

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 logo is partially obscured by a white text box.

Regular Meeting

September 20, 2017

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

BOARD OF EDUCATION

Regular Meeting

September 20, 2017

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

- I. Workshop** **4:30 pm** **Chemeketa Eola/
Northwest Wine Studies Center,
Pinot Noir Room**
- A. Wine Studies Update 1–2
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley
- II. A. Executive Session** **5:30 pm** **Chemeketa Eola/
Northwest Wine Studies Center,
Room E106**
- Executive Session is called in accordance with ORS 192.660(2) (d) negotiations and (e) real property.
- B. Administration Updates**
- III. Regular Session** **7 pm** **Chemeketa Eola/
Northwest Wine Studies Center,
Pinot Noir Room**
- A. Call to Order**
B. Pledge of Allegiance
C. Roll Call
D. Administration of Oath of Office: Jackie Franke—Zone 5
E. Comments from the Audience
F. Approval of Minutes—Workshop and Regular Board Meeting 3–14
of July 26, 2017, and Work Session of September 6, 2017
G. Reports
1. Reports from the Associations
 - a. Isaac Acosta Associated Students of Chemeketa (ASC) 15–16
 - b. Justus Ballard Chemeketa Faculty Association 17
 - c. Terry Rohse Chemeketa Classified Employees Association 18–19
 - d. Allison Stewart Hull Chemeketa Exempt Employees Association 20–25
 2. Reports from the College Board of Education
 3. Reports from the Administration
 - a. Jim Eustrom

H. Information

1. Risk Management/Insurance Report 26
Julie Huckestein, President/Chief Financial Officer
2. College Policies #6050—Chemeketa Community 27–30
College Debt Policy; #6120—Payment of Wages and
#6130—Payment of Wages in Advance
Julie Huckestein, President/Chief Executive Officer
3. Diesel Technology Associate of Applied Science Degree 31–32
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

I. Standard Reports

1. Personnel Report 33–36
Andrew Bone, Vice President—Governance and Administration
2. Budget Status Report 37–41
Julie Huckestein, President/Chief Executive Officer
3. Capital Projects Report 42
Julie Huckestein, President/Chief Executive Officer
4. Chemeketa Cooperative Regional Library Service Report 43–45
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley
5. Recognition Report 46–48
Julie Huckestein, President/Chief Executive Officer

J. Separate Action

1. Approval of Appointment of Budget Committee [17-18-105] 49
Members for Zone 2, Resolution No. 17-18-05;
Zone 3, Resolution No. 17-18-06; and
Zone 7, Resolution No. 17-18-07
Andrew Bone, Vice President—Governance and Administration
2. Approval of Resolution No. 17-18-08 Authorizing Forgiving [17-18-106] 50–51
Leverage Loan for New Market Tax Credit Program
Julie Huckestein, President/Chief Executive Officer
3. Approval of Retirement Resolutions [17-18-107] 52–54
Andrew Bone, Vice President—Governance and
Administration No. 17-18-03, Thomas C. “Tom” Rodgers and
No. 17-18-04, Deborah M. Sipe

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. Approval of College Policies #2250—Alcohol,
<u>Marijuana</u> , and <u>Other</u> Drugs on College Property;
#5150—Delinquent Debts and #6030—Transfer of
Budget Appropriations
Julie Huckestein, President/Chief Executive Officer | [17-18-108] | 55–58 |
| 2. Approval of Amended Adult High School Diploma
Plan Update for Year 2017–2018
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley | [17-18-109] | 59–62 |

L. Appendices

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| 1. Mission – Vision – Values – Core Themes | 63 |
| 2. Campus Map | 64–65 |
| 3. District Map | 66 |

M. Future Agenda Items

N. Board Operations

O. Adjournment

It is the policy of Chemeketa Community College and its board that there will be no discrimination or harassment on the basis of race, religion, color, sex, age, national origin, ethnic origin, sexual orientation, gender identity, marital status, citizenship status, pregnancy and related conditions, family relationship, veteran's status, disabilities, tobacco usage during work hours, whistle blowing, victim of domestic violence and genetic information in any educational programs, activities or employment. Persons having questions about equal opportunity/affirmative action should contact the Affirmative Action Officer at 4000 Lancaster Dr. NE, Salem, Oregon 97309-7070, or call 503.399.2537. To request this publication in an alternative format, please call 503.399.5192.

For special accommodations, contact Disability Services 503.399.5192 (voice/TDD).

Eola/Northwest Wine Studies Center



START **A** Chemeketa Community College
4000 Lancaster Dr NE, Salem, OR

FINISH **B** Eola/NW Wine Studies Center
215 Doaks Ferry Rd NW, Salem, OR

Total Distance: 9.1 miles, Total Time: 19 mins (approx.)

A

1. Start at **4000 LANCASTER DR NE, SALEM**. Turn **L** LEFT on **LANCASTER DR NE**.
2. Turn **R** RIGHT on **SILVERTON RD NE**. Just past the railroad tracks, turn **L** LEFT on **FAIRGROUNDS RD NE**.
3. Stay on **FAIRGROUNDS RD NE** and move to the **RIGHT** lane.
4. **FAIRGROUNDS RD NE** turns slightly **R** RIGHT. Follow this for approximately three blocks and then the road turns slightly **R** RIGHT and becomes **HOOD ST NE**.
5. Turn **L** LEFT onto **BROADWAY ST**.
6. Turn **R** RIGHT on **LIBERTY ST NE**.
7. Turn **R** RIGHT on **DIVISION ST NE** and move to the **LEFT** lane.
8. Turn **L** LEFT on **COMMERCIAL ST**; immediately move to the **RIGHT** lanes.
9. Turn **R** RIGHT on **MARION ST BRG (OR-22 W)** and move to the **LEFT** lanes.
10. Continue and follow **OR-22 W**
11. Turn **R** RIGHT on **DOAKS FERRY RD NW**

B

WINE STUDIES UPDATE

Prepared by

Jessica Sandrock, Director—Wine Studies and Agricultural Science
Holly Nelson, Executive Dean—Academic Progress and Regional Education Services
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

Wine Studies at Chemeketa offers a hands-on continuing education and degree program focusing on all aspects of wine from grape to glass. The college's on-site vineyard and winery provide students an opportunity to learn the depth and breadth of vineyard management and winemaking.

DEGREES AND CERTIFICATES OFFERED

- Vineyard Operations Certificate
- Associate of Applied Science in Vineyard Management
- Associate of Applied Science in Winemaking

WINE STUDIES TEAM

- Scott Dwyer, Winemaking Instructor
- Russell Moss, Vineyard Management Instructor
- Part-time Instructors: Patrick McElligot, Jade Helm, Leti Catoria-Rice, David Bellows, Don Crank
- Sherrie Magarrell, Administrative and Program Support
- Amanda Frederickson, Non-Academic Business
- Melaney Schmidt, Harvest and Winery assistant

LOCATION

- The Wine Studies program is located at the Northwest Wine Studies Center at Chemeketa Eola
 - 8-acre vineyard designed to emphasize education
 - Chemeketa Cellars, licensed/bonded commercial winery designed for small lot wine production
 - Erath Family lab and classroom
 - Student resource room
 - Conference room
 - Tasting room/window

Workshop-1
September 20, 2017

UPDATES

- Wine Industry Advisory Committee consists of 17 incredible members
- The program expanded the workforce training workshops last academic year, also offering workshops in Spanish
- The program is currently exploring the possibility of creating a new certificate in Wine Hospitality Operations collaborating with Hospitality Tourism Management
- Expanding Winemaking curriculum:
 - Continuing to focus on cool climate varieties
 - Incorporating sparkling wine production
 - Experimenting with fortified wines
 - Introducing different red varietals from other American Viticultural Areas (AVAs)
- The college now owns a winery license for Chemeketa Cellars.
 - New Chemeketa Cellars labels approved by Alcohol and Tobacco Tax and Trade Bureau (TTB)
 - 11,000+ bottles of wine were labeled on August 15, 2017
 - Regular tasting room hours to begin Fall 2017
 - Chemeketa Cellars Wine Release and Wine Club Launch Fall 2017
- The program will host the 2018 Sparkling Wine Symposium in May.

