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

Regular Meeting

April 19, 2023

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

BOARD OF EDUCATION

Regular Meeting

April 19, 2023

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

- | | | |
|---|--|---|
| I. Administration Updates | 3:30–4 pm | Closed Meeting |
| II. Workshop | 4–5:30 pm | Web Conferencing/Livestream/Board Room |
| A. Budget Committee Meeting | | 1 |
| Aaron Hunter, Associate Vice President/Chief Financial Officer | | |
| III. Regular Session | 6 pm | Web Conferencing/Livestream/Board Room |
| A. Call to Order | | |
| B. Pledge of Allegiance | | |
| C. Chemeketa Land Acknowledgment | | 2 |
| D. Roll Call | | |
| E. Comments from the Public | | |
| F. Approval of Minutes —College Board of Education Meeting of March 15, 2023 | | 3–9 |
| Jessica Howard, President/Chief Executive Officer (CEO) | | |
| G. Reports | | |
| 1. Reports from the Associations | | |
| a. Peter Wirfs | Associated Students of Chemeketa (ASC) | 10–11 |
| b. Steve Wolfe | Chemeketa Faculty Association | 12 |
| c. Aaron King | Chemeketa Classified Employees Association | 13–14 |
| d. Gaelen McAllister | Chemeketa Exempt Employees Association | 15 |
| 2. Reports from the College Board of Education | | |
| H. Information | | |
| 1. Presidential Evaluation Process | | 16–21 |
| Ron Pittman, Chair—Board of Education | | |

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3.	Budget Committee Member Selection for Vacancies in Zone 2, Zone 3, and Zone 7 for 2023–2026 Alice Sprague, Interim Vice President—Governance and Administration	23
4.	Suspension of Fire Suppression Degree David Hallett, Interim Vice President—Academic and Student Affairs	24
5.	Fire Suppression Degree David Hallett, Interim Vice President—Academic and Student Affairs	25–27
6.	Firefighter/Emergency Medical Technician Certificate of Completion David Hallett, Interim Vice President—Academic and Student Affairs	28–29
7.	Paramedic Certificate of Completion David Hallett, Interim Vice President—Academic and Student Affairs	30–31
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1.	Personnel Report Alice Sprague, Interim Vice President—Governance and Administration	32–33
2.	Budget Status Report Aaron Hunter, Associate Vice President/Chief Financial Officer (CFO)	34–37
3.	Purchasing Reports Aaron Hunter, AVP/CFO	38–39
4.	Capital Projects Report Aaron Hunter, AVP/CFO	40
5.	Institutional Advancement Foundation Quarterly Report David Hallett, Interim Vice President—Academic and Student Affairs	41–42
6.	Grant Activities for January 2023–March 2023 Alice Sprague, Interim Vice President—Governance and Administration	43–45
7.	Winter Term Enrollment Report David Hallett, Interim Vice President—Academic and Student Affairs	46–48
8.	Recognition Report Jessica Howard, President/CEO	49
J.	Separate Action	
1.	Approval of Retirement Resolutions [22-23-126] No. 22-23-24, Denise Galey-Oldham, and No. 22-23-25, Meredith A. Schreiber Alice Sprague, Interim Vice President—Governance and Administration	50–52

K. Action

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

- | | | |
|---|-------------|-------|
| 1. Acceptance of Program Donations
January 1, 2023, through March 31, 2023
David Hallett, Interim Vice President—Academic and Student Affairs | [22-23-127] | 53–55 |
| 2. Approval of Grants Awarded
January 2023–March 2023
Alice Sprague, Interim Vice President—Governance and Administration | [22-23-128] | 56 |
| 3. Approval of 2023–2024 Faculty Sabbatical
Leave Requests
David Hallett, Interim Vice President—Academic and Student Affairs | [22-23-129] | 57–58 |

L. Appendices

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| 1. Vision – Mission – Values | 59 |
| 2. Campus Map | 60–61 |
| 3. District Map | 62 |

M. Future Agenda Items

N. Board Operations

O. Adjournment

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

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.

Workshop-A
April 19, 2023

AGENDA
BUDGET COMMITTEE
Chemeketa Community College
4000 Lancaster Drive NE Salem, Oregon

April 19, 2023

The Chemeketa Community College Budget Committee meeting will be held in a hybrid format, located in the Building 2 boardroom for those attending in person and via Zoom Webinars for those attending remotely. The meeting will begin at 4 pm.

- A. Call to Order
Ray Beaty, Budget Committee Chairperson
- B. Pledge of Allegiance
Ray Beaty, Budget Committee Chairperson
- C. Roll Call
Ray Beaty, Budget Committee Chairperson
- D. Approval of Minutes of April 12, 2023
Ray Beaty, Budget Committee Chairperson
- E. Questions from Prior Meeting
Ray Beaty, Budget Committee Chairperson
- F. Presentation of 2023–2024 Other Funds
Aaron Hunter, Chief Financial Officer
- G. Public Testimony Regarding Proposed Budget
Ray Beaty, Budget Committee Chairperson
- H. Presentation of Budget Recommendation—Action Required
Aaron Hunter, Chief Financial Officer
- I. Discussion of Recommended Budget
Ray Beaty, Budget Committee Chairperson
- J. Action on Recommended Budget
Ray Beaty, Budget Committee Chairperson
- K. Adjournment

Land Acknowledgement
April 19, 2023

CHEMEKETA COMMUNITY COLLEGE LAND ACKNOWLEDGEMENT

Prepared by

Ron Pittman, Chair—Board of Education

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

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

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

Minutes
April 19, 2023

APPROVAL OF BOARD MINUTES

Prepared by

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

Minutes of the board meeting of March 15, 2023, 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
April 19, 2023

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

March 15, 2023

I. WORKSHOP

Neva Hutchinson, Vice Chair, called the workshop to order at 4:01 pm in the Boardroom, Building 2, Room 170, at the Salem Campus.

Members in Attendance: Ed Dodson; Jackie Franke; Ken Hector; Neva Hutchinson, Vice Chair; Ron Pittman, Chair (4:03pm); and Diane Watson. Excused Absence: Betsy Earls.

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

Future Ready Oregon

Holly Nelson, Executive Dean, Regional Education and Academic Development, gave an overview of what Chemeketa has done through the Future Ready Oregon grant, which came about through SB1545 and focuses on priority populations and key industry sectors. She provided information on the college's outcomes, summary of investments, and overall approach to the grant. Chemeketa's team leads presented on the project components including: "prosperity" efforts, campus-based pre-apprenticeship, career pathways, credit for prior learning, workforce-ready grants, and cultural competency training.

Board members asked clarifying questions during the workshop.

The workshop ended at 4:57 pm.

II. EXECUTIVE SESSION

Ron Pittman, Chair, called Executive Session to order at 5:14 pm in Building 2, Room 170, at the Salem Campus. Executive Session was held in accordance with ORS 192.660(2)(a) employment issues.

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

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

Executive Session ended at 5:36 pm.

III. ADMINISTRATION UPDATES

Ron Pittman, Chair, called the meeting to order at 5:36 pm.

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April 19, 2023

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March 15, 2023
Page 2

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

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

Updates were discussed with the board regarding a proposed bond measure, the Oregon Community College Association (OCCA), the President's monthly report to the board, and the board agenda.

A recess was taken at 5:51 pm.

IV. REGULAR SESSION

A. CALL TO ORDER

Ron Pittman, Chair, reconvened the board meeting at 5:59 pm. The meeting was held in the Board Room, Building 2, Room 170, at the Salem Campus.

B. PLEDGE OF ALLEGIANCE

C. CHEMEKETA LAND ACKNOWLEDGMENT

Ron Pittman read the land acknowledgment.

D. ROLL CALL

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

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

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

E. COMMENTS FROM THE PUBLIC

Ron Pittman reviewed the public comment process, extended public comments for 15 additional minutes at the 30-minute mark, and thanked those who testified.

<u>Commenter Name</u>	<u>Topic</u>
Karen Stevens	What the counselors do at Chemeketa.
Tiffany Gardner	What the counselors do at Chemeketa.
Cleo Alvarez	What the counselors do at Chemeketa.

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Kevin Furey	The need for a more detailed presentation by the administration of the College’s financial condition both now and in the near future.
Stephanie Lenox (On behalf of Amanda Knopf)	Retrenchment
Aaron King	Chemeketa’s Culture
Aaron King	Board Agenda Topic - Personnel Report

F. APPROVAL OF MINUTES

Jackie Franke moved and Diane Watson seconded a motion to approve the Board of Education minutes from February 15, 2023.

Ken Hector noted the motion should be for approval of the Workshop minutes as well.

The motion CARRIED.

G. REPORTS

Reports from the Associations

Peter Wirfs, Associated Students of Chemeketa (ASC) said the report stands as written.

Steve Wolfe, Chemeketa Faculty Association (CFA), thanked the faculty and staff who spoke tonight and at last month’s meeting. Steve noted with all the faculty and staff retrenchments, this is a difficult time at the college; it’s hard for everyone going through this; and it doesn’t just represent positions, it represents people who have dedicated years of service to Chemeketa and the college’s students. Steve said the culture at Chemeketa has changed, and stated he hoped it would become more of a unified culture after the pandemic but feels it’s become more of a culture of fear. Trust has been broken, morale is the lowest it has been during his time at the college, and he is concerned about the direction the college is headed right now. Steve noted that employees, in particular faculty and classified staff, need to be prioritized, and the college needs to reinvest in the people that make Chemeketa such a special place to learn.

Jessica commented on the HECC report that is referenced in the CFA report, and said that the college will be analyzing and digging into those numbers, comparing them with the college’s current internal data. Results of that analysis will be shared in order to provide clarity to the board and the community.

Aaron King, Chemeketa Classified Association (CCA), highlighted the new employee luncheon that is being relaunched after the pandemic, and that work is underway to bring back other social events. Aaron thanked those who provided public comments today.

Gaelen McCallister, Chemeketa Exempt Association (CEA), said the reports stand as written and noted that exempt members have received notices as well, and their experience will be missed. Gaelen stated she admired everyone who stood up tonight to talk about their commitment to the college, and she looks forward to working with everybody to continue to serve students as the college goes through this process.

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Reports from the College Board of Education

Diane Watson attended the Woodburn First Citizen Awards Banquet where Elias Villegas, Dean of the Woodburn Center, received the First Citizen Award; Woodburn, Brooks, and Salem Capital Projects Action Team (CPAT) Forums; the new fire engine celebration; the Marion County State of the County; Woodburn Rotary; North Marion School District Board meeting with Jessica Howard; Keizer Greeters; Keizer State of the City; and the Oregon Community College Association (OCCA) Diversity, Equity, and Inclusion subcommittee.

Ed Dodson attended the Silverton Chambers First Citizens Awards, OCCA legislative calls, Roberts High School at Chemeketa tour, Brooks and Salem CPAT Forums, Woodburn First Citizens Awards, the new fire engine celebration, the Marion County State of the County, and

several legislative hearings. He met with several representatives and senators regarding issues the college was promoting.

Ken Hector said his monthly activity report reflects eight entries, fourteen activities, and stands as written. Ken commented on the legislative panel at the OCCA annual legislative summit which included one of the college's students, Peter Wirf. Ken stated Peter conducted himself well, was commendable, and performed admirably.

Jackie Franke attended two East Salem rotary meetings and the fire engine celebration.

Neva Hutchison attended the Chemeketa Diversity, Equity, and Inclusion committee to discuss the board's experience going through the Cultural Competency program, agenda review, the OCCA annual legislative summit and reception, and the Roberts at Chemeketa tour. Neva stated that Roberts at Chemeketa is an amazing program for kids who have trouble fitting in the standard high school arena. These students were excited, well-spoken, and re-invested in the learning process.

Ron Pittman attended the quarterly meeting with Jessica Howard, the Roberts Tour at Chemeketa which he found impressive, agenda review, the new fire engine celebration, and the OCCA annual legislative summit. He also met with Danielle Hoffman and Paul Davis at Yamhill Valley Campus for an update.

H. INFORMATION

Results of the 2022 Certification and Licensure Examinations

Executive Dean Marshall Roache said the report stands as written and provided some highlights concerning the comparison of 2022 certification and licensure exam numbers with pre-pandemic results from 2019. In 2019, there were 33 plumbers, 39 electricians, 15 pharmacy technicians, and 14 welding students who earned certification. In 2022, there were 35 plumbers, 47 electricians, 16 pharmacy technicians, and 22 welding students who earned certification. The nursing students continue to have a 100 percent pass rate on the National Council Licensing Examination Registered Nurse (NCLEX-RN) exam.

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Diane Watson asked what happens to the students who don't pass, and does the college assist them? Marshall said students can come back and take most of the exams multiple times, and the college has support programs to help the students in that effort. Jackie Franke would like to know about employment data, and Marshall will get that information to Jackie.

2023–2024 Sabbatical Leave Requests

Peter Hoelter, Sabbatical Review Committee Co-Chair, recommends seven requests for a total of 18 terms of leave on behalf of the committee.

Neva Hutchinson asked if it was possible to get a report back regarding what faculty on sabbatical have learned. Peter said every person on sabbatical sends in a quarterly update to their dean or Executive Dean, some give presentations to their departments and there is discussion on bringing those back now that the pandemic is easing. Ken Hector asked if the rubric is solely a product of the Sabbatical Review Committee. Peter said yes, but it was developed collaboratively (there are three faculty members and three exempt members on the committee). He said the rubric was also reviewed by the CFA, and there are other stakeholders as well. Ron Pittman thanked the committee for its work.

I. STANDARD REPORTS

Personnel Report

Alice Sprague said the report stands as written and noted there are three new positions and one of them is general funded.

Budget Status Reports

Aaron Hunter noted that a green sheet was provided for the Statement of Resources and Expenditures because the line item for College Support Services was overstated by approximately \$100,000 due to reclassification of some expenses in that category. The tuition and fees line item does include the full amount, including the refunds for winter term. On the Budget Status report, the spend percentage is consistent with the previous year, personnel cost savings reflect the number of vacant positions that were held, and non-personnel services are tracking consistently. On the Status of Investments, there were four maturities, and they were reinvested. The Local Government Investment Pool (LGIP) rates remain the same.

Capital Projects Report

Aaron Hunter noted that the Building 34 demolition has been delayed due to the weather, and the Facilities Department is in the process of updating charging stations at the Salem and YVC campuses and adding additional stations.

Recognition Report

Jessica Howard acknowledged employees in the written report.

J. ACTION

Ken Hector moved and Ed Dodson seconded a motion to approve consent calendar items No. 1–3.

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April 19, 2023

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1. Approval of Proposed Bachelor of Science (BAS) Student Tuition and Fees for 2023–2024 [22-23-123]
2. Approval of On Call Heating, Ventilation, Air Conditioning (HVAC), Boiler and Plumbing Maintenance Repair and Installation Services Contract Award [22-23-124]
Aaron Hunter, Associate Vice President/CFO
3. Approval of Chemeketa Cooperative Regional Library Service (CCRLS) Dedicated Internet Access and Wide Area Network Transport Service Contract Award [22-23-125]
Aaron Hunter, Associate Vice President/CFO

The motion CARRIED.

