A large, stylized graphic of a fish, likely a salmon, is positioned on the left side of the page. The fish is rendered in a dark olive green color with white outlines for its scales and fins. It is facing right and is partially obscured by a white rectangular box.

Regular Meeting

June 23, 2021

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

BOARD OF EDUCATION

5.	Affirmative Action Annual Report David Hallett, Vice President—Governance and Administration		19–29
H. Standard Reports			
1.	Personnel Report David Hallett, Vice President—Governance and Administration		30–31
2.	Budget Status Report Jessica Howard, President/Chief Executive Officer		32–35
3.	Capital Projects Report Michael Kinkade, Interim Vice President—CSSD		36
4.	Chemeketa Cooperative Regional Library Service Report Bruce Clemetsen, Vice President—Student Affairs		37–39
5.	Chemeketa Community College COVID-19 Health and Safety Operational Plan Michael Kinkade, Interim Vice President—CSSD		40
6.	Recognition Report Jessica Howard, President/Chief Executive Officer		41–42
I. Separate Action			
1.	Approval of Retirement Resolution No. 20-21-23, Clifford W. “Cliff” Munson and No. 20-21-24, Zelda J. Emmert David Hallett, Vice President—Governance and Administration	[20-21-149]	43–45
2.	Approval of Presidential Contract Ed Dodson, Chair—Board of Education	[20-21-150]	46
3.	Approval of Resolution No. 20-21-27, Declaration of Election Results David Hallett, Vice President—Governance and Administration	[20-21-151]	47–50
4.	Administration of Oath of Office for Ron Pittman— Zone 2, Ken Hector—Zone 4, and Jackie Franke—Zone 5 David Hallett, Vice President—Governance and Administration	[20-21-152]	51
5.	Approval of Resolution No. 20-21-25, Adopting the Budget, Making Appropriations, and Levying Taxes Jessica Howard, President/Chief Executive Officer	[20-21-153]	52
6.	Approval of Resolution No. 20-21-28, Increasing the Special Projects Fund Budget Jessica Howard, President/Chief Executive Officer	[20-21-154]	53–54
7.	Approval of Revised Academic Calendar for 2021–2022 Jim Eustrom, Vice President—Academic Affairs/ Campus President, Yamhill Valley	[20-21-155]	55–56
8.	Approval of Resolution No. 20-21-29, Pursuit, Development, and Offering of Applied Baccalaureate Degrees at Chemeketa Community College Jessica Howard, President/Chief Executive Officer	[20-21-168]	56a–56b

J. Action

Consent Calendar Process (Items will be approved by the consent calendar process unless withdrawn at the request of a member of the board.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

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| 1. Approval of Budget Transfer Requests
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| 2. Approval of Resolution No. 20-21-26,
Authorizing Interfund Borrowing
Jessica Howard, President/Chief Executive Officer | [20-21-157] | 58–59 |
| 3. Approval of Lay Representative for the Chemeketa
Cooperative Regional Library Service (CCRLS) Council
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| 4. Approval of Suspension of Automotive Body Repair
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Jim Eustrom, Vice President—Academic Affairs/
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| 5. Approval of Automotive Body Repair
Certificate of Completion
Jim Eustrom, Vice President—Academic Affairs/
Campus President, Yamhill Valley | [20-21-160] | 62–63 |
| 6. Approval of Suspension of Automotive Machining
Certificate of Completion
Jim Eustrom, Vice President—Academic Affairs/
Campus President, Yamhill Valley | [20-21-161] | 64 |
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Certificate of Completion
Jim Eustrom, Vice President—Academic Affairs/
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| 8. Approval of Construction Trades and Apprenticeship
Readiness Certificate of Completion
Jim Eustrom, Vice President—Academic Affairs/
Campus President, Yamhill Valley | [20-21-163] | 67–68 |
| 9. Approval of Suspension of Diesel Technology Degree
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| 10. Approval of Diesel Technology Degree
Jim Eustrom, Vice President—Academic Affairs/
Campus President, Yamhill Valley | [20-21-165] | 70–71 |
| 11. Approval of Suspension of Basic Healthcare Certificate
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| 12. Approval of Classified; Exempt; and Hourly,
Part-Time/Temporary Salary Schedules for 2021–2022
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K. Appendices

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| 1. Mission – Vision – Values – Core Themes | 77 |
| 2. Campus Map | 78–79 |
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L. Future Agenda Items

M. Board Operations

N. Adjournment

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

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 of 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, OR 97305.

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

4.	College Policy #5010—Student Rights and Responsibilities Bruce Clemetsen, Vice President—Student Affairs		17–18
5.	Affirmative Action Annual Report David Hallett, Vice President—Governance and Administration		19–29
G. Standard Reports			
1.	Personnel Report David Hallett, Vice President—Governance and Administration		30–31
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12. Approval of Classified; Exempt; and Hourly, [20-21-167] 73–76
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David Hallett, Vice President—Governance and Administration

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Minutes
June 23, 2021

APPROVAL OF BOARD MINUTES

Prepared by

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

Minutes of the board meeting of May 19, 2021, 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
June 23, 2021

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

May 19, 2021

I. EXECUTIVE SESSION

Ed Dodson, Chair, called Executive Session to order at 3:31 pm via Zoom. Executive Session was held in accordance with ORS 192.660(2)(i) evaluating the chief executive officer.

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

College Administrator in Attendance: Jessica Howard, President/Chief Executive Officer.

Executive Session ended at 4:07 pm.

II. Workshop

Open session reconvened at 4:15 pm.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Jim Eustrom, Vice President, Academic Affairs/Campus President, Yamhill Valley Campus; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; and Michael Kinkade, Interim Vice President, College Support Services.

College Access Programs (CAP)

Mike Evans, Dean of Student Retention and College Life, provided a summary of CAP, a group of interconnected programs that function together to support students as they progress from middle school through college; discussed the history of the program starting in 1997 to present; shared a video introducing staff members; gave an overview of who the program serves; and discussed the services CAP provides to students. The coordinators from the TRIO Talent Search, TRIO Upward Bound, College Assistance Migrant Program (CAMP), TRIO College Student Support Services (SSS), Disability Student Support Services (DSSS), Chemeketa Completion Program (CCP), and iSTART provided an overview of their programs and shared a video with students discussing the differences these programs have made in their lives. An overview of CAP challenges, changes, and opportunities were reviewed at the end of the presentation.

Mike thanked the coordinators for their amazing work over the last year and Jim Eustrom for being a champion of these programs for years. Ed Dodson thanked Mike and the staff for their presentation.

A recess was taken at 4:47 pm.

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III. Executive Session

Ed Dodson, Chair, called Executive Session to order at 4:51 pm via Zoom. Executive Session was held in accordance with ORS 192.660(2)(d) negotiations.

Executive Session ended at 4:59 pm.

III. ADMINISTRATION UPDATES

Ed Dodson, Chair, called the meeting to order at 4:59 pm via Zoom.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Jim Eustrom, Vice President, Academic Affairs/Campus President, Yamhill Valley Campus; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; and Michael Kinkade, Interim Vice President, College Support Services.

Updates were discussed with the board on the Association of Community College Trustees (ACCT) fall conference, Chemeketa Board of Education chair and vice chair for 2021–2022; state legislative matters; Oregon Community College Association (OCCA) policies; Strategic Enrollment Management (SEM); CARES and CRRSAA use; and agenda preview.

A recess was taken at 5:33 pm.

V. REGULAR SESSION

A. CALL TO ORDER

Ed Dodson, Chair, reconvened the board meeting at 5:35 pm via Zoom.

B. ROLL CALL

Members in Attendance: Ed Dodson, Chair; Betsy Earls (joined 5:49 pm); Jackie Franke, Vice Chair; Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson (joined 5:40 pm).

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Jim Eustrom, Vice President, Academic Affairs/Campus President, Yamhill Valley Campus; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; and Michael Kinkade, Interim Vice President, College Support Services.

Board Representatives in Attendance: Antonio Martinez, Associated Students of Chemeketa (ASC); Steve Wolfe, Chemeketa Faculty Association (CFA); Terry Rohse, Chemeketa Classified Association (CCA); and Marshall Roache, Chemeketa Exempt Association (CEA).

C. COMMENTS FROM THE PUBLIC

None.

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D. PUBLIC HEARING ON PROPOSED BUDGET

No comments.

E. SEPARATE ACTION

Approval of Retirement Resolutions No. 20-21-17, Sara “Christine” Nile; No. 20-21-15, Lorri J. Harms; No. 20-21-16, John. T. O’Neil; No. 20-21-18, J. Michael “Mike” Balyo; No. 20-21-20, Dorothy K. Moore; No. 20-21-22, Janice H. “Jan” Cammack; No. 20-21-21, Terry D. Rohse; No. 20-21-19, James L. “Jim” Eustrom [20-21-143]

Board members read each retirement resolution. These eight employees represent a total of 157 years and ten months of service.

Christine Niles, Mike Balyo, Janice Cammack, Terry Rohse, and Jim Eustrom shared a few words. Board members and staff thanked the retirees for their years of service.

Ken Hector moved and Diane Watson seconded a motion to approve the retirement resolutions as noted above.

The motion CARRIED.

F. APPROVAL OF MINUTES

Jackie Franke moved and Neva Hutchinson seconded a motion to approve the Budget Committee and College Board of Education minutes from April 21, 2021 and the Board Workshop minutes from May 5, 2021.

The motion CARRIED.

G. REPORTS

Reports from the Associations

Antonio Martinez, Associated Students of Chemeketa (ASC), said his report stands as written and ASC has started the search for next year’s team.

Steve Wolfe, Chemeketa Faculty Association, said his report stands as written and he attended the Oregon Education Association (OEA) Representative Assembly with Traci Hodgson, Chemeketa history instructor.

Terry Rohse, Chemeketa Classified Association, said his report stands as written. Terry noted that nominations are open for CCA President and mentioned the sudden passing of CCA board member Kim Schneider.

Marshall Roache, Chemeketa Exempt Association, said his report stands as written.

Reports from the College Board of Education

Diane Watson attended the VPAA forums, Woodburn, and St. Paul school board meetings, President’s Evaluation Committee meeting, quarterly meeting with Jessica, the Board Workshop, and a special executive session.

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Neva Hutchinson attended the VPAA forums, the Board Workshop, a quarterly meeting with Jessica, and the Oregon Business Association webinar with Senator Ron Wyden.

Betsy Earls attended the VPAA forums, a quarterly meeting with Jessica, and the special executive session.

Ken Hector said his report stands as written.

Ron Pittman attended the Board Workshop, a quarterly meeting with Jessica, and met with Danielle Hoffman for an update on the Yamhill Valley Campus (YVC).

Jackie Franke attended the Mid-Willamette Valley Council of Governments (MWVCOG) board and Executive Committee meetings, agenda review, a quarterly meeting with Jessica, the VPAA forums, the Board Workshop, a special executive session, and a legislative Zoom meeting with Representative Teresa Alonso Leon.

Ed Dodson attended the VPAA forums, two legislative Zoom meetings with Representative Teresa Alonso Leon, legislative meetings with Representative Mike Nearman's staff and Senator Peter Courtney, the President's evaluation committee meeting, a quarterly meeting with Jessica, the OCCA weekly legislative call, the Board Workshop, agenda review, a SSAC meeting, a planning meeting with Jessica, the Oregon Community College Association (OCCA) legislative committee meeting, a SEDCOR meeting, the OCCA forum and board meeting, a special executive session, and the Board Workshop.

Academic and Student Affairs Reports

Bruce noted that, as of spring term, the college has completed and expended all funds to students through CARES and CRRSAA Act for student dollars that the college received. Students who met the need eligibility requirements received \$950 in extra support through spring quarter to cover extra expenses.

H. INFORMATION

Annual Graduation Exercises

Heather Misener, Graduation Services Coordinator, noted that the graduation ceremony will be virtual this year and invited the board members to the 65th Annual Commencement Ceremony on Friday, June 11th at 6 pm. The ceremony will be live-streamed and links to the recording will be on the commencement page of the public website.

Suspension of Automotive Body Repair Certificate of Completion/Automotive Body Repair Certificate of Completion (agenda items 2 and 3)

Jim Eustrom noted that staff have been working to clean up CTE program certificates and degrees, and the following reports are examples of this.

Nol Cobb, Interim Dean of Applied Technology, stated the certificate was not in compliance with the state expectations. The certificate was suspended, a few adjustments were made, and outside of that there are no substantive changes to the certification. The suspension and request for the new certificate will be submitted for approval at the June board meeting

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Suspension of Automotive Machining Certificate of Completion/Automotive Certificate of Completion (agenda items 4 and 5)

Nol Cobb, Interim Dean of Applied Technology, said the certificate was suspended, a few credits were removed to streamline the program for students, and all of this has been reviewed to meet the state requirements for the Automotive Machining Certificate of Completion. The suspension and request for the new certificate will be submitted for approval at the June board meeting.

Construction Trades and Apprenticeship Readiness

Megan Cogswell, Director for Apprenticeship, stated that this is a new certificate for students interested in construction, trades, and apprenticeship. This certificate ties into the pre-apprenticeship program / summer entry-level worker internship program, and is in alignment with the Job Corps Scholars program. The certificate will be submitted for approval at the June board meeting.

Suspension of Diesel Technology Degree/Diesel Technology Degree (agenda items 7 and 8)

Jordan Bermingham, Interim Dean, Emergency Services and Diesel Technology, stated that the Diesel Technology degree needed some changes. The 12-credit classes have been split into two six-credit classes, welding has been added, with Cooperative Work Experience (CWE) credits. The request to the board is to suspend the current degree and approve the new degree at the June board meeting.

Suspension of Basic Healthcare Certificate

Sandi Kellogg, Dean of Health Sciences, noted that the Basic Healthcare Certificate, was aligned with Health Information Management (HIM). Since that program was suspended, this certificate needs to be suspended as well. In addition, there has not been student demand for this certificate. The board will be asked to approve the suspension at the June board meeting.

Classified; Exempt; and Hourly, Part-Time/Temporary Salary Schedules for 2021–2022

Alice Sprague, Associate Vice President, Human Resources, stated that the report stands as written and thanked staff members, Brian Knowles, Barbara Russell, and Allison Stewart Hull for their work on the salary tables. Alice noted the classified and exempt salary tables have a 2.2% adjustment, and the part-time hourly and temporary schedule reflects the new minimum wage taking effect on July 1. The faculty salary tables are currently in negotiations and bargaining, and those will be coming to the board at a later date.

I. STANDARD REPORTS

Personnel Report

Alice Sprague said the report stands as written. Alice noted that this year has been very difficult due to the pandemic, and she acknowledged the amazing work, perseverance, and wonderful employees at Chemeketa, and the great things they have done for students.

