |   |              |
| David Hallett, Vice President—Academic and Student Affairs  |                  |   | <b>25</b>    |
| 4. General Education New Learning Outcomes  |                  |   |              |
| Jessica Howard, President/Chief Executive Officer   |                  |   | <b>26</b>    |
| 5. Winemaking Certificate of Completion   |                  |   |              |
| David Hallett, Vice President—Academic and Student Affairs  |                  |   | <b>27–28</b> |

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|----|--|-------|
| 6. | Tasting Room Management Certificate of Completion<br>David Hallett, Vice President—Academic and Student Affairs  | 29–30 |
| 7. | Budget Committee Member Selection Process for Vacancies in Zones 1, 3, 5, and 7 for 2024–2027<br>Alice Sprague, Vice President—Governance and Administration | 31    |
| 8. | Resolution No. 23-24-13, Calling a Measure Election for General Obligation Bonds<br>Jessica Howard, President/Chief Executive Officer                        | 32–36 |

**J. Standard Reports**

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|----|--|-------|
| 1. | Personnel Report<br>Alice Sprague, Vice President—Governance and Administration  | 37    |
| 2. | Budget Status Report<br>Aaron Hunter, Vice President—College Support Services/Chief Financial Officer  | 38–41 |
| 3. | Purchasing Report<br>Aaron Hunter, Vice President—College Support Services/Chief Financial Officer   | 42    |
| 4. | Capital Projects Report<br>Aaron Hunter, Vice President—College Support Services/Chief Financial Officer   | 43    |
| 5. | Institutional Advancement Foundation Quarterly Report<br>January 1–March 31, 2024<br>Aaron Hunter, Vice President—College Support Services/Chief Financial Officer | 44–45 |
| 6. | Grant Activities for January–March 2024<br>Alice Sprague, Vice President—Governance and Administration   | 46–48 |
| 7. | Recognition Report<br>Jessica Howard, President/Chief Executive Officer  | 49–50 |

**K. Action**

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

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|----|---|-------------|-------|
| 1. | Approval of Presidential Evaluation Process<br>Neva Hutchinson, Chair—Board of Education  | [23-24-138] | 51–56 |
| 2. | Approval of Proposed Schedule of College Board of Education Meetings for 2024–2025<br>Alice Sprague, Vice President—Governance and Administration | [23-24-139] | 57    |
| 3. | Approval of College Policy—#1762—Digital Access Policy<br>Alice Sprague, Vice President—Governance and Administration                             | [23-24-140] | 58–59 |
| 4. | Approval of Suspension of Associate of Science Oregon Transfer—Business Degree<br>David Hallett, Vice President—Academic and Student Affairs      | [23-24-141] | 60    |
| 5. | Approval of Suspension of Tax Preparation Certificate of Completion<br>David Hallett, Vice President—Academic and Student Affairs                 | [23-24-142] | 61    |

6.	Approval of Business Major Transfer Map (MTM) David Hallett, Vice President—Academic and Student Affairs	[23-24-143]	62
7.	Approval of Tax Preparation Certificate of Completion David Hallett, Vice President—Academic and Student Affairs	[23-24-144]	63–64
8.	Approval of Governmental Accounting Certificate of Completion David Hallett, Vice President—Academic and Student Affairs	[23-24-145]	65–66
9.	Approval of Suspension of Associate of Science Oregon Transfer—Computer Science Degree David Hallett, Vice President—Academic and Student Affairs	[23-24-146]	67
10.	Approval of Suspension of Fire Prevention Associate of Applied Science Degree David Hallett, Vice President—Academic and Student Affairs	[23-24-147]	68
11.	Approval of Suspension of Addiction Studies Associate of Applied Science Degree David Hallett, Vice President—Academic and Student Affairs	[23-24-148]	69
12.	Approval of Suspension of Direct Support Professional Associate of Applied Science Degree David Hallett, Vice President—Academic and Student Affairs	[23-24-149]	70
13.	Approval of Suspension of Social Services Associate of Applied Science Degree David Hallett, Vice President—Academic and Student Affairs	[23-24-150]	71
14.	Approval of Suspension of Addiction Counselor Certification Preparation Certificate of Completion David Hallett, Vice President—Academic and Student Affairs	[23-24-151]	72
15.	Approval of Social Services Certificate of Completion David Hallett, Vice President—Academic and Student Affairs	[23-24-152]	73–74
16.	Approval of Addiction Counselor Certification Preparation Certificate of Completion David Hallett, Vice President—Academic and Student Affairs	[23-24-153]	75–76
17.	Acceptance of Program Donations January 1– March 31, 2024 Aaron Hunter, Vice President—College Support Services/Chief Financial Officer	[23-24-154]	77–78
18.	Approval of Grants Awarded January–March 2024 Alice Sprague, Vice President—Governance and Administration	[23-24-155]	79
<b>L. Appendices</b>			
1.	Vision – Mission – Values		80
2.	Campus Map		81–82
3.	District Map		83
<b>M. Future Agenda Items</b>			
<b>N. Board Operations</b>			
<b>O. Adjournment</b>			

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

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 503.584.7323, 4000 Lancaster Dr NE, Salem, OR 97305, or <http://go.chemeketa.edu/titleix>. Individuals may also contact the U.S. Department of Education, Office for Civil Rights (OCR), 810 3rd Avenue #750, Seattle, WA 98104, 206.607.1600.

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

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

Workshop-A  
May 15, 2024

## **UPDATES FOR WOODBURN CENTER**

### **Prepared by**

Elias Villegas, Dean—Woodburn Center  
Keith Russell, Interim Executive Dean—General Education and Transfer Studies  
David Hallett, Vice President—Academic and Student Affairs

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In this workshop, an overview of the Chemeketa Woodburn Center will be presented. This will include an overview of students served, existing programs and services at the Woodburn Center, and recommendations for continuous improvement.

The Woodburn Center collaborates with area schools, and a wide array of agencies and nonprofit organizations to provide services for employment readiness, continuing education, and English language acquisition. The bilingual bicultural (English/Spanish) staff provide a variety of support services and activities for current and prospective students including technical assistance during the admissions and registration process, placement and GED testing, financial aid information, tutoring, open computer labs for homework and research, individualized advising, accessibility services, and social and cultural activities to meet the needs of all students. The outreach and engagement team provides services and represents the college at local schools and community events. The center collaborates with partner schools to facilitate the transition from high school to college. In addition to support services, the Woodburn Center also has a variety of student club activities that offer an opportunity to expand the students' experience outside of the classroom.

Land Acknowledgment  
May 15, 2024

## CHEMEKETA COMMUNITY COLLEGE LAND ACKNOWLEDGEMENT

### Prepared by

Neva Hutchinson, Chair—Board of Education

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

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

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

Minutes  
May 15, 2024

**APPROVAL OF BOARD MINUTES**

**Prepared by**

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

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Minutes of the Budget Committee meeting of April 17, 2024, and board meeting of April 17, 2024, are submitted for review by the board.

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

Minutes  
May 15, 2024

CHEMEKETA COMMUNITY COLLEGE

**BUDGET COMMITTEE  
MEETING MINUTES**

April 17, 2024

**A. CALL TO ORDER AND ROLL CALL**

Jenne Marquez, Budget Committee Chair, called the meeting to order at 4:01 pm in the Board Room, Building 2, Room 170, at the Salem Campus and thanked everyone.

**Members in Attendance:** Osvaldo Avila; Chris Brantley; Betsy Earls; Scott Engel; Jackie Franke, Vice Chair; Ken Hector (4:08 pm, via Zoom); Neva Hutchinson; Jenne Marquez, Chair; Eric Palo; Ron Pittman; Mike Stewart; and Diane Watson (arrived 4:11 pm). Excused Absence: Ray Beaty, and Iton Udosenata.

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

**B. APPROVAL OF MINUTES OF APRIL 3, 2024**

Jackie Franke moved and Neva Hutchinson seconded a motion to approve the Budget Committee minutes of April 3, 2024.

The motion CARRIED.

**C. QUESTIONS FROM PRIOR MEETING**

Jenne asked Aaron Hunter if questions had been submitted from the prior meeting. Aaron said there was one question related to the ending balance and whether there was a legal requirement to have a minimum or maximum amount. Staff researched and were able to confirm that there is not a legal requirement; however, the board has set through policy a 10 to 15 percent range for the ending fund balance related to the college's ending fund resources.

**D. PRESENTATION OF 2024–2025 OTHER FUNDS**

Aaron thanked the Budget Committee for taking its time to help the college get through the budget process this year, thanked Brian Knowles, Director of Budget and Finance and Allison Stewart Hull, Management Analyst, and noted that this process reflects a team effort across the college. Aaron stated that the information in the presentation can be found on pages 115–147 in the spiral-bound Proposed Budget book for FY 2024–2025 and on the PowerPoint (PP) slides. Aaron noted that the budget documents and slides from the first meeting are on the website, and the materials from the second meeting will be posted online tomorrow.

Aaron referred to PP slide 4, Summary of All Funds totaling \$325,124,482. The chart shows a percentage breakdown of all the Other Funds as well as the General Fund.

The Other Funds covered were: Major Maintenance, Vehicle Replacement, Grants and Contracts Fund, Leased Properties, Self-Supporting Services, Universal Fee, Debt Service, Pension Adjustment, Chemeketa Cooperative Regional Library Service, Chemeketa Cooperative Regional Library Reserve, Insurance, Auxiliary Enterprise, Intra-College Services,



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External Organization Billing, Student Government and Clubs, and Financial Aid. The following highlights or questions were noted:

**Major Maintenance Fund (pp. 116–117) (PP - Slide 6)**

- Budget: \$24,975,000
- Primary purpose is for the construction, renovation, and maintenance of buildings
- Includes state sources of \$8 million for potential Article XI-G bond sale for Building 7 remodel in Spring 2025
- Increase materials and supplies by \$750,000 and capital outlay by \$12.77 million
- Reduce transfers out by \$3.44 million

Aaron noted that, in regard to the XI-G bonds, the college has the matching \$8 million dollars; however, the college is contemplating going out for a general obligation bond levy this November. The college hopes to provide matching funds out of the bond levy amount, so the college can retain the matching \$8 million dollars and utilize that money for other projects. Staff will bring a bond levy presentation to the board in May, ask for approval in June, and then, if approved, add it to the ballot measure in November. Jessica discussed the XI-G bond process, how the college received the funds from the State, and that Building 7 was identified as the highest priority building that needed capital projects improvement.

**Vehicle Replacement Fund (pp. 118-119) (PP - Slide 7)**

- Budget: \$175,000
- Provides resources to manage the college's motorized fleet
- Increase capital outlay by \$10,000

**Grants and Contracts Funds (pp. 120-121) (PP - Slide 9)**

- Budget: \$28,550,00
- Accounts for proceeds of revenue used specifically for grants and contracts
- Current major grants include: Carl Perkins Vocational Education, TRIO (Student), College Assistance Migrant Program (CAMP), High School Equivalency Program (HEP), and Chemeketa Accelerated Pathways to Success (CAPS – HSI) grants
- Move .25 FTE classified position to the general fund
- Increase capital outlay by \$500,000
- Reduce materials and services by \$5.09 million and transfers out by \$1 million
- The FY 2024–2025 proposed budget includes the following FTE (subject to funding) Exempt, 7.35, Classified, 50.38, Faculty 1.20, for a total of 58.93 FTE

**Leased Properties Fund (pp. 122-123) (PP - Slides 10)**

- Budget: \$8,740,000
- Includes activities that help support construction, acquisition or maintenance of college property related to the college's long-term commercial lease operations
- Move 4.78 FTE classified positions to the Intra-College Services Fund
- Reduce capital outlay by \$4.37 million
- Increase transfers out by \$450,000
- The FY 2024-2025 proposed budget includes the following number of FTE: Exempt 1.45, Classified .10, for a total of 1.55 FTE

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**Self-Supporting Funds (pp. 124–125) (PP - Slide 11)**

- Budget: \$28,400,000
- This fund accounts for activities that supplement General Fund programs and are self-supporting in nature. Programs include: Center for Business & Industry (CCBI), High School Partnerships, Corrections Education, and the Chemeketa Press
- 1.96 FTE moved to the General Fund
- Increase materials and services by \$6.96 million
- Reduce transfers out by \$1.55 million
- The FY 2024-2025 proposed budget includes the following number of FTE: Exempt 4.95, Classified 50.02, and Faculty 11.1, for a total 65.97 FTE.

**Universal Fee Fund (pp. 126–127) (PP - Slide 12–13)**

- Budget: \$14,350,000
- This fund is supported by the college's revenues from the student-paid Universal Fee and provides funding for programs, services, and equipment across multiple areas. The Universal Fee is \$37 per credit
- Move .90 Classified FTE to the General Fund
- Increase materials and supplies by \$3.42 million
- The FY2024-2025 proposed budget includes the following number of FTE: Classified 6.9, and Faculty .50, for a total 7.40 FTE

**Debt Service Fund (pp. 128-129) (PP - Slide 15)**

- Budget: \$36,500,000
- This fund accounts for the repayment of obligations for general obligation bonds, certificates of participation, and the PERS bonds and includes a PERS reserve to help smooth rate increases
- Includes additional budget authority for debt payments in anticipation of issuing Certificates of Participation
- A table showing the type of debt, remaining amounts, maturity date, and number of series for each obligation was shared

Aaron stated one of the reasons the college is going out for the bond levy is due to the 2008 general obligation bond maturing in June 2026. The bond levy renewal will align closely with the maturity and essentially will appear as a renewal rather than tax increase of the existing bond.

**Pension Adjustment Fund (pp. 130-131) (PP - Slide 16)**

- Includes a transfer out of \$1,205 to the Debt Service Fund to close out the fund

**Chemeketa Cooperative Regional Library Service (CCRLS) (pp. 132-133) (PP - Slide 18)**

- Budget: \$5,237,287
- These funds are used to enhance public library service for all of the college's district residents
- Increase capital outlay by \$84,000 and contingency by \$2,689
- Reduce transfers out by \$25,000
- The FY 2024-2025 proposed budget for CCRLS includes the following number of FTE: Classified 7 and Exempt 2, for a total of 9 FTE

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**CCRLS Reserve Funds (pp. 134-135) (PP - Slide 20)**

- Budget: \$482,513
- Provides resources for replacement of capital and technology needs for the CCRLS program.

**Insurance Fund (pp. 136-137) (PP - Slide 21)**

- Budget: \$6,100,000
- These funds are used to partially self-insure the college for uninsured property loss, claim settlements, and unemployment related expenses
- Reduce materials and services by \$2.5 million
- Increase transfers out by \$1.85 million

**Auxiliary Enterprise Fund (Bookstore) (pp. 138-139) (PP - Slide 23)**

- Budget: \$5,600,000
- This fund accounts for activities of the Bookstore
- Increase capital outlay by \$40,000
- Reduce Transfers out by \$160,000
- The FY 2024-2025 proposed budget includes the following number of FTE: Exempt 1.25 and Classified 5.58, for a total of 6.83 FTE

Jessica noted that one of the reasons the Bookstore has been so effective at lowering costs for students is due to the incredible staff at the Bookstore. Aaron introduced Meredith Schreiber, retired, and Amanda Faltyn, Director of Auxiliary Services, who were in attendance.