A tour and demonstrations will follow.

Minutes
September 20, 2017

APPROVAL OF BOARD MINUTES

Prepared by

Jeannie Odle, Executive Coordinator/Board Secretary
Julie Huckestein, President/Chief Executive Officer

Minutes of the board meeting of July 26, 2017, and the board work session of September 6, 2017, 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.

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September 20, 2017

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

July 26, 2017

I. WORKSHOP

Ron Pittman, Chair, called the workshop to order at 4:31 pm. The workshop was held at the Brooks Regional Training Center, 4910 Brooklake Road NE, in Building 2, Room 102AB.

Members in Attendance: Betsy Earls (arrived at 5:05 pm); Ken Hector, Vice Chair; Neva Hutchinson; Ron Pittman, Chair. Absent: Ed Dodson, Jackie Franke, and Diane Watson.

College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer; Andrew Bone, Vice President, Governance and Administration; and Johnny Mack, Executive Dean, Career and Technical Education (for Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus).

A. Update for Chemeketa Brooks Center

Johnny Mack, executive dean of Career and Technical Education, introduced Marshall Roache, dean of Emergency Services. A short video showing students in action in the EMT/Paramedic, Fire Science/Fire Prevention, Criminal Justice, and the National Testing Network was shown.

Marshall Roache welcomed everyone to Chemeketa Brooks which has 118 employees. The Brooks facility houses classrooms and labs for college programs and the Brooks Regional Training Center, which partners with fire, police, and EMT/paramedic agencies from Portland to Springfield. The National Testing Network tests and certifies candidates for corrections, fire and EMT; last year over 3,000 people were tested at this facility. There are 90 testing sites in the U.S. and the Brooks Regional Training Center is No. 2 as far as volume. George Fox University offers a social and behavioral studies program out of Brooks. They provide 12–15 classes per term and Chemeketa students can transfer to the George Fox program.

Marshall drew attention to the four program brochures for the criminal justice, fire prevention and fire suppression, EMT/paramedic programs, and the National Testing Network; a new Challenge Coin with an explanation about what these coins represent; and the board received a special “In Honor of Their Sacrifice” pin from the fallen officer memorial and the fallen firefighter memorial.

The group toured various parts of the facility including the mat room for a defensive tactics session with instructor Mike Withington and criminal justice students; the fire/EMT shop for a demo of a forcible entry prop and rescue in a smoke-filled room with fire students and instructor Bill Klein; EMT students giving medical attention to a remote-controlled mannequin with instructor Chris Arbuckle controlling the symptoms on the mannequin; and the arena in Building 1 for a demo of the Candidate Physical Abilities Test (CPAT) with instructor

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Tania Kleinschmit and a criminal justice student who ran the course within the allotted time (less than five minutes). Marshall was thanked for the tour and hosting the board meeting this month.

The workshop ended at 5:20 pm, and a recess was taken.

II. A. EXECUTIVE SESSION

Ron Pittman, Chair, called Executive Session to order at 5:40 pm, at the Brooks Regional Training Center in Building 2, Room 101. Executive Session was held in accordance with ORS 192.660(2)(d) negotiations.

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

College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer; Andrew Bone, Vice President, Governance and Administration; and Johnny Mack, Executive Dean, Career and Technical Education (for Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus).

Executive Session ended at 5:45 pm, and open session resumed at 5:46 pm.

II. B. ADMINISTRATION UPDATES

Updates were shared or discussed with the board on the September 6 board work session, Oregon Community College Association (OCCA) Fall Conference Request for Proposal (RFP); Association of Community College Trustees (ACCT) Conference update; ACCT 2018 Associate Committee Interest form; board calendar preview; legislative updates; personnel update; Pharmacy Tech; August 21 eclipse plans; board agenda preview; and the quarterly board monitoring of guiding principles.

A recess was taken at 6:45 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Ron Pittman, Chair, reconvened the board meeting at 7 pm. The meeting was held at the Brooks Regional Training Center in Building 2, Room 102AB.

B. PLEDGE OF ALLEGIANCE

Marshall Roache, dean of Emergency Services, reported a color guard made up of five students in the Criminal Justice program will post the colors, and he shared instructions. The color guard led the group in the Pledge of Allegiance.

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C. ROLL CALL

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

College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer; Andrew Bone, Vice President, Governance and Administration; and Johnny Mack, Executive Dean, Career and Technical Education (for Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley).

Board Representatives in Attendance: Justus Ballard, Chemeketa Faculty Association; Terry Rohse, Chemeketa Classified Association; and Allison Stewart Hull, Chemeketa Exempt Association.

D. ADMINISTRATION OF OATH OF OFFICE

Andrew Bone administered the Oath of Office to Ken Hector and Ron Pittman.

E. REORGANIZATION OF THE COLLEGE BOARD OF EDUCATION

Betsy Earls nominated Ken Hector for board chair for 2017–2018; the motion was seconded by Neva Hutchinson.

The motion CARRIED, and Ken Hector was declared board chair.

Betsy Earls nominated Neva Hutchinson as board vice chair for 2017–2018; the motion was seconded by Ken Hector.

The motion CARRIED, and Neva Hutchinson was declared board vice chair.

F. COMMENTS FROM THE AUDIENCE

None were heard.

G. APPROVAL OF MINUTES

Betsy Earls moved and Ron Pittman seconded a motion to approve the minutes of June 28, 2017.

The motion CARRIED.

H. REPORTS

Reports from the Associations

Justus Ballard, Chemeketa Faculty Association; Terry Rohse, Chemeketa Classified Association; and Allison Stewart Hull, Chemeketa Exempt Association stated the reports stand as written. There was no report from the Associated Students of Chemeketa (ASC).

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Reports from the College Board of Education

Ed Dodson reported he participated in legislative phone calls and two OCCA Executive Council subcommittee meetings to recruit for the OCCA board; attended a farewell event for Phil Wright; and a quarterly lunch with Julie.

Neva Hutchinson had no report.

Ron Pittman attended a McMinnville City Council meeting.

Betsy Earls has been busy wrapping up the legislative session, and she attended two West Salem Rotary meetings.

Ken Hector attended an Oregon Garden Foundation board meeting; three meetings of the Silverton Chamber of Commerce business group; a Silverton Chamber forum luncheon where Representative Rick Lewis gave a recap of the legislative session; and a Silverton Emergency Management Advisory Committee meeting.

Reports from the Administration

Johnny Mack introduced Holly Nelson, executive dean for Academic Progress and Regional Education Services, who reported on the Advancement Via Individual Determination (AVID) conference that she and five faculty attended in San Antonio. The focus of AVID is to provide training for educators to prepare students for success in college and careers. Two major areas the college is focusing on are faculty professional development and student support services. AVID held a number of trainings last year and over 150 faculty participated. Schools in the K–12 system are also highly involved with AVID. Neva Hutchinson asked for a link or other information on AVID. Holly will provide some background information.

I. INFORMATION

Eclipse Planning Update

Greg Harris and Tim Rogers shared updates on plans for the August 21 eclipse. On the education side, a short film, “The Sun Revealed” has been shown in the Planetarium and in the Building 6 Auditorium with good attendance. The Polk Center in Dallas had three showings and has had over 100 community members in attendance. A special showing for staff will be on August 17, at 4 pm, in the Building 6 Auditorium. Board members were invited to attend.

Tim Rogers reported at one point the college was going to remain open; however, based on the expected crowds, traffic and transportation delays, administration decided to close all college campuses and centers for the day. Signage indicating no camping allowed, no parking, and no trespassing will be posted and entrances will be blocked. On the day of the eclipse, public safety staff and volunteers from the Law Enforcement Related Experiences (LERE) program will monitor and patrol college sites and there will be administrative staff presence at each site to oversee facilities and make decisions as necessary. Bill Kohlmeyer

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will provide a general safety and training plan for staff on duty that day. Bill Riffle is working with lease tenants whose businesses will be open that day to help minimize impact to their operations. Also, Incident Command protocols will be in place to address any emergencies that come up.