Budget Status Report

Rich McDonald, Interim Chief Financial Officer, and Katie Bunch, Director of Business Services, reviewed the budget status reports. On the Statement of Resources and Expenditures, property

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tax revenues are still coming in and the college will be close to budget or over in that area, and tuition and fees will increase and be closer to budget, due to additional resources moved from self-support. There were no significant changes to the other reports.

Capital Projects Report

Rory Alvarez, Facilities Director, said the report stands as written.

Winter Term Enrollment Report

Heidi Gilliard, Director of Institutional Research, introduced Institutional Research Analysts Beth Holscher and Julian Garcia, and thanked them for the knowledge, skills, and experience they bring to the team and their commitment to students. Hopefully for the last time, the current pandemic enrollment to pre-pandemic term had a large decrease in headcount and enrollment. There was a 26% decrease in students enrolled in winter term which is similar to other community colleges in the area. The largest area of decline was the non-credit student population, and that decreased by 47% from last year. Full time students declined by 15% and part-time students declined by 22%. Early glimpses for spring term enrollment appear to be leveling out.

Chemeketa Community College COVID-19 Health and Safety Operational Plan

John McIlvain, Emergency and Risk Manager, announced that there were no changes to the Chemeketa Community College COVID-19 Health and Safety Plan and that it is available on the public website. On May 4, the Oregon OSHA's COVID-19 Public Health Emergency and All Oregon Workplaces Rule was released. Regalada Lombardi, Environmental Health and Safety Coordinator, reviewed the entire document and Chemeketa was and is in compliance with the new rule.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

Separate Action (Continued)

Approval of Resolution No. 20-21-14, of the Board of Education of Chemeketa Community College, Marion, Linn, Polk, and Yamhill Counties, Oregon, Authorizing Participation in the Oregon Community College Districts Pension Bond Program; Authorizing a Full Faith and Credit Pension Bond and Related Full Faith and Credit Pension Obligations, To Be Issued in One or More Series [20-21-144]

Ken Hector moved and Ron Pittman seconded a motion to approve Resolution No. 20-21-14.

The motion CARRIED.

K. Action

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

1. Approval of Budget Committee Member Selection Process for Vacancies in Zone 1 and Zone 5 for 2021–2024 [20-21-145]
2. Approval of Proposed Schedule of College Board of Education Meetings for 2021–2022 [20-21-146]

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3. Approval of Presidential Evaluation Process [20-21-147]
4. Approval of Suspension of Adult High School Diploma Program [20-21-148]

The motion CARRIED.

L. APPENDICES

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

M. FUTURE AGENDA ITEMS

None were heard.

N. BOARD OPERATIONS

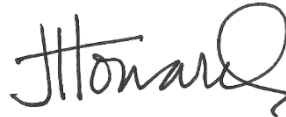
O. ADJOURNMENT

The meeting adjourned at 6:55 pm

Respectfully submitted,



Board Secretary



President/Chief Executive Officer

Board Chair

Date

ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

Prepared by

Antonio Martinez, ASC Executive Coordinator

ASC is currently working on interviewing and selecting new students to join the ASC team for the 2021–2022 academic school year.

ASC members that will be returning to the team next year will be working over the summer with the iSTART (Summer Bridge) team. Responsibilities include sharing personal experiences of college life, recording attendance, and other duties assigned by staff.

CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Steve Wolfe, President—Chemeketa Faculty Association

CFA ELECTIONS

Elections for positions on the CFA Executive Board were held the third week of May. Chris Nord (Vice President for Full-time Faculty) and Donna Bernhisel (Secretary) were each reelected to a two-year term. Steve Wolfe (President), Amanda Knopf (Vice President for Part-time Faculty), and Leslie Maksun (Treasurer) each have one year remaining of their current term in office.

Area representatives each serve a one-year term on the board. Sheldon Schnider (Career/Technical Education) was reelected. Four new representatives were elected:

- Alissa Hattman (Regional Education and Academic Development)
- Stephanie Lenox (Non-instructional)
- Taylor Marrow (General Education and Transfer Studies)
- Rebecca Owen (Part-time Faculty)

The four representatives stepping down from the CFA Executive Board after June 30 are Bryan Rollins, Michele Burke, LeAnna Crawford, and Mariah Tilman. The CFA would like to thank them for their service.

CFA SPRING GENERAL MEMBERSHIP MEETING

The CFA spring general membership meeting was held via Zoom on Wednesday, May 26. Louis De Sitter, OEA Government Relations Consultant, provided a legislative update. The agenda also included announcing the results of the CFA elections, providing a contract bargaining update, and summarizing work done by the CFA this year, as well as sharing some opportunities for faculty members to serve. One area of possible service that was highlighted is the newly-formed CFA Diversity, Equity, and Inclusion (DEI) Committee, which is being chaired by full-time history instructor Taylor Marrow.

CHEMEKETA COMMUNITY COLLEGE CLASSIFIED EMPLOYEES ASSOCIATION (CCA)

Prepared by

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

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

Terry Rohse, President—Chemeketa Community College Classified Employees Association

WELCOME NEW CLASSIFIED EMPLOYEES AND NEW POSITIONS

- On April 20, 2021 Brett Matti began as an exempt employee as the Project and Portfolio Manager for the Initiatives, Processes, and Embedded Resources Team in the Information Technology department. Brett formerly served on the CCA board and on the negotiations team. Congratulations on the promotion, Brett!
- On May 30, 2021 Ashley Lady began as a Custodian I in the Capital Projects and Facilities department.
- On June 6, 2021 Rebecca Gann began as a Financial Services Specialist in the Human Resources department.
- On June 8, 2021 Julie Schonbachler returned to Chemeketa as Technology Analyst II in the Information Technology department. Welcome back, Julie!

RETIREEES

- As of June 30, 2021, Terry Rohse is retiring from Chemeketa after 19 years, and is also leaving the CCA Board after ten plus years of service, most recently as president. The CCA Board and its employees have benefitted from his leadership and commitment to furthering the advancement and support of the CCA association. Terry knows no strangers, just someone that he hasn't met yet! Terry spent many hours advocating on behalf of classified employees through meetings and contract negotiations. The CCA will miss Terry but wish the best for an active and fulfilling retirement!

From Terry's final board report, *"I want to thank everyone for all the support you have shown me and the great work you all do for our Classified Employees. I am sad to be leaving such a great bunch of folks, and I know I am leaving our employees with the right people to make their jobs and lives at Chemeketa better. I cannot be more proud of the work we have done, and the advocacy that this board has provided. Without you Chemeketa would not be nearly as good a place to work. I hope that when everyone gets back to a new normal and the board meetings again are face to face, you will invite me to visit."* And, in Terry's familiar caring style, *"Please take care of yourselves and each other...A little consideration, A little thought for others, Makes all the difference."*

- As of June 30, 2021, CCA Attorney Kevin Keaney will be retiring from his work with the Classified Association after 24 years. Kevin has recently moved to Texas with his family. Kevin shared, "It has been my honor to represent CCA and its members for the past 24 years." Kevin has provided expert guidance and commitment to classified employees in

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June 23, 2021

support through member meetings, training, grievance assistance, and many contract negotiations. The CCA wishes Kevin the best in future endeavors.

NEW AND CONTINUING CCA BOARD OFFICERS

Between May 31, 2021 and June 8, 2021, the CCA held an election for officers whose terms end on June 20, 2021. 167 out of 262 dues-paying-members (52.3%) voted electronically for the following officers, who are elected to two-year terms ending June 30, 2023:

- President: Aaron King
- Internal VP (Grievance Officer): Alison Stewart Hull
- Secretary: Ariel Salgado
- Director of Public Relations: Tim King (incumbent)
- Director of Training: Judy Allen
- Director of Union Stewards: Susana Garcia

Officers continuing on the board through June 30, 2022:

- External VP: Mary Schroeder
- Treasurer: Nancy Espinosa
- Director of Committee Recruitment: Amanda Beckner
- Director of Membership: Pilar Torres-Barrera
- Director of Union Stewards: Tim Richardson

The CCA welcomes the new president and looks forward to getting to know the new team when the board meets at the annual retreat in August.

NEW CLASSIFIED EMPLOYEE LUNCHEON

On May 11, 2021 the CCA hosted a virtual New Classified Employee Luncheon. The NCEL committee (Mary Schroeder, Amanda Beckner, Pilar Torres-Barrera, and Tim King) worked together to create an invitation so the new employee could select a lunch gift card from a choice of five restaurants. President Terry Rohse, vice presidents, most of the CCA officers, as well as CCA legal counsel, John Sutter were in attendance to answer questions regarding CCA.

CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

Lynn Irvin, Vice President—Chemeketa Community College Exempt Association
Marshall Roache, President—Chemeketa Community College Exempt Association

- The exempt association board is working with the foundation to award scholarships for fall term 2021.
- Elections for the exempt association board for the upcoming academic year are in progress.
- Exempt board members-at-large, Karen Alexander, Grisha Alpernas and Angela Archer, have completed their terms as board members. They are applauded and thanked for their contributions!
- Two exempt employees, Jim Eustrom and Johnny Mack, who retired or are retiring during the 2020–2021 academic year, are recognized and thanked for their long time, exemplary service to the college.

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ANNUAL EVALUATION OF THE PRESIDENT

Prepared by

Ed Dodson, Board Chair

The annual presidential evaluation was conducted in executive session on June 23, 2021. A summary will be shared during the regular meeting tonight.

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OREGON COMMUNITY COLLEGE ASSOCIATION (OCCA) UPDATE

Prepared by

Cam Preus, Executive Director—Oregon Community College Association
Jessica Howard, President/Chief Executive Officer

Cam Preus, Executive Director for the Oregon Community College Association, will be making a presentation to the board about the state of the state of community colleges.

REGIONAL HIGH SCHOOL MATHEMATICS CONTEST

Prepared by

Wayne Barber, Instructor—Mathematics
Timor Saffary, Dean—Science, Math, Engineering and Computer Science
Don Brase, Executive Dean—General Education and Transfer Studies
Jim Eustrom, Vice President—Academic Affairs/Campus President, Yamhill Valley

Due to COVID restrictions the college was unable to hold the annual regional math contest in the normal format in 2020 and 2021. As an alternative, the Math Program created a virtual math contest themed as an escape room, titled “Escape from Arkham.” A narrative was written by high school partnerships faculty member Matthew Keeling, problems were written and provided by math faculty members Nolan Mitchell, Wayne Barber and high school partnerships faculty member Matthew Keeling. The contest was created in MyOpenMath and coding created by math faculty members Keith Schloeman, Richard Reiman and Nolan Mitchell. Other committee members that worked on this project were math faculty member Sheeny Behnard and Math Learning Center assistant, Svetlana Kravets.

The contest was available to every high school student in the Chemeketa region between May 13 and May 16, 2021. A flyer was distributed via e-mail to at least one math teacher in each of the high schools in Chemeketa’s district including home schoolers. No entry fee was required to participate. A sample of the flyer has been provided.

The Dean of the Math, Engineering and Computer Science department, Timor Saffary, funded three coupons from the local escape room, Escape Tech, as prizes.

Students were given 90 minutes to “escape” from Arkham to qualify for a prize. Students had the option to work longer on the escape room, however they would no longer be eligible for a prize. Twenty-six students from Perrydale, Dallas, North Salem, South Salem, Sprague and West Salem high schools participated in the contest. Thirteen students were able to solve all problems within the time limit, qualifying them for the prizes. Three of the qualifiers were randomly selected to receive one of three prizes. The winners were from North Salem, South Salem and West Salem.

A copy of the contest is available to Chemeketa employees that wish to peruse or participate. There are no prizes associated with the copy of the contest, but anyone is welcome to view the contest content. Click on the website link provided below. After participant information is entered, click on the Access Diagnostic button to start the escape room:

<https://www.myopenmath.com/diag/index.php?id=50>

COLLEGE POLICY #5010—STUDENT RIGHTS AND RESPONSIBILITIES

Prepared by

Melissa Frey, Co-Chair—Student Success and Completion Advisory Council
Bruce Clemetsen, Vice President—Student Affairs

STUDENT RIGHTS AND RESPONSIBILITIES—POLICY #5010

This policy was reviewed and approved by the Student Success and Completion Advisory Council on May 28, 2021.

In the review of this policy, it was compared to language from OCCA Board Policy #5500—Standards and Student Conduct. Language from the OCCA policy and current Chemeketa policy #5010 informed revision of the Chemeketa policy to ensure it meets the needs of the college and Chemeketa students.

For the above noted policy, the new language is underlined and the former language has been stricken with lines through the text.

The College Board of Education will be asked to approve policy 5010 at the July board meeting.

Student Services Series—5000

STUDENT RIGHTS AND RESPONSIBILITIES

~~Chemeketa Community College shall maintain a student rights and responsibilities document which is readily accessible to students. This document addresses student rights of access to education and facilities; provisions of confidentiality, association, and expression; code of conduct; procedure for academic honesty; and student responsibilities.~~

Chemeketa Community College shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state laws and regulations.

The document shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

In addition to the Code of Conduct, this document also addresses student rights of access to education and facilities; provisions of confidentiality, association, and expression; appeals processes; and student responsibilities.

The document shall be made widely available to students through the college catalog, on the public website, and other means.

September 18, 1991

Adopted College Board of Education

March 21, 2007; July 20, 2016

Revised College Board of Education

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AFFIRMATIVE ACTION ANNUAL REPORT

Prepared by

Vivi Caleffi Prichard, Chief Diversity Officer
Heather McDaniel, Director—Human Resources
Alice Sprague, Associate Vice President—Human Resources
David Hallett, Vice President—Governance and Administration

The 2020 annual Affirmative Action Report is presented to the members of the College Board of Education for review.

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June 23, 2021

CHEMEKETA COMMUNITY COLLEGE
ANNUAL UPDATE
EQUAL OPPORTUNITY AFFIRMATIVE ACTION
WORKFORCE STATISTICS
2020

PREPARED BY

DEPARTMENT OF HUMAN RESOURCES
Alice Sprague, Associate Vice President

NARRATIVE SUMMARY

It is the policy of Chemeketa Community College to provide equal opportunity and affirmative action in employment, educational programs and other activities sponsored by the college. The college strives to achieve a workforce that represents our student body and the labor market pool and to take steps to ensure there is no discrimination on the grounds of race, sex/gender, marital status, protected veteran status, gender identity/expression, color, religion, sexual orientation, national origin, citizenship status, age, disability, pregnancy and related conditions, family relationship, tobacco usage during non-working hours, whistle blowing, victim of domestic violence, and genetic information in any educational programs, activities, or employment.

