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. The background of the entire page is a gradient from light yellow at the top to dark green at the bottom.

Regular Meeting

April 20, 2022

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

BOARD OF EDUCATION

Regular Meeting

April 20, 2022

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

I. Workshop	4–5 pm	Web Conferencing/Livestream/ Salem Campus, Building 2, Room 170—Board Room	
A. Budget Committee Meeting			1
Jessica Howard, President/Chief Executive Officer			
II. Administration Updates	5–5:45 pm	Web Conferencing Salem Campus, Building 2, Room 170—Board Room	
III. Regular Session	6 pm	Web Conferencing/Livestream/ Salem Campus, Building 2, Room 170—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—Workshop and Regular Board Meeting of March 16, 2022			3–9
G. Reports			
1. Reports from the Associations			
a. Josh Wray	Associated Students of Chemeketa (ASC)		10–11
b. Steve Wolfe	Chemeketa Faculty Association		12
c. Aaron King	Chemeketa Classified Employees Association		13
d. Megan Cogswell	Chemeketa Exempt Employees Association		14
2. Reports from the College Board of Education			
H. Information			
1. Presentation of 2020–2021 Federal Single Audit Report			15
Aaron Hunter, Associate Vice President/Chief Financial Officer			
2. Presidential Evaluation Process			16–21
Jackie Franke, Chair—Board of Education			
3. Budget Committee Member Selection for Vacancies in Zone 4 and Zone 6 for 2022–2025			22
David Hallett, Vice President—Governance and Administration			

4.	Proposed Schedule of College Board of Education Meetings for 2022–2023 Jessica Howard, President/Chief Executive Officer	23
5.	Suspension of Business Software Certificate of Completion Michael Vargo, Vice President—Academic Affairs	24
6.	Suspension of Micro Business Operations Certificate of Completion Michael Vargo, Vice President—Academic Affairs	25
7.	Suspension of Legal Administrative Professional Associate of Applied Science Degree Michael Vargo, Vice President—Academic Affairs	26
8.	Suspension of Virtual Office Assistant Associate of Applied Science Degree Michael Vargo, Vice President—Academic Affairs	27
I. Standard Reports		
1.	Personnel Report David Hallett, Vice President—Governance and Administration	28–29
2.	Budget Status Report Aaron Hunter, Associate Vice President/Chief Financial Officer	30–34
3.	Capital Projects Report Michael Kinkade, Associate Vice President/CIO—Operations Management	35
4.	Institutional Advancement Foundation Quarterly Report David Hallett, Vice President—Government and Administration	36
5.	Grant Activities for January 2022–March 2022 David Hallett, Vice President—Government and Administration	37–40
6.	Winter Term Enrollment Report Michael Vargo, Vice President—Academic Affairs	41-43
7.	Recognition Report Jessica Howard, President/Chief Executive Officer	44–46
J. Separate Action		
1.	Approval of Retirement Resolution No. 21-22-25, William “Bill” R. Klein David Hallett, Vice President—Governance and Administration	[21-22-138] 47–48
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 2020–2021 Federal Single Audit Report Aaron Hunter, Associate Vice President/Chief Financial Officer	[21-22-139] 49

2.	Approval of 2022–2023 Faculty Sabbatical Leave Requests Michael Vargo, Vice President—Academic Affairs	[21-22-140]	50–52
3.	Approval of Bachelor of Applied Science (BAS) Degree in Applied Leadership and Management Michael Vargo, Vice President—Academic Affairs	[21-22-141]	53–54
4.	Approval of College Policy <u>BP #5020—Residence</u> Bruce Clemetsen, Vice President—Student Affairs	[21-22-142]	55–56
5.	Acceptance of Program Donations January 1, 2022 through March 31, 2022 David Hallett, Vice President—Governance and Administration	[21-22-143]	57–58
6.	Approval of Grants Awarded January 2022–March 2022 David Hallett, Vice President—Governance and Administration	[21-22-144]	59
L. Appendices			
1.	Mission – Vision – Values – Core Themes		60
2.	Campus Map		61–62
3.	District Map		63
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 for Civil Rights (OCR), 810 3rd Avenue #750, Seattle, WA 98104, 206.607.1600.

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

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

Budget Committee
April 20, 2022

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

April 20, 2022

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 for those attending remotely. The meeting will begin at 4 pm.

- A. Call to Order and Roll Call
Budget Committee Chairperson
- B. Approval of Minutes of April 6, 2022
Budget Committee Chairperson
- C. Questions from Prior Meeting
Budget Committee Chairperson
- D. Presentation of 2022–2023 Other Funds
Aaron Hunter, Chief Financial Officer
- E. Public Testimony Regarding Proposed Budget
Budget Committee Chairperson
- F. Presentation of Budget Recommendation—Action Required
Aaron Hunter, Chief Financial Officer
- G. Discussion of Recommended Budget
Budget Committee Chairperson
- H. Action on Recommended Budget
Budget Committee Chairperson
- I. Adjournment

Land Acknowledgement
April 20, 2022

CHEMEKETA'S LAND ACKNOWLEDGEMENT

Prepared by

Jackie Franke, 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 20, 2022

APPROVAL OF BOARD MINUTES

Prepared by

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

Minutes of the board meeting of March 16, 2022 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 20, 2022

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

March 16, 2022

I. WORKSHOP

Jackie Franke, Chair, called the workshop to order at 3:45 pm via Zoom.

Members in Attendance: Ed Dodson (arrived 3:48); Jackie Franke, Chair; Ken Hector; Neva Hutchinson; and Ron Pittman, Vice Chair. Excused Absences: Betsy Earls, Diane Watson.

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

Year Seven Accreditation Report

Julie Peters, Dean of Academic and Organizational Effectiveness, presented on accreditation. Julie covered accreditation status updates, reviewed the accreditation report and the work that Chemeketa's board has carried out this year, discussed expectations at the upcoming virtual site visit, and what will occur after the site visit.

Student Success Data: Student Momentum

Heidi Gilliard, Director, Institutional Research and Reporting, presented on student success institutional indicator 13, addressing students' momentum towards goals. Heidi discussed cohort and measure definitions, reviewed the data for fall-to-fall and fall-to-winter persistence, discussed the student success early momentum metrics, and addressed credit completion information and data.

Board members asked clarifying questions during the workshops. Jackie Franke thanked staff for their presentations.

The workshop ended at 4:33 pm.

II. EXECUTIVE SESSION

Jackie Franke, Chair, called Executive Session to order at 4:45 pm via Zoom. Executive Session was held in accordance with ORS 192.660(2)(a) employment and (e) real property transactions.

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

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

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Executive Session ended at 5:13 pm.

III. ADMINISTRATION UPDATES

Jackie Franke, Chair, called the meeting to order at 5:13 pm via Zoom.

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

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

Updates were discussed with the board regarding board member endorsements, the Oregon Community College Association (OCCA) conference and All Oregon Academic Team (AOAT) luncheon, public comment practice, the community events calendar, the Oregon School Boards Association (OSBA) conference, pre-bond planning, the Northwest Commission on Colleges and Universities (NWCCU) accreditation visit, the proposed June board meeting date change, outcomes of the recent Oregon legislative session, Future Ready Oregon opportunities, the college's COVID-19 health and safety report, the Budget Committee chair role, car-mencement, the SENSE survey executive summary highlights, the annual Pell grant increase, grant award increases, transitions in finance staff, the schedule of expenditure of federal award audit results, budget materials mailing, the general fund budget outlook, and agenda preview.

A recess was taken at 5:58 pm.

IV. REGULAR SESSION

A. CALL TO ORDER

Jackie Franke, Chair, reconvened the board meeting at 6:01 pm.

B. PLEDGE OF ALLEGIANCE

C. CHEMEKETA LAND ACKNOWLEDGEMENT

Jackie Franke read the land acknowledgement.

D. ROLL CALL

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

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

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Board Representatives in Attendance: Josh Wray, Associated Students of Chemeketa (ASC); Steve Wolfe, Chemeketa Faculty Association (CFA); Aaron King, Chemeketa Classified Association (CCA); and Megan Cogswell, Chemeketa Exempt Association (CEA).

E. COMMENTS FROM THE PUBLIC

None.

F. APPROVAL OF MINUTES

Ken Hector moved and Ron Pittman seconded a motion to approve the College Board of Education minutes from February 16, 2022.

The motion CARRIED.

G. REPORTS

Reports from the Associations

Josh Wray, Associated Students of Chemeketa (ASC) discussed the upcoming spring term events.

Steve Wolfe, Chemeketa Faculty Association, and Aaron King, Chemeketa Classified Association (CCA) said their reports stand as written.

Megan Cogswell, Chemeketa Exempt Association said the report stands as written. Megan noted the association was able to donate some additional scholarship funds and they would be honoring Lynn Irvin, as she leaves her position, for her service to the board.

Reports from the College Board of Education

Ed Dodson attended four Oregon Community College Association (OCCA) meetings, the Black history panel, Representative Kurt Schrader's Town Hall, the all-staff meeting, the Central Oregon Community College (COCC) season of non-violence discriminating health care panel, the OCCA Diversity, Equity, Inclusion (DEI) committee, the Marion County State of the County luncheon, and a call with Morgan Cowling, OCCA Executive Director.

Neva Hutchinson attended the all-staff meeting and three ASCETA strategic planning work sessions.

Ken Hector attended two OCCA legislative meetings, three Silverton Chamber of Commerce Business meetings, the monthly Association of Community College Trustees (ACCT) Public Policy committee meeting, two Silverton Rotary meetings, Chemeketa's community conversation in Silverton, the Chemeketa Foundation board meeting, the Silverton Chamber of Commerce First Citizen Awards event, and the Marion County State of the County luncheon.

Ron Pittman attended three McMinnville Greeters meetings, and met with Danielle Hoffman at the Yamhill Valley Campus (YVC).

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April 20, 2022

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Jackie Franke attended the East Salem Rotary meeting, chaired the Jan Ree Hayesville Neighborhood Association meeting, and attended a meeting of the Assistance League of Mid-Willamette Valley, Representative Kurt Schrader's Town Hall, and agenda review.

H. INFORMATION

2022–2023 Faculty Sabbatical Leave Requests

Cecilia Monto, Dean of Education, Languages and Social Sciences stated the Sabbatical Review Committee recommends eight sabbatical proposal requests for faculty to receive the awards in the 2022-2023 academic year. Cecelia noted there were some very exciting proposals.

Bachelor of Applied Science (BAS) Degree in Applied Leadership and Management

Holly Nelson, Executive Dean for Regional Education and Academic Development said that many staff assisted with the research and creation of this new BAS degree. Holly discussed what an applied baccalaureate degree is and the different components of work involved to determine the degree choice, program design and application timeline; and reviewed the next steps in this process to offer this degree.

R. Taylor, Dean of Business and Technology, Early Childhood Education and Chemeketa Center for Business and Industry and Tim Ray, Dean of Agricultural Sciences and Technology discussed the BAS curriculum and upon which the 180 credits are focused.

Jackie Franke and Ron Pittman thanked staff for an excellent report and exciting progress.

College Policy BP #5020—Residence

Melissa Frey, Chair of the Student Success and Completion Advisory Council noted that the policy was reviewed by the Council and states that the college's intent is to establish procedures to determine and verify student residency.

I. STANDARD REPORTS

Personnel Report

Alice Sprague, Associate Vice President of Human Resources said the report stands as written and provided a few highlights. Alice noted there are 2.5 positions in the new hire section that are not funded through the general fund.

Budget Status Report

Aaron Hunter noted in the Statement of Resources and Expenditures that tuition and fees are reflected through winter term. Aaron stated that the Budget Status report is trending in the same direction as expected and similar to where the college was prior to COVID. However, materials and services still have some funds unexpended so the savings will roll forward for a better beginning balance for the next year. The Status of Investments has two new investments and the yield on these is significantly higher than during the last few months. The Oregon Short Term Fund percent has moved from .45 to .55 effective today, and there is some positive movement on some of the interest rates.

Minutes
April 20, 2022

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Chemeketa Board
March 16, 2022
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Capital Projects Report

Michael Kinkade said the report stands as written and highlighted the Agriculture Complex greenhouse progress.