2017 Fall Kickoff

Greg Harris referred to the calendar in the board folder, and he highlighted some of the events. Kickoff day is Tuesday, September 12, starting at 9 am in the Building 7 gym. Julie will give a welcome and a presentation focused on understanding our students (who they are, their background and experiences, capacity for learning, ability to progress, etc.). After the morning session, lunch, the Wellness Fair, a classified training session, and program/department meetings will occur in the afternoon.

Results of the 2016 Certification/Licensure Examinations

Johnny Mack, executive dean for Career and Technical Education, said the report stands as written. He thanked the entire faculty in these programs for their hard work in preparing students for these careers and to be successful in the workplace, not just to pass the exams.

Since the meeting was in Brooks, Johnny highlighted the EMT and Paramedic exam. Once students complete the program, they take a practical exam with scenarios similar to what was done during the demo in the board workshop, and a computer adaptive exam that is made up of 150 questions. A computer adaptive exam asks questions that get progressively harder and if the student continues to answer the questions correctly, they might end up answering only 70 questions. This is a more realistic and better test than the previous written exam. Students must pass both the practical and written exam to get certified.

Ron Pittman is constantly impressed with the higher pass rates of Chemeketa students compared to the national pass rates.

College Policies #2250, Alcohol, Marijuana, and Other Drugs on College Property; #5150, Delinquent Debts; and #6030, Transfer of Budget Appropriations

Rebecca Hillyer reported marijuana was added to Policy 2250; and minor changes were made to the other two policies. The policies were reviewed by the President's Advisory Council and will be brought back in September for board action.

J. STANDARD REPORTS

Personnel Report

Andrew Bone said the report stands as written.

Budget Status Report

Miriam Scharer reported there is no budget status report since preparation for the annual audit report is underway. However, an in-progress fiscal-end budget update will be shared

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in September, and the final audit report will be shared in December. The Status of Investments report shows a tenth of a percent increase in the interest rates.

Purchasing Report

Miriam reported an Invitation to Bid (ITB) for Concrete Delivery, Installation, and Finishing Services was advertised this month and a contract award recommendation will be made in September.

Miriam called the board's attention to a green sheet for action item No. 4, Approval of On Call Services for HVAC, Boiler and Plumbing Maintenance and Repair Contract Award for CJ Hansen Company, for a period not to exceed five years, for an estimated contract value of \$850,000.

Capital Projects Report

Tim Rogers said the report stands as written and he was happy to report that the Building 3, Room 257, remodel of faculty offices has been completed and furniture will be moved in for faculty by the first week of August.

College Advancement Report April 2017–June 2017

Andrew Bone reported the College Advancement report, which includes Grant Activities and the Foundation Quarterly reports stands as written. Andrew noted grants submitted between April and June totaled over \$6 million and that a Title V Hispanic Serving Institution (HSI) grant was submitted. Lastly, August 7 will be the 28th and final Rick Adelman golf tournament. At the luncheon, Rick will be honored and thanked for his long-time generous support of Chemeketa athletics.

Spring Term Enrollment Report

Andrew Bone reported in place of Fauzi Naas and briefly reviewed the headcount and FTE tables and charts. Spring reimbursable FTE is down 6.3 percent from last spring and headcount was down 7.9 percent; year-to-date reimbursable FTE was down 5.9 percent and year-to-date unduplicated headcount was down 2 percent from last year. Andrew noted the college has a new data system that managers can use to take a deeper dive into enrollment data to help make better decisions and modifications throughout the year.

Recognition Report

Julie Huckestein acknowledged all the employees in the written report.

K. SEPARATE ACTION

Approval of Retirement Resolution No. 17-18-01, Arminta L. "Minty" Schmid and Resolution No. 17-18-02, Linda K. Crosby

Neva Hutchinson read the retirement resolution for Arminta L. "Minty" Schmid.

Ken Hector moved and Betsy Earls seconded a motion to approve Retirement Resolution No. 17-18-01.

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The motion CARRIED.

Ron Pittman read the retirement resolution for Linda K. Crosby.

Ron Pittman moved and Betsy Earls seconded a motion to approve Retirement Resolution No. 17-18-02.

The motion CARRIED.

L. ACTION

Neva Hutchinson moved and Betsy Earls seconded a motion to approve action items 1–4.

The motion CARRIED.

M. APPENDICES

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

N. FUTURE AGENDA ITEMS

None were heard.


O. BOARD OPERATIONS

Ken Hector thanked Ron Pittman for his leadership as board chair and presented him with a small token on behalf of the board and the college.

P. ADJOURNMENT

The meeting adjourned at 7:47 pm.

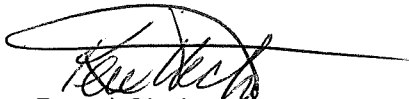
Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

Date

9/20/17

MINUTES OF BOARD WORK SESSION

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

September 6, 2017

The summer Board Work Session was held at Chemeketa Eola/NW Wine Studies Center, in the Pinot Noir Room, 215 Doaks Ferry Road NW. Ken Hector called the meeting to order at 9 am.

Members in Attendance: Ed Dodson; Betsy Earls (left at 2:18 pm); Ken Hector, Chair; Neva Hutchinson, Vice Chair; Ron Pittman; and Diane Watson. Absent: Jackie Franke.

College Administrators in Attendance: Julie Huckestein, President/CEO; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus; Andrew Bone, Vice President, Governance and Administration; and Jeannie Odle, Board Secretary. Guests: Greg Harris, Fauzi Naas, Julie Peters, and Gary West.

Review Agenda and Board Notebook

The Special Board meeting was removed from the agenda because the bids for the softball field civil work came in over the engineer's estimate. The plan is to break this project down into phases, the next phase being drainage.

Jeannie Odle briefly reviewed the contents of the Board resource notebook for Tabs 1–12. The following highlights were noted:

- Tab 2 – All three budget vacancies have been filled by the incumbents—Zone 2, Barbara Nelson; Zone 3, Joe Van Meter, and Zone 7, Don Patten
- Tab 3 – Zone 1 (Ed Dodson) Board Zone Boundary Map was missing from the section
- Tab 4 – There will be 12 board policies that need to be reviewed and updated this year
- Tab 5 – The June 27, 2018, board meeting was changed to June 20, 2018
- Tab 6 – The ACCT Annual Conference will be held in Las Vegas, not New Orleans
- Tab 7 – A table near the front will be reserved for board members at the September 12 Fall Kickoff program, 9:30 am, in the Building 7 gym. Wear your nametag.
- Tab 10 – The date of the 2018 graduation has moved from a Tuesday to FRIDAY, June 18, 2018

GOVERNANCE

Board Committee Assignments

The 2017–2018 Board Committee Assignments were reviewed and affirmed as noted on the proposed list.

2016–2017 Board Self-Assessment

The board shared their ratings on the board as a whole and individually and discussed a few areas on the self-assessment form. The board assessments were collected, will be compiled, and kept on file.

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Board Goals for 2017–2018

Andrew Bone will develop a draft of some board goals for next year and will share them with the Board Goals Committee (Ed, Neva, and Diane), and then with the board. Board members were asked to be thinking of board goals, as well as their individual goals for the year, and to send them to Andrew. Drafts will be shared in September or October.

Board Guiding Principles and Monitoring System Review

The board re-affirmed that the current Guiding Principles were still relevant and made no changes. Last year it was recommended that the scoring be changed from 1–5 to 1–3 with 1 being Needs Improvement; 2–Meets Expectations; and 3–Consistently Exceeds Expectations. However, after further consideration, the board preferred keeping the 1–5 scale. Quarterly check-ins on monitoring the board’s performance on the Guiding Principles will continue.

Planning Placemats

Julie Peters and Gary West from the Planning and Lean Development office distributed the planning placemats. This one-page document is an executive summary of the Strategic Plan, but it gives a one-year look and identifies the top 3–4 strategic initiatives under each Core Theme that the college will be focusing on this year. There is a short definition of each of the strategic initiatives, the planned activities to move it forward for the year, and the milestone or what will be accomplished by the end of this academic year. The placemat could be shared with departments as well as used as talking points when meeting with staff, community groups, legislators, etc.