K. APPENDICES

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

L. FUTURE AGENDA ITEMS

None were heard.

M. BOARD OPERATIONS

N. ADJOURNMENT

The meeting adjourned at 7:01

Respectfully submitted,

Julie Deuchars
Executive Coordinator

Jessica Howard
President/Chief Executive Officer

Ron Pittman
Board Chair

April 19, 2023
Date

ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

Prepared by

Peter Wirfs, ASC Executive Coordinator

ASC / MULTICULTURAL STUDENT SERVICES (MSS) PAST EVENTS

Let's Talk About Sex Event

- On March 7, the Safe Haven and Multicultural Center Student Services collaborated on an information session that covered topics surrounding safe sex practices using gender-inclusive language. Jay Lagunas from Planned Parenthood presented at the event. There was plenty of information handed out about resources.

OCCA Legislative Summit

- On March 8, Joel Gisbert and three student representatives attended the OCCA Legislative Summit at the Salem Convention Center. They participated in many educational sessions and made connections with local legislators.

Pizza Kickoff

- On April 5, ASC hosted a Pizza Kickoff event. ASC welcomed students to the new term with free pizza and plenty of seating. These events have proven to be very successful in the past.

Student Karaoke Afternoon

- The ASC organized a karaoke event on April 12. All Karaoke singers were entered into a raffle for many prizes. Light refreshments were also provided.

Stop Violence Against Women

- On April 18, MSS hosted an event to spread information about helpful resources for women in Salem.

ASC / MSS PRESENT EVENTS

Men's Wellness Group

- Joel Gisbert is facilitating a men's wellness group every week. Meetings provide students an opportunity to discuss issues with academics or personal life through peer support. In addition, field trips and fun activities for the members are ongoing.

Legislative Internship

- Joel Gisbert, Peter Wirfs, and Mike Evans have hired three interns. All interns have legislative offices that they have been placed into. They are currently active in the capitol in their legislative offices. (Sen. Deb Patterson, Rep. Kevin Mannix, and Rep. Tom Andersen)

Multicultural Movie Afternoon

- Multicultural Student Services will periodically present a multicultural movie for students to come and watch. *The Accused* was shown on April 13. Currently, *Iron Jawed Angels* is scheduled on April 20.

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Ping Pong Tournament

- On April 19, the Ping Pong Club and ASC hosted a Ping Pong Tournament. Up to 32 people registered for the brackets and prizes were awarded to the top contestants.

ASC / MSS FUTURE EVENTS

Council of Clubs

- ASC will be hosting the Council of Clubs event on April 21 for club members to gain additional funding for their clubs. As well as additional training for club presidents to help their clubs keep running smoothly.

Earth Day Club Fair

- In honor of Earth Day, the ASC is hosting a club fair on April 25. Refreshments and food will be provided. This will give students an opportunity to learn about the many clubs on campus to better immerse themselves in our community.

Prom de Mayo

- On May 4, the ASC will be hosting Chemeketa students' Prom de Mayo event. This is an event focused on Mexican culture with mariachi, food, and dancing. There will also be a photo booth for students.

CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Steve Wolfe, President—Chemeketa Faculty Association

IMPACT OF HIRING FREEZE ON WORKLOAD

For over a year now there has been a nearly total hiring freeze for faculty. The smaller number of faculty who remain are expected to do even more work, but this is unsustainable. Faculty members are already overworked. If the hiring freeze continues as more faculty members retire or otherwise separate from the college (such as those who are being laid off at the end of June), the situation will only worsen. These increased demands increase employee stress and job dissatisfaction, leading to lower morale.

ADMINISTRATIVE REORGANIZATION

The recent reorganization at the highest level of administration is a step in the right direction to improve employee morale, but healing and restoring trust with the faculty will require time and concerted effort on the part of administration. The leaders of the CFA are encouraged that President Jessica Howard has placed confidence in Vice Presidents David Hallett and Alice Sprague to fill the gap and work on restoring that trust. The wounds of the past few years and especially from the recent retrenchments run deep, though, and this will be no quick fix. Healing takes time (and no further infliction of wounds). It is hoped that the college culture can soon return to an emphasis on collaboration, innovation, and encouragement so the college can best fulfill its mission to “transform lives and strengthen communities through quality education, services, and workforce training.”

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

Prepared by

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

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

Aaron King, President—Chemeketa Community College Classified Employees Association

PRESIDENT'S MESSAGE

Organizational change never comes without a few bumps in the road. President Howard recently reported that Mike Vargo, Vice President of Academic and Student Affairs, has left the college. The plan moving forward is David Hallett will assume the Vice President of Academic and Student Affairs, Alice Sprague assuming the Vice President of Governance and Administration and Heather McDaniel assuming the Associate Vice President of Human Resources. All in an interim role lasting at least a year, providing consistency and experience during this time of change.

The challenge with changes comes from our tendency to see them as problems rather than opportunities for learning and growth. I would encourage Classified Employees to support these transitions as they do provide the experience and consistency that is needed and necessary. We have been working with the College to identify possible vacant positions for those affected by the layoff notice. Thus far, one employee has accepted a transfer position and one employee has accepted a vacant position. We thank the College for looking at all options available to retain our valued employees and look forward to the continued collaborative efforts.

WELCOME NEW CLASSIFIED EMPLOYEES AND NEW POSITIONS

- On March 3, 2023, Jacqueline Guillen was hired for the position of Public Safety Officer I in the Public Safety department.
- On March 17, 2023, Andrew Mikkelson was hired for the position of Maintenance/Trades Specialist in the Facilities department.
- On March 22, 2023, Mehr Pulaud was hired for the position of Department Technician I in the Library department.

CHANGES

- On March 3, 2023, Maria Gasca was promoted to the position of Student Services Specialist in the High School Partnerships department.
- On March 7, 2023, Brian McCartney was promoted to the position of System Analyst in the Networking department.

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- On March 10, 2023, Minna Gelder was promoted to the position of Technology Analyst II in the Academic Effectiveness division.
- On March 17, 2023, Kimberly Stevens was promoted to the position of Custodian II in the Facilities department.
- On March 19, 2023, Chanita Parker-Keebler was promoted to the position of Department Specialist in the Events and Food Services department.
- On April 4, 2023, Julie Schonbachler was promoted to the position of Financial Services Analyst I in the Business Services department.

RETIREMENTS

On March 30, 2023, Amber McMurray retired as Department Technician II in the Education, Languages and Social Sciences department.

CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

Adrian Lutz, Vice President—Chemeketa Community College Exempt Association
Gaelen McAllister, President—Chemeketa Community College Exempt Association

Chemeketa Press Director Abbey Gaterud reports that the Press has successfully placed six of the faculty-developed titles at *Our Lady of the Lake University*, a fellow Hispanic Serving Institution in San Antonio, Texas. *Your Guide to College Writing, Empathy, Freedom, and Responsibility, Becoming a College Writer: A Student Workbook, The Humble Essay, and The Humble Argument* will be used this fall across all sections of Composition I and II. Congrats to Brian Mosher, Chemeketa's Marketing and Sales Coordinator, for making this connection and sale.

Chemeketa Apprenticeship completed the first Chemeketa BOLI Future Ready Funded Pre-Apprenticeship Program at the Oregon State Correctional Institution during winter quarter. At the graduation party for the 13 adults in custody, the keynote speaker was fourth year plumbing student Hector Ramirez, who recounted his journey from 15 years in prison to a successful career as a plumber. Megan Cogswell, Director of Apprenticeship, is grateful for all the help and support from Chemeketa to offer the program.

Lynn Irvin, recently retired from the Support Services division, but still working part time on special projects, was honored with the Mildred Bulpitt Woman of the Year Award from the American Association of Women in Community Colleges at the AAWCC Annual Awards Breakfast on April 2, 2023. Lynn was one of the original founders of Chemeketa's AAWCC Chapter and has been a valued part of its Board, planning monthly professional development and networking events and raising funds for student scholarships.



PRESIDENTIAL EVALUATION PROCESS

Prepared by

Ron Pittman, Chair—Board of Education

The annual performance evaluation of President Jessica Howard will be completed and reported to the public on June 21, 2023, in accordance with board policy and ORS 192.660(1)(i).

The following timeline is proposed for consideration of completing and reporting the annual presidential evaluation:

October The president presents a draft of goals for the upcoming year with respect to her personal performance to the board.

November Board agrees on the final set of goals for the upcoming year.

April Board Information item on process used to evaluate the president

May/June The annual formal evaluation process will begin in May with the president giving a presentation to the board based on her performance in the following areas:

Part I

- A. The Board of Education
- B. Management Competencies
 - B1. Achieves Results
 - B2. Communicates Effectively
 - B3. Facilitates Team Success
- C. The Community (Core Theme: Community Collaborations)
- D. Educational Planning and Leadership (Core Themes: Academic Quality, Access, and Student Success)
- E. Business, Finance, and Facilities (Core Theme: Access)
- F. College Personnel (Core Theme: Academic Quality)

Part II

Evaluation of Performance in Relation to the Annual College Strategic Initiatives

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

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

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

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- June The board meets with the president in a special executive session to discuss the evaluation.
- The board chair and vice chair draft an evaluation reflecting the board's evaluation discussion and any summary comments.
- The board chair and vice chair meet with the president to present the draft evaluation document and edit any changes prior to the June board meeting
- The board chair and vice chair prepare a summary statement to be read at the June board meeting.
- The board publicly presents the compensation and contract recommendation at the June board meeting.
- Worksheet (See attached copy)



Name _____

Date _____

ANNUAL PRESIDENT’S EVALUATION

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

PART I

A. The Board of Education

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

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

Notes:

B. Management Competencies

B1. Achieves Results

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

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

Notes:

B2. Communicates Effectively

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

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

Notes:

B3. Facilitates Team Success

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

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

Notes:

C. The Community (Core Theme: Community Collaborations)

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

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

Notes:

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

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

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

Notes:

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

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

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

Notes:

F. College Personnel (Core Theme: Academic Quality)

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

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

Notes:

PART II – EVALUATION OF PRESIDENT’S PERFORMANCE IN RELATION TO THE ANNUAL COLLEGE STRATEGIC INITIATIVES.

Notes:

ADDITIONAL COMMENTS/OVERALL IMPRESSION:

President Comments:

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

President/CEO _____ Date _____

Board Chair _____ Date _____

Human Resources _____ Date _____

PROPOSED SCHEDULE OF COLLEGE BOARD OF EDUCATION MEETINGS FOR 2023–2024

Prepared by

Jessica Howard, President/Chief Executive Officer

The following dates have been selected for the 2023–2024 College Board of Education meeting schedule. The dates fall on the third Wednesday of each month. The July 2023 and September 2023 meetings may be held at outreach centers or campuses. All other board meetings will be held on the Salem Campus and/or via web conferencing.

July 10—Special Board Meeting

July 19

August 30—Board Work Session (TBA)

September 20

October 18

November 15

December 13

January 5—Board Work Session (TBA)

January 17

January 31—Budget Committee Orientation

February 21

March 20

April 10—Budget Meeting

April 17—Budget and Board of Education meeting

April 24—Budget Committee (Optional)

May 15

June 26

Tentative 2024–2025

July 21

The College Board of Education will be asked to approve the proposed schedule of board meetings for 2023–2024 at the May board meeting.

**BUDGET COMMITTEE MEMBER SELECTION PROCESS
FOR VACANCIES IN ZONE 2, ZONE 3, AND ZONE 7 FOR 2023–2026**

Prepared by

Alice Sprague, Vice President—Governance and Administration

Budget Committee positions for Zones 2, 3, and 7 expire June 30, 2023. In compliance with board policy number 1170, the following appointment process is recommended for Zones 2, 3, and 7.

ACTION NECESSARY UNDER BOARD POLICY/PROCEDURE NUMBER 1170

Barbara Nelson, Zone 2	Must advertise*
Joe Van Meter, Zone 3	Must advertise*
Scott Muller, Zone 7	May reappoint or advertise*

BUDGET MEMBER SELECTION TIMELINES AND PROCESS

Openings Announced to Board of Education	April 19
Approval of Selection Process and Timelines	May 17
Legal Notice Published	by June 30
Deadline for Applications to the President's Office	July 28
Application Screening	TBD
Appointment of New Budget Committee Members	TBD

* Policy and procedure 1170 state that a position filled by an incumbent who has served more than four years must be advertised; however, the incumbent may reapply if they wish to continue. Additionally, a position filled by an incumbent who has served less than four years can be reappointed without public notice advertising for additional applicants. Barbara Nelson, Zone 2; and Joe Van Meter, Zone 3 have served more than four years and in compliance with procedure 1170, Zones 2 and 3 must be advertised. Scott Muller has served as an incumbent for less than four years and in compliance with procedure 1170, can be reappointed for Zone 7 without advertising for additional applicants

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

The College Board of Education will be asked to approve the appointment process and the timelines for the selection of Budget Committee members for Zones 2, 3, and 7 at the May Board of Education Meeting.

SUSPENSION OF FIRE SUPPRESSION DEGREE

Prepared by

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

The Fire Suppression program at Chemeketa Community College is requesting permission to suspend the degree, in its current iteration, and replace it with a degree path better suited to prepare students for entry into the fire service.

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

The proposed new degree path has broad support from our industry partners and is approved by the Fire Program Advisory Committee and the Chemeketa Curriculum Committee.

The College Board of Education will be asked to approve the suspension of the current Fire Suppression degree at the May 2023 board meeting.

FIRE SUPPRESSION DEGREE

Prepared by

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

The Fire Suppression program created a revised path to completion that emphasizes hands-on experience while also streamlining coursework to better match the needs of students pursuing entry level employment with the fire service.

The new degree path will accomplish the following:

1. Aligns more closely with industry standard Fire and Emergency Services Higher Education (FESHE—established by the National Fire Academy) and the International Fire Service Training Association (IFSTA). This curriculum is endorsed by the fire program's national accreditor, the International Fire Service Accreditation Congress.
2. Provides more hands-on training opportunities for students by leveraging industry partner support. Students will engage in CWE experiences in the local fire districts. There are existing and longstanding intergovernmental agreements with local districts that provide the framework for student learning "on the job". This change also supports the fire service by providing additional resources to an industry experiencing personnel shortages and benefits students by providing clear pathways to employment post-graduation.

The proposed new degree path has broad support from industry partners and is approved by the fire program advisory committee and the Chemeketa Curriculum Committee.

The College Board of Education will be asked to approve the new Fire Suppression degree, to begin fall 2023, at the May 2023 board meeting.