The college follows an Equal Opportunity and Affirmative Action Plan which is based upon a variety of separate state and federal laws and regulations that address nondiscrimination. These laws apply to recruitment and retention, hiring and promotion, termination, compensation, benefits, transfers, college-sponsored training, education, curriculum and instruction, tuition assistance, and extra-curricular programming. Equal opportunity and affirmative action are intended to assure that equal opportunity is extended to all applicants, employees and students.

Equal employment opportunity requires that all applicants for all positions be treated equally. Applicants for employment are evaluated with equitable and relevant criteria and only those who are qualified will be selected to move forward. Recruitment efforts such as blind screening and scoring rubrics are in place to assure that qualified individuals from protected classes are evaluated equitably among all applicants who apply for employment with the college.

The annual Equal Opportunity and Affirmative Action Workforce Statistics Report analyzes the college's workforce based on federal equal opportunity job categories which have been organized into three categories: exempt, faculty, and classified. The current full-time college workforce is compared with the potential geographic availability of females and minorities. The labor market availability statistic serves as a measure of how our internal demographics compare to the demographics of our recruitment area. This statistical comparison can be used to influence where and how the college directs its recruitment and hiring efforts, staff development and training activities, and strategies for managing diversity. It is intended to assist the college in recognizing the areas where women and minorities are underrepresented and in developing equal employment opportunity and affirmative action activities.

Through targeted recruitment efforts, the college seeks to attract talented and qualified candidates for college positions that mirror the demographics of our service area and student populations. Progress in recruiting for racially diverse faculty still remains a difficult challenge faced by the college. We continue to strategically analyze how we can better assist departments in their efforts to hire qualified individuals who are representative of the diverse labor pool and our student population.

There is a continued partnership of the Chief Diversity Officer and Human Resources to share data, develop processes, and continuously review and implement best practices. Together, we provide Inclusive Hiring Practices Training, interactive workshops to committees, and seek new ways to support the college's ongoing effort and continuing commitment to diversifying our workforce. This reinforces the importance of diverse search committees and assists hiring managers and committee members to develop interview questions and processes that ensure that diversity and equitable hiring practices are valued and utilized. The work of the Diversity

Advisory Council (DAC) helps to complement these efforts and provides insight into this important work.

In summary, the college continues to pursue inclusion and recruitment of qualified applicants who are members of protected classes and to increase diversity of our workforce by obtaining a workforce analysis, comparing it with labor market availability data, determining the utilization of women and ethnic minorities, and reviewing our strategies to meet our commitment to our diversity goals. Personnel practices and recruitment procedures are designed to help support achievement of a workforce that reflects the composition of our relevant community labor pool and are continuously reviewed and revised to adjust our efforts.

The analysis of information contained in the following tables represents the workforce data from January 1, 2020 through December 31, 2020. Chemeketa Human Resources, in partnership with our Chief Diversity Officer is committed to continuing efforts to strategically explore ways to increase workforce diversity at the college.

Chemeketa Workforce & Recruitment Analysis Tables

Table I: Affirmative Action job categories

Table II: Chemeketa Workforce Statistics

This table shows the total number of employees by job category and the number and percentage of minority and female employees within each job category.

Table III: Chemeketa Workforce Statistics (Veterans)

This table shows the total number of employees by job category and the number and percentage of self-disclosed veterans within each job category.

Table IV: Chemeketa Salaried Workforce Utilization Analysis

This table compares the percentage of the college workforce in each salaried job category to the assumed availability of minority and females in each salaried job category.

Table V: Chemeketa Workforce Comparison Statistics

This table shows the number and percentage of employees by job category compared to 2018 statistics.

Table VI: Chemeketa Workforce Comparison Statistics

This table shows the number of minority and female employees represented in Chemeketa's workforce in 2020.

Table VII: Recruitment & Applicant Flow

This table shows the number of positions opened, total number of applicants who applied, percentage of minority applicants and female applicants, and compares the statistics to the assumed availability for each employee category.

Table VIII: Bilingual Required Recruitments

This table shows the number of recruitments by classification compared with the number of recruitments that required applicants to be bilingual as a minimum qualification.

Table IX: Recruitment & Selection Patterns 2010-2020

This table shows a ten-year history of the number of positions recruited and minority applicant statistics including: number of applicants, number of qualified applicants, number of applicants interviewed and number of applicants hired.

Table I

Affirmative Action Job Category Examples

1. Exempt
President, Vice Presidents, Deans, Directors, Managers, Coordinators, Administrative Assistants, Executive Secretaries, Project Coordinators/Specialists/Technical Systems Analysts
2. Professional Faculty
Instructors, Counselors, Librarians, CWE Coordinators, Media Production Specialists, Occupational Skills Training Coordinators.
3. Classified
Facilities Support, Financial Services, Instructional Support, Office Administration, Student Services, Technology Related, Public Safety
4. Adjunct Faculty
Hourly Faculty, Coaches, Counselors, Curriculum Development, Customized Training, Reference Librarians
5. Hourly/Casual Employees
Instructional Assistants, Instructional Specialists, Technicians, Interpreters, Lab Assistants, Media Support, Literacy Specialists, Maintenance/Grounds, Office Support, Student Services

Chemeketa Workforce Statistics

Table II

Chemeketa Workforce Statistics January 1, 2020 through December 31, 2020						
Job Category ¹	Employees		Minorities		Females	
	Total	Total	% of Total	Total	% of Total	
Faculty	226	36	15.9%	122	54.0%	
Exempt	111	24	21.6%	60	54.1%	
Classified	357	114	31.9%	211	59.1%	
Part-time Faculty/Adjunct	447	101	22.6%	217	48.5%	
Part-Time Hourly	188	74	39.4%	112	59.6%	
Total: All Staff	1329	349	26.3%	722	54.3%	

Note: This table reflects all full-time and part-time employees except student employees. Employees who self-identified in more than one race category were not duplicated in this table.

¹Refer to Table I for job categories

Table III

Chemeketa Workforce Statistics January 1, 2020 through December 31, 2020				
Job Category	Employees		Self-Disclosed Veterans	
	Total	Total	% of Total	
Faculty	226	3	1.3%	
Exempt	111	5	4.5%	
Classified	357	11	3.1%	
Part-time Faculty/Adjunct	447	7	1.6%	
Part-Time Hourly	188	5	2.7%	
Total: All Staff	1329	31	2.3%	

Table IV

Chemeketa Salaried Workforce Utilization Analysis January 1, 2020 through December 31, 2020						
Job Category*	Chemeketa Workforce		Workforce Availability ¹		Underutilization ²	
	Minorities %	Female %	Minorities %	Female %	Minorities %	Female %
Faculty	15.9%	54.0%	24.6%	48.0%	8.7%	N/A
Exempt	21.6%	54.1%	24.6%	63.8%	3%	9.7%
Classified	31.9%	59.1%	16.8%	67.4%	N/A	8.3%

¹Workforce (external) availability is defined as the percent of women and minorities assumed to be in the pool of qualified persons in the appropriate job categories. The availability data is based on the 2010 U.S. Census. Census numbers are currently being updated, however, workforce availability data for the 2020 Census was not available at the time of this report.

²Underutilization: Percent (%) of Chemeketa Community College workforce minus percent (%) of available workforce as determined by census

Table V

Chemeketa Salaried Workforce Comparison Statistics January 1, 2020 through December 31, 2020										
Job Category *	Employee Total		Minority Comparison				Female Comparison			
	2019	2020	2019	%	2020	%	2019	%	2020	%
Faculty	232	226	36	15.5%	36	15.9%	124	53.4%	122	54.0%
Exempt	118	111	31	26.3%	24	21.6%	66	55.9%	60	54.1%
Classified	375	357	113	30.1%	114	31.9%	225	60.0%	211	59.1%
Total	725	694	180	24.8%	174	25.1%	415	57.2%	393	56.6%

Table VI

Chemeketa Workforce Statistics										
Minority and Female Demographics¹										
January 1, 2020 through December 31, 2020										
Employee Group	Total	Not Provided/No Response	White (Non-Hispanic)	Black or African American	Hispanic or Latino	American Indian/Alaskan Native	Asian	Native Hawaiian Pacific Islander	Total	Minorities Percentage
Faculty	242	29	177	4	17	4	9	2	36	14.6%
Exempt	124	15	85	2	12	4	4	2	24	22.6%
Classified	404	37	253	4	87	14	8	1	114	26.3%
Part-Time Faculty	501	39	361	13	36	22	20	10	101	19.8%
Part-Time Hourly	223	27	122	4	48	9	5	8	74	33.1%
Totals	1494	147	998	27	200	53	46	23	349	23.3%
Percentage	100%	9.8%	66.8%	1.8%	13.4%	3.5%	3.1%	1.5%		
Female										
Faculty	129	14	97	2	7	2	6	1	18	14.0%
Exempt	67	6	49	0	7	3	1	1	12	17.9%
Classified	242	20	153	3	53	6	6	1	69	28.5%
Part-Time Faculty	245	22	173	3	19	12	12	4	50	20.4%
Part-Time Hourly	132	16	73	3	26	5	4	5	43	32.6%
Totals	815	78	545	11	112	28	29	12	192	23.6%
Percentage	100%	9.60%	66.90%	1%	13.70%	3.4%	3.6%	1.5%		

¹ Does not include student employees. Employees who self-identified in more than one race category were duplicated.

Recruitment and Applicant Statistics

Table VII

Recruitment & Applicant Flow January 1, 2020 through December 31, 2020						
Job Category	Positions Open	Total Applicants	% Minority Applicants	% Female Applicants	Available % Minority	Available % Female
Faculty	4	30	10%	46.67%	24.6%	48.0%
Exempt	17	458	20.52%	54.15%	24.6%	63.8%
Classified	32	763	31.20%	30.41%	16.8%	67.4%
Total	53	1,251	26.78%	39.49%	22.0%	59.7%

Table VIII

Bilingual Required Recruitments January 1, 2020 through December 31, 2020		
Job Category	Positions Open	Bilingual Required
Faculty	4	0
Exempt	17	0
Classified	32	6
Total	53	6

Table IX

Recruitment & Selection Patterns 2010 - 2020								
Year	Positions Open	Unit	# of Applicants	# of Minority Applicants	# of Qualified Minority Applicants	Total # of Applicants Interviewed	# Minorities Interviewed	# Minorities Hired
2020	4	Faculty	30	3	2	12	0	0
	7	Exempt	458	94	39	116	16	2
	32	Classified	763	238	138	145	43	9
2019	15	Faculty	127	26	18	47	4	2
	17	Exempt	504	107	41	115	20	2
	52	Classified	1573	497	171	119	53	9
2018	9	Faculty	105	15	8	42	6	2
	5	Exempt	201	60	23	34	7	0
	38	Classified	1045	286	156	198	65	9
2017	13	Faculty	377	69	44	72	7	3
	8	Exempt	282	64	46	50	9	0
	43	Classified	2,324	541	436	301	82	15
2016	21	Faculty	966	172	138	118	14	1
	11	Exempt	480	89	76	68	23	3
	43	Classified	1944	471	382	313	86	12
2015	19	Faculty	805	127	104	132	39	3
	13	Exempt	457	83	63	83	15	2
	54	Classified	2355	510	394	349	78	9
2014	31	Faculty	1084	215	126	202	22	3
	24	Exempt	793	142	55	93	14	4
	55	Classified	2096	458	205	208	59	11
2013	13	Faculty	463	141	14	74	4	1
	8	Exempt	182	37	15	41	4	0
	60	Classified	2285	659	154	239	56	11
2012	9	Faculty	192	30	9	45	3	2
	11	Exempt	335	62	19	46	11	1
	46	Classified	1492	317	126	211	58	8
2011	20	Faculty	539	77	50	88	11	4
	2	Exempt	24	8	2	5	2	1
	69	Classified	1628	341	174	307	89	19
2010	5	Faculty	171	23	12	20	2	0
	6	Exempt	112	16	5	24	3	0
	49	Classified	1748	331	144	200	41	9

PERSONNEL REPORT

Prepared by

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

NEW HIRES

Rebecca J. “Becki” Gann, Financial Services Specialist—Human Resources, Governance and Administration Division, 100 percent, 12-month assignment, Range B-3, Step 6.

Joshua D. Darland, Instructor-Fire Protection Technology—Emergency Services, Career and Technical Education Division, 100 percent, 12-month annualized assignment, Range F-2, Step 7.

John D. Hunter, Executive Director-Chemeketa Cooperative Regional Library Services—Student Development and Learning Resources Division, 100 percent, 12-month assignment, Range D-2, Step 6.

Ashely L. “Ash” Lady, Custodian I—Capital Projects and Facilities, College Support Services Division, 100 percent, 12-month assignment, Range A-2, Step 3.

Blanca E. Lule Carreno, Manager-Technical Support—Information Technology, College Support Services Division, 100 percent, 12-month assignment, Range C-4, Step 5.

Angel R. Manzo, Department Specialist—Human Resources, Governance and Administration Division, 100 percent, 12-month assignment, Range B-3, Step 4.

Troy R. Morris, Department Technician II—Human Resources, Governance and Administration Division, 100 percent, 12-month assignment, Range B-2, Step 3.

Michael C. Vargo, Vice President of Academic Affairs—President’s Office Division, 100 percent, 12-month assignment.

POSITION CHANGES

Brett R. Matti, Manager-IT Service Delivery—Information Technology, College Support Services Division, 100 percent, Range C-4, Step 6, from Systems Analyst—Information Technology, College Support Services Division.

Marshall M. Roache, Executive Dean-Career and Technical Education—Academic Affairs Division, 100 percent, from Dean—Emergency Services, Career and Technical Education Division.

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RETIREMENTS

Zelda J. Emmert, Department Specialist—Dallas Campus, Regional Education and Academic Development Division, effective July 10, 2021.

Clifford W. “Cliff” Munson, Instructor-Fire Protection Services—Emergency Services, Career and Technical Education Division, effective June 18, 2021.

SEPARATIONS

Daniel A. Adams, State Coordinator-Career Pathways—Academic Development, Regional Education and Academic Development Division, effective June 30, 2021.

David G. Bonham, Technology Analyst I—Chemeketa Cooperative Regional Library Services, Student Development and Learning Resources Division, effective June 4, 2021.

Kevin W. Brewer, Instructor-Center for Individual Learning—Yamhill Valley campus, Regional Education and Academic Development Division, effective June 30, 2021.

Rebecca E. Dougherty, Instructor-Hemodialysis Technician—Yamhill Valley campus, Regional Education and Academic Development Division, effective June 20, 2021.

Lori A. Gillespie, Student Services Specialist—Counseling and Career Services, Student Affairs Division, effective June 03, 2021.

Ellen A. M. Massey, Student Services Specialist—College Access Programs, Student Development and Learning Resources Division, effective June 11, 2021.

Michie Sharpe, Instructor-Japanese—Education, Languages and Social Sciences, General Education and Transfer Studies Division, effective June 30, 2021.