Chemeketa Community College COVID-19 Health and Safety Operational Plan

John McIlvain, Emergency and Risk Manager noted that the mask mandate for Oregon indoor public spaces was lifted as of March 12, 2022; that the Oregon Health Authority (OHA) paused its quarantine and contact-tracing efforts; and that the Oregon Occupational Safety and Health Administration (OSHA) will repeal the COVID-19 workplace rules. The college needs to (and will) provide masks at no cost to employees who want to wear them. On April 1, the COVID-19 emergency declaration will be lifted. Chemeketa will follow OHA's guidance regarding individuals with COVID-19 and will continue custodial cleaning after classroom usage and meetings. The stay-home-if-sick policy is still in place and hand sanitizers and masks can be found across campus. John discussed the college's accomplishments in supporting the health and safety of the students and staff over the past two years.

Jessica Howard, Jackie Franke, and Ken Hector thanked John for his tremendous leadership during this time.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

J. SEPARATE ACTION

Approval to Sell Real Property 154 Harrison Street, Woodburn

Michael Kinkade noted the college has received an offer for the full asking price of the Harrison Street property and recommends approval by the Board of Education.

Ron Pittman moved and Ed Dodson seconded a motion to approve the sale of real property.

The motion CARRIED.

Approval of Retirement Resolutions No. 21-22-22, Trudy L. Johnson; No. 21-22-23, Peggy S. Morrison; and No. 21-22-24, Alma "Strawberry" J. Behnke

Ken Hector read Trudy L. Johnson's retirement resolution.

Ken Hector moved and Neva Hutchinson seconded a motion to approve the retirement resolution of Trudy L. Johnson.

The motion CARRIED.

Neva Hutchinson read Peggy S. Morrison's retirement resolution

Neva Hutchinson moved and Ed Dodson seconded a motion to approve the retirement resolution of Peggy S. Morrison.

Minutes
April 20, 2022

Meeting Minutes
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The motion CARRIED.

Ed Dodson read Alma “Strawberry” Behnke’s retirement resolution.

Ed Dodson moved and Ken Hector seconded a motion to approve the retirement resolution of Alma “Strawberry” Behnke

The motion CARRIED.

K. ACTION

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

1. Approval of College Policy BP #5141—Deceased Student Policy [21-22-135]
2. Approval of Healthcare Billing Certificate of Completion [21-22-136]
3. Approval of Healthcare Coding Certificate of Completion [21-22-137]

The motion CARRIED.

L. APPENDICES

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

M. FUTURE AGENDA ITEMS

None were heard.

N. BOARD OPERATIONS

None.

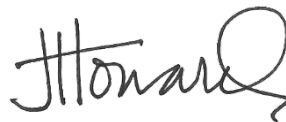
O. ADJOURNMENT

The meeting adjourned at 7:03 pm.

Respectfully submitted,



Board Secretary



President/Chief Executive Officer

Board Chair

Date

ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

Prepared by

Joshua Wray, ASC Executive Coordinator

ASC / MULTICULTURAL STUDENT SERVICES (MSS) PAST EVENTS

Pancake Feed

- The ASC team hosted a Pancake Feed. Students and staff were served pancakes along with fruit cups, yogurt, and coffee at the start of spring term. ASC served 163 students and staff within a three-hour period. The success of this event will hopefully kickstart a trend of increased student attendance and engagement.

Karaoke Event

- The ASC team hosted a Karaoke event where students could take turns going up on stage and singing their selected song. ASC also provided raffle prizes for students who checked in that were awarded at the end of the event.

ASC / MSS CURRENT EVENTS

Coffee Social

- Student Life has been providing free coffee outside of the Student Retention and College Life office to all students.

Civil Discourse

- Peter Wirfs organized a civil discourse discussion event where students discussed difficult topics such as mask mandates. Four students attended. Peter plans to repeat this event in the future.

Legislative Internship

- Joel Gisbert and Peter Wirfs are working on a Legislative Internship Committee as part of the Student Initiated Fee initiative. They are in the draft mode process that includes creating the job description, orientation, and training development.

Men's Wellness Group

- Joel Gisbert now hosts a men's wellness group meeting on Thursday's every week. Seven students participated in the second week's group meeting.

ASC / MSS FUTURE EVENTS

Theater Matinee

- The ASC team will be playing the movie *Precious Knowledge* in the theater room as an event. ASC will provide refreshments to participants.

Report-1a
April 20, 2022

Earth Day Club Fair

- Andrea Jacho is organizing a club fair to promote student clubs. The event will include information on how to join the different clubs or how to start a new one.

Pizza with the President

- The ASC team is planning a forum with Chemeketa president, Jessica Howard. Students will be served pizza and be able to ask questions from President Howard.

Report-1b
April 20, 2022

CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Steve Wolfe, President—Chemeketa Faculty Association

UPCOMING CFA MEETINGS AND ELECTIONS

The spring CFA Executive Board meetings are scheduled for Thursday, April 14, Tuesday, May 10, and Thursday, June 2, all on Zoom. The CFA Spring General Membership meeting for all faculty will be on Thursday, May 26 and will also be virtual. Elections for next year's CFA officers and representatives will be held in May.

CHEMEKETA COMMUNITY COLLEGE CLASSIFIED EMPLOYEES ASSOCIATION (CCA)

Prepared by

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

Amanda Beckner, External Vice-President—Chemeketa Community College
Classified Employees Association

Aaron King, President—Chemeketa Community College Classified Employees Association

WELCOME NEW CLASSIFIED EMPLOYEES AND NEW POSITIONS

- On March 4, 2022, Ashley Aman was hired for the position of Technology Analyst II in the Regional Library Service.
- On March 10, 2022, Guadalupe Meza-Burks was hired for the position of Instructional Technician II in the Early Childhood Education department.
- On March 15, 2022, Jessica Sandrock was hired for the position of Instructional Coordinator/Analyst II in the Agriculture Sciences & Technology.
- On March 15, 2022, Sarah Wisenhunt was hired for the position of Student Services Specialist in the High School Partnership department.
- On March 16, 2022, Austin Goodman was hired as a Technology Support Specialist in the Information Technology department.
- On March 23, 2022, Gabriela Marquez Manzano was hired for the position of Department Technician II at the Yamhill Valley Campus.

OTHER ACTIVITIES

The CCA is pleased to announce the publication of *CCA News*. Currently this is just available as an electronic newsletter, but the board is looking into ways to distribute a small run of paper copies as well.

CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

Lynn Irvin, Vice President—Chemeketa Community College Exempt Association
Megan Cogswell, President—Chemeketa Community College Exempt Association

The exempt board will soon be scoring scholarship applications and awarding seven \$1,000 scholarships to Chemeketa students, hopefully during the months of April and May. The association is very proud to be able to award these scholarships. The funds are collected from dues, fundraising efforts and through the generosity of exempt employees who donate to the fund by contributing monthly through payroll deduction.

Exempt board members will meet soon to discuss elections for next year's board.

Welcome to new exempt employee, Rich Kline, Director of Business Services, and congratulations to Brian Knowles, Director, Budget and Finance; Kela Kruse, Manager, Grant Accounting & Accounts Payable and Mercedes Wingo, Interim Recruitment Coordinator for changing positions.

Information-1
April 20, 2022

PRESENTATION OF 2020–2021 FEDERAL SINGLE AUDIT REPORT

Prepared by

Katie Bunch, Director—Business Services
Aaron Hunter, Associate Vice President/Chief Financial Officer

Representatives from the audit firm of Kenneth Kuhns and Company will be in attendance to make the presentation of the college federal single audit.

Action to accept the report by the College Board of Education will be requested during the April board meeting.

PRESIDENTIAL EVALUATION PROCESS

Prepared by

Jackie Franke, Chair—Board of Education

The annual performance evaluation of President Jessica Howard will be completed and reported to the public on June 15, 2022, 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.

Information-2
April 20, 2022

- 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)

ANNUAL PRESIDENT’S EVALUATION



Name _____

Date _____

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

PART I

A. The Board of Education

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

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

Notes:

B. Management Competencies

B1. Achieves Results

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

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

Notes:

B2. Communicates Effectively

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

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

Notes:

B3. Facilitates Team Success

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

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

Notes:

C. The Community (Core Theme: Community Collaborations)

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

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

Notes:

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

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

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

Notes:

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

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

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

Notes:

F. College Personnel (Core Theme: Academic Quality)

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

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

Notes:

PART II – EVALUATION OF PRESIDENT’S PERFORMANCE IN RELATION TO THE ANNUAL 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 _____

**BUDGET COMMITTEE MEMBER SELECTION PROCESS FOR
VACANCIES IN ZONE 4 AND ZONE 6 FOR 2022–2025**

Prepared by

David Hallett, Vice President—Governance and Administration

Budget Committee positions for Zones 4 and 6 expire June 30, 2022. In compliance with board policy number 1170, the following appointment process is recommended for Zones 4 and 6.

ACTION NECESSARY UNDER BOARD POLICY/PROCEDURE NUMBER 1170

Mike Stewart, Zone 4	Must advertise*
Jenne Marquez, Zone 6	May appoint or advertise*

BUDGET MEMBER SELECTION TIMELINES AND PROCESS

Openings Announced to Board of Education	April 20
Approval of Selection Process and Timelines	May 18
Legal Notice Published	By June 22
Deadline for Applications to the President’s Office	July 29
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. Mike Stewart, Zone 4, has served more than four years and in compliance with procedure 1170, Zone 4 must be advertised. Jenne Marquez has served as an incumbent for less than four years and in compliance with procedure 1170, can be reappointed for Zone 6 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 4 and 6 at the May Board of Education Meeting.

**PROPOSED SCHEDULE OF COLLEGE
BOARD OF EDUCATION MEETINGS FOR 2022–2023**

Prepared by

Jessica Howard, President/Chief Executive Officer

The following dates have been selected for the 2022–2023 College Board of Education meeting schedule. The dates fall on the third Wednesday of each month. The July 2022, board work sessions, and September 2022 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 7—Special Board Meeting

July 20

September 1—Board Work Session

September 21

October 19

November 16

December 14 (Second week of the month)

January 6—Board Work Session

January 18

February 1—Budget Committee Orientation

February 15

March 15

April 12—Budget Meeting

April 19—Budget and Board of Education meeting

April 26—Budget Committee (Optional)

May 17

June 21

Tentative 2023–2024

July 19

The College Board of Education will be asked to approve the proposed schedule of board meetings for 2022–2023 at the May board meeting.

SUSPENSION OF BUSINESS SOFTWARE CERTIFICATE OF COMPLETION

Prepared by

Barbara Johansen, Program Chair—Office Administration and Technology
R. Taylor, Dean—Business and Technology Programs and Early Childhood Education
Marshall Roache, Executive Dean—Career and Technical Education
Michael Vargo, Vice President—Academic Affairs

The Office Administration and Technology program currently offers six pathway certificates and four degree options. While these certificates and degrees share common courses, there are also unique requirements for each. At the time of development, each of these options reflected a response to the community. However, current trends, industry needs, and student interest have shown that these offerings can be consolidated. A recommended suspension of the Business Software Certificate of Completion is based on a review of enrollment data and Advisory Committee input.

For students seeking introductory certificates in software applications and office operations, the Office Fundamentals and Business Technology certificates will continue to be offered. Both of these certificates provide opportunities for students to increase their skills in business software and are foundational to the Office Administration and Technology degree options. Program faculty will work individually with currently enrolled students to facilitate certificate completion.

The College Board of Education will be asked to approve the suspension of the Business Software Certificate of Completion at the May 2022 Board of Education meeting.

SUSPENSION OF MICRO BUSINESS OPERATIONS CERTIFICATE OF COMPLETION

Prepared by

Barbara Johansen, Program Chair—Office Administration and Technology
R. Taylor, Dean—Business and Technology Programs and Early Childhood Education
Marshall Roache, Executive Dean—Career and Technical Education
Michael Vargo, Vice President—Academic Affairs

The Office Administration and Technology program currently offers six pathway certificates and four degree options. While these certificates and degrees share common courses, there are also unique requirements for each. At the time of development, each of these options reflected a response to the community. However, current trends, industry needs, and student interest have shown that these offerings can be consolidated. A recommended suspension of the Micro Business Operations Certificate of Completion is based on a review of enrollment data and Advisory Committee input.

This certificate was originally designed to serve community members and students seeking to operate as sole proprietor or small family businesses. Despite growing numbers of this type of business, interest in this certificate has been limited. The program anticipates continuing to actively support micro businesses operators through an expanding partnership with the Chemeketa Center for Business and Industry and the Small Business Development Center. For students earning one of the Office Administration and Technology degrees or certificates, Chemeketa will continue to offer coursework specific to micro business operations in this field. Program faculty will work individually with currently enrolled students to facilitate certificate completion.