FIRE SUPPRESSION DEGREE

Course No.	Course Title	Credit Hours
Term 1		
ES 172	Introduction to Emergency Services	3
FRP 191	Fire Incident Related Experience 1 Lecture/Lab	4
FRP 175	Hazmat Operations	1
FRP 167	Shift and Station Operations 1	1
FRP 141	EMT, part 1	4
Term Total		13
Term 2		
FRP 192	Fire Incident Related Experience 2 Lecture/Lab	4
FRP 159	Fire Behavior and Combustion	3
FRP 142	EMT, part 2	4
FRP 266	Building Construction for Fire Protection	3
Term Total		14
Term 3		
FRP 156	Emergency Services Safety and Survival	3
FRP 193	Fire Incident Related Experience 3 Lecture/Lab	4
FRP 180	Fire Protection Hydraulics, Water Supply and Pump Ops. Lec/Lab	4
FRP 143	EMT, part 3	4
Term Total		15
Term 4 - Summer		
FRP 280I	Cooperative Work Experience - Fire/EMS	9
COMM 115	Intercultural Communication	4
Term Total		13
Term 5		
FRP 291	Fire Incident Related Experience 4 Lecture/Lab	4
FRP 260	Fire Prevention	3
FRP 267	Shift and Station Operations 2	1
MTH 070	Elementary Algebra	4
Term Total		12
Term 6		
FRP 292	Fire Incident Related Experience 5 Lecture/Lab	4
FRP 171	Fire Protection Systems	3
WR 121	Academic Composition	4
Term Total		11

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	Term 7	
FRP 256	Emergency Services Rescue Practices	4
PSY 101	Psychology of Human Relations	4
FRP293	Fire Incident Related Experience 6 Lecture/Lab	4
	Term Total	12
	Term 8 - Summer	
FRP 208I	Cooperative Work Experience - Fire/EMS	9
WR 227	Technical Writing	4
	Term Total	13
	Program Total	103

**FIREFIGHTER/EMERGENCY MEDICAL TECHNICIAN (EMT)
CERTIFICATE OF COMPLETION**

Prepared by

Joshua Darland, Program Chair—Fire Protection Technology
Chris Arbuckle, Program Chair—Emergency Medical Services (EMS)
Jordan Bermingham, Dean—Emergency Services and Diesel Technology
Marshall Roache, Executive Dean—Career and Technical Education
David Hallett, Interim Vice President—Academic and Student Affairs

The Fire Suppression program is seeking board approval to add a new, one-year, Firefighter/Emergency Medical Technician (EMT) certificate. The certificate adds an additional pathway for students seeking to enter the field of emergency services and provides a solid foundation of skills and industry recognized certifications required for employment or as a resident volunteer in any number of fire districts.

The Firefighter/EMT certificate also dovetails nicely with the Paramedic Associate of Applied Science (AAS) degree pathway for students desiring a higher level of certification in emergency medicine and additional employment opportunities.

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

The College Board of Education will be asked to approve the Firefighter/EMT Certificate, to begin fall 2023, at the May 2023 board meeting.

**FIREFIGHTER/EMERGENCY MEDICAL TECHNICIAN (EMT)
 CERTIFICATE OF COMPLETION**

Course No.	Course Title	Credit Hours
	Term 1	
ES 172	Introduction to Emergency Services	3
FRP 191	Fire Incident Related Experience 1 Lecture/Lab	4
FRP 175	Hazmat Operations	1
FRP 167	Shift and Station Operations 1	1
FRP 141	EMT, part 1	4
	Term Total	13
	Term 2	
FRP 192	Fire Incident Related Experience 2 Lecture/Lab	4
FRP 159	Fire Behavior and Combustion	3
FRP 142	EMT, part 2	4
FRP 266	Building Construction for Fire Protection	3
	Term Total	14
	Term 3	
FRP 156	Emergency Services Safety and Survival	3
FRP 193	Fire Incident Related Experience 3 Lecture/Lab	4
FRP 180	Fire Protection Hydraulics, Water Supply and Pump Ops. Lec/Lab	4
FRP 143	EMT, part 3	4
	Term Total	15
	Certificate Total	42

PARAMEDIC CERTIFICATE OF COMPLETION

Prepared by

Chris Arbuckle, Program Chair—Emergency Medical Services (EMS)
Jordan Bermingham, Dean—Emergency Services and Diesel Technology
Marshall Roache, Executive Dean—Career and Technical Education
David Hallett, Interim Vice President—Academic and Student Affairs

There is a critical shortage of paramedics in the state of Oregon, and nationally as well. In discussion with industry partners, it is imperative for the college to assist the community in shoring up the gap in emergency services personnel. The new paramedic certificate is a part of the solution.

There are no changes requested concerning the paramedic Associate of Applied Science (AAS) degree. The new certificate offering is an additional pathway for students who already have an associate's degree. An AAS degree is required by the Oregon Health Authority for state licensure. The paramedic certificate is already approved by the Higher Education Coordinating Commission (HECC) and streamlines the pathway towards licensure and, ultimately, entry into the field of emergency services.

The new certificate offers multiple pathways for students to attain certifications and/or licensure needed for career goals. For example, a student who graduates from the fire suppression program could enroll into the paramedic certificate program. Currently, the only Chemeketa option would be the paramedic AAS which would require an additional 20 credits of prerequisites. Not only is this a financial burden for students, but also delays entry into the industry. A significant percentage of Chemeketa Fire Suppression students forgo entry into the Chemeketa Paramedic AAS program due to the aforementioned reasons. These students are opting for private technical schools such as the National Curriculum and Training Institute (NCTI) because it accelerates the pathway to professional employment.

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

The College Board of Education will be asked to approve the Paramedic Certificate of Completion, to begin fall 2023, at the May 2023 board meeting.

PARAMEDIC CERTIFICATE OF COMPLETION

Course No.	Course Title	Credit Hours
	Term 1 - Summer	
EMT 200	Prehospital Anatomy and Physiology	4
HM 120	Medical Terminology	3
WR 121	Academic Composition	4
MTH 070 or higher	Elementary Algebra	4
PSY 101 or higher	Psychology of Human Relations	4
	Term Total	19
	Term 2	
FRP 256	Emergency Services Rescue Practices	4
ES 172	Introduction to Emergency Services	4
EMT 296	Paramedic, part 1	14
	Term Total	22
	Term 3	
EMT 176	Emergency Response Patient Transportation	2
EMT 177	Emergency Response Communication and Documentation	2
EMT 297	Paramedic, part 2	14
	Term Total	18
	Term	
ES 115	Crisis Intervention	3
EMT 298	Paramedic, part 3	4
EMT 280H	Cooperative Work Experience - Paramedic	8
	Term Total	15
	Certificate Total	74

PERSONNEL REPORT

Prepared by

Heather McDaniel, Interim Associate Vice President—Human Resources
Alice Sprague, Interim Vice President—Governance and Administration

NEW HIRES

Armando C. Alvarado Mendoza, Department Technician I—Student Recruitment, Enrollment and Graduation Services, Student Affairs Division, 100 percent, 12-month assignment, Range B-1, Step 5.

Jose A. Ceja Garibay, Instructor-High School Equivalency Program—Academic Development and Corrections Education, Regional Education and Academic Development Division, 100 percent, 10-month annualized assignment, Range F-9, Step 5.

Jacqueline Guillen, Public Safety Officer I—Public Safety, Career and Technical Education and Public Safety Division, 00 percent, 12-month assignment, Range B-2, Step 2.

Andrew J. Mikkelson, Maintenance/Trades Specialist—Capital Projects and Facilities, College Support Services Division, 100 percent, 12-month assignment, Range B-3, Step 6.

POSITION CHANGES

Minna I.H. Gelder, Technology Analyst II—Academic and Organizational Effectiveness, Academic Affairs Division, 100 percent, Range C-2, Step 11 from Technology Analyst II—Information Technology, Governance and Administration Division.

David J. Hallett, Interim Vice President-Academic and Student Affairs—President's Office Division, 100 percent, from Vice President-Governance and Administration—President's Office Division.

Brian C. McCartney, Systems Analyst—Information Technology, Governance and Administration Division, 100 percent, Range C-3, Step 6, from Technology Analyst I—Information Technology, Governance and Administration Division.

Heather M. McDaniel, Interim Associate Vice President-Human Resources—Governance and Administration Division, 100 percent, from Director-Human Resources—Governance and Administration Division.

Julie D. Schonbachler, Financial Services Analyst I—Business Services, College Support Services Division, 100 percent, Range C-1, Step 8, from Technology Analyst II—Business Services, College Support Services Division.

Alice M. Sprague, Interim Vice President-Governance and Administration—President's Office Division, 100 percent, from Associate Vice President-Human Resources—Governance and Administration Division.

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Kimberly Stephens, Custodian II—Capital Projects and Facilities, College Support Services Division, 100 percent, Range A-3, Step 6, from Custodian I—Capital Projects, College Support Services Division.

RETIREMENTS

Denise Galey-Oldham, Associate Dean-Advising and First Year Programs—Student Affairs Division, effective April 30, 2023.

Meredith A. Schreiber, Director-Bookstore and Auxiliary Services—College Support Services Division, effective May 31, 2023.

SEPARATIONS

Deroll A. Barrett, Coordinator-Job Corps—Counseling and Career Services, Student Affairs Division, effective March 24, 2023.

Melissa A. Frey, Dean-Student Recruitment, Enrollment and Graduation Services—Student Services Division, effective April 14, 2023.

Chad M. Robertson-Jones, Technology Analyst I—Information Technology, Governance and Administration Division, effective March 24, 2023.

Michael C. Vargo, Vice President—Academic and Student Affairs, President's Office Division, effective March 31, 2023.

BUDGET STATUS REPORT

Prepared by

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

The financial reports of the general fund and investments for the period from July 1, 2022, through March 31, 2023, are attached.

The following items are included in the report:

- General Fund Revenue and Expense Statement
- General Fund Budget Status Report
- Status of Investments as of March 31, 2023
- Quarterly Update of Other Funds

**Chemeketa Community College
Statement of Resources and Expenditures
As of March 31, 2023**

Fund 100000 - General Fund Unrestricted

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET	VARIANCE TO BUDGET
Resources:				
Beginning Fund Balance	16,000,000	18,202,903	113.77%	2,202,903
Property Taxes	26,190,000	25,849,106	98.70%	(340,894)
Tuition and Fees	24,730,000	24,283,451	98.19%	(446,549)
State Appropriations - Current	27,514,656	27,294,367	99.20%	(220,289)
State Appropriations - Carryover from FY22	9,315,344	9,315,344	100.00%	-
Indirect Recovery	940,000	787,244	83.75%	(152,756)
Interest	610,000	1,009,685	165.52%	399,685
Miscellaneous Revenue	460,000	152,653	33.19%	(307,347)
Transfers In	800,000	400,000	50.00%	(400,000)
Total Resources	106,560,000	107,294,753	100.69%	734,753
Expenditures:				
Instruction	39,639,384	27,235,524	68.71%	12,403,860
Instructional Support	14,597,497	9,593,610	65.72%	5,003,887
Student Services	10,105,352	6,718,216	66.48%	3,387,136
College Support Services	19,804,351	12,696,267	64.11%	7,108,084
Plant Operation and Maintenance	7,723,416	4,959,500	64.21%	2,763,916
Transfers	5,190,000	3,172,831	61.13%	2,017,169
Total Expenditures (Excluding Contingency)	97,060,000	64,375,948	66.33%	32,684,052
Contingency	8,000,000	-	0.00%	8,000,000
Total Expenditures	105,060,000	64,375,948	61.28%	40,684,052
Unappropriated Ending Fund Balance	1,500,000			

**Chemeketa Community College
Budget Status Report
As of March 31, 2023**

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	10,714,491	7,543,892	2,409,099	761,500
6120	Classified Salaries	14,280,198	9,352,959	2,897,763	2,029,476
6124	Part-Time Hourly & Student Wages	1,393,494	793,869	-	599,625
6130	Faculty Salaries	17,578,831	12,909,784	3,708,925	960,122
6132	Part-Time Faculty	8,818,811	5,636,964	154	3,181,693
6510	Fixed Fringe Benefits	10,157,304	6,722,604	-	3,434,700
6511	Variable Fringe Benefits	16,948,232	11,392,203	-	5,556,029
6512	Other Fringe Benefits	380,000	177,495	-	202,505
	Subtotal Personnel Services	80,271,361	54,529,770	9,015,941	16,725,650
					67.93%

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,913,313	605,934	-	1,307,379
720	Equipment \$500-\$4,999	280,638	76,701	-	203,937
7300	Legal Services	118,300	29,701	44,200	44,399
7310	Insurance	704,245	769,067	-	(64,822)
7320	Maintenance	452,005	258,639	69,303	124,063
7330	Communications	967,558	481,725	-	485,833
7340	Utilities	2,004,161	1,189,363	24,032	790,766
7350	Staff Development	128,180	52,965	-	75,215
7360	Travel	390,159	84,116	-	306,043
7370	Other Services	4,403,573	3,004,337	356,928	1,042,308
7550	Capital Outlay	236,507	120,799	13,501	102,207
8150	Transfers Out	5,190,000	3,172,831	-	2,017,169
	Subtotal Non-Personnel Services	16,788,639	9,846,178	507,964	6,434,497
					58.65%
8500	Contingency	8,000,000	-	-	8,000,000
	Report Totals	105,060,000	64,375,948	9,523,905	31,160,147
					61.28%

**Chemeketa Community College
 Quarterly Update of Other Funds
 July 1, 2022 - March 31, 2023**

	FUND #	RESOURCES	OBLIGATIONS	BALANCE
Auxiliary Services	680	\$ 6,025,644	\$ 2,525,106	\$ 3,500,538
Self-Supporting Services	2000	23,807,525	11,557,985	12,249,540
Intra-College Services	2800	10,062,791	3,726,224	6,336,567
Student Government, Clubs & Newspaper	7200	452,977	77,046	375,931
Athletics	7500	235,341	180,512	54,829
TOTAL		\$ 40,584,278	\$ 18,066,873	\$ 22,517,405

	FUND #	BUDGET	OBLIGATIONS	BALANCE
Reserve Funds	2650 & 670000	\$ 1,190,000	\$ 69,462	\$ 1,120,538
Regional Library	2600	4,565,000	3,295,048	1,269,952
Capital Development	6000-6500	21,900,000	3,369,652	18,530,348
Student Financial Aid	4200	51,900,000	33,115,390	18,784,610
Special Projects	3000	32,600,000	10,209,996	22,390,004
Debt Service	590	36,100,000	2,170,439	33,929,561
TOTAL		\$ 148,255,000	\$ 52,229,987	\$ 96,025,013