**Intra-College Services Fund (pp. 140–141) (PP - Slide 24)**

- Budget: \$9,840,000
- This fund accounts for revenue and expenses related to activities in which departments are charged back for services provided (i.e., telephone, copy machines, printing).
- Move 4.78 Classified FTE from the Leased Properties Fund
- Increase materials and services by \$2.69 million
- Decrease transfers out by \$5.79 million
- The FY 2023-2024 proposed budget includes the following number of FTE: Classified 16.04

**External Organization Billing Fund (pp. 142–193) (PP - Slide 30)**

- Budget: \$435,000
- This fund contains accounts for direct billing service for external organizations that lease space from the college, and professional organizations to which employees belong
- Increase capital outlay by \$10,000
- Decrease personnel services by \$20,000 and materials and supplies by \$15,000

**Student Government, and Clubs Fund (pp. 144–145) (PP - Slide 27)**

- Budget: \$466,000
- This fund accounts for student government and clubs
- Increase personnel services by \$9,000 and materials and services by \$231,000
- Reduce transfers out by \$200,000

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**Financial Aid Fund (pp. 146–147) (PP - Slide 28)**

- Budget: \$52,111,200
- This fund accounts for the receipt and disbursement of funds for students grants, scholarships and loans; includes the Federal Pell Grant, Supplemental Educational Opportunity Grant, Federal College Work Study, the Oregon Opportunity Grant, the Oregon Promise Grant, private scholarships, and college-paid tuition scholarships like the Chemeketa Scholars program
- Increased tuition grants and scholarships to reflect the \$3 tuition increase approved for FY 2024-2025
- The FY 2024-2025 proposed budget includes the following number of FTE: Classified 0.60

PP slide 30 is a Summary of All Funds FTE broken down by fund and employee category: 194.5 Faculty; 358.55 Classified; and 106.25 Exempt, for a total of 659.05 FTE salaried positions

**E. PUBLIC TESTIMONY REGARDING PROPOSED BUDGET**

There were no public comments. Aaron noted that the last opportunity to provide public comment on the budget is at the May 15, 2024, College Board of Education meeting.

**F. PRESENTATION OF BUDGET RECOMMENDATION—ACTION REQUIRED**

Aaron articulated the process for the budget recommendation, noted the Motion for Approval is on the last page of the Budget Committee Reference Handbook, and this is the budget recommendation for FY 2024-2025. The following budget recommendation for the FY 2024–2025 proposed budget was submitted for approval, including the following totals by fund:

General Fund	114,792,477
Major Maintenance Fund	24,975,000
Vehicle Replacement Fund	175,000
Grants and Contracts Fund	28,550,000
Leased Properties Fund	8,740,000
Self-Supporting Services Fund	28,400,000
Universal Fee Fund	14,350,000
Debt Service Fund	36,500,000
Pension Adjustment Fund	1,205
Chemeketa Cooperative Regional Library Service Fund	5,237,287
Chemeketa Cooperative Regional Library Reserve Funds	482,513
Insurance Fund	6,100,000
Auxiliary Enterprise Fund	5,600,000
Intra-College Services Fund	9,840,000
External Organization Billing Fund	435,000
Student Government, and Clubs Fund	466,000
Financial Aid Fund	<u>52,111,200</u>
Total All Funds	\$336,755,682

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

Chemeketa Community College	\$0.6259/\$1,000
CCRLS	\$0.0818/\$1,000
General Obligation Bonds	\$11,900,000

**G. DISCUSSION OF RECOMMENDED BUDGET**

No discussion.

**H. ACTION ON RECOMMENDED BUDGET**

Ron Pittman moved and Jackie Franke seconded a motion that the FY 2024–2025 proposed budget of \$336,755,682 be approved.

Aaron said that, process-wise, the general fund amount and property tax rates needed to be stated in the motion.

Ron moved to amend the motion. The General Fund amount is \$114,792,477 and the property tax rates for Chemeketa Community College are \$0.6259/\$1,000, CCRLS at \$0.0818/\$1,000, and General Obligation Bonds of \$11,900,000 be imposed. Jackie Franke seconded the motion.

The motion CARRIED unanimously.

Aaron thanked the Budget Committee for taking the time from their busy schedules to assist the college in this extremely important process. Jackie Franke thanked Aaron and staff for the presentation materials they developed that helped the committee understand the budget.

**I. ADJOURNMENT**

The meeting adjourned at 4:38 pm.

Respectfully submitted,

**Julie Deuchars**  
Executive Coordinator

**Jessica Howard**  
President/Chief Executive Officer

Board Chair

Date

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CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

April 17, 2024

**II. ADMINISTRATION UPDATES**

Neva Hutchinson, Chair, called the meeting to order at 5:06 pm in Building 2, Room 172 at the Salem Campus.

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

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

Updates were discussed with the board regarding committee travel, discussion on a possible bond, president's monthly report, and agenda preview

The meeting adjourned at 5:55 pm.

**III. REGULAR SESSION**

**A. CALL TO ORDER**

Neva Hutchinson, Chair, called the meeting to order at 6:00 pm in the Boardroom, Building 2, Room 170 at the Salem Campus.

**B. PLEDGE OF ALLEGIANCE**

The pledge of allegiance was recited.

**C. CHEMEKETA LAND ACKNOWLEDGEMENT**

Neva Hutchinson read the land acknowledgement.

**D. ROLL CALL**

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

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

**Board Representatives in Attendance:** Esteban Salgado, Associated Students of Chemeketa (ASC); Steve Wolfe, Chemeketa Faculty Association (CFA); Aaron King, Chemeketa Classified Association (CCA); and Gaelen McCallister, Chemeketa Exempt Association (CEA).

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**E. COMMENTS FROM THE PUBLIC**

None.

**F. APPROVAL OF MINUTES**

Jackie Franke moved and Diane Watson seconded a motion to approve the College Board of Education minutes from March 20, 2024.

The motion CARRIED.

**G. REPORTS**

Neva noted that a series of questions has been received from the Classified Association and the Executive Leadership will respond.

**Reports from the Associations**

Esteban Salgado, ASC, said the report stands as written and noted there were 297 students at the pizza kickoff, 125 students at the coffee social, and 106 students at the karaoke party.

Steve Wolfe, CFA, Aaron King, CCA, and Gaelen McCallister, CEA, said their report stands as written.

**Reports from the College Board of Education**

Betsy Earls had no report.

Diane Watson attended Coffee with Cathy, two Keizer Greeters, State of the County, two Budget Committee meetings, Stayton Sublimity Chamber Awards, and the Salem First Citizen's Banquet.

Iton Udosenata had no report.

Ron Pittman attended the United States Department of Agriculture tour at the Chemeketa AG Hub, Oregon Community College Association (OCCA) Diversity, Equity, and Inclusion committee, two Budget Committee meetings, and a Zoom meeting with Danielle Hoffman and Paul Davis from YVC.

Jackie Franke attended several meetings of the Salem Leadership Foundation Community and Partners of East Salem (CAPES), several East Salem Rotary meetings, two Budget Committee meetings, a bond PAC meeting, and the Salem First Citizen's Banquet.

Neva Hutchinson attended two Budget Committee meetings, Stayton Sublimity Chamber Awards, agenda review, math competition, and the Salem First Citizen's Banquet.

Ken Hector said his report stands as written.

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## **H. INFORMATION**

### **Presentation of 2022–2023 Federal Single Audit Report**

Aaron Hunter introduced Ken Kuhns, auditor, for Kenneth Kuhns & Company, and thanked Ken, the Business Services team, and the Financial Aid Services team for their work on the report.

Ken stated this report is an extension of the regular audit. Referring to pages 4–5, Schedules of Expenditures of Federal Awards, the college received approximately \$35 million in federal assistance. This included \$22 million for student financial aid assistance and \$6 million of COVID money, and the remainder was utilized by various programs. This year the major federal programs identified and audited were the Student Financial Aid and the COVID clusters. Ken referred to the opinion statement on pages 1–3. This was a clean audit, the schedule of expenditures of federal awards is fairly presented, the internal controls are in place, and the money has been expended in accordance with federal rules and regulations. Neva thanked Ken for his presentation.

### **Oregon Community College Association (OCCA) Board Update**

Ken Hector stated the report is longer than usual. Ken included a legislative recap of the major activity that happened during the Oregon short session with respect to education and community colleges in particular.

### **Presidential Evaluation Process**

Neva Hutchinson, Diane Watson, and Ron Pittman discussed the annual evaluation process. Neva noted the highlighted items on the President's Evaluation worksheet are updates.

### **Proposed Schedule of College Board of Education Meetings for 2024–2025**

Jessica Howard stated that this is the proposed meeting schedule for 2024–2025. Neva noted this would be brought forward to the board for approval in May.

### **College Policy—#1762—Digital Access Policy**

Karen Alexander, Director of Student Accessibility and Testing, and Layli Liss, Interim Dean of Academic Innovation, presented on the digital access policy. This policy was a collaborative effort amongst faculty, classified and exempt staff. The implementation of this policy will ensure everyone, including people with disabilities, can access and use digital content. Ron Pittman asked for an example of providing digital access for those with disabilities. Karen said that adding appropriate captions to all videos in the classroom or published on YouTube is one example. Layli added that there are also screen readers for the vision-impaired. A digital document needs to be formatted properly so the screen reader can read the document in a way that the listener can understand. Diane Watson thanked Layli and Karen for being proactive in this work to make everything accessible to our community.

### **Suspension of Associate of Science Oregon Transfer – Business Degree/Business Major Transfer Map (MTM)**

David Hallett said there are eight proposed suspensions and six proposed new degrees and certificates on the agenda. All of the proposed suspensions will have teach-out options and the programs are working directly with students to ensure progression and completion.



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R. Taylor, Executive Director, CCBI, Business Programming and Early Childhood Education, requested the suspension of the Associate of Science Oregon Transfer-Business Degree. This program will be replaced by the Business Major Transfer Map (MTM) based on statewide work for 2024–2025. This will create a streamlined degree pathway in business between Chemeketa and Oregon universities.

**Suspension of Tax Certificate of Completion/Tax Preparation Certificate of Completion**

R. Taylor said this program prepares students for the tax preparation certificate through the State of Oregon. This certificate needs revisions to better serve students so the program is requesting a suspension and reintroduction of this certificate. The new Tax Certificate is specifically designed to include the prerequisites that students need to be successful in tax and accounting courses.

**Governmental Accounting Certificate of Completion**

R. Taylor noted that a stand-alone certificate in Governmental Accounting has been created due to where Chemeketa is situated with state, county, and city agencies in the district. Employers and advisory committees have stated this needs to be a stronger option for students, and this certificate is a one-year, 36-credit certificate, providing the foundation necessary to obtain employment with city, county, or state agencies. Betsy Earls asked when the Governmental Accounting certificate will start. R. Taylor said the first part of the process is board approval, and then it will be added to the 2024–2025 catalog.

**Suspension of Associate of Science Oregon Transfer – Computer Science Degree**

Andrew Scholer, Program Chair, Computer Science, requested the suspension of the Associate of Science Oregon Transfer - Computer Science Degree (ASOT-CS), due to the fact the board approved new AST-CS degrees in June 2022, the duplicate degree choice is confusing to students, and the new AST-CS degree provides stronger guarantees for students upon transfer.

**Suspension of Fire Prevention Associate of Applied Science Degree**

Jordan Birmingham, Dean, Emergency Services and Diesel Technology, requested the suspension or pause of the Fire Prevention Associate of Applied Science Degree. Jordan is working with industry partners over the next year to revamp a number of the courses, streamline the pathway to the degree, and then reintroduce the Fire Prevention degree in the fall of 2025. Ken Hector asked if this change would impact students' coursework. Jordan said there are two students in that career path, and they are working with them on an individual basis to make sure they can complete the degree in time.

**Suspensions of Addiction Studies, Direct Support Professional, Social Services Associate of Applied Science Degrees and Addiction Counselor Certification Preparation Certificate of Completion**

Shaunah Steele, Director, Behavioral Health and Health Promotion, noted requests for four program suspensions and two new certificates. The suspensions come from collapsing the previous degrees in Addiction Studies, Direct Support Professional, and Social Services into the Behavioral Health Degree which was approved last year. Due to those changes, the current Addiction Counselor certification needs to transition from Human Services to Behavioral Health.

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**Addiction Counselor Certification Preparation Certificate of Completion**

Shaunah stated the Addiction Counselor Certification was realigned with the new Behavioral Health Degree to continue quality education and workforce training. In addition, those individuals who have Bachelor's or Master's degree can obtain certified alcohol and drug counselor certification. This certificate takes four terms.

**Social Services Certificate of Completion**

This certificate is new, and the department collaborated with advisory committee members to develop this certificate as a result of last year's degree changes. The goal for this certificate is to help fill the large number of projected openings in this occupation, and the coursework is aligned with the Behavioral Health degree. This certificate takes three terms. Diane Watson asked if a student has a Masters in Counseling, do they take all of the coursework to get the certificate? Shaunah said yes.

David thanked the presenters, faculty, and staff who have worked with advisory committees to make these changes. Neva thanked everyone for their work.

**I. STANDARD REPORTS**

**Personnel Report**

Alice Sprague introduced Patrick Proctor, the college's new Associate Vice President of Human Resources. Of the nine new hires, one is grant-funded, and Alice recognized and congratulated those employees who had a position change. Alice noted that Mason Stokes recently passed away. He was employed in the Institutional Research and Reporting Department and was a vital part of that program.

**Budget Status Report**

Aaron Hunter discussed the Statement of Resources and Expenditures. The tuition and fees includes spring term, but there will be some refunds, and the college has received five payments from state appropriations. On the Budget Status Report, the expenses are trending accordingly. The personnel services spend rate is approximately three percent higher than last year at this time, and non-personnel services are up nine percent compared to last month. This is due to the timing of financial aid transfers between funds. The Quarterly Update of Other Funds is trending as expected. The self-support fund is down \$400,000. That balance grew during COVID when things were shut down and, as everything opened back up, the balances went down, which is to be expected. The debt service shows the college's current obligations around \$1.9 million dollars to date; however, there is approximately a \$11 million dollar debt service payment being made on June 1, 2024. The Status of Investment Report shows the Oregon short-term-fund rate remaining at 5.2 percent, three maturities in March, and two new investments.

**Capital Projects Report**

Aaron Hunter said the Building 2 ice storm renovation continues, the Building 9 fire alarm system replacement is completed, and Building 44 was cleaned out so it can be used as a storage warehouse for facilities.

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**Winter Term Enrollment Report**

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

**Recognition Report**

Jessica Howard acknowledged all the employees in the written report.

**J. ACTION**

Diane Watson moved and Betsy Earls seconded a motion to approve consent calendar items No. 1–4.

1. Acceptance of 2022–2023 Federal Single Audit Report [23-24-134]
2. Approval of 2024–2025 Faculty Sabbatical Leave Requests [23-24-135]
3. Approval of College Policy—Student Services 5000 Series, #5020–Academic Honesty [23-24-136]
4. Approval of Resolution No. 23-24-12 to Amend Resolution No. 18-19-13 [23-24-137]  
Local Contract Review Board Adoption of Community College Rules of Procurement

The motion CARRIED.

**L. APPENDICES**

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

**M. FUTURE AGENDA ITEMS**

None were heard.

**N. BOARD OPERATIONS**

None.

**O. ADJOURNMENT**

The meeting adjourned at 6:52 pm.

Respectfully submitted,

**Julie Deuchars**  
Board Secretary

**Jessica Howard**  
President/Chief Executive Officer

Board Chair

Date

## ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

### Prepared by

Esteban A. Salgado, ASC Executive Coordinator

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### ASC / MSS PAST EVENTS

#### Spring Term 2024 Pizza Kickoff

- On Wednesday, April 3, 2024, the Student Life team hosted a Spring Pizza Kickoff from 11:30 am to 1 pm. The event provided students with the opportunity to reconnect and socialize with their peers after the spring break. The ASC's aim with this event was to provide a warm welcome to students as they begin another term of hard work.

#### Coffee Social: Meet Your Public Safety Officials

- On Wednesday, April 10, 2024, ASC hosted a Coffee Social event with the Public Safety team from 12–2 pm. During this event, students had the opportunity to meet the members of the Public Safety team to learn more about the services they provide to the college community. Our aim with this event, and all Coffee Social events, was to help students connect with the many people and groups that operate within Chemeketa Community College.

#### Student Karaoke Party

- On Tuesday, April 16, 2024, ASC organized a Karaoke Event from 2 pm to 4:30 pm in the Student Center. After hearing the overwhelming positive feedback from the Karaoke Event held during winter term, ASC once again offered students the opportunity to sing on stage in front of their peers. Our aim with this event was to help keep students' spirits high before they head into their midterms.

#### Living in Two Languages

- On Wednesday, April 25, 2024, ASC worked with Vania Fenner, one of the editors of *Living in Two Languages / Viviendo En Dos Lenguas*, to host the Living in Two Languages event from 5 pm to 7 pm. This event allowed several of the students featured in the book to share their experiences growing up speaking two languages. Our aim with this event was to provide the opportunity for students to share their unique experiences and highlight the diversity of the student population at Chemeketa Community College.