BUDGET STATUS REPORT

Prepared by

Katie Bunch, Director—Business Services
Rich McDonald, Interim Chief Financial Officer
Jessica Howard, President/Chief Executive Officer

The financial reports of the general fund and investments for the period from July 1, 2020, through May 31, 2021, are attached.

The following items are included in the report:

- General Fund Statement of Resources and Expenditures
- General Fund Budget Status Report
- Status of Investments as of May 31, 202

**Chemeketa Community College
Statement of Resources and Expenditures
As of May 31, 2021**

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET	VARIANCE TO BUDGET
Fund 100000 - General Fund Unrestricted				
Resources:				
Property Taxes	24,050,000	23,698,102	98.54%	(351,898)
Tuition and Fees	24,010,000	19,392,628	80.77%	(4,617,372)
State Appropriations - Current	26,033,806	26,151,353	100.45%	117,547
State Appropriations - Carryover from FY20	8,816,194	8,816,194	100.00%	-
Indirect Recovery	1,890,000	1,258,664	66.60%	(631,336)
Interest	1,200,000	711,005	59.25%	(488,995)
Miscellaneous Revenue	460,000	269,036	58.49%	(190,964)
Transfers In	100,000	-	0.00%	(100,000)
Fund Balance	10,000,000	11,918,463	119.18%	1,918,463
Total Resources	96,560,000	92,215,445	95.50%	(4,344,555)
Expenditures:				
Instruction	36,707,044	29,892,162	81.43%	6,814,882
Instructional Support	13,156,216	9,063,811	68.89%	4,092,405
Student Services	8,547,451	6,981,101	81.67%	1,566,350
College Support Services	18,735,454	14,092,711	75.22%	4,642,743
Plant Operation and Maintenance	7,313,835	5,271,704	72.08%	2,042,131
Transfers and Contingency	10,600,000	4,420,460	41.70%	6,179,540
Total Expenditures	95,060,000	69,721,949	73.35%	25,338,051
Unappropriated Ending Fund Balance	1,500,000			

Chemeketa Community College
Budget Status Report
As of May 31, 2021

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	9,396,293.00	7,749,598.93	733,255.60	913,438.47
6120	Classified Salaries	13,359,178.00	10,768,247.49	985,307.54	1,605,622.97
6124	Part-Time Hourly & Student Wages	1,393,385.00	462,941.29	-	930,443.71
6130	Faculty Salaries	17,518,704.00	15,656,103.24	265,074.00	1,597,526.76
6132	Part-Time Faculty	6,973,969.00	4,143,638.05	371,641.82	2,458,689.13
6510	Fixed Fringe Benefits	10,125,104.00	8,211,901.03	-	1,913,202.97
6511	Variable Fringe Benefits	15,656,489.00	12,093,656.34	-	3,562,832.66
6512	Other Fringe Benefits	380,000.00	210,273.00	-	169,727.00
	Subtotal Personnel Services	74,803,122.00	59,296,359.37	2,355,278.96	13,151,483.67
					79.27%
Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,742,588.00	499,353.95	38,995.36	1,204,238.69
720	Equipment \$500-\$4,999	284,263.00	80,460.23	4,450.80	199,351.97
7300	Legal Services	106,176.00	32,984.34	15,300.00	57,891.66
7310	Insurance	639,162.00	632,109.50	-	7,052.50
7320	Maintenance	411,134.00	227,550.80	38,260.16	145,323.04
7330	Communications	950,439.00	525,229.98	150.00	425,059.02
7340	Space Costs	1,887,134.00	1,099,240.76	29,276.13	758,617.11
7350	Staff Development	126,991.00	40,218.33	-	86,772.67
7360	Travel	388,140.00	12,116.46	-	376,023.54
7370	Other Services	2,888,981.00	2,755,318.97	125,497.56	8,164.47
7550	Capital Outlay	231,870.00	100,546.24	8,952.68	122,371.08
8150	Transfers Out	5,600,000.00	4,420,460.19	-	1,179,539.81
8500	Contingency	5,000,000.00	-	-	5,000,000.00
	Subtotal Non-Personnel Services	20,256,878.00	10,425,589.75	260,882.69	9,570,405.56
					51.47%
	Report Totals	95,060,000.00	69,721,949.12	2,616,161.65	22,721,889.23
					73.35%

STATUS OF INVESTMENTS AS OF MAY 31, 2021

<u>Oregon State Treasurer Investments</u>	<u>Investment Ending Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Rate as of 5-31-2021</u>
Oregon Short-Term Fund - General	5-31-2021	On demand	\$31,649,804.40	0.60%
Oregon Short-Term Fund - Capital	5-31-2021	On demand	\$8,820,073.58	0.60%
<u>Other Investments</u>	<u>Investment Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Yield</u>
Commercial Paper – MUFG Banking	01-11-2021	06-07-2021	\$ 999,387.50	0.152%
Corporate Note-Toronto Dominion Bank	11-30-2020	06-11-2021	\$2,063,273.89	0.160%
Corporate Note – Walmart Inc.	12-20-2019	06-23-2021	\$2,074,589.17	1.647%
Treasury Bill – United States Treasury	01-26-2021	06-24-2021	\$1,999,710.28	0.035%
Corporate Note – Toyota Motor Credit Corp.	12-20-2019	07-20-2021	\$2,071,165.00	1.735%
Corporate Note – Microsoft Corp.	01-21-2020	08-08-2021	\$2,015,356.11	1.507%
Corporate Note – Shell International	01-21-2020	09-12-2021	\$2,016,661.67	1.622%
Treasury Note – United States Treasury	01-17-2020	10-31-2021	\$2,007,448.57	1.471%
Treasury Note – United States Treasury	01-17-2020	11-15-2021	\$2,060,271.92	1.473%

13 week Treasuries 0.01% as of 5/28/2021

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

CAPITAL PROJECTS REPORT

Prepared by

Rory Alvarez, Director—Facilities and Operations
Michael Kinkade, Interim Vice President—CSSD

PLANNING AND PRE-PLANNING CAPITAL PROJECTS

- **Building 9 Chillers**
The college is continuing work with Energy Trust of Oregon and RACI, an engineering consultant, on design documents so new chillers can be installed. Chillers have been ordered and delivery dates are unknown due to industry-wide delays.

CURRENT AND COMPLETED CAPITAL PROJECTS

- **Agricultural Complex**
Exterior Projects: The contractor is completing work on added PGE Grant solar work. The greenhouse is set to arrive this month and installation will begin. The hoop houses are onsite and facilities is coordinating installation with the greenhouse.
- **Building 49**
Demolition began on May 24 and is expected to be completed on June 11. Construction and renovation of building infrastructure will begin June 7 and the project is currently expected to meet the August 15 deadline, unless unforeseen issues arise.

See Appendix–2; Campus Map pages 78–79.

CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE REPORT

Prepared by

John Hunter, Executive Director—Chemeketa Cooperative Regional Library Service
Manuel Guerra, Executive Dean—Student Development and Learning Resources
Bruce Clemetsen, Vice President—Student Affairs

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

CCRLS ADVISORY COUNCIL

Council met on Thursday, March 11 via Zoom. Kathleen Schulte agreed to extend her service as Polk County Lay Member for another three-year term, which will expire on June 30, 2024.

PYM

PYM Library Directors met for regularly scheduled meetings in March, April, May, and most recently June 4, via Zoom. Topics discussed included:

- Possible expansion of basic services to constituents experiencing homelessness.
- Development of a comprehensive patron privacy policy in anticipation of the implementation of a CCRLS-wide direct marketing campaign.
- Logistics and service challenges, especially the difficulty in returning materials, due to the prolonged closure of Salem Public Library, CCRLS' largest member.
- Strategies to maximize the circulation of grant-funded mobile hotspots.
- Utilization of BLUE Cloud Analytics as the primary tool for statistical reporting, which will require extensive training for CCRLS staff and member library users.

The next PYM meeting is scheduled for September 3, 2021.

CCRLS ADMINISTRATION AND AUTOMATION

All CCRLS office staff continue to work remotely per the College closure. Staff will transition back to campus on a regularly scheduled part-time basis as of Monday, June 14.

CCRLS Executive Director position: John Hunter began work as the new CCRLS executive director on Friday, May 28. Previously, Hunter was the manager of the Woodburn Public Library—a CCRLS member—for 11 years.

Network/System Administrator position: This position became vacant as of Friday, June 4 due to the resignation of David Bonham. This is a critical position, and it has been given priority for recruitment. Hunter is working with College IT to establish a backup service plan should it be needed. College IT will offer further support through an independent analysis of CCRLS' network architecture to ensure it is configured optimally.

Standard Report-4
June 23, 2021

Inter-Library Loan (ILL) Service: The return to work on campus will allow for the resumption of ILL service to member libraries. CCRLS facilitates the borrowing and lending of materials by member libraries from/to institutions outside of the cooperative. As this work necessarily entails the receiving, distribution, and return shipping of books (in most cases), this service had been suspended since the beginning of the pandemic. In the last quarter before the pandemic, 1,825 items were borrowed, and 3,287 items were loaned via ILL.

Courier Operations: As of Monday, June 7, 2021, courier operations expanded to all member libraries as much as four deliveries per week. Further expansion to five-day delivery will await a significant increase in volume.

Grand Ronde Tribal Library Integration: Formal on-boarding of Grand Ronde Tribal Library will resume. Necessary work includes migration of data from GRD's existing system, network integration, hardware configuration and deployment, representation in the web catalog, and configuration of access to licensed resources. Integration should be substantially complete by Spring 2022 and fully complete by Summer 2022.

Standard Report-4
June 23, 2021

STATISTICS

WINTER 2021 QUARTER 3 (JANUARY, FEBRUARY, MARCH)					
College stats not included since 12/2014	Winter 2021 Quarterly	Winter 2020 Quarterly	Quarterly % change	FY 2020-21 totals	
Counts					
Patron	255,300	253,482	0.72%	-	
Non-resident	42,444	42,908	-1.08%	-	
CARE cards	18,556	19,187	-3.29%	-	
Total Items	1,069,185	1,073,395	-0.39%	-	
Circulation Statistics					
Checkouts	100%	261,090	654,176	-60.09%	874,290
Self-Check	11%	27,558	174,666	-84.22%	120,542
Non-resident cards	15%	39,792	93,920	-57.63%	121,668
CARE card	7%	17,326	42,326	-59.07%	56,042
Small library collection		417	1059	-60.62%	1,612
Active patrons		23,477	42,424	-44.66%	-
Holds Filled		84,125	94,360	-10.85%	238,882
Interlibrary Loan					
Borrowed from outside		0	558	-100.00%	0
Loaned outside		0	1,059	-100.00%	0
Borrowed/Loaned within CCRLS		50,138	72,289	-30.64%	137,894
Online					
Telephone renewal logins			818	-100.00%	0
Mobile app catalog visits		49,267	58,734	-16.12%	145,495
Internet initiated catalog visits		2,600	1,822	42.70%	7,590
CCRLS Catalog visits/sessions		118,746	143,764	-17.40%	379,202
CCRLS Catalog users		38,554	48,368	-20.29%	-
CCRLS Catalog searches		186,229	256,651	-27.44%	583,557
CCRLS Database use		24,673	11,240	119.51%	64,182
CCRLS provided eVideo use		6,171	9,199	-32.92%	17,613
CCRLS provided eBook use		122,049	108,509	12.48%	361,679
Administrative					
Telephone notices delivered			9,264	-100.00%	0
Text notices		12,012	23,776	-49.48%	31,623
Printed notices		0	1,009	-100.00%	0
CCRLS Help desk resolution		164	351	-53.28%	680
CCRLS Courier Deliveries		125,889	210,230	-40.12%	345,176

**CHEMEKETA COMMUNITY COLLEGE COVID-19
HEALTH AND SAFETY OPERATONAL PLAN**

Prepared by

John McIlvain, Manager—Emergency and Risk Management
Michael Kinkade, Interim Vice President—CSSD

As required by Governor Kate Brown's Executive Order 20-28, each public university and community college must develop a written campus health and safety plan describing how the institution will comply with the requirements. The College Board of Education must regularly review the plan that was approved at the July 22, 2020 board meeting. It was subsequently submitted to the local health authority and the Higher Education Coordinating Commission. Updates and amendments, if any, will be presented to the board at the June board meeting.

RECOGNITION REPORT

Prepared by

Jessica Howard, President/Chief Executive Officer

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

MELISSA FREY is the 2021 recipient of the Oregon Association of Collegiate Registrars and Admission Officers (OrACRAO) Herb Chereck Award for Excellence. As stated on the OrACRAO website: "Recipients of this award must be OrACRAO members who have been in the profession for more than 5 years and have made a significant service contribution to our profession." Melissa has earned this through her solid performance at Chemeketa, service to OrACRAO, professional organizational leadership roles, professional presentations at conferences, and involvement in state, regional, and national committees in the profession. Melissa is about to begin her term as the president of her regional professional association - PACRAO. *(Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

LYNN IRVIN was selected as Woman of the Year for her work as Region 8 Director for the American Association for Women in Community Colleges (AAWCC). Region 8 includes Oregon, Washington, California, Arizona, Hawaii, Alaska and Nevada. The awards ceremony was hosted by the San Diego AAWCC chapter and presented via zoom on May 12. *(Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

The college surveyed students in March to find out more about their experiences with technology. The survey was distributed in both English and Spanish. Among the key findings, we discovered that 48% of respondents (n=1302) were not aware that students have free access to software like Office 365 and Read&Write. To help raise awareness, the Student Computer Center (Library) and PAUL ADARR (IT) teamed up to add information about how to download and set up Office 365 to highly visible pages in My Chemeketa. Students can contact the Student Computer Center for help getting started. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Placement assessment has gone through a major redesign at Chemeketa. Beginning in 2014 the college strategically began using a multiple measures methodology. This approach uses variables such as cumulative high school GPA and grades in English and Math for students who had graduated within the last seven years. When our remote work started last year, a temporary redesign to use all multiple measures and a Chemeketa math placement created by our math faculty was quickly put into place. This method has now been expanded to high school students so Chemeketa is not relying on standardized testing to assess a student's level in reading, writing, and math. The virtual elimination of a standardized test reduces the use of high stakes testing and moves placement to be based on local norms and based on the expertise of Chemeketa faculty. This great work was accomplished by faculty and staff working together to improve our student's experience. Thanks go to DON BRASE, DANIEL COUCH, DENISE