Standard Report-2
April 19, 2023

STATUS OF INVESTMENTS AS OF March 31, 2023

Oregon State Treasurer Investments	Investment Ending Date	Maturity Date	Amount Invested	Rate as of 3/31/2023
Oregon Short-Term Fund - General	3/31/2023	On demand	\$ 21,494,400.77	3.750%
Oregon Short-Term Fund - Capital	3/31/2023	On demand	\$ 9,048,242.89	3.750%
Total Oregon State Treasurer Investments			\$ 30,542,643.66	
Other Investments	Investment Date	Maturity Date	Amount Invested	Yield
Corporate Note - Royal Bank of Canada	5/13/2022	4/17/2023	\$ 1,991,526.67	2.217%
Treasury Note - United States Treasury	12/13/2021	4/30/2023	\$ 1,991,623.87	0.441%
Corporate Note - Bank of Nova Scotia	11/1/2021	5/1/2023	\$ 5,083,675.69	0.505%
Corporate Note - Chevron	12/9/2021	5/11/2023	\$ 2,595,258.67	0.647%
Gov't Agency - Federal Home Loan Mtg. Corp.	12/8/2021	6/19/2023	\$ 2,093,699.44	0.521%
Corporate Note - Toronto Dominion Bank	11/3/2021	7/19/2023	\$ 4,247,604.44	0.458%
Treasury Note - United States Treasury	9/23/2022	8/31/2023	\$ 2,444,284.05	3.917%
Treasury Note - United States Treasury	3/31/2023	8/31/2023	\$ 1,973,940.00	4.563%
Gov't Agency - Fannie Mae	10/24/2022	9/12/2023	\$ 1,978,008.06	4.562%
Treasury Note - United States Treasury	9/23/2022	9/30/2023	\$ 2,453,180.05	3.936%
Gov't Agency - Federal Home Loan Mtg. Corp.	11/30/2022	10/25/2023	\$ 1,915,373.89	4.849%
Treasury Note - United States Treasury	12/1/2022	11/30/2023	\$ 1,922,440.00	4.521%
Treasury Note - United States Treasury	12/1/2022	12/31/2023	\$ 1,921,140.00	4.526%
Gov't Agency - Federal Home Loan Bank	2/1/2023	1/26/2024	\$ 1,998,840.00	4.810%
Treasury Note - United States Treasury	2/1/2023	1/31/2024	\$ 2,447,280.39	4.442%
Treasury Note - United States Treasury	12/1/2022	1/31/2024	\$ 1,918,240.00	4.513%
Gov't Agency - Federal Home Loan Bank	2/28/2023	2/21/2024	\$ 1,998,384.44	5.187%
Treasury Note - United States Treasury	2/28/2023	2/22/2024	\$ 1,910,289.89	4.734%
Treasury Note - United States Treasury	12/6/2022	2/29/2024	\$ 1,925,380.00	4.649%
Treasury Note - United States Treasury	12/6/2022	3/31/2024	\$ 1,937,060.00	4.615%
Gov't Agency - Federal Home Loan Bank	12/15/2022	4/15/2024	\$ 2,007,800.00	4.450%
Treasury Note - United States Treasury	12/14/2022	5/31/2024	\$ 1,949,380.00	4.305%
Corporate Note - Bank of Montreal	11/8/2022	6/28/2024	\$ 2,873,160.00	5.223%
Treasury Note - United States Treasury	1/6/2023	7/31/2024	\$ 2,439,950.00	4.604%
Corporate Note - JPMorgan Chase	10/20/2022	1/23/2025	\$ 1,919,760.00	5.033%
Total Other Investments			\$ 57,937,279.55	3.386% weighted average yield

13 week Treasuries 4.68% as of 3/31/2023

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

PURCHASING REPORTS

Prepared by

Mariah Dooley, Procurement and Contracts Analyst
P. Kevin Walther, Procurement Management Analyst
Aaron Hunter, Associate Vice President/Chief Financial Officer

COMMUNICATION ACCESS SERVICES

A Request for Proposal for Communication Access Services will be advertised on the college's Procurement Services website and the OregonBuys website in April of 2023. A recommendation for contract award will be made to the College Board of Education at its June 2023 meeting.

These services allow Student Accessibility Services to provide onsite and remote Communication Access Real-Time Translation (CART) and Speech-to-Text Translation (TypeWell) Services to students at multiple College locations.

LENEL S2 SECURITY SYSTEM MAINTENANCE, REPAIR, AND INSTALLATION SERVICES

In April of 2023, the college made the decision to purchase the LenelS2 Software Upgrade and Support (SUSP) license renewal from Wiremap Systems (Wiremap), an Emerging Small Business located in Albany, OR. Wiremap will be the sole provider of maintenance, repair, and installation services for the college's door entry security system (S2 services).

In accordance with rules adopted under ORS 279B.075(2)(d) and #CCR.310, it was determined that this class of services were available from only one source. The following findings supported this decision:

- 1) The LenelS2 approved integrator providing S2 services during the previous SUSP license term failed to perform. The college experienced performance and availability issues resulting in project delays and inflated costs forcing the college to engage a different LenelS2 approved integrator, Wiremap.
- 2) Wiremap is located closer to the Salem Campus than any other LenelS2 approved integrator that is allowed to provide the SUSP license and S2 services within the college district. Wiremap has been providing S2 services on time and on budget since the end of the previous SUSP license term.
- 3) Wiremap's work meets or exceeds the highest standards prevalent in the industry. Wiremap technicians have completed the LenelS2 Netbox training course and recertify annually by taking the most up to date continuing education courses offered by LenelS2.
- 4) For security purposes, only one LenelS2 approved integrator can be assigned access to a LenelS2 portal where the integrator can view the college's S2 security system

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information. LenelS2 requires a LenelS2 approved integrator to hold the SUSP license for the college. The most recent SUSP license has been renewed through Wiremap therefore Wiremap is the only integrator that LenelS2 has assigned access to the college portal.

- 5) Wiremap technicians have updated their Criminal Justice Information Services certifications as well as passed criminal background checks within the last 6 months limiting the likelihood of a security breach.

Pursuant to ORS 279A.065 and #CCR.310, notice is hereby given to the Board of Education that it is the college's intent to enter into a new sole source contract for the provision of S2 maintenance, repair, and installation services for the college's door entry security system with Wiremap Systems, an Emerging Small Business located in Albany, OR, for a contract period of five-years for an estimated contract value of \$250,000.

CAPITAL PROJECTS REPORT

Prepared by

Rory Alvarez, Director—Facilities and Operations
Aaron Hunter, Associate Vice President/CFO

CURRENT AND COMPLETED CAPITAL PROJECTS

- **Building 34**
The deconstruction of this building is now underway. The facilities team is collaborating closely with the contractor to manage any noise and odor-related disturbances to neighboring structures. All reusable materials have been retrieved prior to the demolition commencing.
- **Charging Station Upgrades**
Facilities is in the process of replacing the current electric vehicle charging stations located on the Salem Campus and at the Yamhill Valley Campus. There will also be stations added at new locations including the red parking lot, green parking lot, and the Chemeketa Center for Business and Industry (CCBI). The new charging stations have substantially faster charging speeds and will allow staff/faculty/students and the public to create their own accounts to access charging. The new features will bring Chemeketa's electric vehicle charging infrastructure up to current standards and substantially simplify the billing process.

HEATING, VENTILATION AND AIR CONDITIONING (HVAC) UPGRADES (CRSSA FUNDS)

- **Salem Campus Building 1**
All units except one have arrived. Facilities is currently establishing an installation schedule with the contractor.
- **Salem Campus Building 2**
Design and permitting activities are underway. New HVAC equipment is expected to be installed prior to June 1.
- **Santiam Center**
All units except one have arrived. Facilities is currently establishing an installation schedule with the contractor.
- **Salem Campus Building 37**
All units and controls are completed and are awaiting air balance. The air balance began on February 29, 2023.
- **Brooks Building 1**
The project scope has been determined. Additional electrical requirements must be addressed before the project proceeds.
- **Eola Building 1**
New controls are completed and awaiting air balance.

See Appendix–2; Campus Map pages 60–61.

INSTITUTIONAL ADVANCEMENT FOUNDATION QUARTERLY REPORT

Prepared by

Jamie Wenigmann, Director of Development—Foundation
Marie Hulett, Executive Director—Institutional Advancement
David Hallett, Interim Vice President—Academic and Student Affairs

NEW SCHOLARSHIP FUNDS ESTABLISHED

There have been four new scholarships established this quarter.

Dennis Clark Memorial Trade Scholarship: This fund is established initially by gifts from family and friends in memory of Dennis Clark to honor his life and continue his legacy of mentorship and passion for an industry he loved. The purpose of this fund is to provide assistance to students enrolled in the Building Inspection Technology Program at Chemeketa Community College.

Bachelor of Applied Sciences Degree Program Scholarship Fund: Former Chemeketa president Julie Huckestein and her husband Jim established this scholarship to assist students with completing a Bachelor of Applied Science degree at Chemeketa. Chemeketa is the first community college in Oregon to offer a bachelor's degree. Though Chemeketa is only offering one bachelor's degree program at this time, the intent is to provide more bachelor's degree opportunities in the future; this fund will be made available to students in any bachelor's degree program that is developed now or in the future.

Scholars for Health Oregon Initiative (SHOI) Behavioral Health Scholarship Fund and SHOI Medical/Dental Training Scholarship Fund: These scholarships were created to administer grant funds awarded to the Foundation through the Oregon Health Authority, with the goal of expanding and diversifying the workforce; particularly those serving communities experiencing health inequities due to a lack of culturally specific and culturally responsive care. \$300,000 will be available for students in Behavioral Health Programs, and \$200,000 will be available for students in Medical/Dental Programs, including Nursing, Medical Assisting, Anesthesia Tech, EMT/Paramedic, Speech Language Pathology, and Dental Assisting.

2023–2024 SCHOLARSHIP APPLICATION WINDOW EXTENDED

The Foundation's scholarship application window opened on February 1 for current and prospective Chemeketa students to apply for scholarships for the 2023–2024 academic year. The decision was made to extend the deadline until Saturday, April 15 to allow time for more students to apply. Scholarship Coordinator, Otilia Morales, has had the opportunity to connect with students face-to-face during spring term to answer questions and encourage additional students to apply. There are currently just over 1,200 scholarship applications drafted and/or submitted.

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\$500,000 GRANT RECEIVED THROUGH OHA

In partnership with the Grants Office, the Chemeketa Foundation has been awarded a grant of \$500,000 through the Oregon Health Authority with the goal of expanding and diversifying the workforce; particularly those serving communities experiencing health inequities due to a lack of culturally specific and culturally responsive care. These Scholars for Healthy Oregon-like (SHOI-Like) scholarships are intended to cover tuition and fees for eligible students. The first round of awards was posted in March 2023, with the bulk of the grant funding planned for the 2023–2024 academic year.

A huge thank you to Gaelen McAllister and Lily Sehon in the grants department for helping the Foundation secure this funding, to Ryan West for navigating student accounts and posting awards, and program staff for sharing this opportunity with current and future students.

STARS RECEPTION MAY 12

The Foundation will be hosting the annual STARS Reception at the Salem Convention Center on Friday, May 12, from 3–4:30 pm. This event will combine Salem and Yamhill Valley Receptions into one special event. Attendees will hear inspiring stories from scholarship recipients as students share their struggles, goals, achievements, and heartfelt thanks. It is a chance to hear how donors are making a difference in the lives of students and a chance for scholarship recipients to share their gratitude.

WOODBURN CHEMEKETA CINCO DE MAYO FESTIVAL 2023

The Chemeketa Foundation is partnering with the Chemeketa Woodburn Center to gather sponsorships for the upcoming fifteenth annual Cinco de Mayo Festival. The Cinco de Mayo Festival will be held May 5–7, 2023, from 9 am–9 pm. In 2019 the event served over 15,436 attendees. This annual event celebrates Woodburn's community's rich cultural diversity, promotes education, health, wellbeing, and honors the relationships amongst community members, community businesses, and organizations. Donors also have an opportunity to share their reasons for giving and caring about this community event.

QUARTERLY DONATION REPORT

The total amount of cash contributions for January 1, 2023–March 31, 2022 is \$226,144; the total valuation of in-kind contributions during January 1, 2023–March 31, 2023 is \$20,615.

GRANT ACTIVITIES FOR JANUARY 2023–MARCH 2023

Prepared by

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

GRANT APPLICATIONS SUBMITTED

Grantor	Department	Descriptions	Amount
PGE Foundation	Student Development and Learning Resources (SDLR)-Chemeketa Completion Program	Funds early outreach and advising for students at McKay high school to decrease barriers to success. Partners with Chemeketa Foundation in awarding scholarships to first year students from McKay. Yesica Navarro. Submitted January 12.	\$15,000
National Science Foundation–HSI	General Education and Transfer Studies (GETS) STEM	Follow up to a successful pilot project, will combine a STEM-focused faculty community of practice with student support intervention strategies to improve underrepresented students STEM enrollment, persistence, and degree attainment. Shannon Olthus-Gault, Keith Schloeman. Submitted February 8.	\$499,351
Oregon Department of Energy–Community Renewable Energy Projects	Facilities	Two planning projects to add solar storage capacity for the Brooks Center’s well and the Ag Hub’s refrigerator system. Isaac Talley. Submitted February 15.	\$200,000
Oregon Community Foundation–Creative Heights	GETS-Visual Communications	Funds a feature-length collaborative documentary and interactive exhibition, The Gift: Unboxing Autism, focusing on perspectives of those on the “mild” end of the autistic spectrum, their varied struggles/challenges, gifts, and the arduous process of even obtaining an official diagnosis. Bret Malley. Submitted February 15.	\$25,000
Congressionally Directed Spending	Career and Technical Education (CTE) SDLR	Submitted two requests to Senators Merkley and Wyden. One would provide equipment to create virtual simulations of situations for EMT and Cyber Security	\$1,386,729

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students (\$436,830). The second would create a Student Basic Needs Center on campus to combine all student wraparound supports (food pantry, clothes, childcare, transportation, etc.) in one area (\$949,899). Chris Arbuckle, R. Taylor, and Manuel Guerra. Submitted March 3.