Julie Huckestein and Jim Eustrom reviewed each column under the Core Themes and answered questions. The board was pleased with this document and said it was understandable and would be useful. Neva Hutchinson suggested sharing it with advisory committees. Diane Watson requested more information about AVID training (how many trainings were offered, how many faculty attended). The board requested a progress report or quarterly updates starting in January 2018. They also requested that any “successes” be shared with them so they can share with their constituents.

Julie Peters and Gary West were thanked for their work on developing this document.

Employee Development

Andrew Bone referred to and explained two handouts in the board notebook. The Employee Development Programs summarized what type of programs, opportunities and dollar amounts that are available broken down by all employees—classified, exempt and faculty.

In an effort to “grow our own”, the college has developed some internal professional growth opportunities for current employees who would like to advance into supervisory or executive leadership roles. An Employee Supervisor Certificate (to be rolled out at the classified retreat), New Exempt Employee training, and an Executive Leadership Development program are being developed. The second handout on Leadership and Supervisory

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Training Initiatives was a chart showing what skill sets would be taught under each and which ones fall under the four Management Competencies.

Continuity of Operations

Andrew referred to the handout in the board notebook which named a suggested interim person who would have oversight if the incumbent was unavailable for an extended time period due to retirement, leave of absence, resignation, etc.

A recess for lunch was taken at 12:05 pm. The work session reconvened at 12:50 pm.

UPDATES

Legislative Session

Julie Huckestein referred to the three handouts in the board notebook. She reviewed the 2017 Legislative Highlights Summary for Chemeketa Community College which included bills and initiatives the college will be monitoring. One major bill is the transfer bill (HB2998). An Executive Summary of HB 2998 Implementation was reviewed and briefly discussed. The third handout was the Oregon President's Council (OPC) Priorities for 2017–2018. Legislative updates will be shared with the board throughout the year.

Guided Pathways

Jim Eustrom referred to the two-page handout in the board notebook on Student Success Centers and Guided Pathways (GP). It contained general information about Guided Pathways, which is a national movement to develop a clear academic roadmap (or pathway) for students to achieve their educational goal from high school to a community college to a university. Last year the college learned and explored what GP was and this year work will start to begin planning for implementation. A statewide symposium will be held in October and a team from Chemeketa plans to attend. The college will be in a cohort of five community colleges that will begin implementation phase this year. An update will be shared with the board in November.

Criteria for New/Elimination of Programs

Jim Eustrom referred to the two sets of grids—one on Program Addition, the other on Closure or Consolidation. This draft criteria will be used for any new programs being proposed or any programs being eliminated, suspended or consolidated. The board requested that they be given a heads-up if programs are being considered for elimination or suspension before it comes as an information and action item.

Student Data Points

Using a PowerPoint presentation, Fauzi Naas shared Student Data Points, specifically district and college data, including county and district populations by the three counties; race/ethnicity of district population by county; race/ethnicity of our students for 2016–2017; student headcount by full- and part-time and noncredit; full-time FTE and enrollment (headcount) by transfer, career technical, ABE/GED/ESL, and developmental education;

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credit students by age and financial aid (PELL); fall 2016 placement testing results for math, writing, and reading; annual attempted credits for full- and part-time; fall 2015 cohort persistence and retention; and completion rates for students who graduated and those who transferred out. The data was discussed and board questions were addressed.

Website Preview

Greg Harris reported after a year of preparation, the newly transformed college public Website is just about complete. Next week access will be given to a small group of 20 staff members for an initial review, corrections, and feedback; access will then be given to all employees on October 9 for two weeks for more review, corrections, and feedback; and then the new Website will go live to the public around October 31. Greg pulled up the Website and navigated to various pages, drop-down menus, student profiles, the program finder, and other features.

Emerging Issues

Julie Huckestein reported the wine permits are now in the college's name. Also, Oxford Press wants to sell the *Art for Everyone* book nationally.

Adjournment

Meeting adjourned at 2:55 pm.

Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

Date 9/20/17

ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

Prepared by

Isaac Acosta, ASC Executive Coordinator

ASC PAST EVENTS

Oregon Student Association (OSA) Board Retreat

- The OSA Board Retreat is a three day and two night long retreat held by the Oregon Student Association at the Best Western Agate Beach Inn in Newport, Oregon. This August Chemeketa was able to send student leaders Fabian Curiel and Anthony Rosario as representatives. Fabian and Anthony were able to meet and interact with student leaders from Oregon universities and a select few community colleges as a way to brainstorm ideas to promote student registration for voting, to raise students' awareness of their own influence through various trainings and workshops, and where students discussed issues college students face, and which issues the students found most important.

Oregon Community College Student Leadership and Activities Conference (OCCSLAC)

- Unfortunately, this year the OCCSLAC conference that annually hosts Chemeketa's ASC was cancelled due to the Eagle Creek fire in the Columbia River Gorge. Typically, the conference held in Corbett, Oregon, is a great experience and opportunity for student leaders to learn leadership and teamwork skills which they can then apply back on campus.

Student Leadership Development Conference

- The Student Leadership Development Conference took place September 14–15 from 8 am–5 pm on Chemeketa campus. ASC and student Safe Zone assistants attended a mandatory two day training where these student leaders earned elective credit upon completion.

ASC CURRENT EVENTS

ASC Training

- The 2017–2018 training for ASC members was conducted on September 20 from 9 am–1 pm by the instruction of Civic Engagement Coordinator Adam Holden in Building 2, Room 176. ASC members were taught how to function as student leaders and how to abide to the precedented ASC etiquette.

Preview Day

- Preview Day for incoming Chemeketa students will take place September 22 from 10 am–2 pm. On this day, new students have the opportunity to hear from multiple programs, clubs, and organizations about the benefits of joining them at Chemeketa. It gives students exposure to the vast pool of opportunities available to them and how to get integrated comfortably into their Chemeketa experience.

ASC FUTURE EVENTS

Night Strike

- Night Strike is a community service event in which volunteers get the opportunity to visit the Portland area to provide the homeless with ranging services to help as much as possible. Volunteers meet on October 12 in Building 2, Room 178 at 5 pm for dinner and departure.

Cru Club Whitewater Rafting

- The Cru Club and other interested Chemeketa students venture into rushing waters on Saturday, October 12 from 7:30 am–5:30 pm. Students are invited to join the Cru Club on a whitewater rafting trip for a small fee where they will gain experience as an adventurer and potentially grow as an individual while having a good time on the water.

CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Justus Ballard, President—Chemeketa Faculty Association

2017 OREGON EDUCATION ASSOCIATION (OEA) COMMUNITY COLLEGE COUNCIL CONFERENCE HIGHLIGHTS

This year's conference was held in Bend from August 18–20. It featured a great deal of anxiety about eclipse-related traffic in and out of the zone of totality and a steady dusting of ash from the Milli fire that was burning near Sisters. That weekend definitively answered the question, "Is there ever a bad time to visit Bend?"

The passage of SB 206 into law was discussed; that's the bill that "permits board of education of community college to authorize faculty at community college to receive compensation from private or public resources." The law goes into effect on January 1, 2018, and it would be a good idea to have a policy written and ready to submit to Chemeketa's Board for approval by then or shortly thereafter.

Also discussed was the passage of HB 2864, the bill that "requires each community college and public university to establish process for recommending, and providing oversight for implementation of, cultural competency standards for institution and institution's employees." Among other things, this law requires the creation of a process or committee that includes perspectives from faculty, staff, administration, and students. Although the stated deadline is December 31, 2019, it's probably a good idea to get to work on that sooner rather than later.

Finally, Chemeketa was the last community college in the state to join the Oregon Educators Benefit Board (OEBB) system for insurance, just in time for the passage of SB 1067, which does a lot of things in the name of cost containment, such as merging OEBB and Public Employees Benefit Board (PEBB), and prohibiting "duplicate health benefit plan coverage by public employees."

OEBB TRAVAILS

One unfortunate side effect of the college's switch to OEBB is the financial hardship placed upon college employees who had reached their maximum annual out of pocket expenses and were not anticipating any further medical expenses until January. Because the OEBB timeline is October to October, those employees are now facing three months of medical expenses that they had neither anticipated nor prepared for.