Standard Report-6
June 23, 2021

GALEY, MANUEL GUERRA, SARA HASTINGS, CHRIS KATO, NIKKI MUNDT, HOLLY NELSON, CHRIS NORD, JULIE PETERS, ANN REICHENBACH, KEITH RUSSELL, TIMOR SAFFARY, KEITH SCHLOEMAN, LAURA SCOTT, JEREMY TRABUE, GARY WEST, and MERCEDES WINGO for their work on the initiative. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Thanks to the Accreditation writing and publication team HEIDI GILLIARD, TERRI JACOBSON, LORI JONES, FAUZI NAAS, JULIE PETERS, MARY ELLEN SCOFIELD, and contributors KAREN ALEXANDER, GRISHA ALPERNAS, RORY ALVAREZ, NATALIE BEACH, KATIE BUNCH, MELISSA FREY, DENISE GALEY, REBECCA HILLYER, HEATHER MCDANIEL, RICH MCDONALD, TIM PIERCE, MARY SCAMAHORN, KELLIE SCHELLENBERG, and RYAN WEST for their participation in developing Chemeketa's Year 6 Policies, Regulations, and Financial Review Accreditation Report which was submitted in March. The report has been singled out as exemplary by the Northwest Commission of Colleges and Universities (NWCCU). It will be used as a model by NWCCU in future training events and shared with other institutions going through the accreditation process. The team devoted countless hours to developing this report, and is proud that it was so well received. *(Core Theme: Access: A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

GRISHA ALPERNAS earned the Diversity, Equity, and Inclusion in the Workplace Certificate, from the University of South Florida Muma College of Business. Earners of the certificate have learned the essential practices and tools designed to increase employee diversity and to create a business model that embraces equity and inclusion. The seven-week program, created in partnership with the Tampa Bay Lightning and Jabil, focuses on ways for organizations to create diverse workplaces, address equity issues, and foster inclusivity. *(Values: Diversity, Equity)*

Thanks to MARIE HULETT, TERRI JACOBSON, ROBERT LAHUE, STEVE VINCENT, and ESTHELA ZENDEJAS for their amazing work in creating the virtual commencement ceremony, MANUEL GUERRA for helping get the correct flagpoles and pedestals, and HEATHER MISENER and STACEY WELLS for their various contributions in making this event happen. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Separate Action-1
June 23, 2021

**APPROVAL OF RETIREMENT RESOLUTION
NO. 20-21-23, CLIFFORD W. “CLIFF” MUNSON
AND NO. 20-21-24, ZELDA J. EMMERT
[20-21-149]**

Prepared by

David Hallett, Vice President—Governance and Administration

The College Board of Education honors employees who retire after years of service to the college. Attached are resolutions honoring Clifford W. “Cliff” Munson who retires effective June 19, 2021, and Zelda J. Emmert who retires effective July 10, 2021.

It is recommended that the College Board of Education adopt Resolution No. 20-21-23, Clifford W. “Cliff” Munson and No. 20-21-24, Zelda J. Emmert.

Separate Action-1
June 23, 2021

**RETIREMENT RESOLUTION NO. 20-21-23,
CLIFFORD W. "CLIFF" MUNSON**

WHEREAS, Clifford W. "Cliff" Munson began his 12 year, 6-month association, as a salaried employee, with Chemeketa Community College in January, 2009; and

WHEREAS, Clifford W. "Cliff" Munson gave dedicated service to Chemeketa Community College currently as Instructor-Fire Protection Technology, Emergency Services Department of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon his retirement date of June 19, 2021, the College Board of Education hereby honors and commends Clifford W. "Cliff" Munson for his loyalty, dedication and personal commitment to Chemeketa Community College.

Ed Dodson
Board Chairperson

Jessica Howard
President/Chief Executive Officer

Separate Action-1
June 23, 2021

**RETIREMENT RESOLUTION NO. 20-21-24,
ZELDA J. EMMERT**

WHEREAS, Zelda J. Emmert began her combined 24-year association, as a salaried employee, with Chemeketa Community College in September, 1997; and

WHEREAS, Zelda J. Emmert gave dedicated service to Chemeketa Community College currently as Department Specialist, Polk Center of Regional Education and Academic Development Division; therefore,

BE IT RESOLVED, that upon her retirement date of July 10, 2021, the College Board of Education hereby honors and commends Zelda J. Emmert for her loyalty, dedication and personal commitment to Chemeketa Community College.

Ed Dodson
Board Chairperson

Jessica Howard
President/Chief Executive Officer

Separate Action-2
June 23, 2021

**APPROVAL OF PRESIDENTIAL CONTRACT
[20-21-150]**

Prepared by

Ed Dodson, Chair—College Board of Education

Per board policy and ORS 192,660(2)(a), the College Board of Education completed a performance evaluation of President Jessica Howard.

Based on a successful presidential evaluation, board action is requested to renew the president's contract.

It is recommended that the Board of Education and college renew the president's contract effective July 1, 2021, through June 30, 2024, as per the contract.

Separate Action-3
June 23, 2021

**APPROVAL OF RESOLUTION NO. 20-21-27,
DECLARATION OF ELECTION RESULTS
[20-21-151]**

Prepared by

David Hallett, Vice President—Governance and Administration

Official election returns for the May 18, 2021 elections, have been received. The results are reported in the attached resolution. Official action is necessary to declare and canvass the results on the college's behalf.

It is recommended that the College Board of Education adopt Resolution No. 20-21-27, to declare official the results of the May 18, 2021 elections.

**CHEMEKETA COMMUNITY COLLEGE
RESOLUTION NO. 20-21-27, DECLARATION OF ELECTION RESULTS**

WHEREAS, on the 18th day of May, 2021, the Chemeketa Community College district conducted an election to elect members of the College Board of Education from Zone 2, Zone 4, and Zone 5 to fulfill four-year terms.

WHEREAS, the number of votes cast for each candidate for the position of board member has now been determined, the College Board of Education of said district does make the following official canvass of said votes.

THEREFORE, BE IT RESOLVED that the College Board of Education hereby declares Ron Pittman from Zone 2, Ken Hector from Zone 4, and Jackie Franke from Zone 5 elected for four-year terms expiring June 30, 2025.

Ed Dodson
Chairperson

Jessica Howard
President/Chief Executive Officer

Date

Separate Action-3
June 23, 2021

Chemeketa CC

Marion County, OR

Official Results

Official

May 18, 2021 Special District Election

Registered Voters
22464 of 213180 = 10.54%

Precincts Reporting
245 of 245 = 100.00%

Run Time 12:35 PM
Run Date 06/07/2021

5/18/2021

Page 1

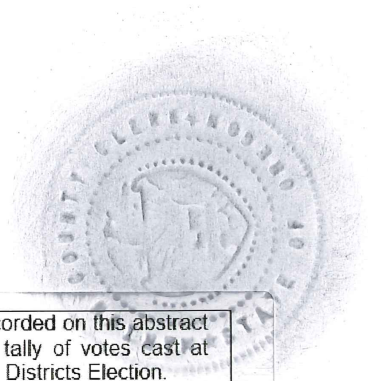
Chemeketa CC - Director - Zone 4 - Vote for One

Choice	Party	Vote by Mail		Total	
Ken Hector		8,603	100.00%	8,603	100.00%
	Cast Votes:	8,603	100.00%	8,603	100.00%
	Undervotes:	5,020		5,020	
	Overvotes:	1		1	
	Miscellaneous Write-Ins:	202		202	

Chemeketa CC - Director - Zone 5 - Vote for One

Choice	Party	Vote by Mail		Total	
Jackie Franke		5,161	100.00%	5,161	100.00%
	Cast Votes:	5,161	100.00%	5,161	100.00%
	Undervotes:	3,351		3,351	
	Overvotes:	1		1	
	Miscellaneous Write-Ins:	125		125	

*** End of report ***



I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the May 18, 2021 Special Districts Election.


Signature of County Clerk
Bill Burgess

June 7, 2021

Date of Abstract

Separate Action-3
June 23, 2021

CCC Cumulative Report

Official Election Results

Run Time 9:23 AM
Run Date 06/02/2021

Yamhill County, Oregon

May 18, 2021 Special District Election

5/18/2021

Page 1

Official Results

Registered Voters
9634 of 72819 = 13.23%

Precincts Reporting
22 of 22 = 100.00%

Chemeketa CC, Director, Zone 2 - 4 Year Term - Vote for one

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
17	17	100.00%	9,634	47,762	20.17%

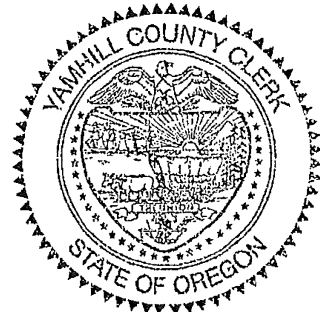
Choice	Party	Vote by Mail		Total	
Ronald L Pittman		6,543	100.00%	6,543	100.00%
	Cast Votes:	6,543	100.00%	6,543	100.00%
	Undervotes:	2,940		2,940	
	Overvotes:	1		1	
	Misc. Write-ins:	150		150	

*** End of report ***

I CERTIFY THAT THE VOTES RECORDED ON THIS
ABSTRACT CORRECTLY SUMMARIZE THE TALLY
OF VOTES CAST AT THE ELECTION INDICATED.

[Signature]
SIGNATURE OF COUNTY CLERK:

6.2.2021
DATE OF ABSTRACT



Separate Action-4
June 23, 2021

**ADMINISTRATION OF OATH OF OFFICE FOR
RON PITTMAN—ZONE 2, KEN HECTOR—ZONE 4,
AND JACKIE FRANKE—ZONE 5
[20-21-152]**

Prepared by

David Hallett, Vice President—Governance and Administration

The Oath of Office will be administered to re-elected board members.

Separate Action-5
June 23, 2021

**APPROVAL OF RESOLUTION NO. 20-21-25,
ADOPTING THE BUDGET, MAKING APPROPRIATIONS,
AND LEVYING TAXES
[20-21-153]**

Prepared by

Rich McDonald, Interim Chief Financial Officer
Jessica Howard, President/Chief Executive Officer

ORS 294.435 requires the College Board of Education to adopt the budget, to make appropriations and to declare the ad valorem tax levy. The resolution will be available at the board meeting and will carry out those requirements and allow administration of the 2021–2022 budget.

It is recommended that the College Board of Education adopt Resolution No. 20-21-25, Adopting the Budget, Making Appropriations, and Levying Taxes.

Separate Action-6
June 23, 2021

**APPROVAL OF RESOLUTION NO. 20-21-28,
INCREASING THE SPECIAL PROJECTS FUND BUDGET
[20-21-154]**

Prepared by

Rich McDonald, Interim Chief Financial Officer
Jessica Howard, President/Chief Executive Officer

ORS 294.338 authorizes exceptions to the requirements of local budget law where a supplemental budget would normally be required. If the governing body declares the existence of an occurrence that could not have been foreseen at the time of the preparation of the budget, then they may appropriate for that purpose by resolution. The allocation of the Coronavirus Response and Relief Supplemental Appropriations Act (CRSSA) and the American Rescue Plan Act (ARPA) funds were unforeseen at the time of the preparation of the budget. This occurrence was verified with the Oregon Department of Revenue in May 2021 that it qualified as an exception to local budget law. It is necessary to increase the budget for the Special Projects fund in order to lawfully spend these funds.

Official action is requested to approve Resolution No.20-21-28 in order to appropriate an additional budget amount of \$12,000,000 for the Special Projects Fund for the fiscal year 2020–2021, increasing the total budget to \$28,325,000.

Separate Action-6
June 23, 2021

CHEMEKETA COMMUNITY COLLEGE
RESOLUTION NO. 20-21-28
INCREASING THE SPECIAL PROJECTS FUND

WHEREAS, ORS 294.338 authorizes increasing a fund budget by more than ten percent without a supplemental budget when circumstances unforeseen at the time of budget preparation exist, and

WHEREAS, the Board of Education declares that the allocation of federal funds to the college under the Coronavirus Response and Relief Supplemental Appropriations Act (CRSSA) and the American Rescue Plan Act (ARPA) was unforeseen at the time of budget preparation,

BE IT RESOLVED, that the Board of Education hereby increases the appropriation for the Special Projects Fund as follows:

	<u>As Adopted 6/24/2020</u>	<u>Additional Appropriation 6/23/2021</u>	<u>Adjusted Budget 6/23/2021</u>
Personnel Services	5,575,000	-	5,575,000
Materials and Services	5,750,000	8,000,000	13,750,000
Capital Equipment	5,000,000	2,000,000	7,000,000
Transfers	<u>-</u>	<u>2,000,000</u>	<u>2,000,000</u>
TOTAL	16,325,000	12,000,000	28,325,000

Ed Dodson
Chairperson

Jessica Howard
President/Chief Executive Officer

Date

Separate Action-7
June 23, 2021

**APPROVAL OF REVISED ACADEMIC CALENDAR FOR 2021–2022
[20-21-155]**

Prepared by

Jim Eustrom, Vice President—Academic Affairs/Campus President, Yamhill Valley

The Oregon Senate unanimously agreed on June 1, 2021 to officially recognize Juneteenth as a state holiday beginning in 2022.

In the interim, Chemeketa is declaring Friday, June 18, 2021 as a holiday and a Day of Learning for Racial Justice in honor of Juneteenth. This is an opportunity to join with our Black and African American community to celebrate Juneteenth. Juneteenth is an annual celebration that recognizes the day the last enslaved African Americans were informed that they were free from the institution of slavery, which had existed in America for over 200 years.

Employees and students have been encouraged to participate in scheduled activities and to take the time to reflect upon individual and collective responsibility to support Black Americans and endeavor, together, to achieve racial justice in our community.

Chemeketa will now honor and celebrate June Eighteenth each year with an official holiday and college closure. The Academic Calendar for 2021–2022 has been revised to reflect this holiday and it will be celebrated Friday, June 17, 2022.