Oregon Department of Education, Early Learning Division	GETS–Early Childhood Education	Intergovernmental agreement funds planning and MOUs with ECE partners to establish articulated college pathways for non- traditional, under-represented, culturally and/or linguistically diverse Early Educators to obtain college credentials, certificates, and degrees. R. Taylor. Submitted March 3.	\$96,911
Culturally Specific Afterschool/ Summer Learning	Regional Education and Academic Development (READ)	Collaboration with community-based organizations, You Lead, Unidos, Juntos, Kroc, and Interface, to create summer career camps to increase career explorations from populations historically excluded from well-paying CTE careers. Holly Nelson. Submitted March 9.	\$935,247
Oregon Bureau of Labor and Industry Future Ready	CTE– Apprenticeship	Funds Pre-Apprenticeship cohorts with student recruitment in collaboration with community partners to increase access to construction trades for historically excluded populations. Megan Cogswell. Submitted March 9.	\$297,005
Oregon Higher Education Coordinating Committee (HECC)	SDLR, READ, and GETS	Provides support for first generation student success by supporting summer bridging (ISTART), math and writing corequisite classes, embedded tutoring, and developmental education to college level transitions. Liliana Landa–Villalba, Chris Kato, Keith Schoeman, and Keith Russell. Submitted March 31.	\$815,129
HECC Office of Workforce Investments	GETS– Computer Information Systems, CTE– Apprenticeship	Funds the planning and creation of a Cyber Security Apprenticeship pathway in collaboration with private, state, and nonprofit employers. R. Taylor, Megan Cogswell. Submitted March 31.	\$399,394

Total Grant Applications: **\$4,669,766**

GRANTS DECLINED—January 2023–March 2023

Grantor	Department	Description	Amount
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GRANTS PENDING NOTIFICATION—Grants submitted prior to the current quarter

Grantor	Department	Description	Amount
Upward Bound Math and Science	SDLR-CAPS- Upward Bound	Project would place staff focused on building college going and degree completion at McKay and Woodburn high schools for students interested in STEM careers. Lino Solomon. Submitted June 6.	\$1,437,537

GRANTS AWARDED—January 2023—March 2023

Grantor	Department	Description	Amount
Oregon Department of Education- LBBTQ2SIA+ Student Success Plan	Office of Diversity, Equity, and Inclusion	Funds would be used to expand outreach to LGBTQ2SIA+ community, support students, and provide professional development on inclusive practices. Vivi Caleffi Prichard. Submitted December 7.	\$165,346
Oregon Health Authority	Career and Technical Education and Foundation	Scholars for Health Oregon Initiative-Like (SHOI-Like) provides scholarships for students pursuing degrees and certifications in health-related fields. Sandi Kellogg, Jamie Wenigmann. Submitted August 31.	\$500,000
Federal Communications Commission—Emergency Connectivity Funds	Chemeketa Cooperative Regional Library Service (CCRLS)	Funds would provide continuation of hotspots for 17 member libraries previously funded by IMLS Covid relief grant. Natalie Beach and John Hunter. Submitted May 3.	\$86,618
PGE—Foundation	Student Development and Learning Resources (SDLR)- Chemeketa Completion Program	Funds early outreach and advising for students at McKay high school to decrease barriers to success. Partners with Chemeketa Foundation in awarding scholarships to first year students from McKay. Yesica Navarro. Submitted January 12.	\$15,000
Oregon Department of Education, Early Learning Division	GETS—Early Childhood Education	Intergovernmental agreement funds planning and MOUs with ECE partners to establish articulated college pathways for non- traditional, under- represented, culturally and/or linguistically diverse Early Educators to obtain college credentials, certificates, and degrees. R. Taylor. Submitted March 3.	\$96,911

TOTAL Grants Awarded \$863,875

WINTER TERM ENROLLMENT REPORT

Prepared by

Beth Holscher, Institutional Research Analyst
Colton Christian, Director—Institutional Research and Reporting
David Hallett, Interim Vice President—Academic and Student Affairs

Items included in this report:

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

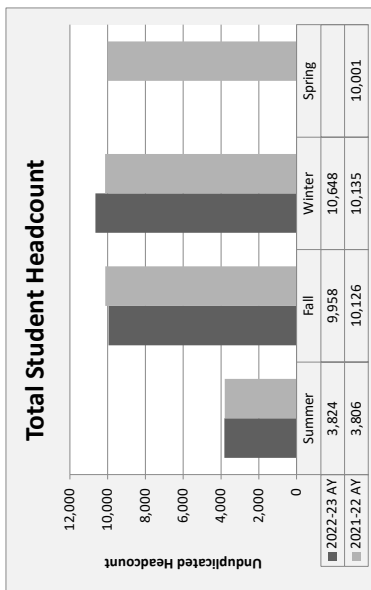
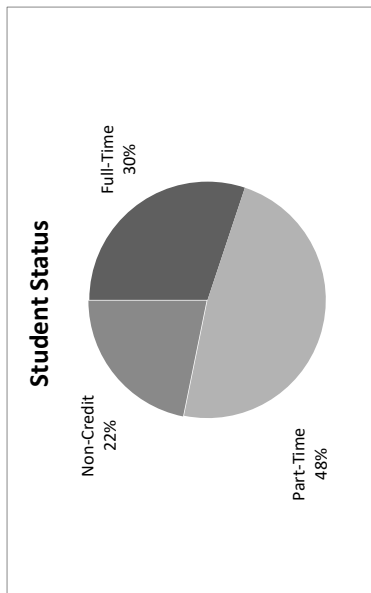
Chemeketa Community College
Winter 2023
Student, FTE and Enrollment Profile

Winter 2023

STUDENTS (unduplicated headcount)

Total Students	10,648
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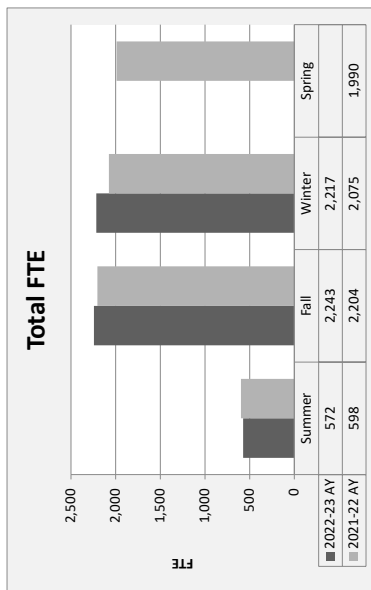
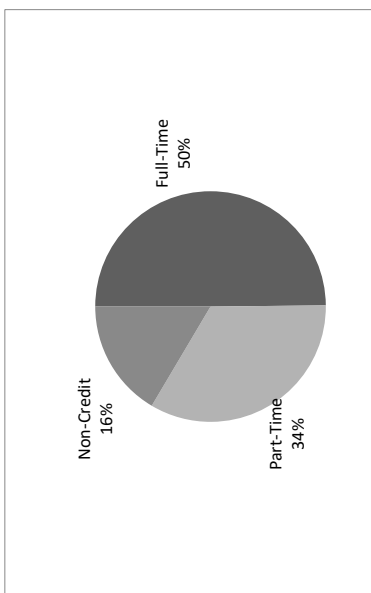
Full-Time	Part-Time	Non-Credit
3,207	5,119	2,322
30.1%	48.1%	21.8%



FTE

Total FTE	2,217
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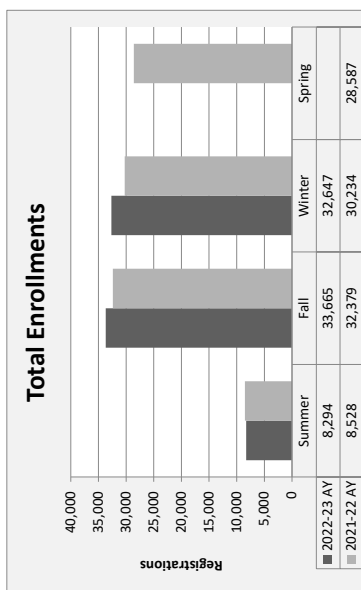
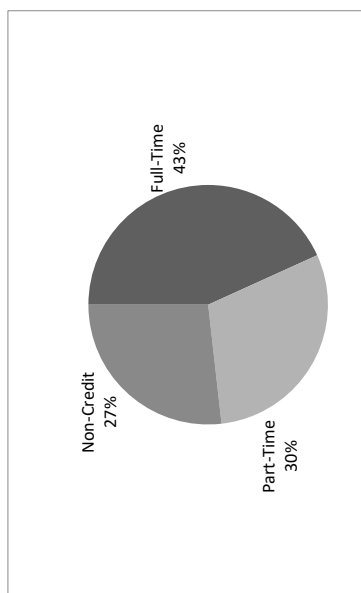
Full-Time	Part-Time	Non-Credit
1,105	747	365
49.8%	33.7%	16.5%



ENROLLMENTS (duplicated headcount)

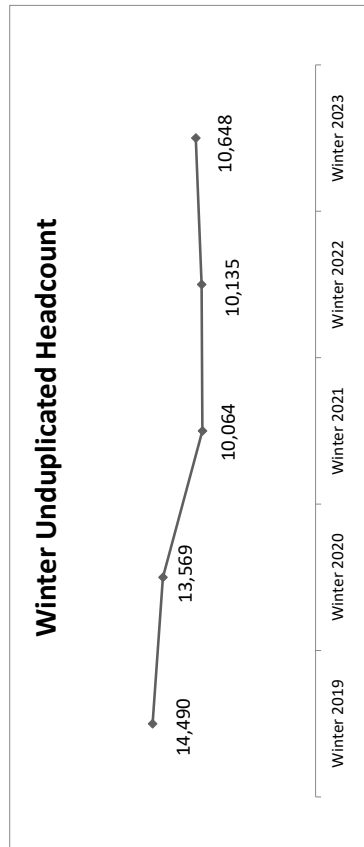
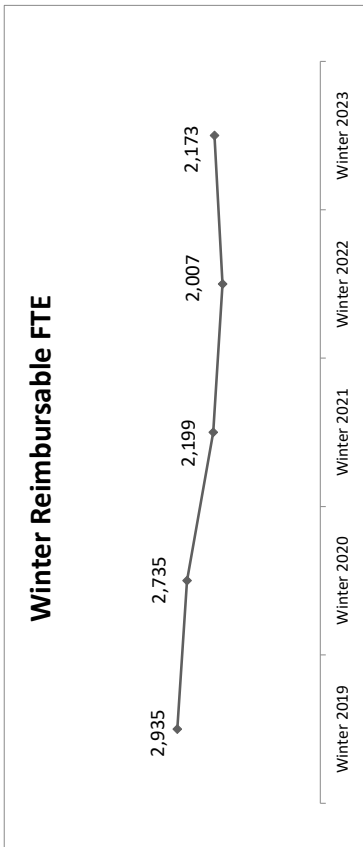
Total Enrollments	32,647
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Full-Time	Part-Time	Non-Credit
14,110	9,793	8,744
43.2%	30.0%	26.8%



Chemeketa Community College
Winter 2023
Student, FTE and Enrollment Profile

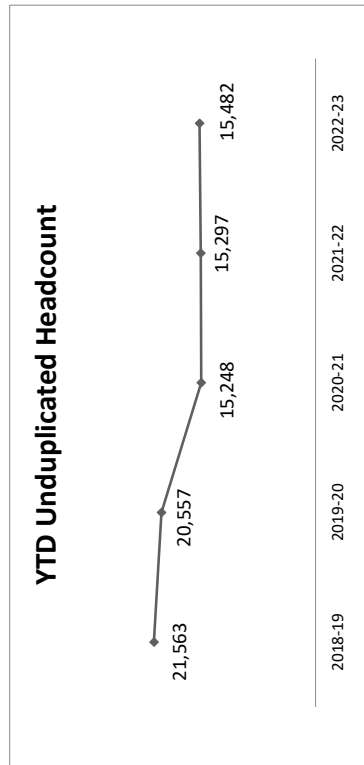
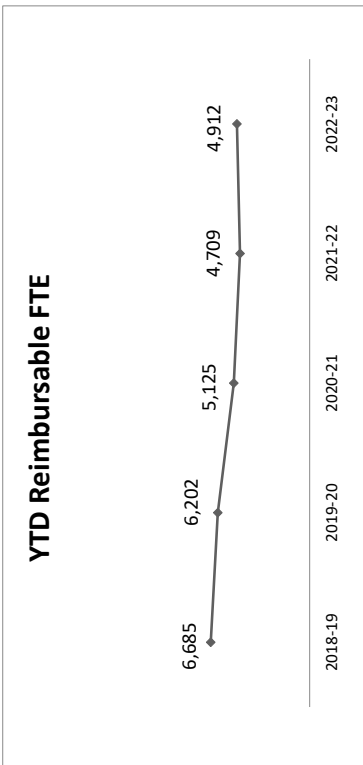
Winter-to-Winter Comparison			
Winter Term FTE and Headcount	Winter 2022	Winter 2023	% Change
Reimbursable FTE	2,007	2,173	8.3%
Non-Reimbursable FTE	69	45	-34.9%
Total FTE	2,075	2,217	6.8%
Unduplicated Headcount	10,135	10,648	5.1%



Rate of Change from Winter to Winter				
	2019 to 2020	2020 to 2021	2021 to 2022	2022 to 2023
Change in Reimbursable FTE	↓ -6.8%	↓ -19.6%	↓ -8.7%	↑ 8.3%
Change in Unduplicated HC	↓ -6.4%	↓ -25.8%	↑ 0.7%	↑ 5.1%

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

Year-to-Date			
Year-to-Date FTE and Headcount	2021-22	2022-23	% Change
YTD Reimbursable FTE	4,709	4,912	4.3%
YTD Non-Reimbursable FTE	168	120	-28.7%
YTD Total FTE	4,878	5,032	3.2%
YTD Unduplicated Headcount	15,297	15,482	1.2%



Rate of Change YTD to YTD				
	2018-19 to 2019-20	2019-20 to 2020-21	2020-21 to 2021-22	2021-22 to 2022-23
Change in YTD Reimbursable FTE	↓ -7.2%	↓ -17.4%	↓ -8.1%	↑ 4.3%
Change in YTD Unduplicated HC	↓ -4.7%	↓ -25.8%	↑ 0.3%	↑ 1.2%

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.

Thank you to Dean LARRY CHEYNE for hosting a tour for the Salem Chamber of Commerce Leadership group on March 16, 2023, between 1:45–2:30 pm. About 50 people attended the walking tour of Chemeketa's CTE programs with a focus on building 20 and building 60.

The Chemeketa Marketing crew joined with Japanese Instructor Masumi Timson and several of her students to have a Chemeketa presence at the annual Cherry Blossom Festival (March 18, 2023) at the State Capitol. In addition to providing information about Chemeketa programs, the Chemeketa booth featured:

Calligraphy (writing English names in Japanese characters)

Origami

Kendama

Daruma Otoshi

Oh! Sushi game

Chopsticks game

Igo (Japanese traditional board game)

Abacus

The Chemeketa Chapter of the American Association for Women in Community Colleges (AAWCC) celebrated the month of March by hosting a Women's History Month Trivia and Tea party on March 22. All employees were invited. Board members NETTE ABDERHALDEN, WENDY BAKER DOUBRAVA, TAYLOR CANTONWINE, MEGAN COGSWELL, ERIKA COKER, ELIZABETH FACANHA, LYNN IRVIN, CATHY MARTELL-STRAIGHT, GAELEN MCALLISTER and JAMIE WENIGMANN planned the event.

The National American Association of Women in Community Colleges (AAWCC) honored the 2023 Women of the Year on April 2, 2023, in Denver, Colorado. During their 2023 Annual Awards Breakfast, LYNN IRVIN, was named the Mildred Bulpitt Woman of the Year. This award recognizes a woman who has an outstanding record of service to women at community colleges and is a role model to others. AAWCC is the leading national organization that champions women and maximizes their potential at community colleges. Founded in 1973, AAWCC provides education, career development, and advancement to women educators and students at community colleges. Lynn was the Region 8 Director on the national level until recently and is very involved with the AAWCC Oregon Chapter, where she has served in most all the board positions, and the Chemeketa Chapter of AAWCC, where she has served on the board of directors for many years.

HOLLY NELSON was a panelist at the national Juntos conference hosted at Oregon State University. There were 16 states represented from across the country that support and offer the Juntos program and curriculum, which is offered through a partnership with OSU, and the college's Yamhill and Woodburn communities. Holly represented the voice of a community college partner and the value and connectivity to the work done in the local communities.

Separate Action-1
April 19, 2023

**APPROVAL OF RETIREMENT RESOLUTIONS
NO. 22-23-24, DENISE GALEY-OLDHAM AND
NO. 22-23-25, MEREDITH A. SCHREIBER
[22-23-126]**

Prepared by

Alice Sprague, Vice President—Governance and Administration

The College Board of Education honors employees who retire after years of service to the college. Attached are the resolutions honoring Denise Galey-Oldham who retires effective April 30, 2023, and Meredith A. Schreiber who retires effective May 31, 2023.

It is recommended that the College Board of Education adopt Resolution No. 22-23-24, Denise Galey-Oldham and No. 22-23-25, Meredith A. Schreiber.