#### Spring 2024 Cinco De Mayo Student Club Fair

- On Wednesday, May 1, 2024, from 11 am to 2 pm, ASC hosted the Spring 2024 Cinco De Mayo Student Club Fair. This event provided students with the opportunity to meet with representatives from the many student-led clubs that operate on the Salem campus. The representatives helped students connect with many of the great assistance programs available. Our aim with this event was to help students connect with peers who share similar interests.

## **ASC / MSS FUTURE EVENTS**

### Spring Student Kickback

- On Wednesday, May 22, ASC will be partnering with College Access Programs to host the Student Life Kickback from 12 pm to 2 pm. This event will offer students the opportunity to enjoy some free pizza and socialize with their peers. Our aim with this event is to provide students with a way to destress before they head into their last finals for the 2023–2024 academic year.

### End of the Year BBQ

- On Wednesday, June 5, ASC will be partnering with the President's office to host the End of the Year BBQ from 11:30 am to 1:30 pm. This partnership will bring all together to provide Chemeketa Community College staff, faculty, and students with the opportunity to celebrate another successful year.

## **CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)**

### **Prepared by**

Steve Wolfe, President—Chemeketa Faculty Association

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### **CONTRACT NEGOTIATIONS UPDATE**

Tentative agreements have recently been reached on several additional articles. Many more remain to be negotiated, but the list is getting shorter.

### **OEA REPRESENTATIVE ASSEMBLY**

The annual Oregon Education Association (OEA) Representative Assembly (RA) was held in Portland April 19 and 20. The faculty delegates from Chemeketa were History Instructor Traci Hodgson and ESOL Instructor Michelle Kennedy. Both faculty members were also delegates to the OEA PAC Convention that was held in March in Eugene. The CFA is appreciative of their commitment to representing Chemeketa faculty at these important meetings.

### **CFA MEETINGS AND ELECTIONS**

May is a busy month for the Faculty Association. In addition to the monthly CFA Executive Board meeting, the Spring General Membership Meeting is held. This month both will be in person on the Salem campus with a Zoom option on the afternoon of Wednesday, May 15. Annual elections for CFA officers and representatives for the 2024–2025 academic year will be held in late May.

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

**Prepared by**

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

Pilar Torres-Barrera, External Vice-President—Chemeketa Community College Classified  
Employees Association

Aaron King, President—Chemeketa Community College Classified Employees Association

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**PRESIDENT'S MESSAGE**

A lot of work has been happening with the Association.

The Association has been working with the College through five different Grievances. These grievances are for violations of Articles 36.2C, 37.2, 22.1, 4.1, 38.1, 21.4A, B & C. One grievance has worked its way up to Step 3 and lists of Arbitrators are being exchanged. Two grievances, for violations of Articles 4.1, 22.1, 37.2 & 38.1, have been combined and are currently being negotiated for a possible resolution. The grievance for Article 21.4A has been resolved. Our last grievance is dealing with violations of Articles 21.4B & C, the Association has just received the College's Step 1 written decision and plan on meeting to discuss next steps.

With recent Classification Review requests and changes yielding a higher band/grade, the Association has requested a meeting with the Director of Employee & Labor Relations to discuss a possible Pay Equity issue. Employees performing work of comparable character may be compensated at different levels so long as the differences are based entirely on one or more of the "bona fide factors" that are specifically provided in the law. We look forward to working with the College to look into this issue.

The work of the Classification and Compensation Project Team, aligning three hundred and sixty (360) positions into a New SOC (Standard Occupational Codes), is making progress. Although slow and currently thirty-five (35) weeks beyond the originally agreed upon completion date, this gives the Association the necessary time required in order to fully examine the work of the College's consultant. This will help ensure Classified employees the Association represents can achieve the optimum outcome with the Classification and Compensation Project.

The idea that we humans are afraid of change, in my humble opinion, is just not true. The last few years from a neuroscience standpoint, it's been discovered that is not actually the case. People are not afraid of change, we are afraid of loss. There are three types of losses. They are status, power and certainty. With change that is not effectively communicated there is the fear of uncertainty. Does the change mean a loss of status or power? Having clear and intentional communication in a time of change can help alleviate the fear of loss.

**NEW HIRES**

Nothing to report this month.

## SEPARATIONS

Nicholas Adelman, Technology Analyst II, Information Technology Department, Governance & Administration Division, effective April 30, 2024.

## POSITION CHANGES

Kristine Bryan, Career Education Internship Coordinator, High School Partnership, Workforce Innovation & Strategic Engagement, 100 percent, 12-month assignment, from Instructional Coordinator/Analyst I, High School Partnership, Workforce Innovation & Strategic Engagement, effective April 29, 2024.

## EVENTS

CFA is hosting a free four-part Basic Advocacy short course for faculty and staff on knowing your rights, disciplinary meetings, grievances, and related topics. These are designed for anyone who wants to learn more about advocating for yourself and for others; it's not just for union leaders.

- April 22: Welcome to Advocacy (Union rights, union reps, and grievances)
- May 6: "My boss called me into a meeting . . ." (Employee rights and meetings concerning employee conduct)
- May 20: Contract Grievances
- June 3: Identifying and Organizing Around Issues (specific content TBD)



## CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

### Prepared by

Adrian Lutz, Vice President—Chemeketa Community College Exempt Association  
Liliana Landa-Villalba, President—Chemeketa Community College Exempt Association

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The Exempt Association would like to extend a warm welcome to our most recent Exempt Members:

ARU SANCHEZ, Director of Employee Labor Relations, Human Resources Department.  
DELANEY HENDRICKSON, Payroll Manager, Human Resources Department. PATRICK PROCTOR, Associate Vice President of Human Resources, Human Resources Department.

The Exempt Association is delighted to welcome these new Exempt employees who have joined Chemeketa, and who bring with them a wealth of talent and expertise.

The Association will be hosting a hobbies fair in May. Research shows that engaging in hobbies not only helps reduce stress but also enhances creativity and overall well-being. With this in mind, the Association wants to provide an opportunity for Exempt staff to share their talents and hobbies. There will be exhibit tables and hands-on activities.

## **ANNUAL GRADUATION EXERCISES**

### **Prepared by**

Heather Misener, Coordinator—Enrollment and Graduation Services  
Ryan West, Executive Dean—Student Affairs  
David Hallett, Vice President—Academic and Student Affairs

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Chemeketa is once again celebrating the achievements of candidates from all college and pre-college programs.

The 68th Annual Commencement Ceremony will again take place on the Salem campus on Friday, June 14, 2024, from 2–6:30 pm and will be located in the gym in Building 7. Students will be able to walk the red carpet to receive their diploma cover and take advantage of photo opportunities. Guests will get to walk with their graduates and also enjoy the ceremony from a seat in the gym.

All faculty and staff are invited to attend to cheer on graduates with signs and banners at the event to make the event festive and celebratory. New this year, there will be a large event tent, aptly named “The Gathering Place”, set up on the lawn outside of Building 7 for graduates to mingle and celebrate with their families, faculty, and staff after they walk.

The College Board of Education is officially invited to participate in Chemeketa Community College’s 68th Annual Commencement Ceremony.

## **OREGON COMMUNITY COLLEGE ASSOCIATION (OCCA) BOARD UPDATE**

### **Prepared by**

Ken Hector, Vice Chair—Board of Education

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OCCA happenings since my April report are as follows.

### **STUDENTS HONORED DURING AOAT LUNCHEON**

The 2024 All-Oregon Academic Team (AOAT) was honored during the AOAT Luncheon on April 19 at Chemeketa’s Eola Center in West Salem. This special event recognized the outstanding academic and civic contributions of 55 community college students from all 17 colleges around the state. State Representative Tawna Sanchez provided the keynote speech, and four featured students shared their stories of perseverance and courage on their paths to an education.

### **OCCA EXECUTIVE DIRECTOR SEARCH UPDATE**

The Search Committee for the hiring of the new OCCA Executive Director interviewed select candidates virtually at the end of April and the two finalists were interviewed in person at Chemeketa on May 4 and 5. The Committee will forward its recommendation to the full OCCA Board. The search remains on track for a hiring announcement in late May and a summer start date for the new Executive Director.

### **2025–2027 COMMUNITY COLLEGE SUPPORT FUND (CCSF) BUDGET PLANNING**

OCCA is working with college presidents, business officers, and other stakeholders to develop the Current Service Level (CSL) and budget request for the Community College Support Fund (CCSF) for the 2025–2027 biennium. In May, OCCA will present the CSL and policy option package requests to the Higher Education Coordinating Commission’s (HECC) Funding and Achievement Subcommittee as part of the HECC’s agency request budget development process. The Policy Option Package requests OCCA submitted include new investments in cybersecurity, corequisite education, adult reconnect programs, applied baccalaureate programs, and restoring the deferred eighth-quarter payment of the biennium.

### **2024 OCCA ANNUAL CONFERENCE**

OCCA’s 2024 Annual Conference will take place November 6–8 at Salishan Coastal Lodge in Glenden Beach on the Oregon Coast. This year’s theme is “Charting the Course to the Future,” and details will be released in the coming months. A call for presentations will be released later this spring. Stay current on conference updates on OCCA’s website.

### **OCCA DIGEST E-NEWSLETTER**

The OCCA Digest is a monthly e-newsletter that highlights updates during the Legislative Session, important events, news, and announcements. It provides a great way to stay connected with information important to community colleges in Oregon and learn how you can

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take action to support colleges and students. To sign up to receive this free e-newsletter, visit <https://occa17.com/resources/newsletter/> and click the “Sign Up” button. The OCCA Digest will come from OCCA Communications Director Casey White-Zollman at [casey@occa17.com](mailto:casey@occa17.com), so be sure to add her email to your contacts to ensure the email arrives in your inbox and not your spam folder.

## REGIONAL HIGH SCHOOL MATHEMATICS CONTEST 2024

### Prepared by

Christopher Nord, Instructor—Mathematics  
Timor Saffary, Dean—Science, Math, Engineering and Computer Science  
Keith Russell, Interim Executive Dean—General Education and Transfer Studies  
David Hallett, Vice President—Academic and Student Affairs

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On April 12, 2024, 11 high schools participated in Chemeketa's Annual Regional High School Math Contest. Students from South Salem, Dallas, West Salem, Sprague, Blanchet, Early College, Regis St. Mary, Silverton, McKay, McNary, and North Salem high schools spent the day on campus solving and competing in a variety of Mathematical contests.

Each school paid a modest fee of \$7 per student to cover the cost of printing, ribbons, and plaques. Chemeketa provided each participant with a pizza lunch in the student center, a reusable Chemeketa-branded bag, and a commemorative t-shirt. All told, about 110 high school students from the district were building positive associations with Chemeketa by engaging in the event; we hope that many of them decide to kick off their higher education here at Chemeketa!

High school teams consisted of two students in each of five levels:

- Level 2 – Algebra I
- Level 3 – Geometry
- Level 4 – Algebra II
- Level 5 – Pre-Calculus
- Level 6 – Calculus

Students competed in the following events:

- Individual quiz (stratified by level)
- 25-Minus (stratified by level)
- Estimation Contest (unstratified individual event)
- Team Problem Solving (unstratified team event)
- Team Relay (unstratified team event)

First-, second-, and third-place finishers for each event and, when stratified, for each level were recognized by name and awarded ribbons. First and second place finishers in the estimation contest were awarded TI-89 graphing calculators. First, second, and third place overall winners were South Salem, Silverton, and North Salem high schools respectively. These schools were awarded plaques for their school trophy cases.

This event is successful each year due to the help of many volunteers. Thanks for the many hands that lightened the work of planning and executing this year's event: Suzanne Monson, Wayne Barber, Keith Schloeman, Rick Riemann, Garth Fleming, Kelsey Heater, Toby Wagner, Lisa Healey, Nolan Mitchell, and Nolan Mitchell's MTH253 class. Thanks especially to the volunteers—currently employed and retired—from the Salem Keizer School District who give generously of their time and wisdom to make this event fun for the participants. And finally, thanks to Board Member Neva Hutchinson for honoring us with her presence during the relay event.

## GENERAL EDUCATION NEW LEARNING OUTCOMES

### Prepared by:

Nolan Mitchell, Mathematics Faculty—Math, Engineering, & Computer Science  
Jeremy Trabue, English Faculty—Liberal Arts & Social Sciences  
Carlos Lopez, Sociology Faculty—Liberal Arts & Social Sciences  
Holly Schiefelbein, Life Sciences Faculty—Psychology, Life and Physical Sciences  
Julie Peters, Dean—Academic and Organizational Effectiveness  
Jessica Howard, President/Chief Executive Officer

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This spring, Chemeketa faculty and administration adopted new student learning outcomes for our general education curriculum, known as General Education Outcomes or GEOs. These outcomes articulate what we hope all students who have completed the general education curriculum, which is shared by all transfer degrees, know and can do. We are also piloting an assessment regime for these outcomes.

Having and assessing GEOs is an accreditation requirement. Chemeketa's old GEOs were unwieldy, not operational, and had never been assessed. The new GEOs and assessment plan bring us into compliance with accreditation requirements and emerging nationally-recognized best practices.

These new GEOs and the assessment plan were researched, drafted, finalized, and approved by a representative faculty group in consultation with key administrators and other representative faculty groups as well as student leadership in a process that was recursive and truly collaborative, taking a giant step forward in shared governance and internal communication, addressing additional accreditation requirements (and, in this case, recommendations).

These GEOs are the skills transfer institutions and employers say they want from college graduates and are therefore inclusive and comprehensive, articulated in terms of workforce, life, and citizenship skills, rather than siloed academic fields, and capture all student learning inside and outside the classroom.

The GEO development faculty committee is very proud of the finished product, which represents a giant step forward for Chemeketa's ability to articulate the broadly relevant skills students gain. These outcomes are intended to share this message with external stakeholders as well as our students and their families.

## WINEMAKING CERTIFICATE OF COMPLETION

### Prepared by

Johnny Brose, Program Chair—Winemaking  
Paul Davis, Dean—Yamhill Valley Career and Technical Education and Wine Studies  
Marshall Roache, Executive Dean—Career and Technical Education and Public Safety  
David Hallett, Vice President—Academic and Student Affairs

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The Wine Studies department proposes the introduction of a Winemaking Certificate to meet the increasing demands of the wine industry and to align with Chemeketa's mission of providing relevant, career-oriented education. Since the inception of the Wine Studies program, there has been a marked interest in specialized training that supports industry-specific skills and knowledge.

This certificate aims to equip students currently employed within the wine industry with advanced skills to ascend their career ladder, potentially increasing their wages and improving their professional opportunities. Additionally, it caters to individuals new to the industry, offering them a solid foundation in winemaking practices that could lead to substantial employment opportunities across the Oregon wine sector.

The program is designed to be flexible, accommodating both full-time students and those who are currently employed. It offers both theoretical and practical learning components, ensuring a comprehensive understanding of vineyard and fermentation processes.

By launching this certificate, the program aims to enhance the quality and reputation of the Oregon wine industry. This initiative not only supports the economic development of the region but also ensures that the programs' educational offerings remain at the forefront of industry developments and needs.

The Board of Education will be asked to approve the Winemaking Certificate of Completion at the June 2024 Board meeting.

**WINEMAKING CERTIFICATE OF COMPLETION**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit Hours</b>
	<b>Required Courses</b>	
MTH 095	Intermediate Algebra	4
CH 110	Foundations of General, Organic, and Biochemistry	5
VMW 122	Introduction to Winemaking	3
VMW 131	Wine Appreciation	3
VMW 224	Chemical Analysis of Must and Wine	4
VMW 244	Wine Production	6
VMW 245	Wine Clarification and Stabilization	4
VMW 246	Wine Aging, Filtration, and Bottling	4
	<b>Required Courses Subtotal</b>	<b>33</b>
	<b>Elective (choose one)</b>	
VMW 101	General Viticulture	3
VMW 132	Wines of the World	3
VMW 134	Wines of the Pacific Northwest	3
VMW 232	Sensory Evaluation of Wine Varietals	3
	<b>Elective Subtotal</b>	<b>3</b>
	<b>Certificate Total</b>	<b>36</b>



## **TASTING ROOM MANAGEMENT CERTIFICATE OF COMPLETION**

### **Prepared by**

Eric Aebi, Program Chair—Hospitality and Tourism Management  
Paul Davis, Dean—Yamhill Valley Career and Technical Education and Wine Studies  
Marshall Roache, Executive Dean—Career and Technical Education and Public Safety  
David Hallett, Vice President—Academic and Student Affairs

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The Wine Hospitality Operations program at Chemeketa is excited to propose a new certificate focused on Tasting Room Management. This certificate is designed to prepare students to take on key roles within the thriving local wine industry, specifically in managing retail operations and navigating direct sales channels.