The college is aware of the issue and is exploring potential solutions. The September 22 deadline for open enrollment is looming, though, and those affected are understandably anxious.

CHEMEKETA COMMUNITY COLLEGE CLASSIFIED EMPLOYEES ASSOCIATION (CCA)

Prepared by

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

Gail Williams Pickett, Director of Public Relations—Chemeketa Community College
Classified Employees Association

THE CCA BOARD RETREATS

Braving the uncertainty of pre-Eclipse traffic, the CCA Executive Board and advisors met on August 18 to refresh batteries, set priorities and plan activities for the coming year.

PROMOTIONS, JOB CHANGES AND TEMPORARY ASSIGNMENTS

Congratulations to:

- Adam Mennig, who recently changed bargaining units and divisions to become the new exempt academic coordinator for the Academic Progress and Regional Education Services Division.
- Christina Walker, the newest technology analyst I for Information Technology as of July 10, 2017.
- Taisa Chernishoff has moved from Human Resources to a department technician II position for Health, Human Performance and Athletics, as of August 22, 2017. Taisa replaced Judy Nelson who retired recently. Taisa is “very excited” to make the move.
- Margarita Diaz has been promoted from a department technician I position in the English as a Second Language program to a department technician II position for Business & Technology, Early Childhood Education & Visual Communications.
- Josh Seech, whose regular assignment is in Academic Development as a 10-month student services specialist, spent the summer as a temporary student services specialist for First Year Programs.

CCA WELCOMES NEW MEMBERS

Financial Services Job Family

Kimberly Schneiter joined Business Services on July 10, 2017, as a financial services technician II. New boss and business services director Katie Bunch shared that “Kimberly worked this past year at Linn Benton Community College’s financial aid office and recently finished an associate degree in Accounting.”

Instructional Services Job Family

- Brian Mosher became a member of the classified bargaining unit on July 1, 2017, as an instructional coordinator/analyst II for Chemeketa Press. Brian previously worked for the college in a faculty position.

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- Michael Paruch was hired July 31, 2017, to fill the role of department technician I for Agricultural Sciences at Eola.

Student Support Services Job Family

- Dominic Annen is the student services technician for Enrollment Services as of July 10, 2017. Dominic worked for the college previously in a part-time hourly position.

CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

Lynn Irvin, Secretary—Chemeketa Community College Exempt Association
Allison Stewart Hull, President—Chemeketa Community College Exempt Association

The 2017–2018 Exempt Association Board has submitted biographies for the board's information.

ALLISON STEWART HULL, PRESIDENT



Allison Stewart Hull (Alli) began working at Chemeketa in September 2005, as a Faculty Secretary in Building 1. Then in 2006, Alli started working for Don Brase as the Administrative Assistant to the Humanities Department. Her close work with the Human Resources (HR) department allowed for her to easily transition into working in HR by 2011. In June 2014, Alli became the HR/Payroll Systems Manager. She quickly became involved in the Exempt Association, and has grown in her role as president.

Alli has a history of involvement in her community and a strong interest in government. She was interested in how good ideas transform into active projects and how important community feedback was to the process. She graduated from Western Oregon University with a Bachelor's degree in International Relations, with a focus in political science and organizational infrastructure.

Alli is also the mother of a 7-year old daughter named Lila. Alli and Lila have spent the summer outside. They share a passion for picking local fruit and going to flower farms. Alli has found that they don't share a passion for disc golf, but by adding geocaching to the sport, they have found success in an outdoor adventure that they both can enjoy.

RORY ALVAREZ, PRESIDENT-ELECT



Rory Alvarez began working at Chemeketa Community College August 25, 2014. He began as Specialty Trade Supervisor and held that position until July 1, 2017. At that time, he assumed the job of Interim Director of Facilities and Operations.

Rory has spent many years in the electrical field as an estimator/job superintendent. He has spent a lot of time building relations in the community through his work and his volunteer endeavors. Rory has coached varsity football, girls, and boys basketball (all levels) as well as varsity girls softball. He has also been on the school board as well as the planning commission for numerous years. Rory also spent four years in the United States

Army stationed at Fort Bragg North Carolina. In the Army, he was an airborne infantryman in the 82nd Airborne Division.

Rory is a husband to his beautiful wife, Marisa Alvarez, and has three great kids, Paige (21 years old and currently in the United States Navy, stationed in Florida), Pamela (16 years old, attends South Salem High) and Peyton (11 years old, attends Judson Middle school). Rory and his family love to fish and spend time outdoors as well as travel and live life to the fullest. They are proud members of Gateway Foursquare Church in Salem, Oregon.

GLORIA PHIPPS, TREASURER



Gloria has worked at Chemeketa since December 2002 in Human Resources. She is currently the Manager of Payroll. She obtained her certification as a certified payroll professional through the American Payroll Association (APA) in 1994. Gloria is a graduate from Chemeketa with her Associates of Science in Human Resources (which is now known as Human Services).

She is committed to a lifetime of learning and has kept her certification current by participating in educational opportunities that increase her knowledge and skills in the payroll profession.

She is actively involved in the Heart of Oregon local chapter of the APA, currently serving as the chapter meeting coordinator and past treasurer. She is committed to teaching others about the payroll profession by participating in APA's Money Matters National Education Day that connects local payroll professionals with teenagers to promote education on financial literacy.

Gloria and her husband Gary have one daughter, Gina. Gina attended the High School Program at Chemeketa and graduated with her AAOT and is currently attending OSU. They are very grateful for the opportunities offered at Chemeketa for teenagers to be successful outside the normal high school environment. They enjoy traveling Oregon and have a small garden each summer.

LYNN IRVIN, SECRETARY



Lynn has worked at Chemeketa since August 1998. Her current position is as an administrative coordinator to the College Support Services Division (CSSD).

An outgoing and very social person, she takes pride in the many college endeavors and activities she has been involved in since coming to work at the college. She served for six years on the Wellness Committee, two years as the chair. She is an integral part of planning trainings including fall kickoff, as well as employee recognition events. She is a member of the Insurance Task Force. She is currently serving as president of the statewide board of the American Association for Women in Community Colleges (AAWCC). She helped establish a chapter at Chemeketa that annually awards a student scholarship and offers professional development opportunities to employees. She coordinates the

Selection committee for the student scholarships for the exempt association and has served on the board for 15 years in every role. She loves the lifelong learning environment that is a part of the college. She was honored to be selected as the American Association of University Women's Outstanding Graduate while attending Chemeketa.

Lynn is married to Bruce Irvin, who works at the college as the Veterans' Certifying Official and is extremely proud of her two children. Her son, Ross, graduated from Chemeketa's automotive program. He has a career in the industry and just loves his job! He is married with three children. Her daughter, Sara, is attending graduate school, working on a PhD in chemistry at Vanderbilt College in Nashville. Lynn has a two-year old great-granddaughter named Annabelle; she is a real sweetie! You can often find her working in the yard, or at the gym lifting weights and dancing her heart out in an aerobics dance class.

MATT BLANKENSHIP, MEMBER-AT-LARGE



Matt has been a member of the Chemeketa exempt association board going on two years. He came to Chemeketa in July of 2014 and is the Academic Coordinator for the Liberal Arts and Social Sciences department.

After starting at a community college, Matt transferred to Pacific University, earning a BS in Psychology with honors. He later earned a MEd in Higher Education Administration from Portland State University. He has a graduate certificate in Student Affairs in Higher Education from PSU as well. He has a deep belief in and understanding of the community college mission, which is why he is so excited to be a part of the Chemeketa community.

Matt met and later married his wife, Kristina, while attending Pacific University. They live in their first home together and share it with their two completely spoiled puppies, Daenerys and Arya. Matt loves to run and is a proud third-year member of the Chemeketa Hood-to-Coast relay team and can usually be spotted running through the neighborhoods surrounding Chemeketa's Salem campus during his lunch hour.

MIKE EVANS, MEMBER-AT-LARGE



Mike started his post-secondary educational career at Chemeketa after graduating from McNary High School. Having discovered his passion for helping people, he returned to Chemeketa prior to transferring to Western Baptist College (Corban University) to pursue his Bachelor's degree in Psychology. He immediately enrolled at Western Oregon University and earned his Master of Science in Rehabilitation Counseling.