Separate Action-1
April 19, 2023

**RETIREMENT RESOLUTION NO. 22-23-24,
DENISE GALEY-OLDHAM**

WHEREAS, Denise Galey-Oldham began her 15 year, 8-month association, as a salaried employee, with Chemeketa Community College in September, 2007; and

WHEREAS, Denise Galey-Oldham gave dedicated service to Chemeketa Community College currently as Associate Dean-Advising and First Year Programs, of Student Affairs Division; therefore,

BE IT RESOLVED, that upon her retirement date of April 30, 2023, the College Board of Education hereby honors and commends Denise Galey-Oldham for her loyalty, dedication, and personal commitment to Chemeketa Community College.

Ron Pittman

Ron Pittman
Board Chairperson

Jessica Howard

Jessica Howard
President/Chief Executive Officer

Separate Action-1
April 19, 2023

**RETIREMENT RESOLUTION NO. 22-23-25,
MEREDITH A. SCHREIBER**

WHEREAS, Meredith A. Schreiber began her 10 year, 11-month association, as a salaried employee, with Chemeketa Community College in July, 2012; and

WHEREAS, Meredith A. Schreiber gave dedicated service to Chemeketa Community College currently as Director-Bookstore and Auxiliary Services, of College Support Services Division; therefore,

BE IT RESOLVED, that upon her retirement date of May 31, 2023, the College Board of Education hereby honors and commends Meredith A. Schreiber for her loyalty, dedication, and personal commitment to Chemeketa Community College.

Ron Pittman

Ron Pittman
Board Chairperson

Jessica Howard

Jessica Howard
President/Chief Executive Officer

**ACCEPTANCE OF PROGRAM DONATIONS
JANUARY 1, 2023, THROUGH MARCH 31, 2023
[22-23-127]**

Prepared by

Shawn Keebler, Development Associate—Chemeketa Foundation
Jamie Wenigmann, Director of Development—Chemeketa Foundation
Marie Hulett, Executive Director—Institutional Advancement
David Hallett, Interim Vice President, Academic and Student Affairs

These items were donated to Chemeketa Community College from January 1, 2023, through March 31, 2023. It is recommended that the College Board of Education accept these donations.

Item: 6 pallets of plate and round bar materials
Donor: West Salem Machinery
Declared Value: \$7,000
Program: Machining Program

Item: Body Solid Leverage Plate Machine
Donor: Marshall Roache
Declared Value: \$2,050
Program: Fire Science Program

Item: Riddling and disgorging sparkling wine services
Donor: Radiant Sparkling
Declared Value: \$1,000
Program: Wine Studies Program

Item: 795 lbs. of items for pantry
Donor: Marion Polk Food Share Inc.
Declared Value: \$1,581.50
Program: Food Pantry

Item: 523 lbs. of food for pantry
Donor: Marion Polk Food Share Inc
Declared Value: \$1,147
Program: Food Pantry

Item: 475 lbs. of food for pantry
Donor: Marion Polk Food Share Inc
Declared Value: \$1,054
Program: Food Pantry

Item: 470 lbs. of food for pantry
Donor: Marion Polk Food Share Inc
Declared Value: \$991.50
Program: Food Pantry

Item: 389 lbs. of food for pantry
Donor: Marion Polk Food Share Inc.
Declared Value: \$889.50
Program: Food Pantry

Item: 325 lbs. of food for pantry
Donor: Marion Polk Food Share Inc
Declared Value: \$708
Program: Food Pantry

Item: 332 lbs. of food for pantry
Donor: Marion Polk Food Share Inc.
Declared Value: \$680
Program: Food Pantry

Item: 28 bars of soap
Donor: Jessica Howard
Declared Value: \$154
Program: Benefitting Student Relief Fund

Item: Aluminum and steel sheet remnants
Donor: Zephyr Engineering
Declared Value: \$790
Program: Welding Program

Action-1
April 19, 2023

Item: Cork Donation Donor: G3 Enterprises Inc. Closure Division Declared Value: \$720 Program: Wine Studies Program	Item: 13 clothing items Donor: Jacqueline Franke Declared Value: \$340 Program: Chemeketa Closet
Item: 23 clothing items Donor: Anonymous Declared Value: \$194 Program: Chemeketa Closet	Item: 26 clothing items Donor: Anonymous Declared Value: \$155 Program: Chemeketa Closet
Item: 19 clothing items Donor: Anonymous Declared Value: \$140 Program: Chemeketa Closet	Item: 19 clothing items Donor: Rita Blaisdell, Rich McDonald Declared Value: \$134 Program: Chemeketa Closet
Item: 11 clothing items Donor: Jacqueline Franke Declared Value: \$106 Program: Chemeketa Closet	Item: 13 clothing items Donor: Anonymous Declared Value: \$102 Program: Chemeketa Closet
Item: 11 clothing items Donor: Lori McCauley Declared Value: \$80 Program: Chemeketa Closet	Item: Nine clothing items Donor: Melody Abarca-Millan Declared Value: \$75 Program: YVC Chemeketa Closet
Item: 11 clothing items Donor: Grecia Garcia Perez Declared Value: \$68 Program: Chemeketa Closet	Item: Five clothing items Donor: Jacqueline Franke Declared Value: \$68 Program: Chemeketa Closet
Item: One men's suit Donor: Anonymous Declared Value: \$62 Program: Chemeketa Closet	Item: Six clothing items Donor: Jacqueline Franke Declared Value: \$59 Program: Chemeketa Closet
Item: Nine clothing items Donor: Teter Kapan Declared Value: \$50 Program: Chemeketa Closet	Item: 28 books Donor: Denise Galey-Oldham Declared Value: \$56 Program: Library's Collection
Item: Seven books Donor: Maria Vania Fenner Declared Value: \$50 Program: Library's Collection	Item: Three textbooks Donor: Chris Bronson Declared Value: \$40 Program: Library's Collection
Item: One book Donor: Patricia Russell Declared Value: \$29.95 Program: Library's Collection	Item: Seven books Donor: Bruce Clemetsen Declared Value: \$25 Program: Library's Collection

Action-1
April 19, 2023

Item: One book
Donor: Tricia Bender
Declared Value: \$10
Program: Library's Collection

Item: Five books
Donor: Ian Snyder
Declared Value: \$6
Program: Library's Collection

**APPROVAL OF GRANTS AWARDED
JANUARY 2023–MARCH 2023
[22-23-128]**

Prepared by

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

These grants have been awarded to the college from January–March 2023. It is recommended that the board accept these grants.

Grantor	Department	Description	Amount
Oregon Department of Education–LGBTQ2SIA+ Student Success Plan	Office of Diversity, Equity, and Inclusion	Funds would be used to expand outreach to LGBTQ2SIA+ community, support students, and provide professional development on inclusive practices. Vivi Caleffi Prichard. Submitted December 7.	\$165,346
Oregon Health Authority	Career and Technical Education and Foundation	Scholars for Health Oregon Initiative-Like (SHOI-Like) provides scholarships for students pursuing degrees and certifications in health-related fields. Sandi Kellogg, Jamie Wenigmann. Submitted August 31.	\$500,000
Federal Communications Commission–Emergency Connectivity Funds	Chemeketa Cooperative Regional Library Service (CCRLS)	Funds would provide continuation of hotspots for 17 member libraries previously funded by IMLS Covid relief grant. Natalie Beach and John Hunter. Submitted May 3.	\$86,618
PGE-Foundation	Student Development and Learning Resources (SDLR)-Chemeketa Completion Program	Funds early outreach and advising for students at McKay high school to decrease barriers to success. Partners with Chemeketa Foundation in awarding scholarships to first year students from McKay. Yesica Navarro. Submitted January 12.	\$15,000
Oregon Department of Education, Early Learning Division	GETS–Early Childhood Education	Intergovernmental agreement funds planning and MOUs with ECE partners to establish articulated college pathways for non-traditional, under-represented, culturally and/or linguistically diverse Early Educators to obtain college credentials, certificates, and degrees. R. Taylor. Submitted March 3.	\$96,911
<u>TOTAL Grants Awarded</u>			<u>\$863,875</u>

**APPROVAL OF 2023–2024 FACULTY SABBATICAL LEAVE REQUESTS
[22-23-129]**

Prepared by

Peter Hoelter, Sabbatical Review Committee Chair
Don Brase, Executive Dean—General Education and Transfer Studies
David Hallett, Interim Vice President—Academic and Student Affairs

In accordance with the collective bargaining agreement between the college and the faculty association, sabbatical leaves are granted to employees for the purpose of professional development. The proposed activities must have value to the applicant, the department, and the college. The bargaining agreement limits sabbatical leaves to three percent of full-time probationary and regular status (but not grant status) members of the bargaining unit. A total of 18 terms of faculty sabbatical leave are available for the 2023–2024 academic year.

The Sabbatical Review Committee reviews submitted application requests. The committee is composed of six members, three faculty members appointed by the faculty association and three staff members selected by the college administration. The committee reviews requests for leave following criteria and guidelines developed jointly by the faculty association and the college as a part of its selection and recommendation process.

In the application and request cycle for 2023–2024 sabbatical leaves, 13 faculty members, requesting 35 terms of leave, submitted proposals to the Sabbatical Review Committee. The Sabbatical Review Committee recommends 7 requests for a total of 18 terms of leave. No terms remain available for faculty application for one-term spring 2024 sabbatical leaves.

It is recommended that the College Board of Education approve the recommended faculty sabbatical leave requests for the 2023–2024 academic year. The requests are outlined below.

2023–2024 Faculty Sabbatical Application Summaries:

Bret Malley—Visual Communication/Applied Technology, 3 terms

The central goal of this proposed three term sabbatical would be to build and sharpen relevant industry standard skills around a highly pertinent documentary/multimedia arts project to build curriculum materials/revisions from research and development. Information will be brought back to the Visual Communications program to lead faculty within the Career Technical Education Multimedia Arts degree track. Animation curriculum would be a focus for fall term 2023 before the larger production and project shooting begins. This sabbatical would primarily include creating a feature-length documentary around "high-functioning" level 1 autism spectrum disorder.

Kevin Dye—English, 2 terms

Proposes to update knowledge of American Literature. This will consist of reading extensively in current scholarship, updating knowledge about emerging trends in literary criticism, and increasing mastery in eighteenth-century American literature and completion of an intensive study of current literary criticism and scholarship on nineteenth century American Literature with a focus on Hispanic/Latin(x) American Literature, Native American Literatures, and African American Literatures. Sabbatical work will consist of attending talks, roundtable discussions, focused sessions, and field excursions at the Western Literature Association Conference on the

Action-3
April 19, 2023

Shoshone Bannock Reservation in Idaho in October 2023, and visit sites of relevant literacy and historic significance in New Mexico, Arizona and California on separate trips to identify and gather new multimedia documents, art, music and film resources to enrich literature and writing courses.

Lisa Healey—Math, 3 terms

The proposal is to refresh and update application knowledge of analytical mathematics and its application to related fields of science and technology for curriculum development and improvement for the calculus sequence in the Math program. This project has three components. The first is research, study, and collaboration through course audits in Computer Science, Engineering and Physics. The second is curriculum improvements for Math 251 and 252, specifically the development of free OER resources. The third term of the sabbatical is for expanded study and review of curricula for the upper-level courses of the calculus sequence, Math 253, 254, 255 and 256.

Mary Hughes—Academic Development, 2 terms

This sabbatical project proposal is about making a series of supplemental training modules on CANVAS for English for Speakers of Other Languages (ESOL) students who are stuck at the transition “C” level designed to improve their academic writing, critical reading and vocabulary building skills. Learners will have engaging, interactive, and varied practice with the relevant concepts needed to master before taking college classes. Modules will start and end with self-evaluation in the form of Can-Do Statements, and learners will be rewarded with badges after each module is completed. Ultimately the self-study modules will help more ESOL students gain the reading and writing skills necessary to graduate from the ESOL program and enroll in credit bearing programs to obtain a certificate or degree.

Sheeny Behmard—Math, 2 terms

The purpose of the sabbatical is to make revisions to the Chemeketa press textbook “Probability and Statistics 1” according to the guidelines by CCN of Oregon Transfer Council and to develop additional course materials such as the solution manual and projects/lab using the web-based Teaching Statistics Software. Collaboration with colleagues on the possibility of developing corequisite materials for the course. This will be continued work from previous sabbatical.

Stephanie Lennox—Chemeketa Press, 3 terms

Proposes to write The Elements of Inclusive Style, a brief guide for academic writers and publishers that distills the best practices for effective writing from the most-used writing manuals and incorporates the principles of inclusive language developed. This guide advocates for inclusive writing as a process, one that begins with the fundamentals informed by a conscious, equity-minded approach to clear and accessible writing. This book can serve as a supplemental textbook in writing courses, a style guide for academic presses and departments, and general writing manual for any writing whose aim is to communicate effectively to diverse readers.

Tiffany Gardner—Counseling and Career Services, 3 terms

Proposes to use sabbatical to integrate an Animal Assisted Therapy model within the Counseling department. This would consist of a team that includes a therapist, a certified animal, and the client. This will provide the department and counselors with an additional therapeutic model to utilize with students to quickly reduce anxiety in crisis or distracting stations.

13 applications submitted
35 terms requested
18 terms available
7 recommended

VISION • MISSION • VALUES

VISION *(Our shared future)*

Chemeketa will be a gathering place for lifelong learning.