The College Board of Education will be asked to approve the suspension of the Micro Business Operations Certificate of Completion at the May 2022 Board of Education meeting.

**SUSPENSION OF LEGAL ADMINISTRATIVE PROFESSIONAL
ASSOCIATE OF APPLIED SCIENCE DEGREE**

Prepared by

Barbara Johansen, Program Chair—Office Administration and Technology
R. Taylor, Dean—Business and Technology Programs and Early Childhood Education
Marshall Roache, Executive Dean—Career and Technical Education
Michael Vargo, Vice President—Academic Affairs

The Office Administration and Technology program currently offers six pathway certificates and four degree options. While these certificates and degrees share common courses, there are also unique requirements for each. At the time of development, each of these options reflected a response to the community. However, current trends, industry needs, and student interest have shown that these offerings can be consolidated. A recommended suspension of the Legal Administrative Professional Associate of Applied Science degree is based on a review of enrollment data and Advisory Committee input.

This degree was originally conceived to prepare students to work in government and law offices. While interest in this degree has been limited, we anticipate continuing to be able to support students looking to specialize in legal office work through recommendation of the Administrative Office Professional degree coupled with Cooperative Work Experience Internship in a legal or government office. This will be accomplished via individual goal setting and advising with students. Further, course content and outcomes that have been added to courses in the other degree and certificate options focused on public and law offices will continue to be part of these offerings. Program faculty will work individually with currently enrolled students to facilitate degree completion.

The College Board of Education will be asked to approve the suspension of the Legal Administrative Professional Associate of Applied Science degree at the May 2022 Board of Education meeting.

**SUSPENSION OF VIRTUAL OFFICE ASSISTANT
ASSOCIATE OF APPLIED SCIENCE DEGREE**

Prepared by

Barbara Johansen, Program Chair—Office Administration and Technology
R. Taylor, Dean—Business and Technology Programs and Early Childhood Education
Marshall Roache, Executive Dean—Career and Technical Education
Michael Vargo, Vice President—Academic Affairs

The Office Administration and Technology program currently offers six pathway certificates and four degree options. While these certificates and degrees share common courses, there are also unique requirements for each. At the time of development, each of these options reflected a response to the community. However, current trends, industry needs, and student interest have shown that these offerings can be consolidated. A recommended suspension of the Virtual Office Assistant Associate of Applied Science degree is based on a review of enrollment data and Advisory Committee input.

This degree was originally conceived to prepare students to work in remote settings or start their own remote office businesses. Since that time, the remote office dynamic has shifted dramatically due to the COVID-19 pandemic. It is now necessary to prepare all office administration professionals to work across modalities, from in-person, to remote, to hybrid models. The concepts and content that were originally unique to this degree are now taught in the Administrative Office Professional degree, Medical Administrative Assistant degree, and Accounting Administrative Assistant degree. The Virtual Office Assistant Certificate will continue to be offered as an option for those seeking to return to college to update and expand their skills for remote settings. Program faculty will work individually with currently enrolled students to facilitate degree completion.

The College Board of Education will be asked to approve the suspension of the Virtual Office Assistant Associate of Applied Science degree at the May 2022 Board of Education meeting.

PERSONNEL REPORT

Prepared by

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

NEW HIRES

Ashley K. Aman, Technology Analyst II—Chemeketa Cooperative Regional Library Service Department, Student Development and Learning Resources Division, 100 percent, 12-month assignment, Range C2, Step 5.

Guadalupe Meza-Burks, Instructional Technician-10 months—Business and Technology, Early Childhood Education and Visual Communications Department, Career Technical Education Division, 100 percent, 10-month assignment, Range B2, Step 4.

James C. Gelder, Instructional Specialist—Corrections Education Department, Regional Education and Academic Development Division, 100 percent, 12-month employee, Range B3, Step 5.

Austin M. Goodman, Technology Support Technician—Information Technology Department, College Support Services Operations Management Division, 100 percent, 6-month limited duration assignment, Range B3, Step 3.

Richard “Rich” Kline, Director-Business Services—Business Services Department, College Support Services Financial Management Division, 100 percent, 12-month assignment, Range D5, Step 5.

Gabriela Marquez Manzano, Department Technician II—Yamhill Valley Campus, Regional Education and Academic Development Division, 100 percent, 12-month assignment, Range B2, Step 4.

Jessica Sandrock, Instructional Coordinator/Analyst II—Agricultural Sciences and Technology Department, Regional Education and Academic Development Division, 100 percent, Range C2, Step 7.

Sarah C. Whisenhunt, Student Services Specialist—High School Partnerships Department, Regional Education and Academic Development Division, 100 percent, 12-month assignment, Range B3, Step 5.

POSITION CHANGES

Kristine Bryan, Instructional Coordinator/Analyst I—High School Partnerships Department, Regional Education and Academic Development Division, 100 percent, Range C1, Step 5 from Student Services Specialist—Counseling and Career Services Department, Student Affairs Division.

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Jasmine Kaur, Student Services Specialist—College Access Programs Department, Student Development and Learning Resources Division, 100 percent, Range B3, Step 4 from Student Services Assistant—Enrollment Services Department, Student Affairs Division.

Brian Knowles, Director-Budget and Finance, Business Services Department, College Support Services Financial Management Division, 100 percent, Range D3, Step 7 from Management Analyst-Budget and Finance—Budget and Finance Department, College Support Services Financial Management Division.

Claribel Moreno, Student Services Specialist—College Access Programs Department, Student Development and Learning Resources Division, 100 percent, Range B3, Step 3 from Student Services Technician—Financial Aid Department, Student Affairs Division.

Jennifer Silkey, Instructional Coordinator/Analyst I—Library and Learning Resources Department, Student Development and Learning Resources Division, 100 percent, Range C1, Step 6 from Instructional Specialist—Tutoring Services Department, Student Development and Learning Resources Division.

Chona Tizkus, Department Technician II—Yamhill Valley Campus, Regional Education and Academic Development Division, 100 percent, Range B2, Step 8 from Department Technician I—Yamhill Valley Campus, Regional Education and Academic Development Division.

Mercedes Wingo, Interim Recruitment Coordinator—Human Resources Department, Governance and Administration Division, 100 percent, Range C1, Step 2, from Administrative Assistant—Human Resources Department, Governance and Administration Division.

Christina Wyn, Systems Analyst—Information Technology Department, College Support Services Operations Management Division, 100 percent, Range C3, Step 11 from Technology Analyst II—Information Technology Department, College Support Services Operations Management Division.

RETIREMENTS

William “Bill” R. Klein, Instructor-Fire Protection Technology—Emergency Services and Diesel Technology Department, Career and Technical Education Division, effective March 18, 2022.

SEPARATIONS

Penny Feltner, Instructional Specialist—Academic Transitions Services Department, Regional Education and Academic Development Division, effective March 4, 2022.

Heidi Gilliard, Director-Institutional Research and Reporting—Institutional Research and Reporting Department, Academic Affairs Division, effective March 25, 2022.

Madelyne Lind, Instructional Specialist-10 months—Business and Technology, Early Childhood Education and Visual Communications Department, Career and Technical Education Division, effective March 25, 2022.

Donald Twist, Public Safety Officer I—Public Safety Department, College Support Services Operations Division, effective March 31, 2022.

Michael T. Wilson, Public Safety Officer I—Public Safety Department, College Support Services Operations Division, effective March 31, 2022.

BUDGET STATUS REPORT

Prepared by

Katie Bunch, Director—Business Services
Rich McDonald, 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, 2021, through March 31, 2022, 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, 2022
- Quarterly Update of Other Funds

**Chemeketa Community College
Statement of Resources and Expenditures
As of March 31, 2022**

Fund 100000 - General Fund Unrestricted

	<u>ADJUSTED BUDGET</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>% OF BUDGET</u>	<u>VARIANCE TO BUDGET</u>
Resources:				
Property Taxes	25,030,000	24,485,027	97.82%	(544,973)
Tuition and Fees	25,460,000	22,104,906	86.82%	(3,355,094)
State Appropriations - Current	37,300,000	36,904,602	98.94%	(395,398)
Indirect Recovery	1,140,000	702,491	61.62%	(437,509)
Interest	600,000	183,654	30.61%	(416,346)
Miscellaneous Revenue	300,000	513,808	171.27%	213,808
Transfers In	100,000	100,000	100.00%	-
Fund Balance	13,000,000	15,502,276	119.25%	2,502,276
Total Resources	<u>102,930,000</u>	<u>100,496,764</u>	<u>97.64%</u>	<u>(2,433,236)</u>
Expenditures:				
Instruction	39,604,542	27,235,712	68.77%	12,368,830
Instructional Support	14,096,237	9,349,291	66.32%	4,746,946
Student Services	9,381,454	6,299,744	67.15%	3,081,710
College Support Services	19,216,209	13,155,274	68.46%	6,060,935
Plant Operation and Maintenance	7,481,558	4,905,089	65.56%	2,576,469
Transfers and Contingency	11,650,000	2,892,230	24.83%	8,757,770
Total Expenditures	<u>101,430,000</u>	<u>63,837,340</u>	<u>62.94%</u>	<u>37,592,660</u>
Unappropriated Ending Fund Balance	<u>1,500,000</u>			

**Chemeketa Community College
Budget Status Report
As of March 31, 2022**

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	10,142,103.00	7,545,205.78	2,465,585.37	131,311.85
6120	Classified Salaries	13,819,939.00	9,576,435.09	3,082,782.15	1,160,721.76
6124	Part-Time Hourly & Student Wages	1,427,487.00	593,565.75	-	833,921.25
6130	Faculty Salaries	17,753,432.00	12,987,533.52	3,818,201.08	947,697.40
6132	Part-Time Faculty	8,459,866.00	5,460,202.08	148.62	2,999,515.30
6510	Fixed Fringe Benefits	10,584,378.00	7,043,909.54	-	3,540,468.46
6511	Variable Fringe Benefits	16,520,052.00	11,190,473.82	-	5,329,578.18
6512	Other Fringe Benefits	175,000.00	146,654.00	-	28,346.00
	Subtotal Personnel Services	78,882,257.00	54,543,979.58	9,366,717.22	14,971,560.20

69.15%

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,832,351.00	693,413.64	4,727.32	1,134,210.04
720	Equipment \$500-\$4,999	280,638.00	46,653.31	7,952.14	226,032.55
7300	Legal Services	128,300.00	62,757.51	10,875.00	54,667.49
7310	Insurance	704,245.00	695,429.30	-	8,815.70
7320	Maintenance	512,005.00	478,772.54	-	33,232.46
7330	Communications	984,058.00	471,028.80	-	513,029.20
7340	Space Costs	1,871,697.00	999,808.47	40,978.87	830,909.66
7350	Staff Development	132,180.00	42,900.52	-	89,279.48
7360	Travel	398,472.00	30,845.79	-	367,626.21
7370	Other Services	3,817,290.00	2,794,651.79	882,533.05	140,105.16
7550	Capital Outlay	236,507.00	84,869.07	-	151,637.93
8150	Transfers Out	5,150,000.00	2,892,230.03	-	2,257,769.97
8500	Contingency	6,500,000.00	-	-	6,500,000.00
	Subtotal Non-Personnel Services	22,547,743.00	9,293,360.77	947,066.38	12,307,315.85

41.22%

Report Totals		101,430,000.00	63,837,340.35	10,313,783.60	27,278,876.05
					62.94%

**Chemeketa Community College
 Quarterly Update of Other Funds
 July 1, 2021 - March 31, 2022**

	FUND #	RESOURCES	OBLIGATIONS	BALANCE
Auxiliary Services	680	\$ 6,120,414	\$ 2,390,057	\$ 3,730,357
Self-Supporting Services	2000	21,795,817	10,319,462	11,476,355
Intra-College Services	2800	10,806,666	4,423,986	6,382,680
Student Government, Clubs & Newspaper	7200	361,358	19,797	341,561
Athletics	7500	224,029	165,063	58,966
TOTAL		\$ 39,308,284	\$ 17,318,365	\$ 21,989,919

	FUND #	BUDGET	OBLIGATIONS	BALANCE
Reserve Funds	2650 & 670000	\$ 1,265,000	\$ -	\$ 1,265,000
Regional Library	2600	4,625,000	3,145,714	1,479,286
Capital Development	6000-6500	20,900,000	4,243,782	16,656,218
Student Financial Aid	4200	66,510,000	30,906,955	35,603,045
Special Projects	3000	48,075,000	20,781,819	27,293,181
Debt Service	590	34,630,000	2,233,190	32,396,810
Pension Adjustment Fund	499000	60,000,000	55,963,795	4,036,205
TOTAL		\$ 236,005,000	\$ 117,275,255	\$ 118,729,745