Mike began his career in higher education as a counselor in the TRiO program at Western Oregon University in 1994. When Chemeketa received its first TRiO grant in the fall of 1997, Mike was selected as the program's director, which he managed until July 2017. Mike was selected to serve as the Dean of Student Retention and College Life in July. In addition to

these responsibilities, Mike has been involved in the development of numerous student success projects and served for many years on the Graduation Committee.

Outside of work, Mike is very proud of his wife of 29 years who teaches middle school Language Arts and English Language Development in Salem and his two sons Sam (21) who is attending Chemeketa and Jonathan (18) who is a freshman at George Fox University. He also enjoys challenging himself with activities like Hood-to-Coast, which he has run six times with Chemeketa, triathlons, and bike rides. Mike is also involved in many church activities including coordinating Upward Basketball.

JULIE PETERS, MEMBER-AT-LARGE



Julie has had a connection with Chemeketa for more than 30 years. She was a student in the Mechanical Design program, graduating in 1987. After working locally in the field, she served as a member of the Drafting Technology Advisory Committee. Julie later taught Drafting courses first as an adjunct instructor, then full-time from 1998–2012. She changed hats in 2012 to lead the Planning and Lean Development department.

Julie is a life-long west coast resident: born in California, raised in Washington, and now a long-time resident of Oregon. She has a bachelor's degree in Business Management from Marylhurst University. Julie and her husband Allen have two grown children and three energetic grandchildren who live in Seattle. She and her husband enjoy cooking, walking, gardening and travel.

ANGIE MILLER, MEMBER-AT-LARGE



Angie has worked at Chemeketa since 1996, when she started as a work-study student. Originally hired to work as a camera operator with CTV classes; she quickly moved into a part-time hourly position working in media delivery and the media department; finally ending in the Library. She has worked in the Library for the last 17 years. She is currently the Library Circulation Coordinator.

Angie loves working at Chemeketa, because each day offers variety and an opportunity to help students succeed and achieve their dreams.

Angie and husband, Geoff, are the proud parents of five-year old triplets. Xander, Tyson, and Alexis are their pride and joy, and help keep life interesting and exciting. In their free time, they love to spend time as a family camping and boating at Detroit Lake.

ASHLEY DERN, MEMBER-AT-LARGE



Ashley has worked at Chemeketa since October 2013. She started as an Instructional Specialist in the Tutoring Center and moved into the Tutoring Services Coordinator role in January of 2017. While in the role of Instructional Specialist, Ashley was a member of the Chemeketa Classified Association as a union steward.

Ashley grew up on a farm in Vale, Oregon. After attending Treasure Valley Community College, she ventured to the west side of the state to attend Oregon State University, where she earned a BS in Chemistry.

Ashley has two children which she adores. Her daughter, Allison, is six and just started first grade. Her son, Marshall, is four. In her free time, Ashley loves to play card games (especially cribbage), work on puzzles, and be outdoors. She was able to take her children tent camping for the first time, and they enjoyed multiple fishing trips this summer.

ASPEN PADILLA, MEMBER-AT-LARGE



Aspen joined the Chemeketa family in October 2008, as a member of the Library staff. Since then, she has also worked in Tutoring Services and is now the Academic Coordinator for Math, Science, and Engineering. She enjoys being involved in college activities and has served on the Chemeketa Classified Association board and participated in multiple projects and committees. The duties of each new position reveal new facets of the college, and she is able to use the knowledge and skills from previous positions to bridge gaps between areas and departments.

Aspen's circuitous route to Oregon began in Colorado and wound through Arizona, Iowa, and Colorado again. With little direct experience with community colleges before coming to Chemeketa, she quickly gained understanding and appreciation of the community college mission and its place in the educational landscape. She enjoys building connections between students, staff, and faculty, so each group can appreciate and utilize each other's strengths.

When not at Chemeketa, Aspen enjoys volunteering, all things nerdy, and being outdoors. She volunteers for the Benton County Historical Museum in Philomath and regularly attends comic and board game conventions. This summer she did a considerable amount of camping, tried a stand-up paddleboard for the first time, and started racing her car.

KAREN ALEXANDER, MEMBER-AT-LARGE



Karen began her career at Chemeketa in January of 2016, and is the Director of Disability Services. Originally from Illinois, where she earned her MA in Psychology from National Louis University, Karen is excited to become a new resident in the great state of Oregon. She is passionate about serving students with disabilities and helping them to achieve their goals. Karen has three grown sons and a new granddaughter. She enjoys Tai Chi, walking, and trying new recipes.

RISK MANAGEMENT/INSURANCE REPORT

Prepared by

Allen Bunch, Risk Management Analyst
Tim Rogers, Associate Vice President/Chief Information Officer

Allen Bunch, the college's risk manager, and Kathy Maloney-Bowen, Account Executive of Wells Fargo Insurance Services, the college's Agent of Record, will make a presentation on college insurance coverage. Topics to be discussed will include an overview of current coverage and a brief claims history.

**COLLEGE POLICIES #6050—CHEMEKETA COMMUNITY COLLEGE
DEBT POLICY; #6120—PAYMENT OF WAGES AND
#6130—PAYMENT OF WAGES IN ADVANCE**

Prepared by

Rebecca Hillyer, General Counsel
Julie Huckestein, President/Chief Executive Officer

CHEMEKETA COMMUNITY COLLEGE DEBT POLICY—POLICY #6050

This policy was last reviewed by the board in January 2015. Only minor edits were made to capitalize the term “Generally Accepted Accounting Principles” since it is a proper name of an accounting concept.

PAYMENT OF WAGES—POLICY #6120

This policy was last reviewed by the board in December 2014. This policy has one minor edit on the second line, removing the capitalization of the word college in keeping with current policy guidelines.

PAYMENT OF WAGES IN ADVANCE—POLICY #6130

This policy was last reviewed by the board in December 2014. There are no recommended edits to this policy.

The proposed changes are underlined and the former language has been stricken with lines through the text. The President’s Advisory Council has reviewed the attached policies and recommends them for adoption by the College Board of Education at the October board meeting.

Business Operations Series—6000

CHEMEKETA COMMUNITY COLLEGE DEBT POLICY

The Chemeketa Community College president/chief executive officer or designee shall be responsible for the issuance and management of debt. These responsibilities include:

- Ensuring full compliance with the terms and conditions outlined in bond resolutions approved by the College Board of Education.
- Ensuring compliance with the Oregon Revised Statutes (ORS) governing public borrowing and issuance of bonds and all applicable legislative and administrative rule updates since the adoption of this policy.¹
- Ensuring full compliance with the federal tax and securities law that apply to any debt.² The college shall adopt compliance procedures so the proceeds of all bonds, certificates of participation, bond anticipation notes, bank loans, tax₂ and revenue anticipated notes are used in accordance with applicable federal tax and securities law requirements.

To meet the objectives of this policy, the college president/chief executive officer or designee shall ensure that the college carries out the following functions when incurring and servicing all debt:

- Upon the approval by the College Board of Education, issue bonds and other obligations in accordance with the laws, rules₂ and limitations set forth in the ORS, the Oregon Administrative Rules (OAR)₂ and any applicable legislative and rule updates since the adoption of this policy.
- Ensure that sufficient funds are available to meet current and future debt service requirements on all indebtedness while adequately providing for recurring operating requirements.
- Maintain and enhance the college's ability to obtain access to credit markets at favorable interest rates.
- Act in the best interest of the college and taxpayers when issuing debt, and market the college's debt with advice from independent financial advisors and legal counsel to get unbiased professional opinions on methodology and structure.
- Account for the debt issues and related transactions in accordance with local budget law and ~~g~~Generally ~~a~~Accepted ~~a~~Accounting ~~p~~Principles (GAAP).³
- Monitor post issuance federal tax and securities law compliance in accordance with established procedures.

March 15, 2006

Adopted College Board of Education

March 16, 2011, January 16, 2013; January 21, 2015

Revised College Board of Education

¹ ORS 287A.001 et al and OAR 172-005-0001 et al

² Internal Revenue Code 15(c)2-12; 17 CFR Part 240, §240.150c 2-12. See also Procedure #6050.