Chemeketa's unique geographical position within a region celebrated for its world-class vineyards and wine cellars creates a perfect backdrop for this program. The local wine industry is in need of skilled professionals who can effectively manage winery retail operations and maximize direct-to-consumer sales channels, which are critical for business profitability.

The program is open to individuals over the age of 18, aligning with the State's legal age threshold for alcohol sales positions. The program's recruitment strategy ensures that the student body reflects the diverse demographics of our service district, promoting inclusivity and broad participation.

By providing specialized education that merges standard business practices with local wine varietal knowledge, this certificate not only fulfills an immediate industry need but also supports the economic development of the region. Graduates from this certificate will directly contribute to the enhancement of the local wine industry's reputation and economic success.

The Board of Education will be asked to approve the Tasting Room Management Certificate of Completion at the June 2024 Board meeting.

**TASTING ROOM MANAGEMENT CERTIFICATE OF COMPLETION**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit Hours</b>
VMW 167	Fundamentals of Wine Industry	4
VMW 168	Tasting Room Management	4
VMW 169	Wine Club Management	4
VMW 170	Wine Branding & Marketing	4
	<b>Certificate Total</b>	<b>16</b>

**BUDGET COMMITTEE MEMBER SELECTION PROCESS  
FOR VACANCIES IN ZONE 1, ZONE 3, ZONE 5 AND ZONE 7 FOR 2024–2027**

**Prepared by**

Alice Sprague, Vice President—Governance and Administration

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Budget Committee positions for Zones 1, 3, 5, and 7 expire June 30, 2024. In compliance with board policy number 1170, the following appointment process is recommended for Zones 1, 3, 5, and 7.

**ACTION NECESSARY UNDER BOARD POLICY/PROCEDURE NUMBER 1170**

Chris Brantley, Zone 1	Must advertise*
Oswaldo Avila, Zone 3	Must advertise*
Ray Beaty, Zone 5	Must advertise*
Scott Engel, Zone 7	Must advertise*

**BUDGET MEMBER SELECTION TIMELINES AND PROCESS**

Openings Announced to Board of Education	May 15
Approval of Selection Process and Timelines	June 18
Legal Notice Published	by July 10
Deadline for Applications to the President’s Office	August 15
Application Screening	TBD
Appointment of New Budget Committee Members	TBD

\*Policy and procedure 1170 state 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. Chris Brantley, Zone 1, and Ray Beaty, Zone 5, have served more than four years and in compliance with procedure 1170, Zones 1 and 5 must be advertised. Oswaldo Avila and Scott Engel were appointed after the public notice application deadline and served as incumbents for one year. In compliance with procedure 1170, Zones 3 and 7 must be advertised, however, the incumbents for Zones 3 and 7 may reapply if they wish to remain appointees on the budget committee.

\*Procedure 1170 calls for the board chair to appoint a subcommittee of three (3) board members to screen potential candidates from the zones with budget committee vacancies. Applicants must live and be registered voters within the vacant district zone.

The College Board of Education will be asked to approve the appointment process and the timelines for the selection of Budget Committee members for Zones 1, 3, 5, and 7 at the June Board of Education Meeting.

**RESOLUTION NO. 23-24-13, CALLING A MEASURE ELECTION  
FOR GENERAL OBLIGATION BONDS**

**Prepared by:**

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

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The Board of Education will be presented with information regarding possible bond levy amounts to be used for modernization and preservation of Chemeketa facilities.

**RESOLUTION NO. 23-24-13**  
**A RESOLUTION OF CHEMEKETA COMMUNITY COLLEGE, MARION, LINN, POLK AND YAMHILL COUNTIES, OREGON CALLING A MEASURE ELECTION FOR GENERAL OBLIGATION BONDS; AND RELATED MATTERS.**

WHEREAS, the Board of Education (the “Board”) of Chemeketa Community College, located in Marion, Linn, Polk, and Yamhill Counties, Oregon (the “District”) has determined that a need exists for the District to finance capital costs, as described in the ballot title attached hereto as Exhibit A (collectively, the “Project”); and

WHEREAS, the District anticipates incurring expenditures (the “Expenditures”) to finance the costs of the Project and wishes to declare its official intent to reimburse itself for any Expenditures it may make on the Project from the proceeds of general obligation bonds which may be issued as tax-exempt obligations in multiple series; and

WHEREAS, ORS 341.675 and 341.678 subject to voter approval, authorizes the District to contract bonded indebtedness to provide funds to finance the costs of the Project;

NOW, THEREFORE, the Board of Education of Chemeketa Community College, located in Marion, Linn, Polk, and Yamhill Counties, Oregon, resolves as follows:

1. The measure election is hereby called for the purpose of submitting to the electors of the District the question of authorizing general obligation bonds in a principal amount not to exceed \$140,000,000 (the “Bonds”). Bond proceeds will be used to finance the Project.

2. The measure election hereby called shall be held in the District on the 5th day of November, 2024.

3. The District authorizes the President, Chief Financial Officer (each an “Authorized Representative”), or designee of any of those officials to finalize the ballot title in substantially the form attached hereto as Exhibit A but with such changes as the Authorized Representative shall approve (the “Ballot Title”), to submit the Ballot Title and explanatory statement, if required, and to execute any documents and take any other action necessary or desirable to facilitate the measure election.

4. The Authorized Representative shall cause Form SEL 805 to be delivered to the Election Officer of Marion County, Oregon (the “Election Officer”) not later than August 16, 2024 (eighty-one (81) days prior to the election date). The Authorized Representative shall also cause Form SEL 803 to be delivered to the Election Officer not later than September 5, 2024 (sixty-one (61) days prior to the election date).

5. The District hereby declares its official intent pursuant to Treasury Regulation Section 1.150-2 to reimburse itself with the proceeds of the Bonds, which may be issued in one or more series, for any of the Expenditures incurred by it prior to the issuance of the Bonds.

6. The law firm of Hawkins Delafield & Wood LLP, is hereby appointed to serve as Bond Counsel with respect to the issuance of the Bonds. Piper Sandler & Co. is hereby appointed to serve as Underwriter or Placement Agent with respect to the issuance of the Bonds.

ADOPTED by the Board of Education of Chemeketa Community College, located in Marion, Linn, Polk and Yamhill Counties, Oregon this 18<sup>th</sup> day of June, 2024.

**CHEMEKETA COMMUNITY COLLEGE,  
MARION, LINN, POLK AND YAMHILL  
COUNTIES, OREGON**

By: \_\_\_\_\_  
Chairperson, Board of Education

**ATTEST:**

By: \_\_\_\_\_  
President

**EXHIBIT A  
BALLOT TITLE**

**CHEMEKETA COMMUNITY COLLEGE**

**MARION, LINN, POLK AND YAMHILL COUNTIES, OREGON**

**CAPTION: (10 WORD LIMIT THAT REASONABLY IDENTIFIES THE SUBJECT OF THE MEASURE)**

Bonds to Upgrade and Enhance CTE, Technology, Facilities, and Safety

**QUESTION: (20 WORD LIMIT AND QUESTION MUST PLAINLY PHRASE THE CHIEF PURPOSE OF THE MEASURE)**

Shall Chemeketa issue up to \$140,000,000 in bonds to improve career technical education spaces and upgrade technology, facilities, and safety? If the bonds are approved, they will be payable from taxes on property or property ownership that are not subject to the limits of sections 11 and 11b, Article XI of the Oregon Constitution.

**SUMMARY: (175 WORD LIMIT. A CONCISE AND IMPARTIAL STATEMENT SUMMARIZING THE MEASURE AND ITS MAJOR EFFECT. MUST ALSO PROVIDE A REASONABLY DETAILED, SIMPLE AND UNDERSTANDABLE DESCRIPTION OF THE USE OF PROCEEDS)**

Chemeketa Community College proposes a bond measure in a principal amount not to exceed \$140,000,000 which would include matching funds from an \$8,000,000 state grant. The bonds are expected to finance capital costs, including:

- Expanding Career and Technical Education and Improving Teaching and Learning Spaces
  - Increase CTE capacity in healthcare, trades, and emergency services
  - Modernize technology
  - Improve classroom and learning spaces
  - Extend useful life of buildings, HVAC, roof, and elevator improvements
- Renovating a Wellness / Resiliency Center and Leveraging an \$8,000,000 State Grant to Provide:
  - Community disaster resource site
  - Health and wellness facilities

- Promoting Student Access and Success
  - Building renovations, upgrades, and improvements to student activity and student support spaces
  - Community athletic fields
- Improving Safety
  - Cameras, lighting, parking lot improvements to enhance safety
- Site improvements, demolition, furnishings, equipment, bond issuance costs

Bonds may be issued in multiple series; each maturing within 21 years from issuance. Bonds are estimated to cost \$0.27 per \$1,000 of assessed value. Actual levy rate may differ due to final interest rates and changes in assessed value.



## PERSONNEL REPORT

### Prepared by

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

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### NEW HIRES

Patrick E. Proctor, Associate Vice President of Human Resources—Human Resources, Governance and Administration Division, 100 percent, 12-month assignment, Range E1, Step 7.

Sarah Frances Robbins, Instructor-Nursing—Health Sciences, Career and Technical Education and Public Safety Division, 100 percent, 10-month assignment, Range F9, Step 9.

Andrea T. Vu, Instructor-Nursing—Health Sciences, Career and Technical Education and Public Safety Division, 100 percent, 10-month assignment, Range F9, Step 4.

### POSITION CHANGES

Kristine K. Bryan, Career Education Internship Coordinator—High School Partnerships, Workforce Innovation and Strategic Engagement Division, 100 percent, 12-month assignment, Range C1, Step 8, from Instructional Coordinator/Analyst I, High School Partnerships, Workforce Innovation and Strategic Engagement Division.

Irma Guzman, Student Services Specialist—Academic Development and Workforce Partnerships, Workforce Innovations and Strategic Engagement Division, 100 percent, 12-month assignment, Range B3, Step 7, from Department Technician I, Woodburn Center, General Education and Transfer Studies (GETS).

Laura J. Leon-Cipriano, Interim Director Polk Center and High School Equivalency Program (HEP), Academic Development and Corrections Education, Workforce Innovations and Strategic Engagement Division, Limited duration 100 percent, 12-month assignment, Range D1, Step 4, from High School Equivalency Program Coordinator, Academic Development and Corrections Education, Workforce Innovations and Strategic Engagement Division.

### SEPARATIONS

Nicholas Adelman, Technology Analyst II—Information Technology, Governance and Administration Division, effective April 30, 2024.

Adaira “Addy” Floyd, Department Technician II—Academic Development and Corrections Education, Workforce Innovation and Strategic Engagement Division.

## **BUDGET STATUS REPORT**

### **Prepared by**

Rich Kline, Director—Business Services  
Brian Knowles, Director—Budget and Finance  
Aaron Hunter, Vice President—College Support Services/Chief Financial Officer

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The financial reports of the general fund and investments for the period from July 1, 2023, through April 30, 2024, are attached.

The following items will be included in the report:

- General Fund Revenue and Expense Statement
- General Fund Budget Status Report
- Status of Investments as of February 29, 2024

**Chemeketa Community College  
Statement of Resources and Expenditures  
As of April 30, 2024**

Fund 100000 - General Fund Unrestricted

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET	VARIANCE TO BUDGET
<b>Resources:</b>				
Beginning Fund Balance	18,000,000	17,030,075	94.61%	(969,925)
Property Taxes	27,551,434	26,876,189	97.55%	(675,245)
Tuition and Fees	18,589,966	19,426,055	104.50%	836,089
State Appropriations - Current	36,904,602	39,944,354	108.24%	3,039,752
Indirect Recovery	1,006,586	951,429	94.52%	(55,157)
Interest	2,100,000	2,562,634	122.03%	462,634
Miscellaneous Revenue	533,171	157,768	29.59%	(375,403)
Transfers In	100,000	-	0.00%	(100,000)
<b>Total Resources</b>	<b>104,785,759</b>	<b>106,948,504</b>	<b>102.06%</b>	<b>2,162,745</b>
<i>State Appropriations - Deferred to FY 25</i>	-	10,408,422	-	-
<b>Expenditures:</b>				
Instruction	37,001,328	30,187,488	81.58%	6,813,840
Instructional Support	12,926,609	10,083,277	78.00%	2,843,332
Student Services	9,463,162	7,243,134	76.54%	2,220,028
College Support Services	17,512,889	12,221,429	69.79%	5,291,460
Plant Operation and Maintenance	8,098,119	6,121,058	75.59%	1,977,061
Transfers	5,455,000	4,478,703	82.10%	976,297
<b>Total Expenditures (Excluding Contingency)</b>	<b>90,457,107</b>	<b>70,335,089</b>	<b>77.76%</b>	<b>20,122,018</b>
Contingency	14,328,652	-	0.00%	14,328,652
<b>Total Expenditures</b>	<b>104,785,759</b>	<b>70,335,089</b>	<b>67.12%</b>	<b>34,450,670</b>

Chemeketa Community College  
Budget Status Report  
As of April 30, 2024

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	10,163,927	8,095,529	1,668,241	400,157
6120	Classified Salaries	13,283,116	9,905,892	2,176,476	1,200,748
6124	Part-Time Hourly & Student Wages	1,172,911	1,072,198	-	100,713
6130	Faculty Salaries	16,560,701	14,250,136	1,913,688	396,877
6132	Part-Time Faculty	8,609,488	6,351,344	1,345,788	912,356
6510	Fixed Fringe Benefits	9,609,268	7,174,592	-	2,434,676
6511	Variable Fringe Benefits	15,928,204	12,496,845	-	3,431,359
6512	Other Fringe Benefits	380,000	229,161	-	150,839
	<b>Subtotal Personnel Services</b>	<b>75,707,615</b>	<b>59,575,697</b>	<b>7,104,193</b>	<b>9,027,725</b>
					<b>78.69%</b>

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,442,797	767,527	2,003	673,267
720	Equipment \$500-\$4,999	126,918	122,314	2,036	2,568
7300	Legal Services	226,790	39,565	-	187,225
7310	Insurance	921,700	844,015	-	77,685
7320	Maintenance	509,292	460,997	43,212	5,083
7330	Communications	880,775	555,121	-	325,654
7340	Utilities	2,369,441	1,418,090	17,011	934,340
7350	Staff Development	126,573	68,102	-	58,471
7360	Travel	339,815	125,691	-	214,124
7370	Other Services	2,113,884	1,690,205	366,935	56,744
7550	Capital Outlay	236,507	189,062	-	47,445
8150	Transfers Out	5,455,000	4,478,703	-	976,297
	<b>Subtotal Non-Personnel Services</b>	<b>14,749,492</b>	<b>10,759,392</b>	<b>431,197</b>	<b>3,558,903</b>
					<b>72.95%</b>
8500	Contingency	14,328,652	-	-	14,328,652
	<b>Report Totals</b>	<b>104,785,759</b>	<b>70,335,089</b>	<b>7,535,390</b>	<b>26,915,280</b>
					<b>67.12%</b>

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**Status of Investments**  
**April 30, 2024**