Separate Action-7 June 23, 2021 2021-2022 ACADEMIC CALENDAR

Board Approved Jan 21, 2021

Updated June 2021; pending Board Approval

June 2021							
wk	Su	M	T	W	R	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	H	19
1	20	21	22	23	24	25	26
2	27	28	29	30			

July 2021							
S	M	T	W	T	F	S	
					1	2	3
3	4	H	6	7	8	9	10
4	11	12	13	14	15	16	17
5	18	19	20	21	22	23	24
6	25	26	27	28	29	30	31

August 2021							
S	M	T	W	T	F	S	
7	1	2	3	4	5	6	7
8	8	9	10	11	12	13	14
9	15	16	17	18	19	20	21
10	22	23	24	25	26	27	28
	29	30	31				

September 2021							
wk	S	M	T	W	T	F	S
				1	2	3	4
	5	H	7	8	9	10	11
	12	13	I	15	16	17	18
	19	20	21	22	23	24	25
1	26	27	28	29	30		

October 2021							
S	M	T	W	T	F	S	
					1	2	
2	3	4	5	6	7	8	9
3	10	11	12	13	14	15	16
4	17	18	19	20	21	22	23
5	24	25	26	27	28	29	30
6	31						

November 2021							
S	M	T	W	T	F	S	
		1	2	3	4	5	6
7	7	8	9	10	H	12	13
8	14	15	16	17	18	19	20
9	21	22	23	24	H	H	27
10	28	29	30				

December 2021*							
S	M	T	W	T	F	S	
				1	2	3	4
11	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	H	H	25
	26	27	28	29	H	H	

SUMMER TERM 2021			
	Intensive 5-weeks	Standard 8-weeks	Specific Programs 10-weeks
Beginning of Term	June 21	June 21	June 21
End of Term	July 24	August 14	August 28
Final Exams	During last class	During last class	During last class
Faculty Grade Input Period	July 21 - August 30 (10:00 am)	July 21 - August 30 (10:00 am)	July 21 - August 30 (10:00 am)
Summer Friday Closure	Fridays, July 2 - August 27	Fridays, July 2 - August 27	Fridays, July 2 - August 27
Other College Closures	July 3 (Saturday)	July 3 (Saturday)	July 3 (Saturday)
Holidays	June 18 (Juneteenth)	June 18 (Juneteenth)	June 18 (Juneteenth)
	July 5 (Independence Day)	July 5 (Independence Day)	July 5 (Independence Day)

FALL TERM 2021			
Beginning of Term	September 27		
End of Term	December 11		
Final Exams	December 6-11		
Faculty Grade Input Period	October 27 - December 13 (10:00 am)		
Employee Inservice	September 13-24		
College-wide Inservice	September 14 (college closed to the public)		
Winter Break	December 13-31		
Other College Closures	November 27 (Saturday)		
	December 22		
Holidays	September 6 (Labor Day)		
	November 11 (Veterans' Day)		
	November 25 & 26 (Thanksgiving/Day After)		
	December 23 & 24 (Christmas Eve/Day)		
	December 30 & 31 (New Years Eve/Day)		

WINTER TERM 2022			
Beginning of Term	January 3		
End of Term	March 19		
Final Exams	March 14-19		
Faculty Grade Input Period	February 2 - March 21 (10:00 am)		
Spring Break	March 21-25		
Other College Closures	February 21 (Presidents Day)		
Holidays	January 17 (Martin Luther King Day)		

SPRING TERM 2022			
Beginning of Term	March 28		
End of Term	June 11		
Final Exams	June 6-11		
Faculty Grade Input Period	April 27 - June 13 (10:00 am)		
College-wide Inservice	April 29 (college closed to the public)		
Holidays	May 30 (Memorial Day)		

January 2022							
wk	S	M	T	W	T	F	S
							1
1	2	3	4	5	6	7	8
2	9	10	11	12	13	14	15
3	16	H	18	19	20	21	22
4	23	24	25	26	27	28	29
5	30	31					

February 2022							
S	M	T	W	T	F	S	
			1	2	3	4	5
6	6	7	8	9	10	11	12
7	13	14	15	16	17	18	19
8	20	21	22	23	24	25	26
9	27	28					

March 2022							
S	M	T	W	T	F	S	
			1	2	3	4	5
10	6	7	8	9	10	11	12
11	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
1	27	28	29	30	31		

April 2022							
S	M	T	W	T	F	S	
					1	2	
2	3	4	5	6	7	8	9
3	10	11	12	13	14	15	16
4	17	18	19	20	21	22	23
5	24	25	26	27	28	I	30

May 2022							
S	M	T	W	T	F	S	
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7	8	9	10	11	12	13	14
8	15	16	17	18	19	20	21
9	22	23	24	25	26	27	28
10	29	H	31				

June 2022							
S	M	T	W	T	F	S	
				1	2	3	4
11	5	6	7	8	9	10	11
	12	13	14	15	16	H	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

Registration dates and times available at: [Enrollment Services Key Dates](#)

Calendar Legend

<ul style="list-style-type: none"> Start of Term End of Term Spring Break 	<ul style="list-style-type: none"> Summer Friday college closure Other college closure day H College closed for observed holiday 	<ul style="list-style-type: none"> Inservice days
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*Typically the college is closed for two additional days in December to recognize the classified contract paid non-duty days. For the 2021-22 academic year, classified and exempt staff will have a floating paid non-duty day during the month of December. This will provide continuity of services to students without an additional college closure day.

Separate Action-8
June 23, 2021

**APPROVAL OF RESOLUTION NO. 20-21-29, PURSUIT, DEVELOPMENT,
AND OFFERING OF APPLIED BACCALAUREATE DEGREES
AT CHEMEKETA COMMUNITY COLLEGE
[20-21-168]**

Prepared by

Jessica Howard, President/Chief Executive Officer

Chemeketa provides opportunities for students to explore, learn, and succeed through quality educational experiences and workforce training. Chemeketa's core themes of academic quality, access, community collaborations and student success are essential to the mission and vision of the college. To provide the best academic experiences and success for its students, Chemeketa Community College would like to pursue, develop, and offer applied baccalaureate degrees at the college.

It is recommended that the College Board of Education adopt Resolution No. 20-21-29, Pursuit, Development, and Offering of Applied Baccalaureate Degrees at Chemeketa Community College.

Separate Action-8
June 23, 20121

**RESOLUTION NO. 20-21-29, PURSUIT, DEVELOPMENT,
AND OFFERING OF APPLIED BACCALAUREATE DEGREES
AT CHEMEKETA COMMUNITY COLLEGE**

WHEREAS, Chemeketa Community College provides opportunities for students to explore, learn, and succeed through quality educational experiences and workforce training; and

WHEREAS, applied baccalaureate degrees address affordability, increase access to educational opportunities, and meet workforce demands across the district; and

WHEREAS, provide opportunity for employment for community college degree graduates;

THEREFORE, BE IT RESOLVED, that the Chemeketa Community College Board of Education does hereby approve the college's pursuit, development, and offering of Applied Baccalaureate Degrees at Chemeketa Community College.

DATED this 23rd day of June, 2021

Ed Dodson
Board Chairperson

Jessica Howard
President/Chief Executive Officer

Action-1
June 23, 2021

**APPROVAL OF BUDGET TRANSFER REQUESTS
[20-21-156]**

Prepared by

Rich McDonald, Interim Chief Financial Officer
Jessica Howard, President/Chief Executive Officer

Local budget law requires that any budget transfers that amend the resolution to appropriate the adopted budget be authorized by the board, including transfers from contingency.

Requests for budget transfers are summarized and explained on the report that will be available at the board meeting.

Official action is requested to approve the budget transfers presented.

Action-2
June 23, 2021

**APPROVAL OF RESOLUTION NO. 20-21-26,
AUTHORIZING INTERFUND BORROWING
[20-21-157]**

Prepared by

Rich McDonald, Interim Chief Financial Officer
Jessica Howard, President/Chief Executive Officer

During certain times of the month/year, it is possible for the expenses to exceed the revenues in any one fund. These are due to the lag time between the billing and receipt of funds and usually occur in funds that are on a reimbursement basis such as financial aid.

Under ORS 294.460, the college is authorized to make interfund loans to and from other funds and the general fund with the approval of the governing body.

The resolution will allow the college to borrow money between funds. It is recommended that the College Board of Education approve the resolution.

Action-2
June 23, 2021

RESOLUTION NO. 20-21-26, AUTHORIZING INTERFUND BORROWING

WHEREAS, it may become necessary during the year 2021-2022 to borrow money between funds, and

WHEREAS, the purpose of interfund borrowing is to meet cash flow requirements in a fund, and

WHEREAS, a hardship would be caused without interfund borrowing, now, therefore,

BE IT RESOLVED by the Chemeketa Community College Board of Education, that it hereby authorizes interfund borrowing as necessary during the year 2021-2022.

DATED this 23rd day of June, 2021

Ed Dodson
Board Chairperson

Jessica Howard
President/Chief Executive Officer

Action-3
June 23, 2021

**APPROVAL OF LAY REPRESENTATIVE FOR THE CHEMEKETA COOPERATIVE
REGIONAL LIBRARY SERVICE (CCRLS) COUNCIL
[20-21-158]**

Prepared by

John Hunter, Executive Director—Chemeketa Cooperative Regional Library Service
Manuel Guerra, Executive Dean—Student Development and Learning Resources
Bruce Clemetsen, Vice President—Student Affairs

The bylaws of the CCRLS Advisory Council require board approval of lay council members nominated by the full council. The council recommends that the College Board of Education approve Kathleen Schulte of rural Polk County as the rural lay representative for the CCRLS Council for a second term, expiring June 30, 3024.

Action-4
June 23, 2021

**APPROVAL OF SUSPENSION OF AUTOMOTIVE BODY REPAIR
CERTIFICATE OF COMPLETION
[20-21-159]**

Prepared by

Nol Cobb, Interim Dean—Applied Technology
Marshall Roache, Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Academic Affairs/Campus President, Yamhill Valley

The Automotive Technology program presently offers an Automotive Body Repair Certificate of Completion.

This certificate was initially designed to emphasize the repair of automobile bodies and their systems. A significant portion of the training is completed on the job as well as through specific lab coursework on campus.

The college has been notified that this certificate is incorrectly categorized and should be suspended, with a new certificate created that falls within the correct category.

It is recommended that the College Board of Education approve the suspension of the current Automotive Repair Certificate of Completion.

**APPROVAL OF AUTOMOTIVE BODY REPAIR CERTIFICATE OF COMPLETION
[20-21-160]**

Prepared by

Nol Cobb, Interim Dean—Applied Technology
Marshall Roache, Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Academic Affairs/Campus President, Yamhill Valley

The Automotive Technology program continues to listen to community and employer feedback on what graduates will need to enter the workplace. Upon guidance from the advisory committee as well as feedback from the Higher Education Coordinating Commission, the program has created a new Automotive Body Repair Certificate of Completion that will replace the mis-categorized and suspended certificate.

The new Automotive Body Repair Certificate of Completion emphasizes the repair of automobile bodies and their systems. A significant portion of the training is done on the job at local repair facilities as well as through specific lab coursework on campus.

As a part of the redesign effort, course credits were reduced from 49 to 42, thereby saving our students both time and money. This certificate removed the CIS101 and PSY101 requirements, as these courses are required within the Associate of Applied Science (AAS) program that most students are enrolled in.

Employment in this occupation in 2019 was similar to most related occupations across the state. The total number of job openings is projected to be similar to job openings for most automotive-related occupations in Oregon through 2029. This occupation is expected to grow at about the statewide average growth rate for all occupations through 2029. Reasonable employment opportunities exist. Data from QualityInfo.org states an annual wage of \$45,436 per year can be expected, with a starting wage of \$12–16 per hour.

The above recommendation was approved by the Automotive Technology Advisory Committee on February 24, 2021, and the college's Curriculum Committee on April 28, 2021.

It is recommended that the College Board of Education approve the Automotive Body Repair Certificate of Completion.

APPROVAL OF AUTOMOTIVE BODY REPAIR CERTIFICATE OF COMPLETION

Course No.	Course Title	Credit Hours
	General Education requirements	
MTH052	Introduction to Algebra and Geometry (or higher)	3
WR088	Introduction to Technical Writing 1 (or higher)	3
	or	
WR121	The College Essay (or higher)	-4
	Total	6
	Automotive Body Repair core requirements	
AUM168	Automotive Electrical Systems 1	5
AUM184	Automotive Materials and Resources	2
AUM280E	Cooperative Work Experience	5
AUM280G	Cooperative Work Experience	7
WLD197	Welding	2
	or	
WLD161	Basic Gas Metal Arc Welding (MIG)	-3
	Total	21
	Automotive Body Repair electives (15 required)	
AUM151	Basic Automotive Engines	5
AUM157	Automotive Brake Systems	6
AUM158	Automotive Steering and Suspension	5
AUM286	Automotive Heating and Air Conditioning	5
	Total	15
	Certificate Total	42

Action-6
June 23, 2021

**APPROVAL OF SUSPENSION OF AUTOMOTIVE MACHINING
CERTIFICATE OF COMPLETION
[20-21-161]**

Prepared by

Nol Cobb, Interim Dean—Applied Technology
Marshall Roache, Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Academic Affairs/Campus President, Yamhill Valley

The Automotive Technology program presently offers an Automotive Machining Certificate of Completion.

This certificate was initially designed to emphasize the machining and rebuilding of automotive engines. A significant portion of the training is completed on the job as well as through specific lab coursework on campus. This career uses specialized equipment and practices to meet or exceed the manufacturing tolerances of vehicle systems.

The college has been notified that this certificate is incorrectly categorized and should be suspended, with a new certificate created that falls within the correct category.

It is recommended that the College Board of Education approve the suspension of the current Automotive Machining Certificate of Completion.

**APPROVAL OF AUTOMOTIVE MACHINING CERTIFICATE OF COMPLETION
[20-21-162]**

Prepared by

Nol Cobb, Interim Dean—Applied Technology
Marshall Roache, Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Academic Affairs/Campus President, Yamhill Valley

The Automotive Technology program continues to listen to community and employer feedback on what graduates will need to enter the workplace. Upon guidance from the advisory committee as well as feedback from the Higher Education Coordinating Commission, the program has created a new Automotive Machining Certificate of Completion that will replace the mis-categorized and suspended certificate.

The new Automotive Machining Certificate of Completion emphasizes the repair and rebuilding of automobile engines. A significant portion of the training is done on the job at local machine shops as well as through specific lab coursework on campus.

As a part of the redesign effort, course credits were reduced from 58 to 44, thereby saving students both time and money. This certificate removed the CIS101, MTH052, PSY101, and WR088, as these courses are required within the Associate of Applied Science (AAS) program that most students are enrolled in. Additionally, one credit hour of the Cooperative Work Experience requirements was removed for this certificate to be properly classified by the Oregon Department of Education.

Employment in this occupation in 2019 was similar to most related occupations across the state. The total number of job openings is projected to be similar to job openings for most automotive-related occupations in Oregon through 2029. This occupation is expected to grow at about the statewide average growth rate for all occupations through 2029. Reasonable employment opportunities exist. Data from QualityInfo.org states an annual wage of \$45,436 per year can be expected, with a starting wage of \$15–22 per hour.

The above recommendation was approved by the Automotive Technology Advisory Committee on February 24, 2021, and the college's Curriculum Committee on April 28, 2021.

It is recommended that the College Board of Education approve the Automotive Machining Certificate of Completion.