Standard Report-2
April 20, 2022

STATUS OF INVESTMENTS AS OF MARCH 31, 2022

<u>Oregon State Treasurer Investments</u>	<u>Investment Ending Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Rate as of 3-31-2022</u>
Oregon Short-Term Fund - General	3/31/2022	On demand	\$ 25,072,096.72	0.550%
Oregon Short-Term Fund - Capital	3/31/2022	On demand	\$ 8,857,527.40	0.550%
Total Oregon State Treasurer Investments			<u>\$ 33,929,624.12</u>	

<u>Other Investments</u>	<u>Investment Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Yield</u>
Treasury Note - United States Treasury	11/18/2021	4/30/2022	\$ 2,001,024.31	0.250%
Treasury Note - United States Treasury	11/18/2021	5/31/2022	\$ 2,002,068.03	0.410%
Treasury Note - United States Treasury	11/18/2021	6/30/2022	\$ 2,001,977.88	0.420%
Treasury Note - United States Treasury	11/18/2021	7/31/2022	\$ 2,001,767.28	0.520%
Treasury Note - United States Treasury	11/18/2021	8/31/2022	\$ 2,001,365.58	0.730%
Corporate Note - JP Morgan Chase	11/2/2021	9/23/2022	\$ 5,149,754.17	0.276%
Discounted CP - Nordea Bank	11/1/2021	10/21/2022	\$ 1,994,493.33	0.281%
Treasury Note - United States Treasury	12/10/2021	11/30/2022	\$ 1,996,866.68	0.290%
Treasury Note - United States Treasury	12/10/2021	12/31/2022	\$ 1,996,679.34	0.335%
Treasury Note - United States Treasury	12/10/2021	1/31/2023	\$ 2,044,514.35	0.346%
Treasury Note - United States Treasury	2/22/2022	1/31/2023	\$ 1,983,866.00	0.990%
Treasury Note - United States Treasury	12/13/2021	2/28/2023	\$ 1,995,025.14	0.361%
Treasury Note - United States Treasury	2/22/2022	2/28/2023	\$ 1,981,540.00	1.040%
Treasury Note - United States Treasury	12/13/2021	3/31/2023	\$ 1,993,415.11	0.400%
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%
Total Other Investments			<u>\$ 47,156,219.31</u>	

13 week Treasuries 0.51% as of 3/31/2022

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

CAPITAL PROJECTS REPORT

Prepared by

Rory Alvarez, Director—Facilities and Operations
Michael Kinkade, Associate Vice President—CIO/Operations Management

CURRENT AND COMPLETED CAPITAL PROJECTS:

- **Agricultural Complex**
Exterior Projects: Greenhouse construction is nearly complete. The installation contractor caused delays early in March which prevented electrical, plumbing and mechanical installation from beginning as scheduled. These systems continued to be installed into the first weeks of April. Hoop house permits are still under review by Marion County.
- **Building 9 Chillers**
The college is waiting for system commissioning and warranty repairs to damaged equipment. Damage to equipment happened during shipping and was observed upon arrival. This damage does not prevent the system operation or equipment warranties. Cooling will be fully operational prior to cooling season.

See Appendix–2; Campus Map pages 61–62.

INSTITUTIONAL ADVANCEMENT FOUNDATION QUARTERLY REPORT

Prepared by

Jamie Wenigmann, Director of Development—Foundation
Marie Hulett, Executive Director—Institutional Advancement
David Hallett, Vice President—Governance and Administration

NEW SCHOLARSHIPS ESTABLISHED

There have been two new scholarships established this quarter.

Javens Legacy Scholarship Fund: Established by an estate gift from the Elizabeth A. Javens Revocable Living Trust in the amount of \$286,743.19. This scholarship supports students seeking a degree or certificate at Chemeketa, and gives preference to first generation students who demonstrate a personal commitment to the interests of the LGBTQ community.

Building Inspection Technology Scholarship Fund: This fund was established by contributions from Chemeketa faculty and community partners. This scholarship supports students enrolled in the Building Inspection Technology Program at Chemeketa.

2022–2023 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 2022–2023 academic year. The decision was made to extend the deadline until Friday, 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. Currently, just over 1,200 scholarship applications have been submitted.

VIRTUAL STARS RECEPTION

The annual STARS Reception will remain virtual for 2022. The pre-recorded event will be streamed and available to view by all Foundation donors, supporters, and the community at large, including Chemeketa Foundation's top donors, the college's administration, staff, faculty, elected officials, area businesses leaders, community organizations, and scholarship recipients and their family members. Students and sponsors are sending their personal videos to the Marketing Department. Marie Hulett and Robert LaHue will produce the virtual event.

QUARTERLY DONATION REPORT

The total amount of cash contributions for January 1, 2022–March 31, 2022 is \$169,024.70; the total valuation of in-kind contributions during January 1, 2022–March 31, 2022 is \$28,920.

**GRANT ACTIVITIES
JANUARY 2022–MARCH 2022**

Prepared by

Gaelen McAllister, Director of Institutional Grants
David Hallett, Vice President—Governance and Administration

GRANTS SUBMITTED—January–March 2022

Grantor	Department	Descriptions	Amount
PGE Foundation	Student Development and Learning Resources (SDLR) College Access Programs	Provides targeted scholarships to McKay high school students to incentivize college going for first generation / low income students and guide them through the financial aid and enrollment processes. Yesica Navarro. Submitted January 7, 2022.	\$15,000
Higher Education Coordinating Commission (HECC) Workforce Talent Development Board–Strategic Innovations	Career and Technical Education-Apprenticeship	Funds the scaling up of the pre-apprenticeship program piloted last year. The funding leverages ODOT, STEP, Job Corps Scholar and private employer funding to create training, paid work and wrap around service support for students interested in pursuing careers in the construction trades. Megan Cogswell. Submitted January 26, 2022.	\$164,511
State Library of Oregon	SDLR–Library	Provides funds to purchase Spanish language titles for the Spanish language collection of the library. Natalie Beach. Submitted January 27, 2022.	\$5,000
Oregon Wine Board	Regional Education and Academic Development (READ)–Wine Studies	Funds research into varietal and hydrology strategies for AVA regions in Oregon. Bryan Berenguer. Submitted January 28, 2022.	\$29,578

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Grantor	Department	Descriptions	Amount
U.S. Department of Education–Upward Bound	SDLR-Upward Bound	Submitted three separate applications for 5-year programs to increase college going for low income, first generation students at North Marion, Woodburn, McKay, North, Gervais, Stayton, Santiam and Cascade High Schools. Lino Solomon. Submitted January 28, 2022.	\$4,708,020
U.S. Department of Commerce– Economic Development Administration– Good Jobs Challenge	READ–Agricultural Sciences and Technology, Wine Studies	Consortium project with SEDCOR, Willamette Workforce Partnership, Mid-Willamette Council of Governments, and Oregon Manufacturing Extension Partnership to support innovation and training in the Agriculture and Manufacturing Supply Chain sectors. Tim Ray, Paul Davis, Holly Nelson. Submitted February 10, 2022.	\$3,308,269
Collins Foundation	SDLR– Chemeketa Cooperative Regional Library Service (CCRLS)	Request for funding to continue the internet hotspot checkout program, especially for small rural libraries in areas without reliable wired internet. Natalie Beach, John Hunter. Submitted February 23, 2022.	\$100,000
Yamhill County– ARPA	SDLR CCRLS	Request for funding to continue the internet hotspot checkout program in Yamhill County, especially for small rural libraries in areas without reliable wired internet. Natalie Beach, John Hunter. Submitted March 7, 2022.	\$109,400
Lumina Foundation– The Million Dollar Community College Challenge	Institutional Advancement– Marketing	This would fund expanding marketing and promotional activities designed to attract adults in Chemeketa’s district to enroll or return to Chemeketa to earn certificates or degrees. First stage of grant \$100,000, second stage award is \$1 million. Marie Hulett. Submitted March 12, 2022.	\$100,000
HECC–Workforce Innovation and Opportunity Act (WIOA) Title II Oregon Adult Basic Skills and Family Literacy– Comprehensive	READ– Academic Development	Renewal funding for developmental education services including GED and ESOL supports. Ensures students arriving at campus who are not ready for college courses can be served and quickly enroll in programs requiring foundational skills. Chris Kato. Submitted March 18, 2022.	\$1,026,100

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Grantor	Department	Descriptions	Amount
HECC–WIOA Title II–Integrated English Literacy and Civics Education (IELCE)	READ– Academic Development	Renewal for integrated English literacy and civics education to increase work opportunities and community participation. Chris Kato. Submitted January 18, 2022.	\$93,000
Business Oregon– Seismic Rehabilitation Grant Application	Facilities	Seismic upgrades for Building 14 to improve emergency response readiness in case of major earthquake. Isaac Talley. Submitted February 16, 2022.	\$1,402,180
HECC–GED Wrap Around Services	READ– Academic Development	Renewal of funding for students supports for GED completion. Includes tutoring, test fees, transportation, child care, and parking. Chris Kato. Submitted March 29, 2022.	\$283,111
Oregon Community Foundation	Office of Diversity, Equity and Inclusion and Human Resources	Would partially fund a position to coach hiring managers in best practices for recruiting, hiring and retaining employees who reflect the demographics and life experiences of Chemeketa students. Vivi Caleffi Prichard and Heather McDaniel. Submitted March 30, 2022.	\$40,000
The Longhouse Education and Cultural Center and The Evergreen State College Foundation Supporting Indigenous Arts Mastery	General Education and Transfer Studies (GETS), Visual Arts	Collaboration to bring guest artists who are members of the Confederated Tribes of the Grand Ronde into foundational art classes in order to integrate Native American art culture and practices into the curriculum. Students would experience a diverse teaching faculty; faculty would develop stronger relations with the Tribes from Chemeketa’s region. Laura Mack. Submitted March 31, 2022.	\$29,957
Total:			\$10,011,946
GRANTS PENDING NOTIFICATION—Grants submitted prior to the current quarter			
Grantor	Department	Description	Amount
National Science Foundation (NSF)– Research Experiences for Undergraduates	GETS–Social Science	Partnership with Oregon State University to provide research training and paid research opportunities for students. Funds curriculum development, tuition and fellowships for students. Demitrus Ewing and Cecelia Monto.	\$80,183

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NSF–Division of Undergraduate Education (DUE) Advancing Innovation and Impact in Undergraduate STEM Education at Two-year Institutions of Higher Education	GETS–Computer Science	Collaboration with Northwest Center for Women in Technology (NCWIT) to increase participation and completion of women in Computer Science through engaging faculty in communities of practice. Andrew Scholer. Submitted May 10, 2022.	\$10,000
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GRANTS DECLINED—January 2022–March 2022

Grantor	Department	Description	Amount
Collins Foundation	SDLR–Chemeketa Cooperative Regional Library Service	Request for funding to continue the internet hotspot checkout program, especially for small rural libraries in areas without reliable wired internet. Natalie Beach, John Hunter. Submitted February 23, 2022.	\$100,000

GRANTS AWARDED

Grantor	Department	Description	Amount
Oregon Department of Veteran Affairs	SDLR	Renewal of Veterans' Resource Center funding, including peer mentoring, recruiting events and career connections. Angela Archer.	\$83,336
PGE Foundation	SDLR–College Access Programs	Provides targeted scholarships to McKay high school students to incentivize college going for first generation/low income students and guide them through the financial aid and enrollment processes. Yesica Navarro. Submitted January 7, 2022.	\$15,000
HECC–Workforce Talent Development Board Strategic Innovations	Career and Technical Education-Apprenticeship	Funds the scaling up of the pre-apprenticeship program piloted last year. The funding leverages ODOT, STEP, Job Corps Scholar and private employer funding to create paid work, training, and wrap around service support for students interested in pursuing careers in the construction trades. Megan Cogswell. Submitted January 26, 2022.	\$164,511
State Library of Oregon	SDLR-Library	Provides funds to purchase Spanish language titles for the Spanish language collection of the library. Natalie Beach. Submitted January 27, 2022.	\$5,000

Total: \$267,847

WINTER TERM ENROLLMENT REPORT

Prepared by

Beth Holscher, Institutional Research Analyst
Julie Peters, Acting Director—Institutional Research and Reporting
Michael Vargo, Vice President—Instruction and Student Services

Items included in this report:

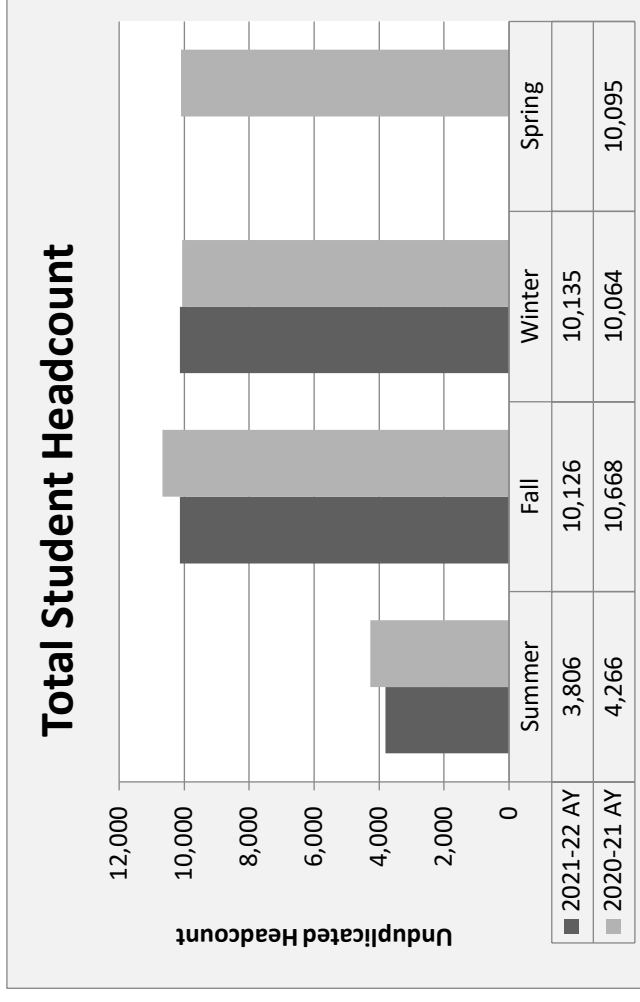
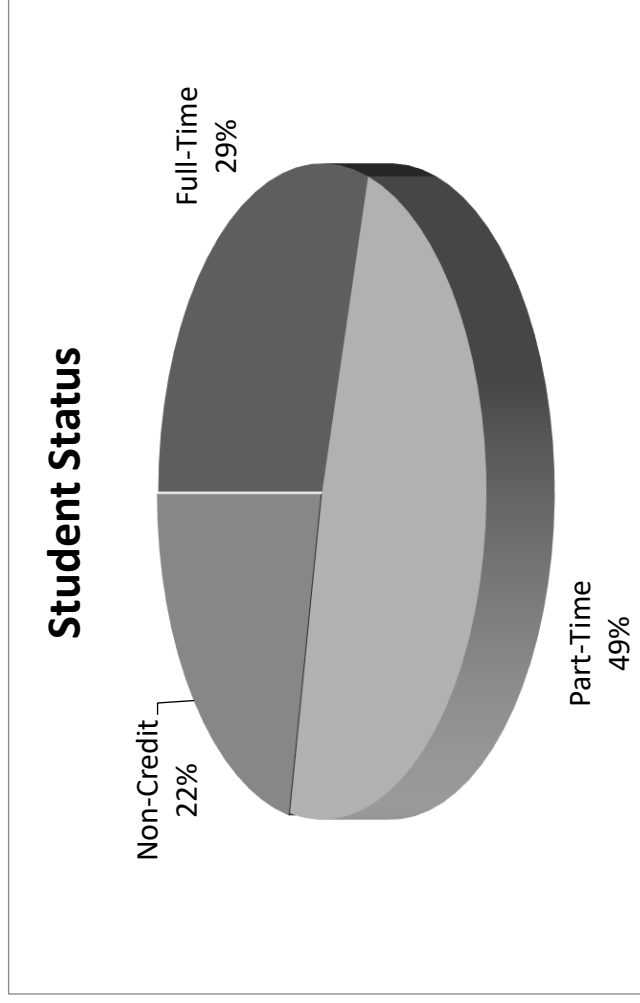
- Student, FTE and Enrollment Profile
- Winter Term Enrollment vs. Prior Years
- Winter Term Cumulative Enrollment

Winter 2022
Student, FTE and Enrollment Profile
All Locations

Winter 2022

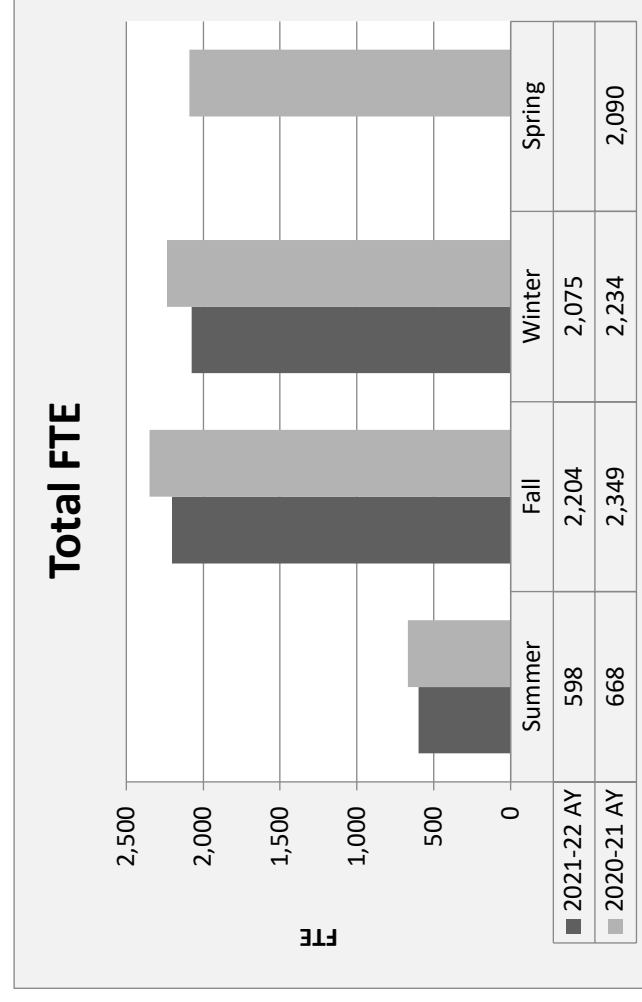
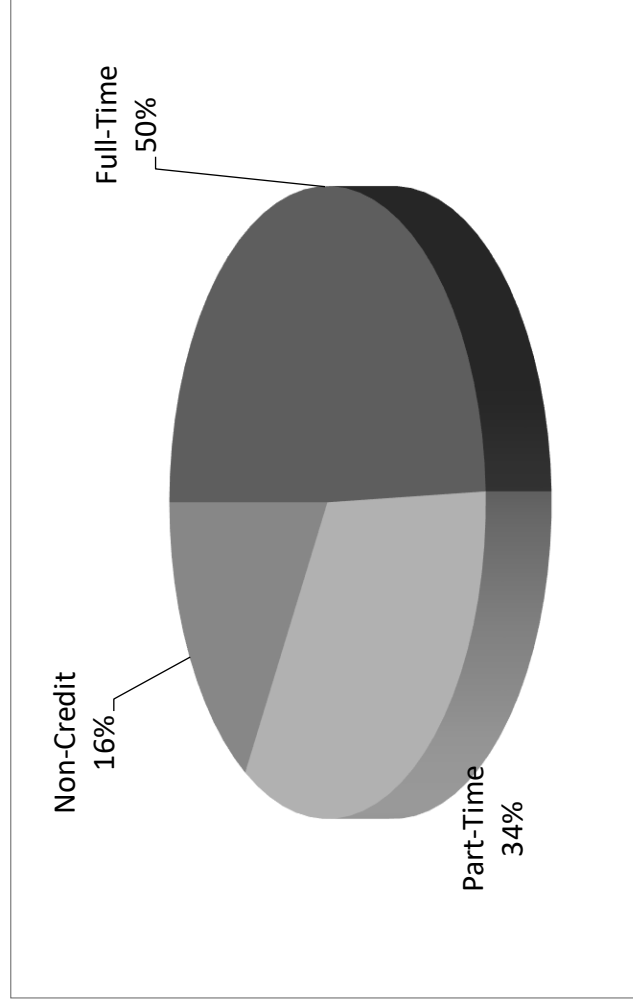
STUDENTS (unduplicated headcount)

Total Students	10,135
Full-Time	2,992
29.5%	4,928
48.6%	2,215
21.9%	



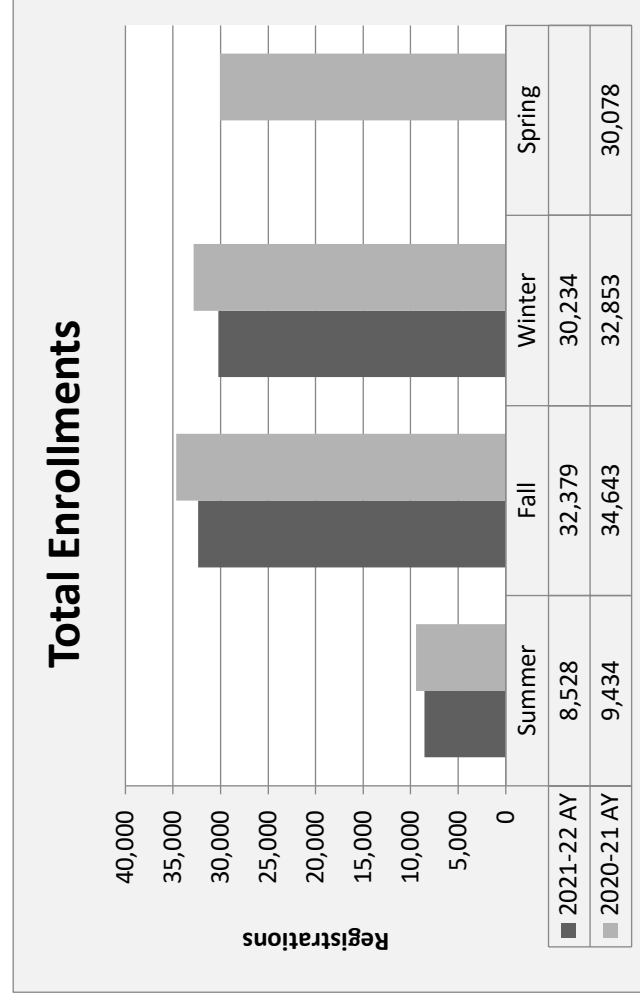
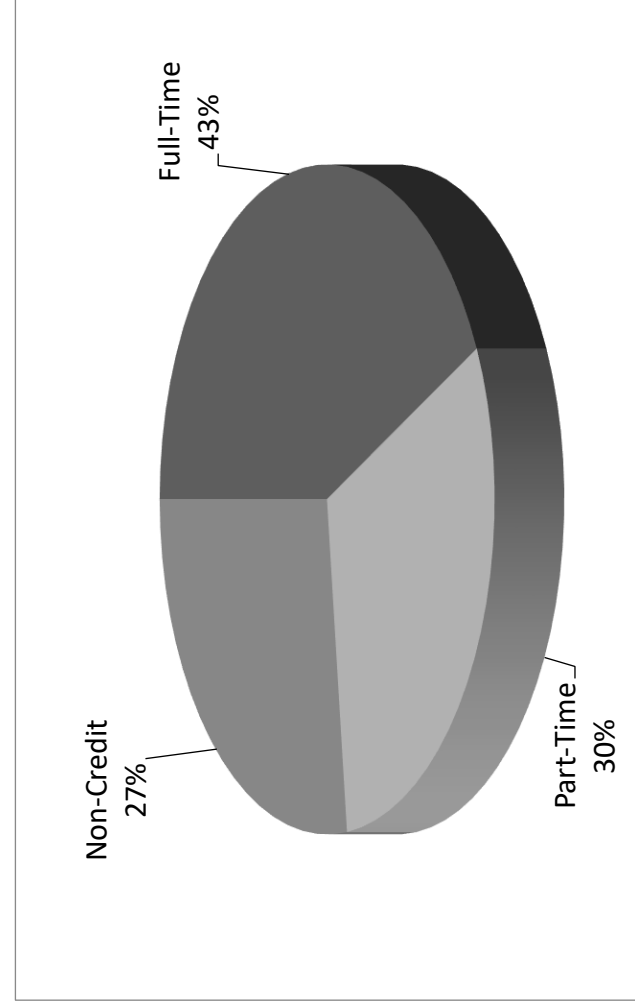
FTE