³ ORS 294.305 et al

Business Operations Series—6000

PAYMENT OF WAGES

Payment of wages for Chemeketa Community College employees shall be issued on the last working day of the month in which the College is open for business. Payroll deductions shall be in accordance with federal and state law.¹

July 17, 1985

Adopted College Board of Education
September 20, 2006; April 20, 2011;
December 17, 2014

Revised College Board of Education

¹ ORS Chapter 652 et al

Business Operations Series—6000

PAYMENT OF WAGES IN ADVANCE

Chemeketa Community College employees may obtain up to two payroll advances in any one fiscal year with a limit of one request in any given pay period. Advances are limited to 70 percent of gross earnings to date for the pay period in which the advance is requested. A third emergency pay advance may be requested if the employee submits a statement acknowledging that this is the last draw for the current fiscal year. A fee will be charged for each advance.

July 17, 1985

Adopted College Board of Education

September 20, 2006; April 20, 2011;

December 17, 2014

Revised College Board of Education

DIESEL TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepared by

Paul Davis, Director—Yamhill Valley Campus Career and Technical Education
Holly Nelson, Executive Dean—Academic Progress and Regional Education Services
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

The proposed Diesel Technology Associate of Applied Sciences (AAS) degree focuses on the repairs and maintenance of diesel engines and component support systems. Chemeketa's diesel technology program prepares you for entry-level positions in the industry. Diesel motors are found in a numerous amount of equipment such as: agricultural, semi-trucks, forestry, boats, and generators.

Chemeketa continues to listen to community and employer feedback on training needed for high demand/family wage jobs in our community. The research and development of the diesel technology program has come from several employers in the trucking, agriculture, and public sector, and the high need for well-trained diesel mechanics.

The development of this program also connects to several of our core values such as: collaboration, innovation, and stewardship. Working with local employers in the development of the curriculum, research of facilities, and potential donated equipment has proven that there is a high need and our community is invested in creating a program that we all support. This program will allow students to gain knowledge in an area that is in high demand, provides family wage jobs, and has a considerable amount of career advancement opportunities.

The College Board of Education will be asked to approve the Diesel Technology Associate of Applied Science degree at the October meeting.

DIESEL TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE

Course No.	Course Title	Credit Hrs
Term 1 DSL101 MTH052+	Diesel Technology 1 Intro to Algebra and Geometry + (or higher) Total	12 3 15
Term 2 DSL102 WR88+	Diesel Technology 2 Introduction to Technical Writing 1+ (or higher) Total	12 3 15
Term 3 DSL103 PSY104	Diesel Technology 3 Workplace Psychology (or higher) Total	12 4 16
Term 4 DSL201 CIS101	Diesel Technology 4 Intro to Microcomputer Applications+ (or higher) Total	12 3 15
Term 5 DSL202	Diesel Technology 5 * Additional elective Total	12 3 15
Term 6 DSL203	Diesel Technology 6 * Additional elective Total	12 3 15
	TOTAL PROGRAM HOURS	91

PERSONNEL REPORT

Prepared by

Alice Sprague, Director—Human Resources
Andrew Bone, Vice President—Governance and Administration

NEW HIRES AND NEW POSITIONS

Christie N. Bailey, Instructor-Nursing—Health Sciences, Career and Technical Education (CTE) Division, replacement, 100 percent, 180 duty-day annualized assignment, Range F-9, Step 8.

Nicole Dickerson, Department Technician I—Yamhill Valley campus, Academic Progress and Regional Education Services Division, replacement, 100 percent, 12-month assignment, Range B-1, Step 1.

Rebecca E. Dougherty, Instructor-Hemodialysis Technician—Yamhill Valley Campus CTE, Academic Progress and Regional Education Services Division, replacement, 50 percent, 180 duty-day annualized assignment, Range F-9, Step 3.

Demitrus D. Ewing, Instructor-Psychology—Liberal Arts and Social Sciences, General Education and Transfer Studies Division, replacement, 100 percent, 180 duty-day annualized assignment, Range F-9, Step 5.

Sergio Ferreira, Financial Services Technician I—Library and Learning Resources, Student Development and Learning Resources Division, replacement, 100 percent, 12-month assignment, Range B-1, Step 3.

Brian S. Keechle, Instructor-Welding/Fabrication—Applied Technologies, Career and Technical Education, replacement, 100 percent, 180 duty-day annualized assignment, Range F-9, Step 6.

Stephanie B. Lenox, Instructor-Chemeketa Press—Chemeketa Press, College Support Services Division, new position, 100 percent, 200 duty-day annualized assignment, Range F-1, Step 6.

Jillian M. Lomax, Instructor-Dental Assisting—Health Sciences, Career and Technical Education Division, new position, 100 percent, 180 duty-day annualized assignment, Range F-9, Step 8.

James “Russell” Moss, Instructor-Vineyard Management—Agricultural Sciences and Wine Studies, Academic Progress and Regional Education Services Division, replacement, 100 percent, 180 duty-day annualized assignment, Range F-9, Step 7.

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Sara C. Nile, Instructor-English as a Second Language—Academic Development, Academic Progress and Regional Education Services Division, replacement, 100 percent, 180 duty-day annualized assignment, Range F-9, Step 3.

Michael J. Paruch, Department Technician I—Agricultural Sciences and Wine Studies, Academic Progress and Regional Education Services Division, replacement, 50 percent, 12-month assignment, Range B-1, Step 3.

Halston J. Tuss, Instructor-Engineering—Science, Engineering and Math, General Education and Transfer Studies Division, two year trial position, 100 percent, 180 duty-day annualized assignment, Range F-9, Step 5.

POSITION CHANGES

Rory R. Alvarez, Interim Director-Facilities and Operations—Capital Projects and Facilities, College Support Services Division, replacement, 100 percent, Range D-3, Step 6, from Supervisor-Specialty Trade, Capital Projects and Facilities, College Support Services Division.

Cristina Barba, Student Services Coordinator/Analyst-11 month—Marketing, Public Relations, and Student Recruitment, Governance and Administration Division, position changed from a 12 month assignment to an 11 month assignment, 100 percent, Range C-1, Step 6, from Student Services Coordinator/Analyst, Marketing, Public Relations, and Student Recruitment, Governance and Administration Division.

Adrienne R. Beebe, Instructional Specialist-Tutoring—Library and Learning Resources, Student Development and Learning Resources Division, replacement, 100 percent, Range B-3, Step 3, from Instructional Specialist, Library and Learning Resources, Student Development and Learning Resources Division.

Viviani “Vivi” Caleffi Prichard, Compliance Director-11 months—Title IX Office, Governance and Administration Division, position changed from a 12 month assignment to an 11 month assignment, 100 percent, Range D-2, Step 6, from Compliance Director— Title IX Office, Governance and Administration Division

Reanna L. Camp, Instructor-Physical Science—Science, Engineering and Math, General Education and Transfer Studies Division, position changed from trial status to a regular assignment, 100 percent, Range F-9, Step 5.

Luisana Chavez, Department Technician II-11 month—Academic Development, Academic Progress and Regional Education Services Division, position changed from a 10 month assignment to an 11 month assignment, 100 percent, Range B-2, Step 3, from Department Technician II-10 month, Academic Development, Academic Progress and Regional Education Services Division.

Taisa Chernishoff, Department Technician II—Health, Human Performance and Athletics, General Education and Transfer Studies Division, replacement, 100 percent, Range B-2, Step 6, from Department Specialist, Human Resources, Governance and Administration Division.

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Sara C. Csaky, Instructor-Education Programs, 12 months—Education and Humanities, General Education and Transfer Studies Division, position changed from trial status to a regular assignment, 100 percent, Range F-2, Step 7.

Paul A. Davis, Director-CTE Programs YVC—Yamhill Valley Campus CTE, Academic Progress and Regional Education Services Division, 100 percent, Range D-2, Step 6, from Coordinator-CTE YVC, Yamhill Valley Campus, Instruction and Student Services Division.