<u>Oregon State Treasurer Investments</u>	Statement Date	Maturity Date	Account Balance	Rate as of 4/30/2024
Oregon Short-Term Fund - General	4/30/2024	On demand	\$ 36,846,956.97	5.200%
Oregon Short-Term Fund - Capital	4/30/2024	On demand	\$ 9,513,948.01	5.200%
Total Oregon State Treasurer Investments			\$ 46,360,904.98	
<u>Other Investments</u>	Investment Date	Maturity Date	Amount Invested	Yield
Treasury Note - United States Treasury	11/29/2023	4/30/2024	\$ 2,965,560.00	5.281%
Gov't Agency - Federal Home Loan Bank	10/25/2023	5/3/2024	\$ 1,944,397.78	5.473%
Treasury Note - United States Treasury	12/14/2022	5/31/2024	\$ 1,949,380.00	4.305%
Treasury Note - United States Treasury	11/29/2023	5/31/2024	\$ 1,972,560.00	5.301%
Treasury Note - United States Treasury	11/29/2023	6/15/2024	\$ 2,920,200.00	5.277%
Corporate Note - Bank of Montreal	11/8/2022	6/28/2024	\$ 2,873,160.00	5.223%
Corporate Note - Royal Bank of Canada	7/17/2023	7/26/2024	\$ 3,944,440.00	5.388%
Treasury Note - United States Treasury	1/6/2023	7/31/2024	\$ 2,439,950.00	4.604%
Gov't Agency - Federal Home Loan Bank	1/26/2024	8/2/2024	\$ 2,922,352.50	5.141%
Corporate Note - Bank of America	11/30/2023	8/26/2024	\$ 2,970,210.00	5.580%
Corporate Note - TD Bank	1/10/2024	9/10/2024	\$ 2,911,299.00	5.243%
Gov't Agency Federal Farm Credit Bank	1/26/2024	10/1/2024	\$ 2,997,720.00	4.998%
Gov't Agency Federal Farm Credit Bank	2/22/2024	10/30/2024	\$ 1,996,560.00	5.136%
Corporate Note - National Australia Bank	12/5/2023	11/22/2024	\$ 3,002,079.67	5.255%
Corporate Note - Bank of Montreal	3/28/2024	12/12/2024	\$ 2,029,922.22	5.239%
Corporate Note - Bank of Nova Scotia	1/31/2024	1/10/2025	\$ 2,903,640.00	4.983%
Corporate Note - JPMorgan Chase	10/20/2022	1/23/2025	\$ 1,919,760.00	5.033%
Gov't Agency - Federal Home Loan Bank	2/29/2024	2/3/2025	\$ 2,978,820.00	5.085%
Corporate Note - Wells Fargo & Co	2/29/2024	2/19/2025	\$ 2,449,350.00	5.162%
Gov't Agency Federal Farm Credit Bank	3/8/2024	3/28/2025	\$ 5,004,666.67	5.000%
Corporate Note - Bank of New York	4/15/2024	4/24/2025	\$ 2,895,990.00	5.114%
Certificate of Deposit - Willamette Valley Bank	4/25/2024	7/24/2025	\$ 2,000,000.00	4.750%
Total Other Investments			\$ 59,992,017.84	5.131% weighted average yield

13 week Treasuries 5.25% as of 4/30/2024

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  
Aaron Hunter, Vice President/Chief Financial Officer

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### **PUBLIC SAFETY BUILDING 14 SEISMIC RETROFIT**

An Invitation to Bid (ITB) for the Public Safety Building 14 Seismic Retrofit construction project will be advertised on the college's Procurement Services website, the OregonBuys website, and in the Daily Journal of Commerce in May of 2024. A recommendation for contract award will be submitted to the College Board of Education at its June 2024 meeting.

Construction is tentatively scheduled to begin in June of 2024 with final completion date of February 28, 2025.

## CAPITAL PROJECTS REPORT

### Prepared by

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

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### ONGOING PROJECTS

#### **Building 2 Ice Storm Restoration**

Building 2, upstairs, Business Services: Complete, and move-in of affected tenants of this space is underway. The newly renovated area boasts modern amenities and improved functionality to better serve the college community. As the college transitions to the next phase, attention will now turn to the downstairs kitchen area. Over the summer break, the kitchen area will be temporarily closed to facilitate renovations aimed at enhancing efficiency and aesthetics. The college's commitment to providing top-notch facilities remains unwavering, as the college strives to create environments conducive to learning and collaboration.

#### **Eola Bar Expansion**

Facilities is eagerly anticipating the arrival of cabinets, which marks the final step of phase 1 in the upgrade process. The Eola Bar Expansion project represents a significant step in enhancing the serving bar area to better cater to events. The initial phase included reconfiguring the space and implementing essential infrastructure improvements, such as lighting, and Heating, Ventilation and Air Conditioning (HVAC) adjustments. As painting progresses and cabinet installation draws near, the expansion is poised to elevate the event experience, promising enhanced functionality, and aesthetics for all who utilize the space.

#### **Building 44 Salem Campus Renovation**

The renovation of building 44 on Salem campus is now complete. This project was aimed at optimizing the college's storage space for campus needs. This was done by repurposing existing resources and focusing on essential upgrades like insulation and lighting.

### PLANNING PROJECTS

#### **Lighting Retrofit Projects**

At present, Facilities focus is on completing ongoing lighting projects across multiple buildings within the college's campuses. This includes devising plans for future initiatives. In response to recent developments in Oregon, specifically regarding lighting standards, Facilities is gearing up for a series of comprehensive lighting retrofit projects. These projects are set to unfold over the next year or so. The lighting projects involve replacing existing lighting systems with more energy-efficient and environmentally friendly alternatives.

See Appendix-2. Campus Map pages 81–82.

**INSTITUTIONAL ADVANCEMENT FOUNDATION QUARTERLY REPORT  
JANUARY 1–MARCH 31, 2024**

**Prepared by**

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

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**NEW SCHOLARSHIPS ESTABLISHED**

There have been three new scholarships established this quarter.

**Pat White Memorial Scholarship:** This fund was established initially by a gift from Evan White in memory of his late wife, Patricia “Pat” Anne White; a former Chemeketa employee and an unwavering supporter of students. This scholarship was awarded in 2023 through contributions from friends and family at her celebration of life, and was followed by a \$100,000 endowment for future awards from Evan.

**Steve Lund Memorial Scholarship:** This fund was established initially by a gift from Nancy Savonick in honor of her late husband Steve Lund. The purpose of this fund is to provide assistance to students enrolled in science, technology, engineering, or mathematics (STEM) programs at Chemeketa Community College. Established with a \$25,000 contribution to be endowed.

**Tony Hoobler Chemistry Scholarship:** This fund was established initially by a gift from Tony and Gudrun Hoobler. Tony was employed at Chemeketa as a Chemistry instructor for more than 20 years and was a first-generation college student. The purpose of this fund is to provide assistance to students enrolled in science, technology, engineering, or mathematics (STEM) programs at Chemeketa Community College. This scholarship will be funded on an annual basis.

**2024–2025 SPRING SCHOLARSHIP APPLICATION WINDOW CLOSED**

The first application cycle for the 2024–2025 academic year has closed with 1,261 applicants. Our goal is to award as many first-round scholarships as possible before the end of Spring term. Additional application windows will occur in Summer, Fall, and Winter terms for newly enrolled students who missed the original application window, or who need to update their current program of study.

**STARS RECEPTION**

The 2024 STARS Reception will be held on Friday, May 17 at the Salem Convention Center (SCC). 2023 was the first year hosting this event at SCC, and we received positive feedback from donors, students, and Foundation staff. We look forward to continuing this relationship with SCC and are grateful for the work the SCC team puts into the event.



## BUILDING YOUR LEGACY SEMINAR

On January 24, the Foundation hosted an engaging and informative presentation at Chemeketa Center for Business and Industry on 'Building Your Legacy.' It was presented by Maria Schmidlkofer and Brenna Baucum. The workshop discussed estate planning best practices and the exploration of philanthropy using a values-based approach. It was well attended. Attendees have been highly complementary of these seminars.

## QUARTERLY DONATION REPORT

The total amount of cash contributions for January 1, 2024–March 31, 2024 is \$363,555.54. The total valuation of in-kind contributions from January 1, 2024–March 31, 2024 is \$16,814.

**GRANT ACTIVITIES FOR JANUARY–MARCH 2024**

**Prepared by**

Gaelen McAllister, Director—Institutional Grant Development  
 Alice Sprague, Vice President—Governance and Administration

**GRANT APPLICATIONS SUBMITTED**

<b>Grantor</b>	<b>Department</b>	<b>Description</b>	<b>Amount</b>
Portland General Electric	Student Services	Provides McKay High School-specific scholarships to help recruit and support students who may not see themselves as “college-going.” James McNicholas Submitted January 12, 2024.	\$25,000
U.S. Department of Education–High School Equivalency Program (HEP)	Regional Education and Academic Development (READ)	Provides outreach and recruitment; assessment of participant needs and barriers to completion; need-based assistance with transportation, childcare, medical, vision, and dental care; referrals to appropriate agencies; high-quality intensive bilingual instruction in GED preparation. Laura Leon-Cipriano Submitted January 16, 2024.	\$2,373,873
World Learning–Supporting Higher Education in Refugee Resettlement	READ-ESOL Academic Development	Employer-specific contextualized ESOL for refugees seeking to re-enter professions. Submitted January 21, 2024.	\$50,000
Business Oregon Small Business Development Center (SBDC) Assistance	Center for Business and Industry / SBDC	Funds to expand the level and types of services provided by the SBDC to ensure Chemeketa meets our economic impact goals. R. Taylor. Submitted January 25, 2024.	\$268,928
HECC–Workforce and Talent Development Board–Strategic Innovations	READ–Workforce Innovation	The project would co-invest with the college to create a roadmap for a new Office of Work-Based Learning and Talent Development as a one-stop shop for employer engagement. Holly Nelson and R. Taylor. Submitted January 31, 2024.	\$163,981
National Science Foundation–	General Education and	The project combines a STEM-focused faculty community of practice with student	\$499,904

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Hispanic Serving Institution (HSI)	Transfer Studies (GETS)	support intervention strategies to improve Latinx STEM enrollment, persistence, and degree attainment. Shannon Olthus Gault and Keith Schloeman. Submitted February 14, 2024.	
GED Wraparound	Regional Education and Academic Development (READ)	Provides test vouchers and preparation materials for GED students. Chris Kato. Submitted February 15, 2024.	\$265,813
Marion and Polk Early Learning Hub Parenting Education	Career and Technical Education (CTE)–Early Childhood Education	Provides early childhood-focused parenting education classes in Spanish and English in Woodburn, Salem, and Stayton. R. Taylor. Submitted February 16, 2024.	\$18,613
Willamette Workforce Partnership Career Coaching	Student Affairs– Counseling and Career Services	Will fund direct outreach and career coaching to students and community members to increase career guidance and integration with WorkSource systems. Blanca Aguirre and Adam Mennig. Submitted March 1, 2024.	\$260,000
Willamette Workforce Partnership Reentry	READ– Corrections Education	Proposal to provide comprehensive re-entry preparation and post-release employment and training services expanding our current services to adults in custody. Chris Kato. Submitted March 13, 2024.	To be negotiated upon award.
		<b><u>Total Grant Applications:</u></b>	<b><u>\$3,926,112</u></b>

<b>GRANTS PENDING NOTIFICATION—Grants submitted before the current quarter.</b>			
<b>Grantor</b>	<b>Department</b>	<b>Description</b>	<b>Amount</b>
Marion County– Community Development Block Grant	Student Affairs– Resource Navigator	Provides emergency housing funds to students so they remain housed. Blanca Aguirre and Adam Mennig. Submitted December 13, 2023.	\$155,500

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<b>GRANTS DECLINED—January–March 2024</b>			
<b>Grantor</b>	<b>Department</b>	<b>Description</b>	<b>Amount</b>
U.S. Department of Labor– Strengthening Community Colleges	CTE–Medical Assisting, EMT, Apprenticeship, Nursing, READ–High School Partnerships	The Oregon Healthcare Accelerated Pathways Consortium (OHAPC) created accessible, accelerated pathways across seven counties in healthcare professional shortage areas in the Willamette Valley and Oregon Coast. Partners include Oregon Coast Community College and Southwestern Oregon Community College. Francisco Saldivar. Submitted November 14, 2023.	\$5,723,838
World Learning– Supporting Higher Education in Refugee Resettlement	READ–ESOL Academic Development	Employer-specific contextualized ESOL for refugees seeking to re-enter professions. Submitted January 21, 2024.	\$50,000

**GRANTS AWARDED—January–March 2024**

<b>Grantor</b>	<b>Department</b>	<b>Description</b>	<b>Amount</b>
U.S. Department of Education–Perkins Innovation and Modernization	READ–High School Partnerships	Pathways to Science Careers: Healthcare, Aquaculture, and Agriculture (PSC) project creates a regional consortium with rural high schools and Oregon Coast Community College to bring career pathway-aligned dual enrollment opportunities to high school students. Sara Hastings. Submitted October 13, 2023.	\$4,424,240
Portland General Electric	Student Affairs– Student Success Center	Provides McKay High School-specific scholarships to help recruit and support students who may not see themselves as “college-going.” James McNicholas. Submitted January 12, 2024.	\$15,000
GED Wraparound	READ– Academic Development	Provides test vouchers and preparation materials for GED students. Chris Kato. Submitted February 15, 2024.	\$60,610
		<b>Total Grant Funding Awarded</b>	<b>\$4,499,850</b>

## RECOGNITION REPORT

### Prepared by

Jessica Howard, President/Chief Executive Officer

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

Dr. PETER DAVIS received the well-deserved Oregon Safe Schools Award from the Oregon Safe Schools and Communities Coalition for his work supporting LGBTQ2SIA+ students and community. The organization said they were impressed by all that Dr. Davis has accomplished and continues to do for the students, families, and staff at Chemeketa Community College.

A new mentorship program to support LGBTQ2SIA+ students was launched this term and I want to thank all of the staff and faculty who applied to be a mentor. A special thanks to TATE JACKSON and JULISA RIOS-CHAVEZ for developing and implementing the program.

MARSHALL ROACHE was chosen to receive the 2024 W.L. Pierce Education Leadership Award from the University of Southern Mississippi Department of Educational Studies and Research. The award was established in 2010, and recognizes the highest levels of integrity, fairness, democratic leadership, and academic achievement of a graduate student enrolled in one of the department's programs. This award is given once per year and is presented at the College of Education Awards Day.

RYAN WEST was recognized by the Western Association of Student Financial Aid Administrators (WASFAA) with the 2024 Distinguished Service Award in part for his ongoing work in providing financial aid training to financial aid administrators throughout the 8-state WASFAA region.

THE BROOKS REGIONAL TRAINING CENTER hosted its annual open house on April 23, 2024. Representative Andrea Salinas, U.S. Department of Education Assistant Secretary Dr. Amy Loyd, President Howard, and several board members attended the event. Between 400–500 students and educators visited the campus for the open house. In addition to the many hands-on demonstrations, the event also included a ribbon cutting ceremony for the newly launched Kubota Tech Program and a community roundtable facilitated by Representative Salinas. The event, by the leadership of JORDAN BERMINGHAM, was a resounding success. Special thanks to ALLISON SEBERN for her outstanding organization and planning skills. Without Allison's attention to detail this event would not have been possible. Hats off also to the many dedicated and hardworking faculty: CHRIS ARBUCKLE, DANA BUI, JOSHUA DARLAND, TREVOR ELMER, MEGAN GONZALEZ, KRISTENE JACKSON, KIVA LYELL, KEVIN RUBY, DAVID SAMEK, and MICHAEL WITHINGTON. A large number of adjuncts: GREGORY BIBEN, VAL CODINO, MICHAEL FARMER, MEAGHEN FOOTE, GREGG LANDER, STACIE PETERSON, and part-time hourly staff: JEFFERY ANDERSON, JORDAN JACOBUCCI, and DAVID NELSON, were also key contributors. Building inspection technology adjunct instructor, DAN CARLSON, did an amazing job recruiting participation from the building inspection community while also managing to get some drone footage of the event. Also, MOLLY MULICK began assisting several weeks prior to the event and was especially valuable.

Standard Report-7  
May 15, 2024

The Brooks Center sincerely appreciated the assistance we received from several Chemeketa employees: TAYLOR CANTONWINE, ELIZABETH CARLSON, JORDAN DEROSIA, MARIE HULETT, TERRI JACOBSON, PAULA LISOFF, ADRIAN LUTZ, JAMES McNICHOLAS, HOLLY NELSON, DANIEL VECCHIONE, and the facilities crews who did an impressive job prepping the campus, and finally, the Center appreciated the support and participation of the 27 industry partners who attended and tabled at the open house. A special shout out to Marion County Fire District for displaying their new 100-foot ladder truck at the event.