Total FTE	2,075
Full-Time	1,026
49.4%	711
34.3%	338
16.3%	



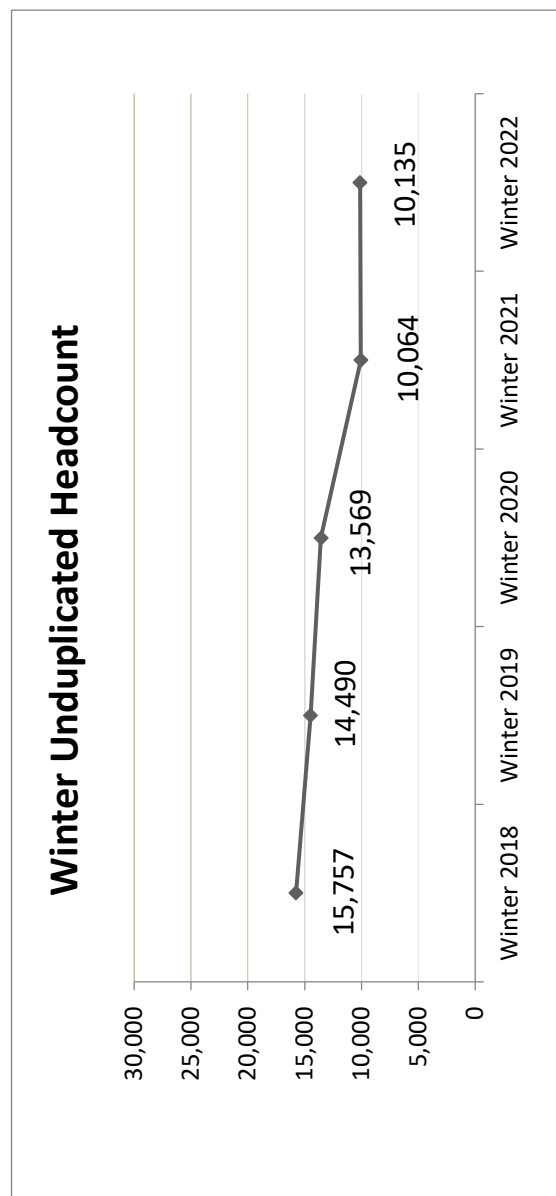
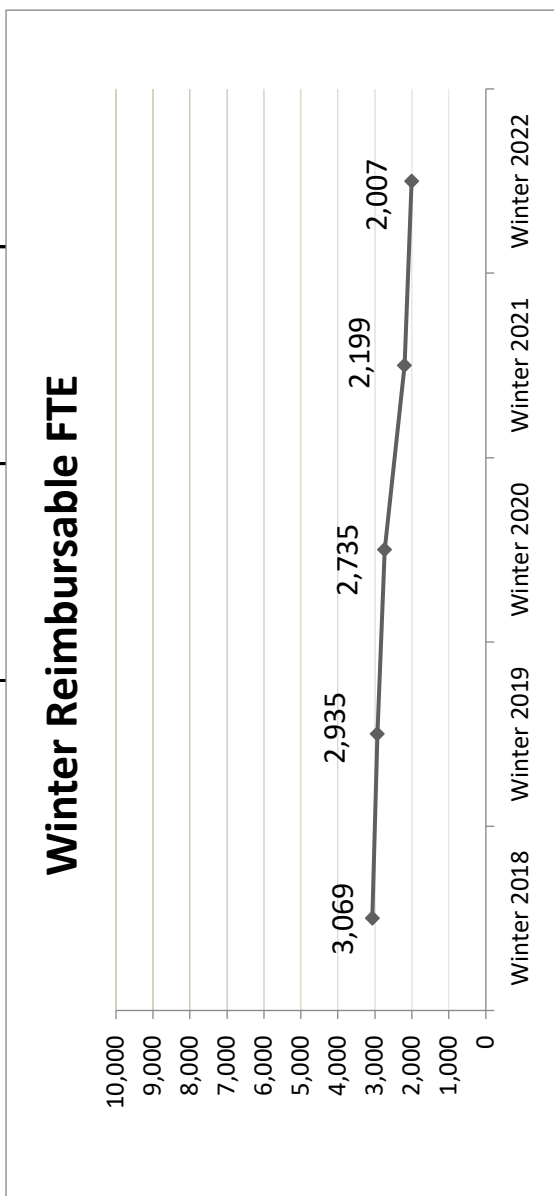
ENROLLMENTS (duplicated headcount)

Total Enrollments	30,234
Full-Time	12,874
42.6%	9,224
30.5%	8,136
26.9%	



Winter 2022
Student, FTE and Enrollment Profile
All Locations

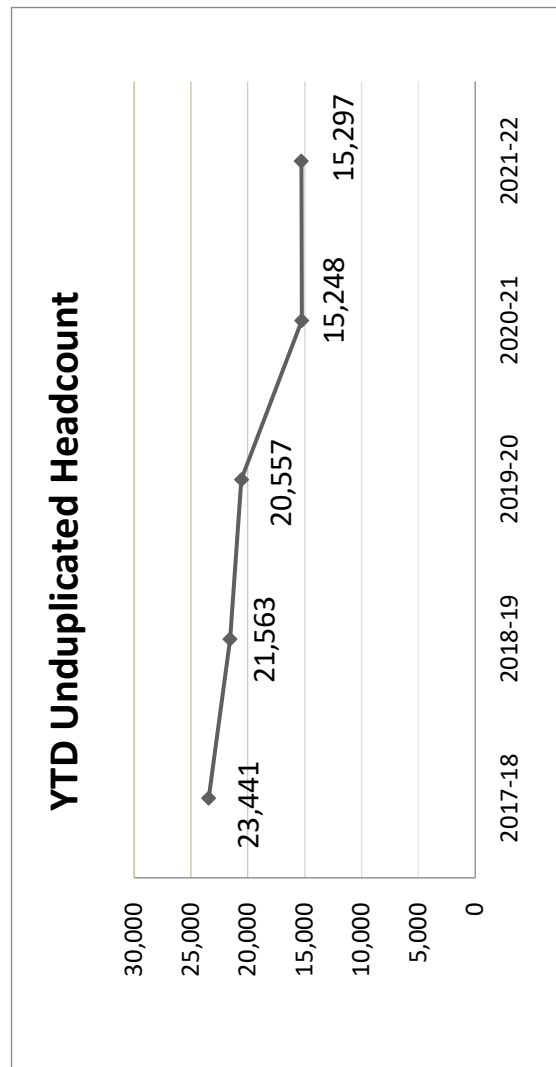
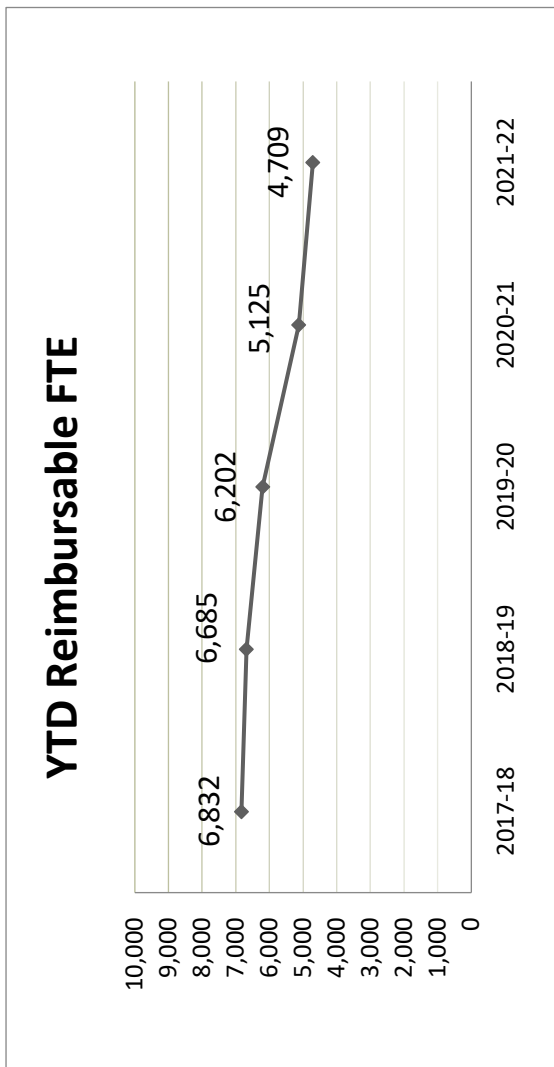
Winter-to-Winter Comparison			
Winter Term FTE and Headcount	Winter 2021	Winter 2022	% Change
Reimbursable FTE	2,199	2,007	-8.7%
Non-Reimbursable FTE	36	69	92.6%
Total FTE	2,234	2,075	-7.1%
Unduplicated Headcount	10,064	10,135	0.7%



Rate of Change from Winter to Winter				
	2018 to 2019	2019 to 2020	2020 to 2021	2021 to 2022
Change in Reimbursable FTE	↓ -4.4%	↓ -6.8%	↓ -19.6%	↓ -8.7%
Change in Unduplicated HC	↓ -8.0%	↓ -6.4%	↓ -25.8%	↑ 0.7%

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

Year-to-Date			
Year-to-Date FTE and Headcount	2020-21	2021-22	% Change
YTD Reimbursable FTE	5,125	4,709	-8.1%
YTD Non-Reimbursable FTE	126	168	33.5%
YTD Total FTE	5,252	4,878	-7.1%
YTD Unduplicated Headcount	15,248	15,297	0.3%



Rate of Change YTD to YTD				
	2017-18 to 2018-19	2018-19 to 2019-20	2019-20 to 2020-21	2020-21 to 2021-22
Change in YTD Reimbursable FTE	↑ 2.2%	↓ -7.2%	↓ -17.4%	↓ -8.1%
Change in YTD Unduplicated HC	↓ -8.0%	↓ -4.7%	↓ -25.8%	↑ 0.3%

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.

ERIC AEBI, Hospitality and Tourism Management Faculty, was awarded Oregon's Governor's Tourism Award by Governor Brown. This award represents the culmination of the travel and tourism industry's deep appreciation for the long-time commitment, accomplishment, and service by an individual who has enhanced the Oregon visitor experience and elevated the travel and tourism industry. Eric has been with Chemeketa Community College for more than 20 years, where he developed hospitality and tourism management credential programs. He continues to advocate for Oregon's tourism industry by volunteering his time with the Oregon Hospitality Foundation and many other organizations. Here is the link to the video from Travel Oregon:

https://www.youtube.com/watch?v=D_oJw8zulrs&list=PL5ORWChxC6rxYVILB8TYqLWW_esD DPUlo&index=5 (Core Theme: *Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.*)

TERRI JACOBSON and the MARKETING TEAM for winning the Bronze Paragon Award from the National Council for Marketing and Public Relations for their print ad series that encouraged students who put their education on hold due to COVID to get on track to a new future at Chemeketa. (Core Theme: *Student Success—Students progress and complete their educational goals.*) (Core Theme: *Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.*)

YESICA NAVARRO was awarded a second year of funding from the Portland General Electric (PGE) Foundation for the "Be First" project. YESICA developed this program to reach out to students at McKay high school who are not on a college path and work with them in their junior and senior year to understand the enrollment process and possibilities at Chemeketa. PGE funds scholarships which help incentivize students and reassure parents that college is possible. In the last year, YESICA has gone to McKay weekly. She's seen the obstacles families face and creates solutions to increase their college access. (Core Theme: *Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.*)

Chemeketa Community College was recently ranked #1 by Edsmart in their Top 20 Oregon Colleges. EdSmart assesses colleges in Oregon based on data that covers four main areas:

- Cost (average net price)
- Academic quality (graduation rate)
- Student satisfaction (retention rate)
- Salary After Attending (the median earnings of former students who received federal financial aid, at 10 years after entering the school)

Standard Report-7
April 20, 2022

All data was gathered from the U.S. Dept of Education websites [College Scorecard](#) and [College Navigator](#).