Action-7
June 23, 2021

APPROVAL OF AUTOMOTIVE MACHINING CERTIFICATE OF COMPLETION

Course No.	Course Title	Credit Hours
AUM151	Basic Automotive Engines	5
AUM184	Automotive Materials and Resources	2
AUM185A	Automotive Machining Fundamentals	3
AUM186A	Automotive Lathe Fundamentals	3
AUM187A	Automotive Milling Machine Processes	3
AUM188	Auto Machine Shop-Upper Engine	3
AUM189	Auto Machine Shop-Lower Engine	3
AUM190	Auto Machine Shop-Engine Assembly	3
AUM253	Automotive Engines 2	4
AUM280E	Cooperative Work Experience	5
AUM280F	Cooperative Work Experience	6
WLD177	Welding Processes	4
	Certificate Total	44

Action-8
June 23, 2021

**APPROVAL OF CONSTRUCTION TRADES AND APPRENTICESHIP READINESS
CERTIFICATE OF COMPLETION
[20-21-163]**

Prepared by

Megan Cogswell, Director—Apprenticeship
Marshall Roache, Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Academic Affairs/Campus President, Yamhill Valley

The Construction Trades and Apprenticeship Readiness Certificate of Completion prepares students for entry-level construction jobs and Registered Apprenticeship programs in a variety of construction trades. These include sheet metal workers, Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) technicians, plumbers, carpenters, and laborers. The program ensures students meet the math requirement for apprenticeship applications and includes coursework to investigate and select possible trades careers. Trade Skills Fundamentals (APR101), introduces trade vocabulary, hand and power tool use, rigging principles, basic blueprint reading, and safety. Students learn about Registered Apprenticeship and how to strengthen their resumes and applications to secure and retain positions.

Participants may complete additional requirements to earn a Bureau of Labor and Industries (BOLI) Apprenticeship and Training Division approved Pre-Apprenticeship Certificate, which helps applicants compete for Registered Apprenticeship opportunities.

These courses were approved by the advisory committee on January 19, 2021 for Mid-Valley HVAC/R and January 27, 2021 for Mid-Valley Sheet Metal.

It is recommended that the College Board of Education approve the Construction Trades and Apprenticeship Readiness Certificate of Completion.

**APPROVAL OF CONSTRUCTION TRADES AND APPRENTICESHIP READINESS
CERTIFICATE OF COMPLETION**

Course No.	Course Title	Credit Hours
	First Year Requirements	
APR101	Trade Skills Fundamentals	4
MTH070	Elementary Algebra (or higher)	4
FE120	Career Jump Start	3
	or	
FE280	Cooperative Work Experience	-3
AUM168	Automotive Electrical Systems 1	5
	or	
CAM054	Manual Machining Projects 3	-4
	or	
WLD151	Basic Arc Welding	-5
	or	
WLD156	Blueprint Reading and Sketching	-5
	or	
ELT100	Electronics Fundamentals for Non-Majors	-4
	or	
ELT131	Electronic Concepts 1	-4
	or	
APR156A	HVAC/R Apprenticeship Fundamentals 1	-5
	or	
APR166A	Sheet Metal Apprenticeship: Fundamentals of Drawings	-5
	Certificate Total	15-16

**APPROVAL OF SUSPENSION OF DIESEL TECHNOLOGY DEGREE
[20-21-164]**

Prepared by

Kevin Ruby, Faculty—Diesel Technology
Jordan Birmingham, Interim Dean—Emergency Services and Diesel Technology
Marshall Roache, Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Academic Affairs/Campus President, Yamhill Valley

The Chemeketa Diesel Technology program currently offers a 91 credit Associate of Applied Science (AAS) degree. This program was in the planning phase for several years. The courses and sequencing were formulated based on information available at the time, and without a Diesel Technology faculty member hired. The current Diesel Technology curriculum and program were approved on May 4, 2017 by the college's Curriculum Committee and then approved by the Board of Education on October 18, 2017. Since hiring a full-time faculty member and launching the program, the college has been in consultation with the advisory board, and the following three issues with the existing curriculum have been identified:

1. Students need to be trained in welding.
2. Students need cooperative work experience (CWE).
3. The 12-credit classes need to be reorganized and split into two, 6-credit classes and renamed.

These changes eclipsed the 'change' threshold established by the Northwest Commission on Colleges and Universities (NWCCU). Therefore, the college is requesting the Diesel Technology degree, in its current iteration, be suspended and a new Diesel Technology degree be developed in order to implement the changes needed to better serve our students.

It is recommended that the College Board of Education approve the suspension of the current Diesel Technology degree.

**APPROVAL OF DIESEL TECHNOLOGY DEGREE
[20-21-165]**

Prepared by

Kevin Ruby, Faculty—Diesel Technology
Jordan Bermingham, Interim Dean—Emergency Services & Diesel Technology
Marshall Roache, Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Academic Affairs/Campus President, Yamhill Valley

The Diesel Technology program was in the planning phase for several years. The courses and sequencing were formulated based on information available at the time, and without a Diesel Technology faculty member hired. The current Diesel Technology curriculum and program were approved on May 4, 2017 by the college's Curriculum Committee and then approved by the Board of Education on October 18, 2017. Since hiring a full-time faculty member and launching the program, the college has been in consultation with the advisory board, and the following issues with the existing curriculum have been identified:

1. Students need to be trained in welding.
2. Students need cooperative work experience (CWE).
3. The 12-credit classes need to be reorganized and split into two, 6-credit classes and renamed.

These changes eclipsed the 'change' threshold established by the Northwest Commission on Colleges and Universities (NWCCU). Therefore, the college is requesting the Diesel Technology degree, in its current iteration, be suspended and a new Diesel Technology degree be developed in order to implement the changes needed to better serve our students.

The following changes have been made to the proposed new Diesel Technology degree:

- Adjust the former 12-credit classes, into two 6-credit classes and rename classes so students can get a better understanding of the course content. This change allows for collaborative partnerships with community based educational programs, such as the Willamette Career Academy, that are interested in establishing dual credit programs. These institutions could not provide 12 credits per term, so the change to 6-credit classes will allow for partnerships that will likely create a robust pipeline of students entering the program, while also serving the educational needs of the community.
- Add cooperative work experience (CWE) credits. Based on input from faculty and the advisory board, CWE is essential to the proper training and preparation of our students. The addition of CWE credits also aligns the Diesel Technology program with the well-established campus Automotive program.
- Add a welding class to the program. Welding is an essential skill of the Diesel Technician and the need for this class was quickly identified and suggested by our Diesel Technology faculty. Welding is also a required class in the aforementioned campus Automotive program.

It is recommended that the College Board of Education approve the new Diesel Technology degree.

APPROVAL OF DIESEL TECHNOLOGY DEGREE

Course No.	Course Title	Credit Hours
Term 1		
DSL110	Diesel Tech. Engine Repair	6
DSL111	Diesel Tech. Intro to Electrical 6 credits	6
MTH052+	Introduction to Algebra and Geometry + (or higher)	3
Total		15
Term 2		
DSL120	Diesel Tech. Intro to Fuels	6
DSL121	Diesel Tech. HVAC Repair and Diagnosis	6
WR88+	Introduction to Technical Writing 1+ (or higher)	3
Total		15
Term 3		
DSL130	Diesel Tech. Intro to Hydraulics	6
DSL131	Diesel Tech. Heavy Duty Power Trains	6
PSY104	Workplace Psychology	4
Total		16
Summer		
CWE280C	Cooperative Work Experience	3
Term 4		
DSL210	Diesel Tech. Heavy Duty Brakes	6
DSL211	Diesel Tech. Heavy Duty Suspension and Steering	6
CIS101	Introduction to Microcomputer Applications + (or higher)	3
Total		15
Term 5		
DSL220	Diesel Tech. Auto/Powershift Transmissions	6
DSL221	Diesel Tech. Advanced Fuels	6
WLD105	Intro to Welding	3
	Additional Elective – 3 credits	3
Total		18
Term 6		
DSL230	Diesel Tech Advanced Hydraulics	6
DSL231	Diesel Tech Advanced Engine Diagnostics	6
	Additional Elective – 3 credits	3
Total		15
Program Total		97

Action-11
June 23, 2021

**APPROVAL OF SUSPENSION OF BASIC HEALTHCARE CERTIFICATE
[20-21-166]**

Prepared by

Sandra Kellogg, Dean—Health Sciences
Marshall Roache, Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Academic Affairs/Campus President, Yamhill Valley

The Basic Healthcare certificate was created between the Health Sciences department and North Salem High School. The certificate allowed high school students to take healthcare related courses that would hopefully set them up for basic receptionist related jobs in a healthcare office setting. The courses include Medical Terminology 1 and 2, Introduction to Anatomy and Physiology 1 and 2, and Health Care Career Strategies.

The Basic Healthcare Certificate was aligned with the Health Information Management (HIM) program, as career pathway certificates, by nature, have to have a parent program.

Since the HIM program has been temporarily suspended, the Basic Healthcare Certificate must also be suspended. In addition, there has not been a demand for the certificate in its current state.

It is recommended that the College Board of Education approve the suspension of the Basic Healthcare Certificate.

Action-12
June 23, 2021

**APPROVAL OF CLASSIFIED; EXEMPT; AND HOURLY, PART-TIME / TEMPORARY
SALARY SCHEDULES FOR 2021–2022
[20-21-167]**

Prepared by

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

CLASSIFIED

Attached is the 2021–2022 salary table for classified employees. The salary table reflects a 2.2 percent salary table adjustment to all steps. Eligible employees will receive step increases as agreed in the contract. Effective: July 1, 2021

EXEMPT

Attached is the 2021–2022 salary table for exempt. The salary table reflects a 2.2 percent salary table adjustment to all steps. Eligible employees will receive step increases. Effective: July 1, 2021

HOURLY, PART-TIME / TEMPORARY

Attached is the hourly, part-time/temporary salary schedule for 2021–2022. The salary table reflects a salary table adjustment due to the minimum wage. For ranges not affected by the minimum wage increase, a 2.2 percent salary adjustment was applied. Effective: July 1, 2021

It is recommended that the College Board of Education approve Classified; Exempt; and Hourly, Part-Time/Temporary Salary Schedules for 2021–2022.

CHEMEKETA COMMUNITY COLLEGE
CLASSIFIED SALARY SCHEDULE
EFFECTIVE JULY 1, 2021 thru JUNE 30, 2022

RANGE	STEP 1			STEP 2			STEP 3			STEP 4			STEP 5						
	ANNL.	MO.	HRLY.	ANNL.	MO.	HRLY.	ANNL.	MO.	HRLY.	ANNL.	MO.	HRLY.	ANNL.	MO.	HRLY.	ANNL.	MO.	HRLY.	RANGE
A-2	27,120	2,260	13.04	28,248	2,354	13.58	29,424	2,452	14.15	30,648	2,554	14.73	31,944	2,662	15.36	33,288	2,772	16.02	A-2
A-3	29,064	2,422	13.97	30,300	2,525	14.57	31,560	2,630	15.17	32,868	2,739	15.80	34,248	2,854	16.47	35,576	2,962	17.16	A-3
A-4	31,020	2,585	14.91	32,304	2,692	15.53	33,660	2,805	16.18	35,052	2,921	16.85	36,528	3,044	17.56	37,944	3,188	18.32	A-4
B-1	33,420	2,785	16.07	34,824	2,902	16.74	36,276	3,023	17.44	37,872	3,156	18.21	39,456	3,288	18.97	41,064	3,432	19.74	B-1
B-2	36,048	3,004	17.33	37,548	3,129	18.05	39,204	3,267	18.85	40,996	3,408	19.66	42,900	3,550	20.48	44,808	3,696	21.30	B-2
B-3	42,600	3,550	20.48	44,472	3,706	21.38	46,440	3,870	22.33	48,480	4,040	23.31	50,556	4,213	24.31	52,664	4,392	25.26	B-3
B-4	44,928	3,744	21.60	46,968	3,914	22.58	49,140	4,095	23.63	51,300	4,275	24.66	53,556	4,463	25.75	55,800	4,632	26.70	B-4
C-1	53,700	4,475	25.82	56,256	4,688	27.05	58,944	4,912	28.34	61,824	5,152	29.72	64,704	5,392	31.11	67,608	5,672	32.54	C-1
C-2	57,012	4,751	27.41	59,820	4,985	28.76	62,712	5,226	30.15	65,808	5,484	31.64	69,024	5,752	33.19	72,144	6,024	34.14	C-2
C-3	59,292	4,941	28.51	62,184	5,182	29.90	65,220	5,435	31.36	68,400	5,700	32.89	71,808	5,984	34.52	74,448	6,264	35.88	C-3

RANGE	STEP 6			STEP 7			STEP 8			STEP 9			STEP 10			STEP 11			
	ANNL.	MO.	HRLY.	ANNL.	MO.	HRLY.	ANNL.	MO.	HRLY.	ANNL.	MO.	HRLY.	ANNL.	MO.	HRLY.	ANNL.	MO.	HRLY.	RANGE
A-2	33,264	2,772	15.99	34,644	2,887	16.66	36,096	3,008	17.35	37,596	3,133	18.08	39,168	3,264	18.83	40,800	3,400	19.62	A-2
A-3	35,664	2,972	17.15	37,164	3,097	17.87	38,712	3,226	18.61	40,320	3,360	19.38	42,000	3,500	20.19	43,752	3,646	21.04	A-3
A-4	38,040	3,170	18.29	39,660	3,305	19.07	41,316	3,443	19.86	43,044	3,587	20.69	44,844	3,737	21.56	46,716	3,893	22.46	A-4
B-1	41,100	3,425	19.76	42,840	3,570	20.60	44,640	3,720	21.46	46,488	3,874	22.35	48,420	4,035	23.28	50,448	4,204	24.25	B-1
B-2	44,484	3,707	21.39	46,416	3,868	22.32	48,336	4,028	23.24	50,364	4,197	24.21	52,476	4,373	25.23	54,672	4,556	26.29	B-2
B-3	52,824	4,402	25.40	55,032	4,586	26.46	57,504	4,792	27.65	59,988	4,999	28.84	62,496	5,208	30.05	65,100	5,425	31.30	B-3
B-4	55,956	4,663	26.90	58,440	4,870	28.10	61,080	5,090	29.37	63,852	5,321	30.70	66,516	5,543	31.98	69,288	5,774	33.31	B-4
C-1	67,884	5,657	32.64	71,160	5,930	34.21	74,556	6,213	35.84	78,108	6,509	37.55	81,360	6,780	39.12	84,768	7,064	40.75	C-1
C-2	72,468	6,039	34.84	76,056	6,338	36.57	79,704	6,642	38.32	83,568	6,964	40.18	87,060	7,255	41.86	90,684	7,557	43.60	C-2
C-3	75,312	6,276	36.21	78,996	6,583	37.98	82,896	6,908	39.85	87,048	7,254	41.85	90,672	7,556	43.59	94,452	7,871	45.41	C-3