The Yamhill Valley Campus hosted its third annual Discover Chemeketa Day on April 30, 2024, that was attended by 288 high school students from all eight Yamhill County high schools. At the biggest Discover Day yet, high schoolers were able to get a tour of the campus from current YVC student leaders, listen to presentations by staff and faculty representatives from each Chemeketa Pathway, learn about student resources from representatives of TRIO/CCP, CAMP, HSP, Juntos and Athletics, and receive a catered lunch as well as lots of fun Chemeketa gear. This event is consistently a great opportunity for YVC's rural students to learn about so many different programs directly from the source as they discover all the fantastic pathways Chemeketa has to offer. A big thank you goes out to all the staff and faculty from YVC as well as the Salem and Brooks Campuses that supported this event through presentations, tabling, being a tour guide, and more. They are CALEB ANDERSON, CHRIS ARBUCKLE, JEFFREY CAMERON JR., TAYLOR CANTONWINE, JOHN CAPACCIO, MICHELLE DYER, KATHRYN ELLIS, MACKENZIE FRASER, KARL GALBREATH, JOSE GARCIA, MARIA GASCA, HAYLEY GIBBS, RILEY HOYT, KARLA HALE, DANIELLE HOFFMAN, CHRIS JAWORSKI, SANDI KELLOGG, SAM KIRBY, BRANDY LEHN, LESLIE MAKSUN, PULAUD MEHR, JORGE MONTEJANO, ERIKA ROMINE, ANA SEGOVIA, CHUCK SEKAFETZ, LANA TUSS and MICHAEL WITHINGTON. Additionally, the following student leaders contributed to the day: REID ARNOLD, MADISON BINGMAN, ASHER FRANKAMP, LIZETH GARCIA RAMIREZ, JACOB MACFARLAND, LUIS PEREZ, MICAELA PEREZ, and JACKSON THORNBERG. The Yamhill Valley Campus and community at large appreciate all who help and support campus outreach.

**APPROVAL OF PRESIDENTIAL EVALUATION PROCESS  
[24-25-138]**

**Prepared by**

Neva Hutchinson, Chair—Board of Education

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The annual performance evaluation of President Jessica Howard will be completed and reported to the public on June 18, 2024, in accordance with board policy and ORS 192.660(1)(i).

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

- |          |   |
|----------|---|
| October  | The president presents a draft of goals for the upcoming year concerning her personal performance to the board.   |
| November | Board agrees on the final set of goals for the upcoming year.   |
| April    | Board Information item on the process used to evaluate the president  |
| May      | 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: |

Part I

- A. The Board of Education
- B. Management Competencies
  - B1. Achieves Results (Value: Quality)
  - B2. Communicates Effectively (Values: Adaptability, Belonging)
  - B3. Facilitates Team Success (Values: Belonging, Quality)
- C. The Community (Values: Community)
- D. Educational Planning and Leadership (Values: Adaptability, Belonging, Opportunity, Quality)
- E. Business, Finance, and Facilities (Values: Adaptability, Opportunity, Quality)
- F. College Personnel (Values: Belonging, Quality)

Part II

Evaluation of Performance in Relation to the Annual College Strategic Initiatives

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.

Action-1  
May 15, 2024

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 President's Evaluation Committee drafts an evaluation reflecting the board's evaluation discussion and any summary comments.
- The President's Evaluation Committee meets with the president to present the draft evaluation document and edit any changes prior to the June board meeting
- The President's Evaluation Committee prepares a summary statement to be read at the June board meeting.

Worksheet      (See attached copy)



Action-1  
May 15, 2024



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 (Value: Quality)**

- |   |
|---|
| 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 (Values: Adaptability, Belonging)**

- |   |
|---|
| 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 (Values: Belonging, Quality)**

- |  |
|--|
| 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 (Value: Community)**

- |   |
|---|
| 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) Is proactive in ensuring strong linkages and partnerships between the college and business, community-based organizations, 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 (Values: Adaptability, Belonging, Opportunity, Quality)**

1) Implements the philosophy of a comprehensive community college and provides quality education and training 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 an environment that values diversity and creates an authentic sense of belonging for all who engage with the college.
7) Displays knowledge and understanding of the appropriate [remove management] systems, tools, 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 (Values: Adaptability, Opportunity, Quality)**

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) Strives to develop [remove creative] sources of revenue.
5) Considers sustainability in operations, whether environmental, financial, or otherwise.
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 and grants.
9) Continue to support the Chemeketa Foundation in its fundraising 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 (Values: Belonging, 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.   |
| 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 COLLEGE STRATEGIC INITIATIVES.**

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 \_\_\_\_\_

Action-2  
May 15, 2024

**APPROVAL OF PROPOSED SCHEDULE OF COLLEGE  
BOARD OF EDUCATION MEETINGS FOR 2024–2025  
[23-24-139]**

**Prepared by**

Jessica Howard, President/Chief Executive Officer

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The following dates have been selected for the 2024–2025 College Board of Education meeting schedule. The dates generally fall on the third Wednesday of each month. Some meetings may be held at outreach centers or campuses. All other board meetings will be at Salem Campus, in person, hybrid, and via web conferencing, and livestream.

July 2 (9 am)—Special Board Meeting

July 17

August 22 (8 am–3 pm)—Board Work Session

September 18

October 16

November 20

December 11

January 3 (8:30 am–12 pm)—Board Work Session

January 15

January 29—Budget Committee Orientation

February 19

March 19

April 2—Budget Meeting

April 16—Budget and Board of Education meeting

April 23—Budget Committee (Optional)

May 21

June 18

*Tentative 2025–2026*

July 16

It is recommended that the College Board of Education approve the proposed schedule of board meetings for 2024–2025.

Action-3  
May 15, 2024

**APPROVAL OF COLLEGE POLICY—#1762—DIGITAL ACCESS POLICY**  
**[23-24-140]**

**Prepared by**

Karen Alexander, Director—Student Accessibility and Testing  
Layli Liss, Dean—Academic Innovation  
Alice Sprague, Vice President—Governance and Administration

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**DIGITAL ACCESS POLICY—POLICY #1762**

Digital accessibility is essential because it ensures that everyone, including people with disabilities, can access and use digital content. Digital accessibility refers to the inclusive practice of removing barriers that prevent interaction with, or access to websites, digital tools, and technologies, by students, faculty, and staff. It is a way to promote inclusion and diversity and to ensure that no one is excluded from accessing important information and services.

This entire policy is underlined because it is a new college policy.

It is recommended that the College Board of Education approve the Digital Access Policy—Policy #1762.



## Compliance Series (1700)

### **Policy #1762**

#### **Digital Access Policy**

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Chemeketa Community College is dedicated to ensuring equitable and equal access to digital content for students, faculty, staff, and community members.

All departments, faculty, and staff have a shared responsibility to provide digitally accessible material in all college services, resources, marketing, and sponsored events.

A digital accessibility policy promotes the college's values of belonging and opportunity.

This policy, in addition to its related procedures and guidelines, establishes digital accessibility standards for the design, development, acquisition, procurement, management, and dissemination of digitally accessible materials, including educational resources and technologies.

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*Adopted College Board of Education*

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*Revised College Board of Education*

Action-4  
May 15, 2024

**APPROVAL OF SUSPENSION OF ASSOCIATE OF SCIENCE  
OREGON TRANSFER–BUSINESS DEGREE  
[23-24-141]**

**Prepared by**

Karen Edwards, Program Chair—Business  
R. Taylor, Executive Director—CCBI, Business Programming, and Early Childhood Education  
David Hallett, Vice President—Academic and Student Affairs

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House Bill 2998, passed in 2017, requested general education disciplines create efficient programs of study that transfer directly to public universities in a 2+2 format called a Major Transfer Map (MTM). The Business MTM was approved by the Higher Education Coordinating Commission (HECC) and signed off by all colleges and university presidents in Oregon. The initiative supports overall student success by reducing transfer confusion and providing streamlined degree attainment.

To accommodate the extensive discipline specific course work required within 90 credits available in the MTM, these programs of study are not designed to overlay an AAOT degree. The Associate of Science Transfer (AST) degree is the new format developed at the state level to accommodate MTMs. These degrees involve completion of a Core Transfer Module (approximately 30 credits of general education applicable to any degree) as well as approximately 60 credits of additional work that are applicable to a bachelor's degree in the chosen discipline at all of the participating universities.

The college currently offers an Associate of Science Oregon Transfer degree in Business (ASOT-BUS). Since AST degrees provide stronger guarantees for students upon transfer, a much clearer roadmap, and fewer excess credits taken, Chemeketa does not want to duplicate degree choices for students and is requesting the ASOT-BUS be officially suspended. The college will offer an Associate of Science Transfer degree in Business (AST-BUS) in its place.

The college will work with existing ASOT-BUS students to transition to the new AST-BUS degree.

It is recommended that the College Board of Education approve the suspension of the Associate of Science Oregon Transfer-Business degree.



Action-5  
May 15, 2024

**APPROVAL OF SUSPENSION OF TAX PREPARATION CERTIFICATE OF COMPLETION  
[23-24-142]**

**Prepared by**

Lana Tuss, Program Chair—Accounting  
R. Taylor, Executive Director—CCBI, Business Programming, and Early Childhood Education  
David Hallett, Vice President—Academic and Student Affairs

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The Accounting Program pathway certificates were originally developed for students who were looking to secure employment while working toward the Accounting Associate of Applied Science (AAS) degree, or those who may have previously earned a four-year degree in a related field and needed additional credentials for promotion. However, the program recognizes that more students are now seeking stand-alone certificates. In addition, the Accounting Program is redesigning its pathway certificates to include all of the necessary prerequisite courses, official and unofficial, in the certificate curriculum. For example, the Tax Preparation Certificate starting course has been BA211, Financial Accounting. This assumed that students had already acquired the accounting and digital literacy skills needed to be successful in BA211, which was not always the case. As a result, the program is proposing a new Tax Preparation Certificate that includes foundational skills courses.

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

**APPROVAL OF BUSINESS MAJOR TRANSFER MAP (MTM)  
[23-24-143]**

**Prepared by**

Karen Edwards, Program Chair—Business  
R. Taylor, Executive Director—CCBI, Business Programming, and Early Childhood Education  
David Hallett, Vice President—Academic and Student Affairs

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House Bill 2998, passed in 2017, requested general education disciplines create efficient programs of study that transfer directly to public universities in a 2+2 format called a Major Transfer Map (MTM). The Business MTM was approved by the Higher Education Coordinating Commission (HECC) and signed off by all colleges and university presidents in Oregon. The initiative supports overall student success by reducing transfer confusion and providing streamlined degree attainment.

Completion of the appropriate 90-credit program of study guarantees students' junior status in the discipline, with approximately a 90-credit path to a bachelor's degree in Business at state public universities that accept the version of the MTM that was completed.

To accommodate the extensive discipline specific course work required within 90 credits available in the MTM, these programs of study are not designed to overlay an AAOT degree. Instead, students will earn an Associate of Science Transfer degree in Business (AST-BUS). The Associate of Science Transfer degree is the new format developed at the state level to accommodate MTMs. These degrees involve completion of a Core Transfer Module (approximately 30 credits of general education applicable to any degree) as well as approximately 60 credits of additional work that are applicable to a bachelor's degree in the chosen discipline at all of the participating universities.

The new AST degree will replace the existing Associate of Oregon Transfer degree in Business (ASOT-BUS), which was previously presented as a suspension request. Compared to the ASOT-BUS, the AST degrees provide stronger guarantees for students upon transfer, a much clearer roadmap, and fewer excess credits taken.

It is recommended that the College Board of Education approve the Business Major Transfer Map.

Action-7  
May 15, 2024

**APPROVAL OF TAX PREPARATION CERTIFICATE OF COMPLETION  
[23-24-144]**

**Prepared by**

Lana Tuss, Program Chair—Accounting  
R. Taylor, Executive Director—CCBI, Business Programming, and Early Childhood Education  
David Hallett, Vice President—Academic and Student Affairs

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The Accounting program, in consultation with the Accounting Advisory Committee, recognized that more students are seeking a stand-alone certificate in tax preparation. As a result, the program is proposing a new Tax Preparation Certificate that includes both tax preparation-specific courses and fundamental skills courses. These changes are designed to increase both workplace and program success through attention to more rigorous skill building.

Additionally, to be clearer and more transparent for students seeking pathway certificates in the Accounting program, the curriculum is being redesigned to include any necessary prerequisite courses in program certificates. For example, the Tax Preparation Certificate previously started with BA211, Financial Accounting. This assumed that students had already acquired the accounting and digital literacy skills to be successful. By including BA115 and CIS120 in the first term courses, we will be mitigating skill barriers which will allow students to focus on certificate content and increase student retention and success. This change also ensures students have acquired the employer expected depth of accounting and digital literacy skills for the workplace.

The new certificate is approved by both the Accounting Advisory Committee and the Chemeketa Curriculum Committee.

It is recommended that the College Board of Education approve the Tax Preparation Certificate of Completion.

Action-7  
May 15, 2024

**APPROVAL OF TAX PREPARATION CERTIFICATE OF COMPLETION**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit Hours</b>
	<b>Term 1</b>	
BA 115	Introduction to Accounting	4
CIA 120	Digital Literacy	4
BA 256	Income Tax 1	4
	<b>Term Total</b>	<b>12</b>
	<b>Term 2</b>	
BA 211	Financial Accounting	4
BA 257	Income Tax 2	4
BA225	Excel for Accounting	4
-or-	-or-	-or-
CIS 125E	Excel - Workbooks	4
	<b>Term Total</b>	<b>12</b>
	<b>Certificate Total</b>	<b>24</b>

Action-8  
May 15, 2024

**APPROVAL OF GOVERNMENTAL ACCOUNTING CERTIFICATE OF COMPLETION  
[23-24-145]**

**Prepared by**

Lana Tuss, Program Chair—Accounting  
R. Taylor, Executive Director—CCBI, Business Programming, and Early Childhood Education  
David Hallett, Vice President—Academic and Student Affairs

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Chemeketa's service district is uniquely situated in the State of Oregon for career pathways in Accounting with State, county, and city agencies. The Accounting program has long offered coursework in governmental accounting, but to date has not offered a certificate that allowed students to focus their study in this area and receive a specific credential that would demonstrate this focus to employers.

To ensure students acquire the necessary skills for employment the Accounting faculty and Advisory Committee are proposing a new pathway, the Governmental Accounting Certificate. This certificate will include 36 credits which may be earned on a part-time basis, or in one academic year if a student attends full-time.

The Governmental Accounting certificate is designed for students interested in the field of governmental accounting. The certificate provides the foundation necessary to obtain employment with city, county, or State agencies. Students completing this certificate will be able to complete the governmental accounting cycle and prepare financial reports, prepare and analyze governmental budgets, and understand the differences between principles in accounting for not-for-profit organizations as compared to financial accounting.

It is recommended that the College Board of Education approve the Governmental Accounting Certificate of Completion.

Action-8  
 May 15, 2024

**APPROVAL OF GOVERNMENTAL ACCOUNTING CERTIFICATE OF COMPLETION**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit Hours</b>
	<b>Term 1</b>	
BA 104	Business Applications Using Mathematics	4
BA 115	Introduction to Accounting	4
CIS 120	Digital Literacy	4
	<b>Term Total</b>	<b>12</b>
	<b>Term 2</b>	
BA 211	Financial Accounting	4
BA 225	Excel for Accounting	4
-or-	-or-	-or-
CIS 125E	Excel - Workbooks	4
CIS 102A	Cyber Security and Safety	4
	<b>Term Total</b>	<b>12</b>
	<b>Term 3</b>	
BA 177	Payroll	4
BA 226	Business Law 1	4
BA 240	Governmental / Non-Profit Accounting 1	4
	<b>Term Total</b>	<b>12</b>
	<b>Term 4</b>	
BA 280D	Cooperative Work Experience	4
	<b>Term Total</b>	<b>4</b>
	<b>Certificate Total</b>	<b>40</b>

Action-9  
May 15, 2024

**APPROVAL OF SUSPENSION OF ASSOCIATE OF SCIENCE  
OREGON TRANSFER—COMPUTER SCIENCE DEGREE  
[23-24-146]**

**Prepared by**

Andrew Scholer, Program Chair—Computer Science  
Timor Saffary, Dean—Math, Engineering and Computer Science  
Keith Russell, Interim Executive Dean—General Education and Transfer Studies  
David Hallett, Vice President—Academic and Student Affairs

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House Bill 2998, passed in 2017, requested general education disciplines create efficient programs of study that transfer directly to public universities in a 2+2 format called a Major Transfer Map (MTM). The Computer Science MTM was approved by the Higher Education Coordinating Commission (HECC) and signed off by all colleges and university presidents in Oregon. The initiative supports overall student success by reducing transfer confusion and providing streamlined degree attainment.