This ranking aims to help students assess the affordability and value of top colleges in Oregon so they can make informed decisions about which college to attend. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.) (Core Theme: Student Success—Students progress and complete their educational goals.)*

THE ACCREDITATION TEAM successfully completed the Year-Seven Accreditation Report and organized the NWCCU virtual site visit. In addition to subject matter experts across the college who provided content, key contributors to this work included project manager JULIE PETERS, editor and co-writer MARY ELLEN SCOFIELD, layout and publication designer TERRI JACOBSON, and project support LORI JONES. *(Core Theme: Student Success—Students progress and complete their educational goals.) (Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.) (Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

MANUEL GUERRA was nominated and invited to be Keynote Speaker at the California Statewide CAMP Leadership Conference on April 9. The theme was Self-Love, Community-Love and Leadership in a Time of Crisis. *(Core Theme: Student Success—Students progress and complete their educational goals.) (Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

HOLLY NELSON and RYAN WEST are presenting a session on Pell Grants in Prison Education Programs at the American Association of Community Colleges annual conference in early May. Chemeketa has the unique perspective of lessons learned through long-time prison education programs and has participated in the U.S. Department of Education's Second Chance Pell experiment since its inception in 2016. Starting in the 2023–2024 school year, incarcerated individuals will once again have eligibility for Pell Grant funding nationwide and many colleges have expressed interest at serving this population. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.) (Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

Chemeketa Public Safety Officer BRYAN BAGWELL attended a 20-hour Advanced De-escalation and Escalation Prevention Training (ADEPT) in Corvallis. The training was organized by the Department of Public Safety Standards and Training (DPSST). Congratulations to BRYAN for completing the rigorous ADEPT training. *(Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

The Chemeketa Small Business Development Center (SBDC) provided advising services to 280 local businesses in 2021. This not only supported the individual business owners, but led to 39 new jobs and the retention of 26 jobs. Classified staff members VALERIE FRY, SILVIA MARIN LOPEZ, and TATYANA SUKHODOLOV have helped the SBDC make strides in expanding services across our community. In 2021, 57 percent of SBDC clients were women and 24 percent were Hispanic, with both percentages representing an increase over 2020. *(Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

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R. TAYLOR recently presented her dissertation research, *The Perspectives of Head Start Employed Community College Students who Earned an Associate Degree in Early Childhood Education Programs: A Phenomenological Study Exploring Challenges and Successes*, as a round table session at the 2022 Annual Conference of the Council for the Study of Community Colleges. She will also present recommendations for how this research can be applied more broadly in the consideration of community college student success at the Oregon Community College Association Annual Conference in April. (Core Theme: Student Success—Students progress and complete their educational goals.)

MEGAN COGSWELL presented at the Oregon Association for Career and Technical Education annual conference about the Chemeketa campus-based pre-apprenticeship program. (Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.)

MEGAN COGSWELL also recently received notice that her Strategic Initiative Project has been funded by the Higher Education Coordinating Commission Workforce Talent Development Board. The \$164,511 grant will fund the pre apprenticeship program piloted last year. It is a 15-month project that funds a staff person to aid the scaling up of the project. The overall objective for this project is to increase the number of female, minority, low income, and rural registered apprentices in Area II apprenticeship programs. (Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.)

JON MATHIS, CHRIS POTTS AND VIVI CALEFFI PRICHARD presented at the virtual NW Equity Conference on February 25 on *Harnessing the Power of the Force: Trauma-Informed Practices for the Battle-Worn JEDI*. In this session, they shared how to develop an anti-racist professional development program through a trauma-informed approach. Participants were able to engage with presenters to discuss their own challenges with this work and learn together how to care for ourselves. (Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)

Separate Action-1
April 20, 2022

**APPROVAL OF RETIREMENT RESOLUTION
NO. 21-22-25, WILLIAM “BILL” R. KLEIN
[21-22-138]**

Prepared by

David Hallett, Vice President—Governance and Administration

The College Board of Education honors employees who retire after years of service to the college. Attached is the resolution honoring William “Bill” R. Klein who retired effective March 18, 2022.

It is recommended that the College Board of Education adopt Retirement Resolution No. 21-22-25, William “Bill” R. Klein.

Separate Action-1
April 20, 2022

**RETIREMENT RESOLUTION NO. 21-22-25,
WILLIAM “BILL” R. KLEIN**

WHEREAS, William “Bill” R. Klein began his 20-year, 2-month association, as a salaried employee, with Chemeketa Community College in January, 2002; and

WHEREAS, William “Bill” R. Klein gave dedicated service to Chemeketa Community College currently as Instructor-Fire Protection Technology, Emergency Services and Diesel Technology Department of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon his retirement date of March 18, 2022, the College Board of Education hereby honors and commends William “Bill” R. Klein for his loyalty, dedication and personal commitment to Chemeketa Community College.

Jackie Franke
Board Chairperson

Jessica Howard
President/Chief Executive Officer

Action-1
April 20, 2022

**ACCEPTANCE OF 2020–2021 FEDERAL SINGLE AUDIT REPORT
[21-22-139]**

Prepared by

Katie Bunch, Director—Business Services
Aaron Hunter, Associate Vice President/Chief Financial Officer

The 2020–2021 federal single audit report is being submitted to the College Board of Education for approval. The approved audit report will be provided to legal counsel, executive team, and board representatives.

It is recommended that the College Board of Education accept the 2020–2021 federal single audit report as submitted by Kenneth Kuhns and Company.

**APPROVAL OF 2022–2023 FACULTY SABBATICAL LEAVE REQUESTS
[21-22-140]**

Prepared by

Peter Hoelter and Cecelia Monto, Sabbatical Review Committee Co-Chairs
Don Brase, Executive Dean—General Education and Transfer Studies
Michael Vargo, Vice President—Academic 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 Sabbatical Review Committee (SRC), composed of three faculty members appointed by the faculty association and three staff members selected by the college administration, reviews submitted applications.

Recommendations provided by the SRC solely address the completeness of the proposal and its general merits and benefits. Using selection criteria outlined in previous sabbatical years, the SRC systematically reviewed and discussed each application. Selection criteria included: (a) proposal preparation; (b) benefit to the individual, to the college, and to the department represented; (c) prior sabbatical leaves; and (d) length of service to the college. An equitable distribution of leaves across college divisions was also considered in the final recommendation process.

In the event that there are less terms available than requested. The committee uses a priority scoring rubric to determine a score for each applicant. This allows the committee to have a non-objective tool with specific criteria to move qualified applications forward for recommendation.

There are eighteen terms available for Academic Year 2022–2023 sabbatical leaves. Eleven faculty members submitted proposal applications requesting a total of twenty-four terms.

The committee recommended that eight of the eleven applicant's requests for sabbatical leave be approved for a total of eighteen terms of leave. Academic and Student Affairs concurred with the determination of the committee. There are no available terms remaining for one-term spring 2023 sabbatical requests.

It is recommended that the College Board of Education approve the recommended 2022–2023 faculty sabbatical leaves. The proposal requests are outlined below.

Deanne Beausoleil—Visual and Performing Arts, 3 terms

Proposes to use time to increase knowledge of other cultures through research of Islamic and African Art. Best practices will be researched for decolonizing the classroom and curatorial practices at the Gretchen Schuette Art Gallery. This research will help gain knowledge to create a framework to apply to classes, the Gretchen Schuette Art Gallery, Diversity, Equity and Inclusion at Chemeketa Community College, and further editions of Art for Everyone.

Action-2
April 20, 2022

Michele Burke—Library, 3 terms

Proposes to continue work on the Information Literacy Reflection Tool (ILRT) that consists of curated statements prompting students to reflect on their own approaches to information use. The metacognitive prompts in the ILRT align with the essential components of the framework for information literacy for higher education. One goal is to focus on two critical reviews, the perspective of social justice inclusion and recommendations on gender studies. This research will support a manuscript about the ILRT being considered for publication and create a new instructional activity that will introduce students to the concepts of being metaliterate learners. This sabbatical will allow the faculty member to learn more about the four learning domains and be current in new research.

Alexis Butzner—English, 3 terms

Proposes to pursue three projects: Universal Design for Learning (UDL) Certification, Spanish-language study, and completion of an article draft for publication. These projects will strengthen course design, broaden applicant's language skills and engage in academic research that will enhance student learning and work that is being done with colleagues.

Silvia Herman—Languages, 1 term

Proposes to spend fall 2022 researching and developing materials to support the Open Educational Resource (OER) that was adopted in the intermediate language courses: SPN201, 202 and 203. This will help to create a high quality second year Spanish program. This sabbatical will be spent searching for free resources that focus on practice of grammar and vocabulary outside of class.

Karl Meiner—High School Partnership, 1 term

Proposes to research the efficacy of using the existing WR101 course as a possible co-requirement for the entry level writing classes. This research will help support the Chemeketa Pathway reform and provide better understanding of how to support College Credit Now students. This will support the coordination efforts of the English and Developmental Education Programs to increase enrollment and retention strategies. The applicant will focus research on how similar courses have benefited the non-native speakers of English, low income, and nontraditional students. This research will produce a recommendation on the findings of this question and provide additional resources for colleagues.

Kristina Powers—Psychology, 3 terms

Proposes to research into psychology's efforts to replicate classic studies and to create an accessible archive of these efforts as well as changes to research design methodology used in academics, students and for the public. The applicant will research the culturally blind history of psychology and the current impact of that history. This will allow the applicant to formulate a multicultural and pragmatic pedagogy for what is called "abnormal behavior".

Mary Ellen Scofield—Organization and Academic Effectiveness, 1 term

Proposes to explore evaluation research to update Chemeketa's approach to unit review to advance education and institutional effectiveness. Research topics will include aspirations for unit progress at Chemeketa and recent research in the self-evaluation process. The second topic includes two subcategories of models integrating assessment into program review processes and ways in which interaction with qualitative data impacts people's behavior and practice. This time will allow the applicant to continue the study of statistics and data science with math by enrolling in a math/statistics-related course.

Action-2
April 20, 2022

Kevin Smith—English, 3 terms

Proposes to research and harness the flexibility of student familiarity with the metaverse in order to create a working model of digital, remotely accessible/online immersed virtual reality (VR) classroom meeting spaces with lecture, discussion and activity rooms. This will create initial chapters for an Open Educational Resource (OER) interactive film studies textbook with both practical filmmaking and theoretical film studies work using multimedia curricula materials. This work will be done in collaboration with Center for Academic Innovation, Studio at Chemeketa, and cinema faculty at the University of Oregon.

18 terms available

11 applicants—24 terms

8 applicants—18 terms recommended

**APPROVAL OF BACHELOR OF APPLIED SCIENCE (BAS) DEGREE IN
APPLIED LEADERSHIP AND MANAGEMENT
[21-22-141]**

Prepared by

R. Taylor, Dean—Business and Technology, Early Childhood and Visual Communications
Tim Ray, Dean—Agricultural Sciences and Technology
Holly Nelson, Executive Dean—Regional Education and Academic Development
Michael Vargo, Vice President—Academic Affairs

The Bachelor of Applied Science (BAS) degree in Applied Leadership and Management is designed to be offered as a cohort program, with students progressing through the coursework in two years of continuous attendance. Admitted students will have completed an AAS degree as a prerequisite to the new applied baccalaureate program.

The course schedule meets the needs of working adults through alternative scheduling, hybrid learning with online, face to face, and remote coursework. The first year of the program focuses on introducing students to key concepts and skills that can be applied across public and private sector leadership roles, including understanding leadership concepts and how to effectively apply these in the workplace, budget and finance, and entrepreneurial thinking and management.

Because students will be entering the cohort-based program from a variety of technical fields, the second year of the program provides the opportunity to work in sector-specific groups with faculty and mentors who have experience in that sector, to engage in work-based projects, and to apply for credit for prior learning. In both years, students will complete applied general education coursework as part of the degree requirements that connects these general fields of study to key practices in the workplace as part of the degree. After successful completion of the program students will receive a Bachelor of Applied Science degree in Applied Leadership and Management.

According to the Oregon Employment Department (qualityinfo.org) management occupations requiring a bachelor's degree are expected to increase by an average of 11 percent in the next decade in the Mid-Willamette Valley region. Over 40,000 job openings are projected to be available statewide.

The initial Applied Leadership and Management Applied Baccalaureate Advisory Committee met on November 8, 2021 and the college's Curriculum Committee on March 1, 2022 with approval of the degree on March 8, 2022.

It is recommended that the College Board of Education approve the Bachelor of Applied Science degree in Applied Leadership and Management.