MISSION *(Why we exist)*

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

VALUES *(How we work together)*

ADAPTABILITY

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

BELONGING

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

COMMUNITY

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

OPPORTUNITY

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

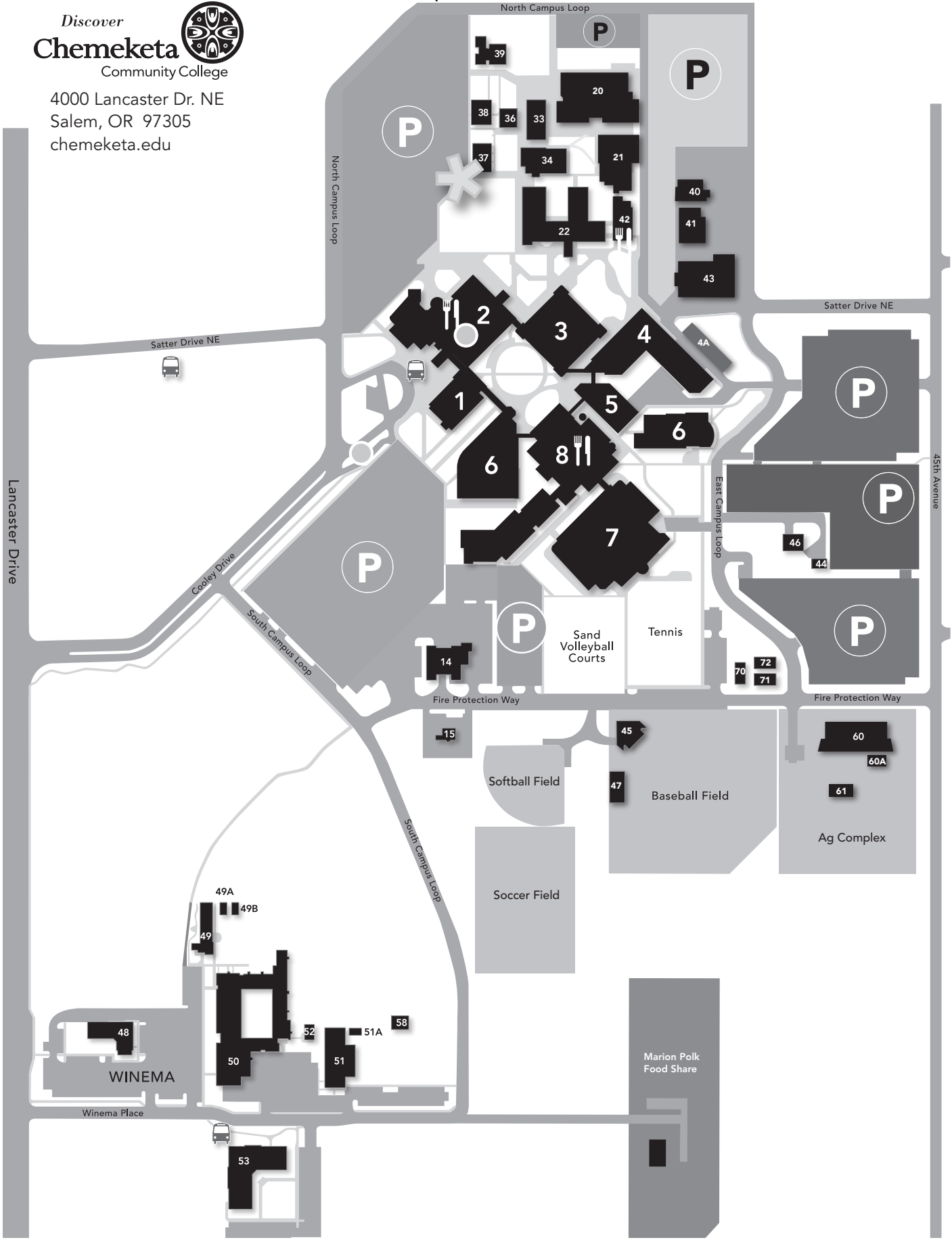
QUALITY

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

Appendix-2
April 19, 2023



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



Building directory on reverse side

Appendix-2 April 19, 2023

Building and Primary Function(s)

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

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

Area or Service—Building/Room

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

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

Instructional Department Offices

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

Restrooms

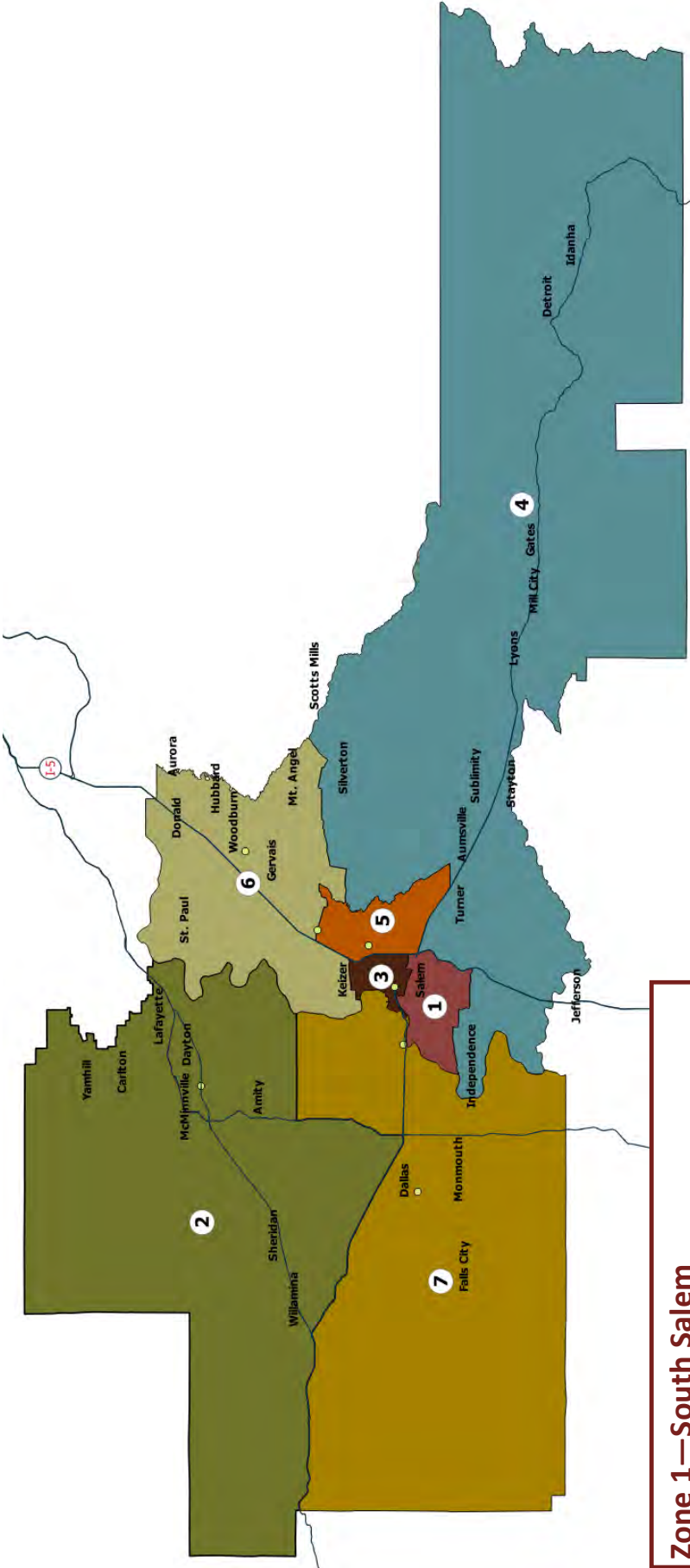
SINGLE OCCUPANCY

- Building 2—First floor, across from C-Store
- Building 4—Second floor
- Building 5—Second floor
- Building 6—First floor
- Building 8—First floor
- Building 20—First floor
- Building 36—First floor
- Building 37—First floor
- Building 38—First floor
- Building 40—Second floor
- Building 50—First floor
- Building 51—First floor

MOTHER'S ROOM

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

Chemeketa Community College Board Zone Boundary Maps and Descriptions



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

- Board Members
- ZONE 1 Ed Dodson**
 - ZONE 2 Ron Pittman, Chair 2022-2023**
 - ZONE 3 Neva Hutchinson, Vice Chair 2022-2023**
 - ZONE 4 Ken Hector**
 - ZONE 5 Jackie Franke**
 - ZONE 6 Diane Watson**
 - ZONE 7 Betsy Earls**

Handouts
April 19, 2023

Budget Presentation

Fiscal Year 2023-24

Other Funds

Chemeketa Community College
Budget Committee – April 19, 2023

Discover

Chemeketa

Community College

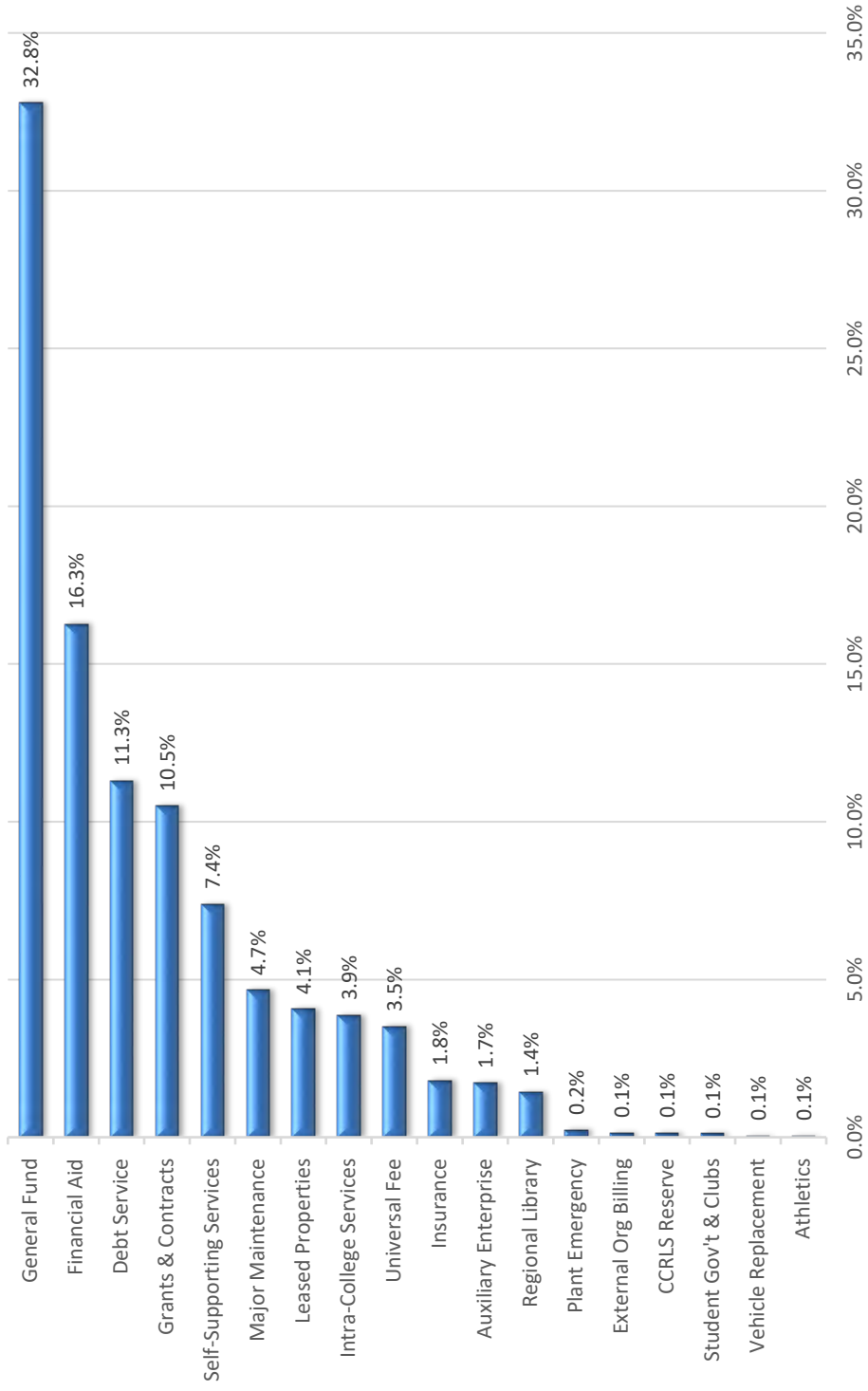


Budget Committee Questions from General Fund Presentation?

Other Funds Overview

Summary of All Funds

Total: \$298,821,759



** Total in chart above does not include amounts transferred between funds

Capital Projects Funds

Capital Development Fund Budget Structure Changes

Fiscal Year 2022-23

Capital Projects Fund

- Capital Development Fund
 - Major Maintenance
 - Capital Equipment
 - Leased Properties
- Plant Emergency Fund

Fiscal Year 2023-24

Capital Projects Fund

- Major Maintenance Fund
 - Plant Emergency
- Vehicle Replacement Fund

Special Revenue Fund

- Leased Properties Fund

Major Maintenance Fund

pages 166-167

Budget: \$14,900,000

Purpose: Construction, renovation and maintenance of classrooms, labs, staff offices, and outreach facilities. These funds are also used for preventative maintenance to preserve the community's investment. The Proposed Budget includes a significant restructure due to the separation of the Leased Properties Fund, including;

- Moved \$6 million for the issuance of Certificates of Participation to Leased Properties Fund
- Moved \$4 million in facility lease income to Leased Properties Fund
- Moved 1.00 FTE classified Maintenance Technician position to Leased Properties Fund
- Moved 0.50 FTE classified Maintenance Specialist position to Leased Properties Fund
- One-time transfer out to Leased Properties Fund
- One-time transfer in from Plant Emergency Fund
- There are no salaried positions allocated to this fund for FY 2023-24

Vehicle Replacement Fund

pages 168-169

Budget: \$165,000

Purpose: Provides resources for the College to manages its motorized fleet through an ongoing replacement cycle.

- Add ongoing transfer of \$125,000 from the General Fund
- One-time \$40,000 transfer from the Intra-College Services Fund
- There are no positions allocated to this fund for FY 2023-24

Plant Emergency Fund

pages 170-171

Budget: \$750,000

Purpose: Provides for the necessary repairs or replacement of facilities or equipment on an emergency basis

- One-time transfer of \$750,000 to the Major Maintenance Fund



Special Revenue Funds

Grants and Contracts Fund

pages 172-173

Budget: \$33,550,000

The Special Projects Fund name was changed to the Grants and Contracts Fund for Fiscal Year 2023-24

Purpose: Accounts for proceeds of revenue sources that are legally restricted to expenditures for specific purposes such as grants and contracts. Current major grants include Carl Perkins Vocational Education, TRIO grants (Student), College Assistance Migrant Program (CAMP), High School Equivalency Program (HEP) and Chemeketa Accelerated Pathways to Success (CAPS – HSI) grant.

- Move 0.75 FTE classified Student Services Specialist position from the Self-Supporting Services Fund (High School Partnerships)
- Move 0.25 FTE classified Student Services Specialist position from the General Fund (High School Partnerships)
- Move 0.20 FTE classified Instructional Specialist position from the General Fund (Academic Development)
- Move 0.25 FTE classified Financial Services Analyst position from the General Fund (CTE Administration)
- The FY 2023-24 proposed budget includes the following number of FTE (subject to funding):

Exempt	9.05 FTE
Classified	46.64 FTE
<u>Faculty</u>	<u>1.20 FTE</u>
Total	56.89 FTE

Leased Properties Fund

pages 174-175

Budget: \$12,990,000

Purpose: Provides for the ongoing management of the College's long-term commercial lease operations. This activity helps support construction, acquisition or maintenance of college property.

- Add \$4.95 million in long-term facility lease revenue from the Major Maintenance Fund
- One-time transfer in from the Major Maintenance Fund to move a portion of the Leased Properties share of the former Capital Development Fund balance
- Move 1.00 FTE exempt Real Estate manager position from the Intra-College Services Fund
- Move 0.20 FTE exempt General Counsel position from the Intra-College Services Fund
- Move 0.10 FTE exempt Management Analyst position from the Intra-College Services Fund
- Move 0.15 FTE exempt Management Analyst position from the General Fund
- Move 1.00 FTE classified Maintenance Technician position from the Major Maintenance Fund

Leased Properties Fund

pages 174-175 Continued

- Move 0.50 FTE classified Maintenance Specialist position from the Major Maintenance Fund
- Move 3.28 classified Custodial positions from the Intra-College Services Fund
- The FY 2023-24 proposed budget includes the following number of FTE (subject to funding):

Exempt	1.45 FTE
<u>Classified</u>	<u>4.88 FTE</u>
Total	6.33 FTE

Self-Supporting Services Fund

14

pages 176-177

Budget: \$24,600,000

Purpose: Accounts for activities that supplement the regular General Fund programs and are intended to be self-supporting in nature. Revenue earned by the activities pays for expenditures of the activities. Major activities include: Chemeketa Center for Business and Industry, High School Programs, Corrections Education, and the Chemeketa Press.