To accommodate the extensive discipline specific course work required within 90 credits available in the MTM, these programs of study are not designed to overlay an AAOT degree. Instead, students will earn an Associate of Science Transfer degree in Computer Science (AST-CS). The Associate of Science Transfer degree is the new format developed at the state level to accommodate MTMs. These degrees involve completion of a Core Transfer Module (approximately 30 credits of general education applicable to any degree) as well as approximately 60 credits of additional work that are applicable to a bachelor's degree in the chosen discipline at all of the participating universities. There will be two AST-CS degrees, one for each track of the MTM.

The Board approved the new AST-CS degrees June 2022. Since AST degrees provide stronger guarantees for students upon transfer, a much clearer roadmap, and fewer excess credits taken, Chemeketa does not want to duplicate degree choices for students and is requesting the ASOT-CS be officially suspended.

The college will work with existing ASOT-CS students to transition to the new AST-CS degree.

It is recommended that the College Board of Education approve the suspension of the Associate of Science Oregon Transfer-Computer Science.

Action-10  
May 15, 2024

**APPROVAL OF SUSPENSION OF FIRE PREVENTION  
ASSOCIATE OF APPLIED SCIENCE DEGREE  
[23-24-147]**

**Prepared by**

Joshua Darland, Program Chair—Fire Protection Technology  
Jordan Bermingham, Dean—Emergency Services and Diesel Technology  
Marshall Roache, Executive Dean—Career and Technical Education and Public Safety  
David Hallett, Vice President—Academic and Student Affairs

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The Fire Prevention program at Chemeketa Community College is requesting permission to suspend the degree, in its current iteration, and replace it with a degree path better suited to prepare students for entry into the fire service. It is anticipated that the program will relaunch in fall 2025.

Program personnel worked closely with industry partners including the State Fire Marshal's Office, Keizer Fire District, Salem Fire District and Marion County Fire District to develop the new degree path. The program chair and administrative support will work with students, on an individual basis, to ensure degree completion for those who are enrolled in the current program.

The proposed new degree path has broad support from our industry partners and is approved by the Fire Program Advisory Committee. The revised degree will be presented to the Board of Education for approval at a later date after review and approval by the Curriculum Committee.

It is recommended that the College Board of Education approve the suspension of the current Fire Prevention Associate of Applied Science degree.



Action-11  
May 15, 2024

**APPROVAL OF SUSPENSION OF ADDICTION STUDIES  
ASSOCIATE OF APPLIED SCIENCE DEGREE  
[23-24-148]**

**Prepared by**

Yolanda Martinez, Program Chair—Behavioral Health  
Shaunah Steele, Director—Behavioral Health and Health Promotions  
Marshall Roache, Executive Dean—Career and Technical Education and Public Safety  
David Hallett, Vice President—Academic and Student Affairs

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The Board of Education approved the new Behavioral Health Associate of Applied Science (AAS) degree in July 2023. The new degree was subsequently reviewed and approved by the Higher Education Coordinating Commission (HECC). The new Behavioral Health AAS degree, which encompasses the three current degrees, is better suited to prepare students for entry into the Behavioral Health workforce. This programmatic change was driven by the workforce in collaboration with the program advisory committee in response to the national and local push to target Behavioral Health services and treatment.

The program is now requesting permission to suspend the Addiction Studies AAS degree, effect in fall 2024. The degree is being replaced by the new Behavioral Health AAS degree.

The program chair and administrative support will work with students, on an individual basis, to ensure degree completion for those who are enrolled in the current program.

It is recommended that the College Board of Education approve the suspension of the Addiction Studies AAS degree.

Action-12  
May 15, 2024

**APPROVAL OF SUSPENSION OF DIRECT SUPPORT PROFESSIONAL  
ASSOCIATE OF APPLIED SCIENCE DEGREE  
[23-24-149]**

**Prepared by**

Yolanda Martinez, Program Chair—Behavioral Health  
Shaunah Steele, Director—Behavioral Health and Health Promotions  
Marshall Roache, Executive Dean—Career and Technical Education and Public Safety  
David Hallett, Vice President—Academic and Student Affairs

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The Board of Education approved the new Behavioral Health Associate of Applied Science (AAS) degree in July 2023. The new degree was subsequently reviewed and approved by the Higher Education Coordinating Commission (HECC). The new Behavioral Health AAS degree, which encompasses the three current degrees, is better suited to prepare students for entry into the Behavioral Health workforce. This programmatic change was driven by the workforce in collaboration with the program advisory committee in response to the national and local push to target Behavioral Health services and treatment.

The program is now requesting permission to suspend the Direct Support Professional AAS degree, effect in fall 2024. The degree is being replaced by the new Behavioral Health AAS degree.

The program chair and administrative support will work with students, on an individual basis, to ensure degree completion for those who are enrolled in the current program.

It is recommended that the College Board of Education approve the suspension of the Direct Support Professional AAS degree.

Action-13  
May 15, 2024

**APPROVAL OF SUSPENSION OF SOCIAL SERVICES  
ASSOCIATE OF APPLIED SCIENCE DEGREE  
[23-24-150]**

**Prepared by**

Yolanda Martinez, Program Chair—Behavioral Health  
Shaunah Steele, Director—Behavioral Health and Health Promotions  
Marshall Roache, Executive Dean—Career and Technical Education and Public Safety  
David Hallett, Vice President—Academic and Student Affairs

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The Board of Education approved the new Behavioral Health Associate of Applied Science (AAS) degree in July 2023. The new degree was subsequently reviewed and approved by the Higher Education Coordinating Commission (HECC). The new Behavioral Health AAS degree, which encompasses the three current degrees, is better suited to prepare students for entry into the Behavioral Health workforce. This programmatic change was driven by the workforce in collaboration with the program advisory committee in response to the national and local push to target Behavioral Health services and treatment.

The program is now requesting permission to suspend the Social Services AAS degree, effect in fall 2024. The degree is being replaced by the new Behavioral Health AAS degree.

The program chair and administrative support will work with students, on an individual basis, to ensure degree completion for those who are enrolled in the current program.

It is recommended that the College Board of Education approve the suspension of the Social Services AAS degree.

Action-14  
May 15, 2024

**APPROVAL OF SUSPENSION OF ADDICTION COUNSELOR  
CERTIFICATION PREPARATION CERTIFICATE OF COMPLETION  
[23-24-151]**

**Prepared by**

Yolanda Martinez, Program Chair—Behavioral Health  
Shaunah Steele, Director—Behavioral Health and Health Promotions  
Marshall Roache, Executive Dean—Career and Technical Education and Public Safety  
David Hallett, Vice President—Academic and Student Affairs

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The Addiction Counselor Certification Preparation (ACCP) certificate has been part of the Human Services program for many years. In order to adapt and align workforce training to community providers, the program name and degrees within the program were changed from Human Services to Behavioral Health. These changes were approved by the Board of Education in July 2023. As a result, the current ACCP certificate must also transition from Human Services (HS) to Behavioral Health (BH) to continue the quality education and workforce training.

The Behavioral Health program is requesting permission to suspend the Addiction Counselor Certification Preparation Certificate (ACCP) and replace it with a revised certificate that aligns with our new Behavioral Health degree. In order to allow time for state and financial aid approval of the new certificate, the existing certificate would be suspended no later than June 30, 2025.

The program chair and administrative support will work with students, on an individual basis, to ensure certificate completion for those who are enrolled in the current program.

It is recommended that the College Board of Education approve the suspension of the current Addiction Counselor Certification Preparation Certificate of Completion.

**APPROVAL OF SOCIAL SERVICES CERTIFICATE OF COMPLETION  
[23-24-152]**

**Prepared by**

Yolanda Martinez, Program Chair—Behavioral Health  
Shaunah Steele, Director—Behavioral Health and Health Promotions  
Marshall Roache, Executive Dean—Career and Technical Education and Public Safety  
David Hallett, Vice President—Academic and Student Affairs

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The Board of Education approved the new Behavioral Health (BH) Associate of Applied Science (AAS) degree in July 2023, which collapsed the three Human Services AAS degrees (Addiction Studies, Social Services and Direct Support Professional) into one degree: BH AAS. The program is excited to launch the new degree fall 2024.

In collaboration with our workforce and advisory committee members, the program developed a Social Services certificate to provide students an alternative to a degree while also facilitating a pathway to the BH AAS degree program.

The goal for this certificate is multi-dimensional:

- Addresses the large number of projected job openings for this occupation.
- Prepares students for entry-level positions in the BH field.
- Offers an opportunity for students to continue into the second-level course to obtain a degree in Behavioral Health.

The certificate is intended to be completed in three terms which includes a practicum. Students can take longer to complete, if needed.

Graduates of this certificate will be prepared to assist social and human services providers and render person centered services in fields such as family services, social work, rehabilitation, and social services. The State Employment website notices a median of \$23 per hour starting wage and the variability in wages depends on the level of education and location.

By offering this new certificate, the program is responding to the growing demand in the field and providing students additional pathways of study. Individuals holding this certificate can effortlessly bridge the gap and pursue the BH AAS degree at any time as all the course work is aligned.

This change reflects Chemeketa's commitment to meeting the evolving needs of students and the community and providing high-quality education and workforce training that positively impacts the lives and well-being of individuals and families.

This certificate is approved by both the program Advisory Committee and the Chemeketa Curriculum Committee.

It is recommended that the College Board of Education approve the new Social Services Certificate of Completion.

Action-15  
 May 15, 2024

**APPROVAL OF SOCIAL SERVICES CERTIFICATE OF COMPLETION**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit Hours</b>
	<b>Term 1</b>	
BH 150	Personal Effectiveness	3
BH 158	Trauma Informed Care	3
CA 100	Beginning Computing	3
	<b>Term Total</b>	<b>9</b>
	<b>Term 2</b>	
BH 101	Addiction Pharmacology and Physiology	4
BH 111	Infectious Disease Risk Assessment and Reduction	1
BH 152	Stress Management	1
BH 170	Introduction to Practicum	3
PSY 201	Introduction to Psychology: Mind and Body	4
	<b>Term Total</b>	<b>13</b>
	<b>Term 3</b>	
BH 140	Addressing Client Violence	1
BH 203	Ethics for Behavioral Health	3
BH 214	Advanced Interviewing and Counseling Skills	3
BH 219	Client Records and Documentation Standards	1
BH 225	Therapeutic Recreation	3
BH 284M	Practicum: Mental Health Services	4
	<b>Term Total</b>	<b>15</b>
	<b>Certificate Total</b>	<b>37</b>

Action-16  
May 15, 2024

**APPROVAL OF ADDICTION COUNSELOR CERTIFICATION PREPARATION  
CERTIFICATE OF COMPLETION  
[23-24-153]**

**Prepared by**

Yolanda Martinez, Program Chair—Behavioral Health  
Shaunah Steele, Director—Behavioral Health and Health Promotions  
Marshall Roache, Executive Dean—Career and Technical Education and Public Safety  
David Hallett, Vice President—Academic and Student Affairs

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The Addiction Counselor Certification Preparation (ACCP) certificate has been part of the Human Services program for many years. In order to adapt and align workforce training to community providers, the program name and degrees within the program were changed from Human Services to Behavioral Health. These changes were approved by the Board of Education in July 2023. As a result, the current ACCP certificate must also transition from Human Services (HS) to Behavioral Health (BH) to continue the quality education and workforce training.

In collaboration with our workforce and advisory committee members, the program realigned the ACCP certificate with the new Behavioral Health degree:

- To increase the substance assessment and treatment skills for those with advance degrees
- To prepare them for the Certified Alcohol and Drug Counselor (CADC) I, II, & III exams
- To prepare them to be future supervisors of those with CADCs

This pathway allows for individuals with a bachelor or master's degree to obtain a CADC. The certificate is intended to be completed in four terms which is a decrease of two terms from the current ACCP certificate. Students can take longer to complete, if needed.

Traditionally, graduates start in substance treatment agencies and facilities (state, county, private sector) and (nonprofit, not for profit, and for-profit providers). The State Employment website notes a median of \$30 per hour and has a median salary of \$58,004. The variability may depend on level of education and additional licensure or credential. CADC increases marketability for hire, substance use problems are a primary concern.

By revamping the ACCP certificate, the program is responding to the growing demand in the field and providing an additional pathway of study and credentials for individuals already working in the Behavioral Health field.

This change reflects Chemeketa's commitment to meeting the evolving needs of students and the community and providing high-quality education and workforce training that positively impacts the lives and well-being of individuals and families.

This certificate is approved by both the program Advisory Committee and the Chemeketa Curriculum Committee.

It is recommended that the College Board of Education approve the new Addiction Counselor Certificate Preparation Certificate of Completion.

Action-16  
May 15, 2024

**APPROVAL OF ADDICTION COUNSELOR CERTIFICATION PREPARATION  
CERTIFICATE OF COMPLETION**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit Hours</b>
	<b>Term 1</b>	
BH 101	Addiction Pharmacology and Physiology	4
BH 140	Addressing Client Violence	1
BH 158	Trauma Informed Care	3
BH 203	Ethics for Behavioral Health	3
BH 214	Advanced Interviewing and Counseling Skills	3
	<b>Term Total</b>	<b>14</b>
	<b>Term 2</b>	
BH 216	Assessment and Treatment Planning	3
BH 218A	Group Processes A	1
BH 256	Counseling Theories	3
BH 266	Case Management and Care Coordination	2
BH 285A	Practicum: Addiction Studies	5
	<b>Term Total</b>	<b>14</b>
	<b>Term 3</b>	
BH 111	Infectious Disease Risk Assessment and Reduction	1
BH 201	Addiction and the Family System	3
BH 217	Group Counseling Skills	4
BH 218B	Group Processes B	1
BH 285A	Practicum: Addiction Studies	5
	<b>Term Total</b>	<b>14</b>
	<b>Term 4</b>	
BH 209	Co-Occurring Disorders	3
BH 213	Diversity, Equity and Inclusion	3
BH 218C	Group Processes C	1
BH 219	Client Records and Documentation Standards	1
BH 285A	Practicum: Addiction Studies	5
	<b>Term Total</b>	<b>13</b>
	<b>Certificate Total</b>	<b>55</b>



**ACCEPTANCE OF PROGRAM DONATIONS  
JANUARY 1–MARCH 31, 2024  
[23-24-154]**

**Prepared by**

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

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These items were donated to Chemeketa Community College from January 1, 2024, through March 31, 2024. It is recommended that the College Board of Education accept these donations.