**BACHELOR OF APPLIED SCIENCE (BAS) DEGREE IN
APPLIED LEADERSHIP AND MANAGEMENT**

Course No.	Course Title	Credit Hrs.
Term 1		
MLD301	Introduction to Leadership	6
MLD302	Personal Effectiveness in Leadership	6
	Term Total	12
Term 2		
ABF401	Writing and Research	6
MLD304	Diversity, Equity, and Inclusion	5
	Term Total	11
Term 3		
MG391	Data Analytics for Leaders	6
ABF402	Public and Private Sector Business Finance	5
	Term Total	11
Term 4		
MLD350	Innovation Development and Entrepreneurial Thinking	5
MLD387	Project Management	6
	Term Total	11
Term 5		
ABF404	Communication of Leadership	6
MLD410	Applied Leadership I	4
MLD481	Applied Leadership	5
	Term Total	15
Term 6		
ABF403	Psychology of Leadership	6
MLD420	Applied Leadership 2	4
MLD482	Applied Leadership	5
	Term Total	15
Term 7		
ABF405	Principles and Practices of Sustainability	6
MLD430	Applied Leadership 3	4
MLD483	Applied Leadership Capstone	5
	Term Total	15
	Degree Total	90

Action-4
April 20, 2022

**APPROVAL OF COLLEGE POLICY BP #5020—RESIDENCE
[21-22-142]**

Prepared by

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

RESIDENCE—BOARD POLICY BP #5020

This policy was reviewed and approved by the Student Success and Completion Advisory Council on February 25, 2022.

This policy states the intent to establish procedures to determine and verify student residency.

It is recommended that the College Board of Education approve BP #5020 Residence.



Student Services Series (5000)

BP 5020

Residence

The College shall establish procedures to verify student residency for purposes of charging tuition, complying with federal or state requirements or meeting institutional research needs.

Adopted College Board of Education

Revised College Board of Education

**ACCEPTANCE OF PROGRAM DONATIONS
JANUARY 1, 2022 THROUGH MARCH 31, 2022
[21-22-143]**

Prepared by

Shawn Keebler, Administrative Assistant—Chemeketa Foundation
Jamie Wenigmann, Director of Development—Chemeketa Foundation
Marie Hulett, Executive Director—Institutional Advancement
David Hallett, Vice President—Governance and Administration

These items were donated to Chemeketa Community College from January 1, 2022 through March 31, 2022. It is recommended that the College Board of Education accept these donations.

Item: 2008 Volkswagen Passat Donor: Ed L. Dodson Declared Value: \$4,000 Program: Automotive Technology Program	Item: 2008 Scion xB Donor: Patricia Corbett-Kline Declared Value: \$3,000 Program: Automotive Technology Program
Item: 2001 Cadillac Deville Donor: Anonymous Declared Value: \$1,500 Program: Automotive Technology Program	Item: Diesel engines and various parts Donor: Robert Leininger Declared Value: \$8,500 Program: Diesel Technology Program
Item: 11 textbooks Donor: Chantal Pointer Declared Value: \$200 Program: Library Materials	Item: 285 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$500 Program: Food Pantry
Item: 152 lbs. of food for pantry Donor: Marion Polk Food Share Inc. Declared Value: \$332 Program: Food Pantry	Item: Camera, lenses, and accessories Donor: Patricia Abeene Declared Value: \$110 Program: Visual Communications Program

Action-5
April 20, 2022

Item: Wine textbook set
Donor: Lynn Ries
Declared Value: \$100
Program: Viticulture Program

Item: Riddling and disgorging services
Donor: Radiant Sparkling
Declared Value: \$1,000
Program: Viticulture Program

Item: Various test equipment
Donor: Garmin AT
Declared Value: \$9,623.46
Program: Electronics Program

**APPROVAL OF GRANTS AWARDED
JANUARY 2022–MARCH 2022
[21-22-144]**

Prepared by

Gaelen McAllister, Director of Institutional Grants
David Hallett, Vice President—Governance and Administration

These grants have been awarded to the college from October to December 2021. It is recommended that the board accept these grants.

Grantor	Department	Description	Amount
Oregon Department of Veteran Affairs	Student Development and Learning Resources (SDLR)	Renewal of Veterans' Resource Center funding, including peer mentoring, recruiting events and career connections. Angela Archer.	\$83,336
PGE Foundation	SDLR	Provides targeted scholarships to McKay high school students to incentivize college going for first generation/low income students and guide them through the financial aid and enrollment processes. Yesica Navarro. Submitted January 7, 2022.	\$15,000
HECC Workforce Talent Development Board–Strategic Innovations	Career and Technical Education–Apprenticeship	Funds the scaling up of the pre-apprenticeship program piloted last year. The funding leverages ODOT, STEP, Job Corps Scholar and private employer funding to create training, paid work and wrap around service support for students interested in pursuing careers in the construction trades. Megan Cogswell. Submitted January 26, 2022.	\$164,511
State Library of Oregon	SDLR–Library Services	Provides funds to purchase Spanish language titles for the Spanish language collection of the library. Natalie Beach. Submitted January 27, 2022.	\$5,000
		Total:	\$267,847

MISSION • VISION • CORE THEMES • VALUES

MISSION *(Our purpose)*

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

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

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

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

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

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

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

Student Success – Students progress and complete their educational goals.

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

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

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

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

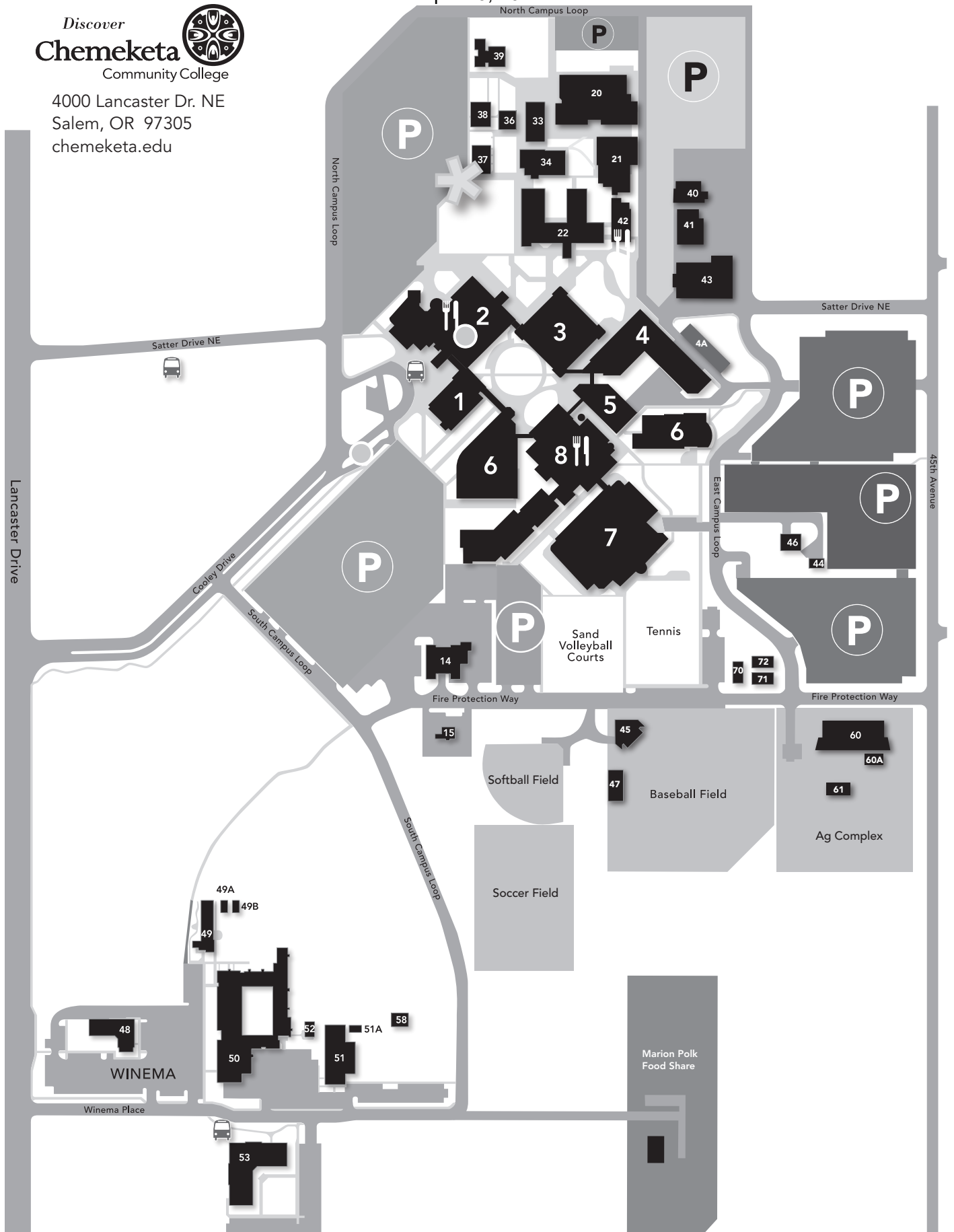
Innovation – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

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

Appendix-2
 April 20, 2022



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



Building directory on reverse side

Appendix-2 April 20, 2022

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

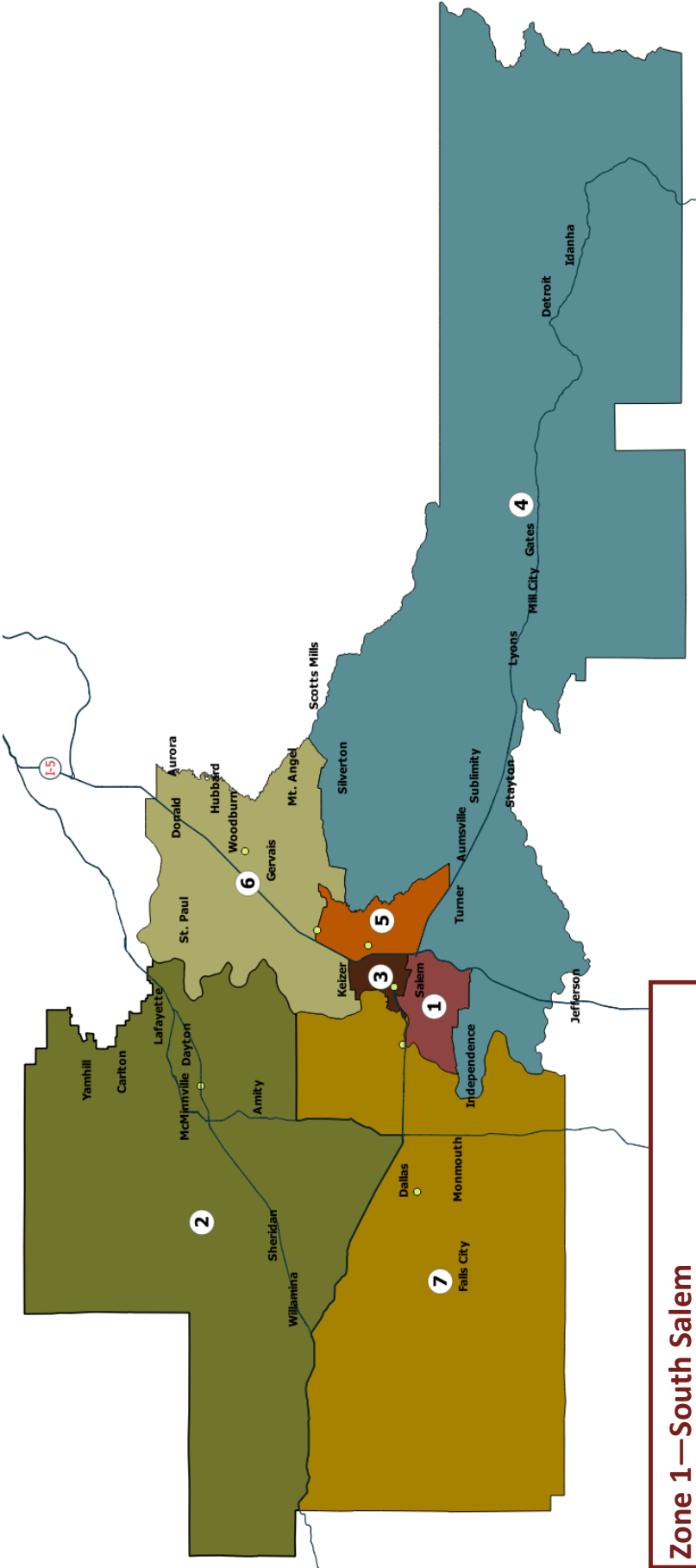
SINGLE OCCUPANCY

- 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 Map



- 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, Vice Chair 2021-2022**
 - ZONE 3 Neva Hutchinson**
 - ZONE 4 Ken Hector**
 - ZONE 5 Jackie Franke, Chair 2021-2022**
 - ZONE 6 Diane Watson**
 - ZONE 7 Betsy Earls**