Positions moved from the General Fund:

- Auxiliary Services - 0.33 FTE vacant classified Student Services Specialist
- Student Retention and College Life – 0.40 FTE Student Services Analyst position
- Academic Development – 0.20 FTE classified Student Services Specialist position

Other Position moves:

- High School Partnerships - 0.75 FTE classified Student Services Specialist position to the Grants and Contracts Fund
- Emergency and Risk Management – 0.15 FTE exempt Director-Emergency and Risk Management position to the General Fund
- Business Services – 0.10 FTE classified Financial Services Analyst I position to the Intra-College Services Fund

Self-Supporting Services Fund

pages 176-177, continued

Position eliminations/investments:

- Woodburn Center - eliminate vacant 0.50 FTE classified Student Services Specialist position
- Student Affairs – eliminate vacant 1.00 FTE classified Technology Analyst II position
- CCBI – eliminate vacant exempt Coordinator/Assistant Director-CCBI position
- CCBI - Add new 1.0 FTE classified C1 position

The FY 2023-24 proposed budget includes the following number of FTE (subject to funding):

Exempt	5.10 FTE
Classified	48.07 FTE
<u>Faculty</u>	<u>11.50 FTE</u>
Total	64.67 FTE

Universal Fee Fund Fiscal 2023-23 Reallocation

Name	FY 2023 Rate	FY 2024 Rate	Purpose
Athletics Fee	\$ 0.95	\$ 1.20	Provides general support for athletic programs
General Fund	\$27.80	\$ -	Provides funding for student supporting services and operational support for the college
Instructional Equipment Fee	\$ 3.20	\$ 4.90	Funds replacement and repair of equipment and software for instructional delivery and academic and student support services
Safety and Security Fee	\$ 0.70	\$ 1.65	Contributes to enhancing the safety and security of all college properties
Student Activity Fee	\$ 0.45	\$ 0.45	Provides support for student retention efforts, multicultural activities, student ID system, and other student success efforts
Student Initiated Fee	\$ 0.70	\$ 0.70	Funds student leadership programs, clubs and activities, and a legislative internship program
Student Success Fee	\$ 2.50	\$ 8.25	Provides support for initiatives directed by the college's strategic plan related to student success and access
Technology & Infrastructure Fee	\$ 0.70	\$19.85	Assists the college in making investments to maintain core infrastructure our technology relies on
Total Per Credit Universal Fee	\$37.00	\$37.00	

Universal Fee Fund

pages 176-177

Budget: \$11,235,000

Purpose: The Universal Fee Fund is supported by the College's revenues from the student paid Universal Fee and provides funding for programs, services and equipment across seven broad categories; Athletics, Instructional Equipment, Safety and Security, Student Activities, Student Initiated Fee, Student Success, and Technology and Infrastructure.

- One-time transfers in totaling \$3.65 million from the Major Maintenance, Self-Supporting Services, Athletics, and Student Government and Clubs Funds to move the existing balances of the Universal Fee funds
- The FY 2023-24 proposed budget includes the following number of FTE (subject to funding):

Faculty	0.50 FTE
<u>Classified</u>	<u>7.00 FTE</u>
Total	<u>7.50 FTE</u>

Universal Fee Fund

pages 178-179, continued

Positions moved:

- College Support Services - 0.50 FTE classified Department Technician II position from the General Fund
- Student Recruitment – five 1.00 FTE classified Navigator positions from the General Fund and Grants and Contracts Fund
- Student Affairs – 1.00 FTE classified Instructional Specialist position from the General Fund
- Student Affairs – 0.50 FTE faculty Accessibility Advocate position from the Self-Supporting Services Fund
- Information Technology – 0.50 FTE classified Technology Analyst II position from the Self-Supporting Services Fund

Debt Service Funds

Debt Service Fund

pages 180-181

Budget: \$36,100,000

Purpose: Accounts for repayment of obligations for general obligation bonds, certificates of participation, and the PERS bonds. This fund also includes a PERS reserve to help smooth rate increases.

- Includes additional budget authority for debt payments in anticipation of issuing Certificates of Participation
- Current obligations as of July 1, 2023, include:

Type of Debt	Remaining Amount	Maturity	# of Series
G.O. Bonds	28,865,000	June 2026	2
PERS Bonds	82,445,000	June 2028 and 2040	3

Governmental Funds

Chemeketa Cooperative Regional Library (CCRLS) pages 182-183 Budget: \$4,565,000

Purpose: Enhances public library service for all district residents and facilitates the provision of library service to rural residents of the district through direct financial reimbursements to member libraries.

The FY 2023-24 proposed budget for CCRLS includes the following number of FTE (subject to funding):

Classified	8.00 FTE
<u>Exempt</u>	<u>1.00 FTE</u>
Total	9.00 FTE



Reserve Funds

CCRLS Reserve Funds

pages 184-185

Budget: \$440,000

Purpose: Reserve funds for the Chemeketa Cooperative Regional Library Service. These funds are primarily used for the following purposes;

- To replace vehicles which provide courier service to member libraries, college campuses and partner agencies
- To help meet the CCRLS technology needs related to the core system which CCRLS manages on behalf its member libraries
- Acquire complementary technology solutions which help meet identified service needs

Insurance Fund

pages 186-187

Budget: \$5,750,000

The Insurance Fund is being separated into a new fund for Fiscal Year 2023-24. Resources and expenditures were previously a part of the Intra-College Services Fund and have been separated into this new fund to improve transparency and management of these funds.

Purpose: To partially self-insure the College for uninsured property loss, claim settlements, and to fund unemployment related expenses.

- One-time transfer in of \$5.75 million from the Intra-College Services Fund to move existing insurance related fund balances

Proprietary Funds

Auxiliary Enterprise Fund

pages 188-189

Budget: \$5,500,000

Purpose: Accounts for activities of the Bookstore, including books, digital course materials, supplies, on-line ordering, and student ID's.

- Move 0.33 FTE classified Department Technician position from the General Fund
- Eliminate 1.0 FTE vacant classified Financial Services Analyst position
- The FY 2023-24 proposed budget includes the following number of FTE (subject to funding)

Exempt	1.25 FTE
<u>Classified</u>	<u>5.58 FTE</u>
Total	6.83 FTE

Intra-College Services Fund

pages 190-191

Budget: \$12,740,000

Purpose: Accounts for revenue and expenses for activities where departments are charged back for services provided. Examples include printing, telephone services, copy machines, transportation, campus parking.

- Move 1.0 FTE classified Technology Analyst position to the General Fund (Information Technology)
- Move 0.25 FTE classified Financial Services Analyst position to the General Fund (College Support Services)
- One-time transfer of \$5.75 million to the Insurance Fund
- The FY 2023-24 proposed budget includes the following number of FTE (subject to funding).

Exempt	1.66 FTE
<u>Classified</u>	<u>14.75 FTE</u>
Total	16.41 FTE

Fiduciary Funds

External Organization Billing Fund

pages 192-193

Budget: \$460,000

Purpose: Accounts for direct billing service for external organizations that lease space from the college, and professional organizations that employees belong to. Generally, these costs are mail, printing, supplies and other services.

- Reduced Materials and Services by \$50,000

Student Government and Clubs Fund

pages 194-195

Budget: \$376,000

Purpose: Accounts for activities of the student government and student clubs.

- Moved \$60,000 in Student wages to the Universal Fee Fund
- Moved \$125,000 Materials and Services to the Universal Fee Fund
- One-time transfer of \$200,000 to the Universal Fee Fund

Athletics Fund

pages 196-197

Budget: \$150,000

In Fiscal Year 2023-24, the Athletics Fund will be incorporated into the new Universal Fee Fund. The remaining balance will be transferred and budgeted separately in the Universal Fee Fund.

Purpose: Accounts for activities of the intercollegiate athletics programs including men's and women's basketball, women's volleyball, women's softball, men's baseball, men's and women's soccer, women's cross country and women's long-distance running

- One-time transfer of \$150,000 to the Universal Fee Fund

Financial Aid Fund

pages 198-199

Budget: \$52,020,000

Purpose: Accounts for the receipt and disbursement of funds for student grants, scholarships and loans from federal, state, and private sources. Includes the Title IV programs such as the Federal Pell Grant, Supplemental Educational Opportunity Grant, Federal College Work study, and the Oregon Opportunity Grant, the Oregon Promise Grant, private scholarships and college paid tuition scholarships including the Chemeketa Scholars program.

- Increased tuition grants and scholarships to reflect the \$2 tuition increase approved by the board for FY 2023-24
- The FY 2023-24 proposed budget includes the following number of FTE (subject to funding):

<u>Classified</u>	<u>0.60 FTE</u>
Total	0.60 FTE

Summary of All Funds Personnel Changes

Summary of All Funds FTE (Salaried Employees)

Fund	Faculty	Classified	Exempt	Total
General Fund	177.80	213.77	86.74	478.31
Grants and Contracts Fund	1.20	46.64	9.05	56.89
Leased Properties Fund	-	4.88	1.45	6.33
Self-Supporting Services Fund	11.50	48.07	5.10	64.67
Universal Fee Fund	-	7.50	-	7.50
CCRLS Fund	-	8.00	1.00	9.00
Auxiliary Enterprise Fund	-	5.58	1.25	6.83
Intra-College Services Fund	-	14.75	1.66	16.41
Financial Aid Fund	-	0.60	-	0.60
Totals	190.50	349.79	106.25	646.54

* Based on salaried positions at time of budget preparation and proposed position changes. Does not include part-time non-salaried positions. Positions subject to funding for FY 2023-24.

Budget Committee Questions on Other Funds Presentation?

Public Testimony

Comments received via email or mail by
April 18th at 5 pm

Public Comment

Comments can be made:

- Electronically via email to Budget@Chemeketa.edu
 - Sign-up for virtual public comment
 - Submitted prior to 5 pm on April 18, 2023

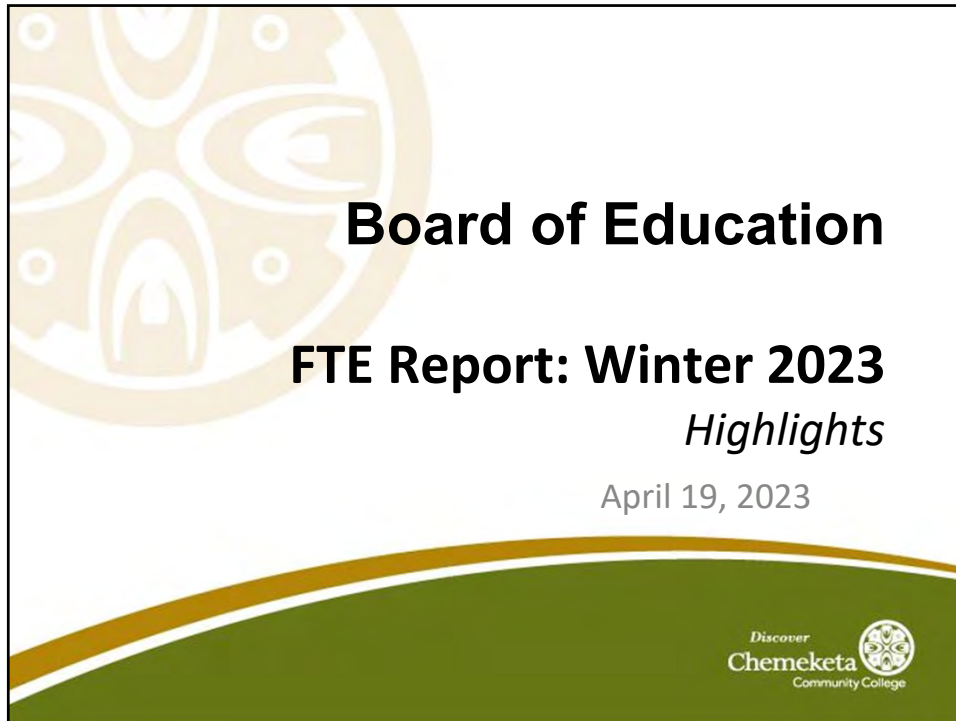
- In-person to the Budget Committee on April 19, 2023
 - Sign-up sheet in advance of meeting
 - Limited to 3 minutes per individual

Budget Committee Actions

- Budget Recommendation
- Budget Committee Comments/Discussion
- Motion to Approve Budget

Board of Education Public Hearing on the Budget

May 17th at 6:00 pm



Board of Education


FTE Report: Winter 2023

Highlights

April 19, 2023

Discover
Chemeketa
Community College

Key Takeaways



Full-Time students continue to have a big impact:
30% of headcount, but 50% of FTE

Headcount

Student Status

Student Status	Percentage
Non-Credit	22%
Part-Time	48%
Full-Time	30%

FTE

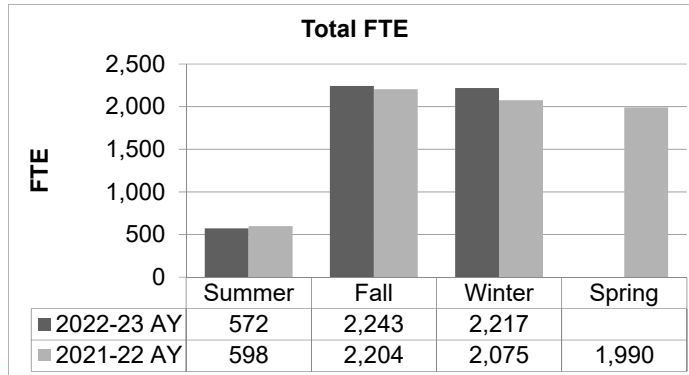
Student Status	Percentage
Non-Credit	16%
Part-Time	34%
Full-Time	50%

Key Takeaways



Total FTE:

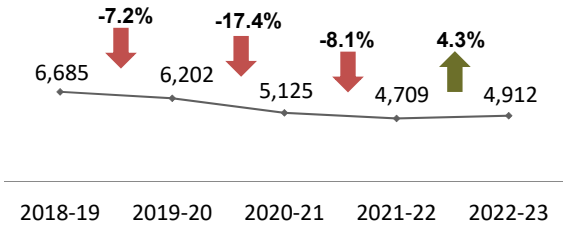
- Good news!!
- Winter year-over-year growth was stronger than Fall



Key Takeaways



YTD Reimbursable FTE



Total YTD FTE:

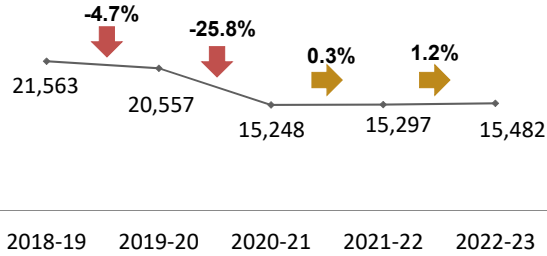
5-Year trend line is becoming **flatter**

More FTE year to date compared to last year, with a 4.3% increase

Key Takeaways



YTD Unduplicated Headcount



YTD Headcount: **Slightly more** students this year compared to last year, with a 1.2% increase

Key Takeaways

YTD Headcount and YTD Reimbursable FTE up: **Slightly more** students chose to come to Chemeketa, and together those students enrolled in **more** total FTE-eligible courses



Headcount
1.2%



Reimbursable
FTE
4.3%