CHEMEKETA COMMUNITY COLLEGE
EXEMPT SALARY SCHEDULE
B-2 TO F-1
EFFECTIVE JULY 1, 2021

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5		RANGE
	ANNL.	MO.	ANNL.	MO.	ANNL.	MO.	ANNL.	MO.	ANNL.	MO.	
B-2	36,780	3,065	17.68	3,195	18.43	3,330	19.21	3,474	20.04	3,617	B-2
B-3	44,148	3,679	21.23	4,068	22.15	4,005	23.11	4,177	24.10	4,361	B-3
B-4	46,788	3,899	22.49	4,840	23.48	4,254	24.54	4,443	25.63	4,643	B-4
C-1	55,896	4,658	26.87	5,812	28.13	6,136	29.50	6,432	30.92	6,739	C-1
C-2	59,316	4,943	28.52	6,232	29.92	6,529	31.39	6,847	32.92	7,185	C-2
C-3	61,716	5,143	29.67	6,472	31.13	6,789	32.64	7,128	34.24	7,472	C-3
C-4	74,400	6,200	35.77	7,800	37.50	8,168	39.25	8,548	40.99	8,932	C-4
D-1	77,352	6,446	37.19	8,120	39.00	8,491	40.82	8,866	42.62	9,244	D-1
D-2	80,460	6,705	38.68	8,472	40.56	8,828	42.45	9,188	44.33	9,552	D-2
D-3	83,700	6,975	40.24	8,732	42.18	9,124	44.15	9,580	46.10	9,972	D-3
D-4	86,196	7,183	41.44	9,032	43.45	9,496	45.48	9,972	47.48	10,496	D-4
D-5	87,900	7,325	42.26	9,184	44.32	9,648	46.39	10,164	48.45	10,648	D-5
E-1	106,044	8,837	50.98	*	*	*	*	*	*	*	
E-2	118,788	9,899	57.11	*	*	*	*	*	*	*	
F-1	133,032	11,086	63.96	*	*	*	*	*	*	*	

*Performance based after initial step

RANGE	STEP 6		STEP 7		STEP 8		STEP 9		STEP 10		STEP 11		RANGE
	ANNL.	MO.	ANNL.	MO.	ANNL.	MO.	ANNL.	MO.	ANNL.	MO.	ANNL.	MO.	
B-2	45,300	3,775	21.78	3,930	22.67	4,105	23.68	4,278	24.68	4,456	25.71	4,639	B-2
B-3	54,648	4,554	26.27	4,750	27.40	4,958	28.60	5,170	29.83	5,392	31.11	5,635	B-3
B-4	58,224	4,852	27.99	5,068	29.24	5,299	30.57	5,522	31.86	5,757	33.21	6,017	B-4
C-1	70,644	5,887	33.96	6,170	35.60	6,467	37.31	6,739	38.88	7,025	40.53	7,343	C-1
C-2	75,432	6,286	36.27	6,591	38.03	6,918	39.91	7,211	41.60	7,517	43.37	7,856	C-2
C-3	78,432	6,536	37.71	6,853	39.54	7,195	41.51	7,503	43.29	7,816	45.10	8,170	C-3
C-4	92,676	7,723	44.56	8,048	46.43	8,411	48.53	8,766	50.23	9,124	52.26	9,588	C-4
D-1	96,372	8,031	46.33	8,372	48.30	8,748	50.47	9,054	52.24	9,377	54.35	9,798	D-1
D-2	100,212	8,351	48.18	8,706	50.23	9,098	52.49	9,417	54.33	9,798	56.53	10,189	D-2
D-3	104,196	8,683	50.10	9,054	52.24	9,461	54.58	9,792	56.49	10,189	58.78	10,592	D-3
D-4	107,340	8,945	51.61	9,326	53.80	9,745	56.22	10,088	58.20	10,496	60.56	10,912	D-4
D-5	109,476	9,123	52.63	9,510	54.87	9,938	57.34	10,287	59.35	10,695	61.77	11,112	D-5

CHEMEKETA COMMUNITY COLLEGE									
HOURLY, PART-TIME/TEMPORARY SALARY SCHEDULE									
EFFECTIVE JULY 1, 2021									
CWS/FWS	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	RANGE		
S1	AA	\$12.75	\$13.07	\$13.65	\$14.23	\$14.81	AA		
S2	BB	\$12.81	\$13.12	\$13.72	\$14.26	\$14.85	BB		
S3	CC	\$12.90	\$13.18	\$13.76	\$14.31	\$14.88	CC		
	DD	\$13.01	\$13.37	\$13.92	\$14.48	\$15.04	DD		
	EE	\$13.35	\$13.89	\$14.45	\$15.10	\$15.70	EE		
	FF	\$14.39	\$14.99	\$15.65	\$16.32	\$16.98	FF		
S4	GG	\$17.01	\$17.76	\$18.54	\$19.37	\$20.20	GG		
	HH	\$17.94	\$18.76	\$19.63	\$20.49	\$21.40	HH		
	II	\$21.45	\$22.47	\$23.54	\$24.70	\$25.86	II		
Note: Ranges JJ thru NN are Interpreters and Typewell Transcribers only									
POSITION	LEVEL	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	RANGE	
INTER. TRANSC.									
HI410H	1	JJ	\$22.00	\$22.93	\$23.97	\$24.97	\$26.06	JJ	
HI420H	2	KK	\$26.99	\$28.14	\$29.42	\$30.65	\$31.99	KK	
HI430H	3	LL	\$33.11	\$34.51	\$36.09	\$37.60	\$39.25	LL	
HI440H	4	MM	\$40.48	\$42.16	\$44.10	\$45.94	\$47.96	MM	
HI450H	5	NN	\$49.45	\$51.53	\$53.90	\$56.14	\$58.61	NN	
LEVEL	INTERPRETERS		TYPEWELL TRANSCRIBERS						
1	ITP Graduate or 0-2 years of experience		Novice; 0-2 years experience						
2	RID Written or BA Degree; and 2+ years experience		TCT: Level 1 Certification or BA/BS deg. & 2 yrs. exp.						
3	CI or CT or NAD III or Masters Degree; and 2+ years experience		TCT: Level 2 Certification						
4	CI & CT or NAD IV; and 2+ years experience								
5	CI & CT for 5 years OR NAD V; BA/BS Degree required								
FOR RANGES JJ - NN ONLY:									
Initial placement on the pay scale and step increases will be in accordance with personnel practices.									
Movement from one level to another may be made by request of the employee with verification of change in credential and approval by the Dept. manager and the Dir. of Human Resources.									
Any movement from one level to another level will take place at the time of any step increase.									
HR will work collaboratively with the Student Accessibility Services Director for placement of part-time employees on this scale (verification of certification, etc.)									

MISSION • VISION • CORE THEMES • VALUES

MISSION *(Our purpose)*

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

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

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

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

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

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

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

Student Success – Students progress and complete their educational goals.

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

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

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

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

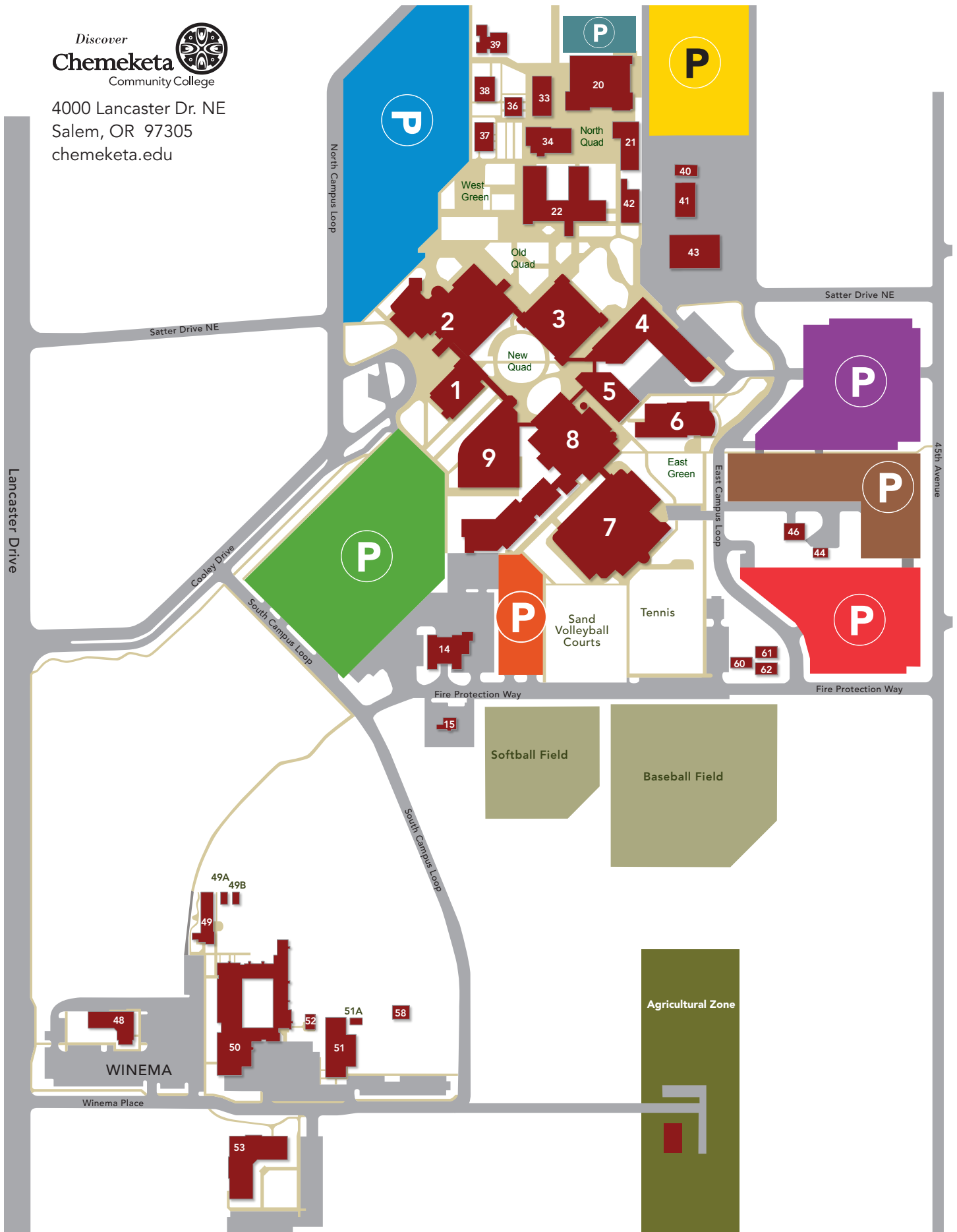
Innovation – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

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

Appendix-2
June 23, 2021



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



Appendix-2 June 23, 2021

Salem Campus

Building and Primary Function(s)

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

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

Area or Service—Building/Room

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

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

Instructional Department Offices

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

Restrooms

SINGLE OCCUPANCY

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

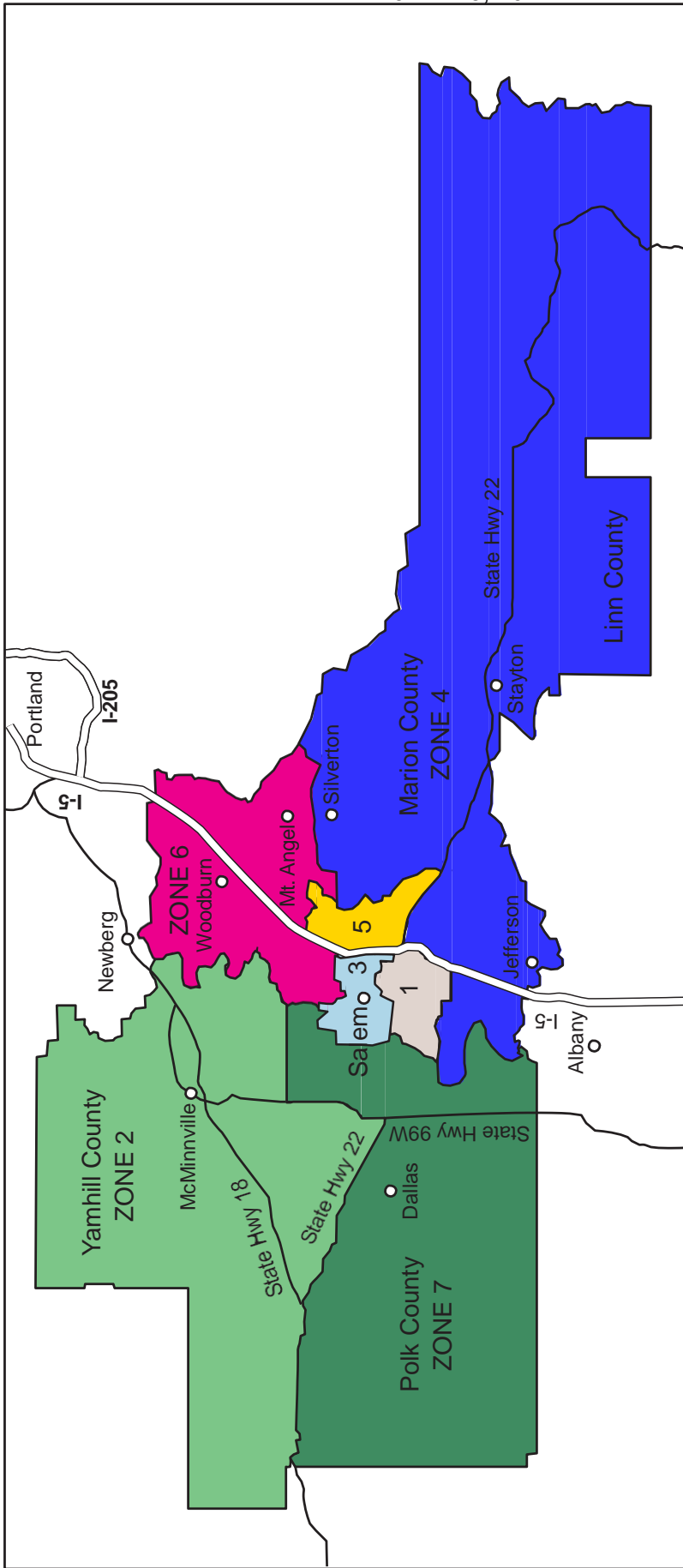
- Building 36—First floor
- Building 37—First floor
- Building 38—First floor
- Building 40—Second floor
- Building 50—First floor
- Building 51—First floor

MOTHER'S ROOM

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



Chemeketa Community College
District Boundary and Board Zones



Board Members

ZONE 1	Ed Dodson, Chair 2020–2021
ZONE 2	Ron Pittman
ZONE 3	Neva Hutchinson
ZONE 4	Ken Hector
ZONE 5	Jackie Franke, Vice Chair 2020-2021
ZONE 6	Diane Watson
ZONE 7	Betsy Earls