<b>Item:</b> 1963 Ford F350 Pickup <b>Donor:</b> Kevin Ruby <b>Declared Value:</b> \$4,500 <b>Program:</b> Diesel Technology Program	<b>Item:</b> 2007 Subaru <b>Donor:</b> Thomas Martin-Weatherly <b>Declared Value:</b> \$2,500 <b>Program:</b> Automotive Technology Program
<b>Item:</b> 20' x 40' field greenhouse <b>Donor:</b> Orchard & Vineyard Supply <b>Declared Value:</b> \$1,800 <b>Program:</b> Horticulture Program	<b>Item:</b> 1993 Honda Accord <b>Donor:</b> Johnny Perez <b>Declared Value:</b> \$1,200 <b>Program:</b> Automotive Technology Program
<b>Item:</b> 30 cases of sparkling <b>Donor:</b> Radiant Sparkling <b>Declared Value:</b> \$1,200 <b>Program:</b> Wine Studies Program	<b>Item:</b> 424 pounds of food for the pantry <b>Donor:</b> Marion Polk Food Share Inc. <b>Declared Value:</b> \$1,087 <b>Program:</b> Food Pantry
<b>Item:</b> Printing Services <b>Donor:</b> FastSigns Salem <b>Declared Value:</b> \$1,000 <b>Program:</b> STARS Sponsors—Print Services	<b>Item:</b> Aluminum plate and sheet remnants <b>Donor:</b> Reconcraft <b>Declared Value:</b> \$700 <b>Program:</b> Welding Program
<b>Item:</b> Printing Services <b>Donor:</b> Select Impressions <b>Declared Value:</b> \$500 <b>Program:</b> STARS Sponsor—Print Services	<b>Item:</b> Three (3) gift passes <b>Donor:</b> Northern Lights Theatre Pub <b>Declared Value:</b> \$43 <b>Program:</b> Student Nurses Organization (SNO)
<b>Item:</b> 21 clothing items <b>Donor:</b> Elias Villegas and Roxanna Glang <b>Declared Value:</b> \$400 <b>Program:</b> Chemeketa Closet	<b>Item:</b> 190 pounds of food for the pantry <b>Donor:</b> Marion Polk Food Share Inc. <b>Declared Value:</b> \$388 <b>Program:</b> Food Pantry

Action-17  
May 15, 2024

<b>Item:</b> 161 pounds of food for the pantry <b>Donor:</b> Marion Polk Food Share Inc. <b>Declared Value:</b> \$350.50 <b>Program:</b> Food Pantry	<b>Item:</b> 136 pounds of food for the pantry <b>Donor:</b> Marion Polk Food Share Inc. <b>Declared Value:</b> \$255.50 <b>Program:</b> Food Pantry
<b>Item:</b> Five (5) clothing items <b>Donor:</b> Elias Villegas and Roxanna Glang <b>Declared Value:</b> \$200 <b>Program:</b> Chemeketa Closet	<b>Item:</b> Five (5) clothing items <b>Donor:</b> Jennifer Cox <b>Declared Value:</b> \$170 <b>Program:</b> Chemeketa Closet
<b>Item:</b> Five (5) clothing items <b>Donor:</b> Juan Saldana <b>Declared Value:</b> \$160 <b>Program:</b> Chemeketa Closet	<b>Item:</b> Four (4) clothing items <b>Donor:</b> Erin Ellison <b>Declared Value:</b> \$120 <b>Program:</b> Chemeketa Closet
<b>Item:</b> One (1) clothing item <b>Donor:</b> Elias Villegas and Roxanna Glang <b>Declared Value:</b> \$100 <b>Program:</b> Chemeketa Closet	<b>Item:</b> 15 clothing items <b>Donor:</b> Helen Johnson <b>Declared Value:</b> \$80 <b>Program:</b> Chemeketa Closet
<b>Item:</b> One (1) book <b>Donor:</b> Julian Harkema <b>Declared Value:</b> \$40 <b>Program:</b> Library's collection	<b>Item:</b> One (1) clothing item <b>Donor:</b> Judy Allen <b>Declared Value:</b> \$20 <b>Program:</b> Chemeketa Closet

Action-18  
May 15, 2024

**APPROVAL OF GRANTS AWARDED  
JANUARY–MARCH 2024  
[23-24-155]**

**Prepared by**

Gaelen McAllister, Director—Institutional Grant Development  
Alice Sprague, Vice President—Governance and Administration

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These grants have been awarded to the college from January–March 2024. It is recommended that the board accept these grants.

**GRANTS AWARDED—January–March 2024**

<b>Grantor</b>	<b>Department</b>	<b>Description</b>	<b>Amount</b>
U.S. Department of Education–Perkins Innovation and Modernization	READ–High School Partnerships	Pathways to Science Careers: Healthcare, Aquaculture, and Agriculture (PSC) project creates a regional consortium with rural high schools and Oregon Coast Community College to bring career pathway-aligned dual enrollment opportunities to high school students. Sara Hastings. Submitted October 13, 2023.	\$4,424,240
Portland General Electric	Student Affairs–Student Success Center	Provides McKay High School-specific scholarships to help recruit and support students who may not see themselves as “college-going.” James McNicholas. Submitted January 12, 2024.	\$15,000
GED Wraparound	READ–Academic Development	Provides test vouchers and preparation materials for GED students. Chris Kato. Submitted February 15, 2024.	\$60,610
		<b>Total Grant Funding Awarded</b>	<b>\$4,499,850</b>

# VISION • MISSION • VALUES

## **VISION** *(Our shared future)*

Chemeketa will be a gathering place for lifelong learning.

## **MISSION** *(Why we exist)*

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

## **VALUES** *(How we work together)*

### **ADAPTABILITY**

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

### **BELONGING**

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

### **COMMUNITY**

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

### **OPPORTUNITY**

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

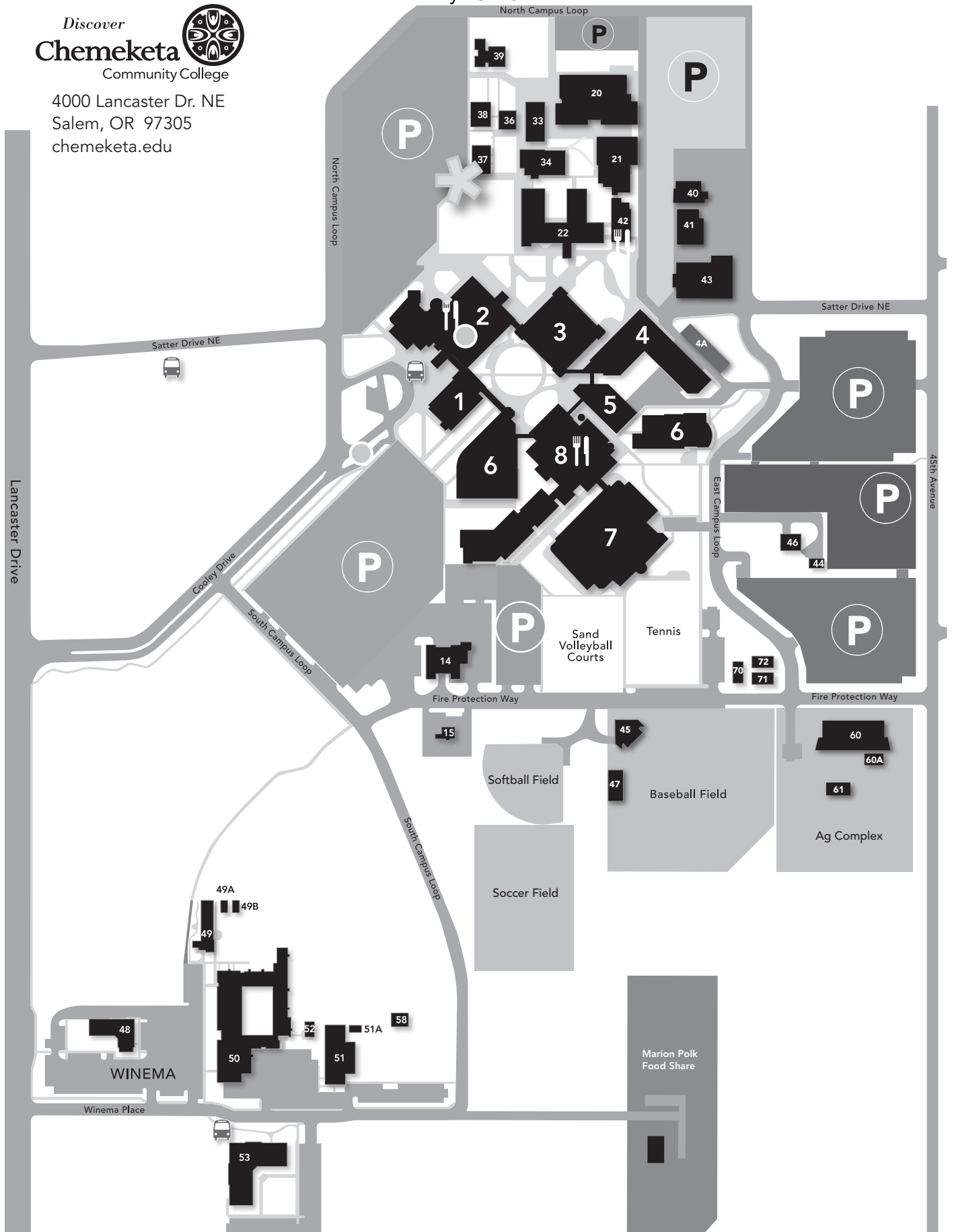
### **QUALITY**

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

Appendix-2  
May 15, 2024



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



Building directory on reverse side

## Appendix-2 May 15, 2024

### Building and Primary Function(s)

- 001 1st Floor: Bookstore,
- 001 2nd Floor: Faculty Offices
- 002 1st Floor: Advising & Counseling; Career Center; Convenience Store; Food Court; Information Center; Multicultural Center; Placement Assessment; Planetarium; Public Safety; Student Accessibility Services; Student Recruitment; Student Retention & College Life; Student Support Services
- 002 2nd Floor: Business Services; CAMP; Chemeketa Completion Program; College Support Services; Enrollment Center; Financial Aid; Graduation Services; Human Resources; President's Office; Procurement; TRiO; Talent Search; Title IX Office; Tutoring Services; Upward Bound; Veterans Services
- 003 1st Floor: Gretchen Schuette Art Gallery; Classrooms
- 003 2nd Floor: Classrooms; Instruction and Student Services; Math Hub; Math Faculty; Testing Center
- 004 1st Floor: Automotive Program; Electronics Program; Faculty Offices
- 004 2nd Floor: Visual Communications; Robotics; Electronics & Networking Programs; Faculty Offices
- 005 1st Floor: Art Classrooms
- 005 2nd Floor: Classrooms; Foundation, Marketing & Public Relations; Public Information
- 006 1st Floor: Auditorium; Classrooms
- 006 2nd Floor: Classrooms; Employee Development
- 007 Gymnasium; Physical Education Classrooms
- 008 1st Floor: Dental Clinic; Health & Science Classrooms;
- 008 2nd Floor: Health & Science Classrooms
- 009 1st Floor: Classrooms; The Center for Academic Innovation; Academic Effectiveness; IT Help Desk; Television Studio; Online Programs
- 009 2nd Floor: Library; Writing Center; Computer Lab; Study Rooms
- 014 Public Safety
- 015 Burn Tower
- 020 Drafting; Engineering; Machining Program; Faculty Offices
- 021 Welding Program
- 022 Academic Development; HEP; Information Technology
- 033 Apprenticeship Programs
- 034 Conference Rooms; SOAR
- 037 Faculty Offices
- 038 Faculty Offices; Occupational Skills Training; Cooperative Work Experience
- 039 Child Development Center
- 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; Blue Moon Cafe
- 049 Mid-Willamette Education Consortium, Youth GED Options
- 050 High School Partnerships
- 051 Winema High School; Lab
- 052 Classrooms
- 053 Department of Human Services
- 058 Facilities & Operations Annex
- 060 Agricultural Sciences
- 061 Headhouse
- 062 Pavillion

### Area or Service—Building/Room

- Academic Development—22/100
- Admissions—2/200
- Advising—2/110
- Art Gallery—3/122
- Athletics—7/103
- Auditorium—6/115
- Boardroom—2/170
- Bookstore—1/First Floor
- Business Services—2/202
- Career Center—2/115
- Chemeketa Cooperative Regional Library Service—9/136
- Chemeketa Online—9/106
- Computer Labs, Library—9/Second Floor
- Convenience Store—2/180
- Cooperative Work Experience—38
- Dental Clinic—8/101
- Executive Dean of Students—3/272
- Employee Development Center—6/218b
- English for Speakers of Other Languages—22/100
- Enrollment Center—2/200
- Extended Learning—3/252
- Financial Aid—2/200
- First Aid—2/173
- Food Service—2/First Floor, 8, & 42
- GED—22/100
- General Information (Welcome Center)—2/110
- Gymnasium—7
- Human Resources—2/214
- International Programs and Study Abroad—2/174
- Instruction & Student Services—3/272
- IT Help Desk—9/128
- Library—9/Second Floor
- Lost & Found—2/173
- Mail Room—43
- Multicultural Center—2/177A
- Northwest Innovations—42
- Parking Permits—2/173
- Public Safety Placement Assessment—2/201
- Planetarium—2/171
- Posting Notices on Campus—2/176
- President's Office—2/216

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

### Instructional Department Offices

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

### Restrooms

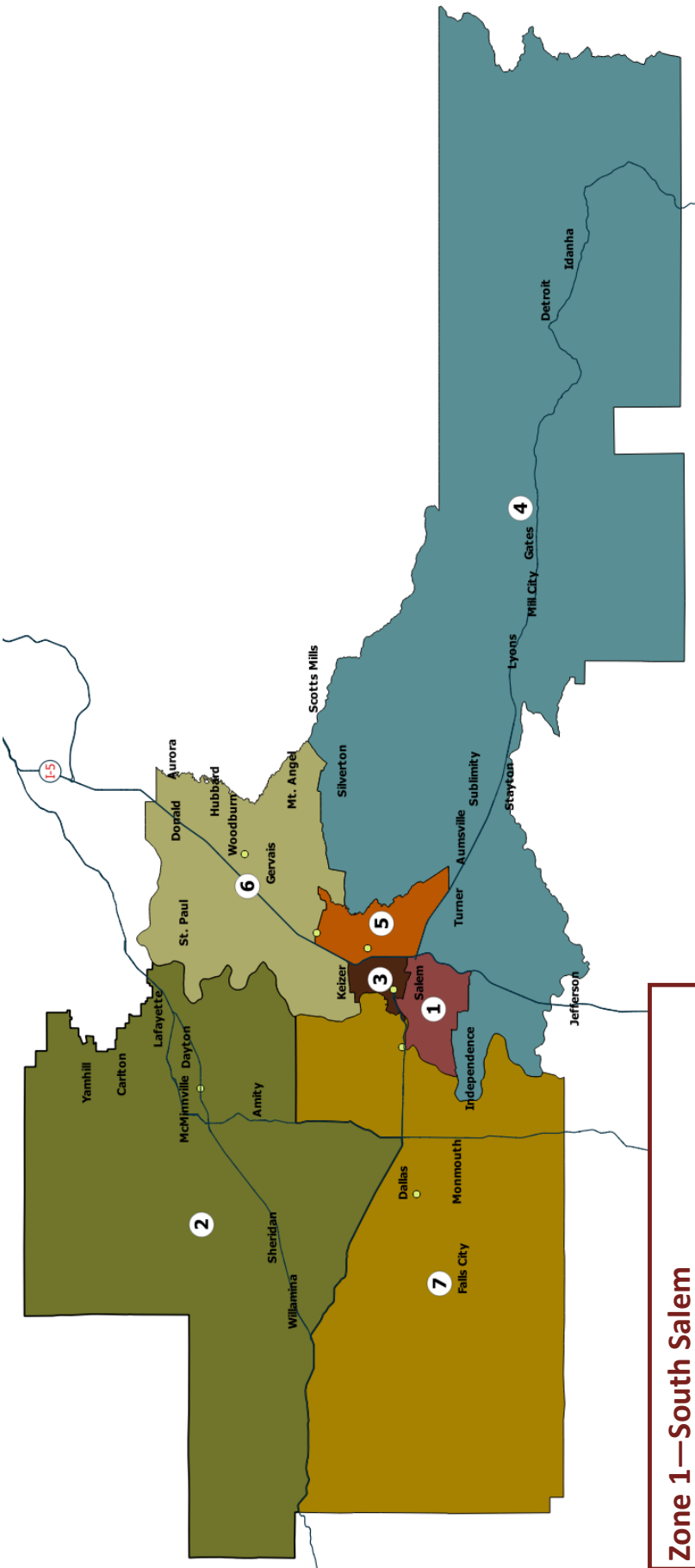
#### SINGLE OCCUPANCY

- Building 2—First floor, across from C-Store
- 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, next door to C-Store
- Building 8—First floor
- Building 20—Second floor
- Building 40—Second floor

# Chemeketa Community College Board Zone Boundary Maps and Descriptions



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

Board Members

**ZONE 1 Iton Udosenata**  
**ZONE 2 Ron Pittman**  
**ZONE 3 Neva Hutchinson, Chair 2023-2024**  
**ZONE 4 Ken Hector, Vice Chair 2023-2024**  
**ZONE 5 Jackie Franke**  
**ZONE 6 Diane Watson**  
**ZONE 7 Betsy Earls**