Margarita S. Diaz Duarte, Department Technician II-11 month—Academic Development, Academic Progress and Regional Education Services Division, position changed from a 10 month assignment to an 11 month assignment, 100 percent, Range B-1, Step 3, from Department Technician II-10 month, Academic Development, Academic Progress and Regional Education Services Division.

Nancy Duncan, Executive Director-Foundation—College Advancement, Governance and Administration Division, position changed from a 100 percent assignment to an 80 percent assignment, Range D-1, Step 11.

Michael A. “Mike” Evans, Dean-Student Retention and College Life—Student Development and Learning Resources Division, replacement, 100 percent, Range D-3, Step 7, from Coordinator-TRIO, SSS, DSSS, College Access Programs, Student Development and Learning Resources Division.

Gary M. Grassman, Instructor-Welding/Fabrication—Applied Technologies, Career and Technical Education Division, position changed from trial status to a regular assignment, 100 percent, Range F-9, Step 7.

Danielle A. Hoffman, Director-Student Services YVC—Yamhill Valley Campus, Academic Progress and Regional Education Services Division, 100 percent, Range D-2, Step 6, from Director-Student Services YVC, Yamhill Valley Campus, Instruction and Student Services Division.

Mary T. Hughes, Instructor-English as a Second Language—Academic Development, Academic Progress and Regional Education Services, lateral transfer, 100 percent, Range F-9, Step 3.

Diana Inch, Instructional Technician—Library and Learning Resources, Student Development and Learning Resources Division, 100 percent, Range B-2, Step 5, from Instructional Technician-10 month, Library and Learning Resources, Student Development and Learning Resources.

Christopher T. “Chris” Kato, Interim Director-ABE/GED/ESOL—Academic Development, Academic Progress and Regional Education Services Division, one year temporary position, 100 percent, Range D-2, Step 1, from Academic Transition Pre-College Coordinator, Academic Development, Academic Progress and Regional Education Services Division.

Moses A. Navarro, Instructor-Electronics—Applied Technologies, Career and Technical Education Division, position changed from trial status to a regular assignment, 100 percent, Range F-9, Step 4.

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Jessica H. "Jessie" Sandrock, Director-Agricultural Science and Wine Studies—Yamhill Valley Campus, Academic Progress and Regional Education Services Division, 100 percent, Range D-2, Step 8, from Director-Wine Studies, Yamhill Valley Campus, Instruction and Student Services Division.

Allison S. Tobey, Instructor-Composition/Literature—Liberal Arts and Social Sciences, General Education and Transfer Studies Division, replacement, 100 percent, Range F-9, Step 6, from Instructor-English/Writing, Woodburn Center, Academic Progress and Regional Education Services Division.

Christina M. Walker, Technology Analyst I—Information Technology, College Support Services Division, lateral transfer, 100 percent, Range C-1, Step 7.

RETIREMENTS

Thomas C. "Tom" Rodgers, Instructional Specialist—Applied Technologies, Career and Technical Education Division, effective September 30, 2017.

Deborah M. Sipe, Dean-Teaching and Learning, Instruction and Student Services Division, effective September 30, 2017.

SEPARATIONS

Ifat "Sofia" Contenta, Public Safety Officer I—Public Safety, College Support Services, effective August 25, 2017.

Charisa L. Henckel, Instructor-English as a Second Language—Academic Transitions, Academic Progress and Regional Education Services Division, effective June 19, 2017.

Kyle J. Katsinis, Instructional Specialist—Library and Learning Resources, Student Development and Learning Resources Division, effective September 8, 2017.

Jacob R. "Jake" Perry, Maintenance/Trades Technician II—Capital Projects and Facilities, College Support Services Division, effective September 15, 2017.

Dan R. Ziriak, Student Services Specialist—College Access Programs, Student Development and Learning Resources Division, effective August 25, 2017.

BUDGET STATUS REPORT

Prepared by

Katie Bunch, Director—Business Services
Rich McDonald, Director—Budget and Finance
Miriam Scharer, Associate Vice President—CSSD/Financial Management
Julie Huckestein, President/Chief Executive Officer

The financial reports of the general fund and investments for the period from July 1, 2017, through August 31, 2017, 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 August 31, 2017

In addition, attached is the General Fund Revenue and Expense statement In-Progress for the period ending June 30, 2017.

Chemeketa Community College
Statement of Resources and Expenditures
As of August 31, 2017

Fund 100000 - General Fund Unrestricted

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET	VARIANCE TO BUDGET
Resources:				
Property Taxes	20,690,000	108,677	0.53%	(20,581,323)
Tuition and Fees	20,950,000	7,704,914	36.78%	(13,245,086)
State Appropriations - Current	31,080,000	16,058,220	51.67%	(15,021,780)
Indirect Recovery	1,910,000	228,188	11.95%	(1,681,812)
Interest	230,000	2,655	1.15%	(227,345)
Miscellaneous Revenue	180,000	97,122	53.96%	(82,878)
Transfers In	500,000	-	0.00%	(500,000)
Fund Balance	8,800,000	-	0.00%	(8,800,000)
Total Resources	84,340,000	24,199,776	28.69%	(60,140,224)
Expenditures:				
Instruction	32,733,927	2,485,334	7.59%	30,248,593
Instructional Support	11,609,740	1,687,121	14.53%	9,922,619
Student Services	7,541,624	1,088,309	14.43%	6,453,315
College Support Services	15,694,770	2,384,526	15.19%	13,310,244
Plant Operation and Maintenance	6,609,939	745,711	11.28%	5,864,228
Transfers and Contingency	8,650,000	881,500	10.19%	7,768,500
Total Expenditures	82,840,000	9,272,501	11.19%	73,567,499
Unappropriated Ending Fund Balance	1,500,000			

Chemeketa Community College
Budget Status Report
As of August 31, 2017

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	7,782,010.00	1,249,972.04	6,158,159.60	373,878.36
6120	Classified Salaries	11,411,830.00	1,742,888.48	8,813,513.95	855,427.57
6124	Part-Time Hourly & Student Wages	1,286,540.00	155,088.97	-	1,131,451.03
6130	Faculty Salaries	15,303,163.00	394,809.64	13,547,830.30	1,360,523.06
6132	Part-Time Faculty	6,424,481.00	1,114,713.92	41,685.11	5,268,081.97
6510	Fixed Fringe Benefits	9,264,553.00	1,373,583.46	-	7,890,969.54
6511	Variable Fringe Benefits	12,759,441.00	1,365,008.54	-	11,394,432.46
6512	Other Fringe Benefits	380,000.00	85,287.00	-	294,713.00
	Subtotal Personnel Services	64,612,018.00	7,481,352.05	28,561,188.96	28,569,476.99
					11.58%
Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,863,489.00	76,379.95	-	1,787,109.05
720	Equipment \$500-\$4,999	264,725.00	14,066.96	-	250,658.04
7300	Legal Services	115,094.00	103.50	41,475.00	73,515.50
7310	Insurance	619,080.00	51,295.18	-	567,784.82
7320	Maintenance	536,145.00	55,418.24	43,049.59	437,677.17
7330	Communications	907,501.00	86,170.48	-	821,330.52
7340	Space Costs	1,850,252.00	111,026.03	1,890.00	1,737,335.97
7350	Staff Development	108,347.00	35,160.00	-	73,187.00
7360	Travel	348,457.00	36,990.74	-	311,466.26
7370	Other Services	2,803,490.00	439,123.97	268,752.45	2,095,613.58
7550	Capital Outlay	161,402.00	3,914.24	-	157,487.76
8150	Transfers Out	4,900,000.00	881,500.00	-	4,018,500.00
8500	Contingency	3,750,000.00	-	-	3,750,000.00
	Subtotal Non-Personnel Services	18,227,982.00	1,791,149.29	355,167.04	16,081,665.67
					9.83%
	Report Totals	82,840,000.00	9,272,501.34	28,916,356.00	44,651,142.66
					11.19%

STATUS OF INVESTMENTS AS OF AUGUST 31, 2017

<u>Oregon State Treasurer Investments</u>	<u>Investment Ending Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Rate as of 8/31/2017</u>
Oregon Short-Term Fund - General	8/31/2017	On demand	\$31,458,027.57	1.45%
Oregon Short-Term Fund - Capital	8/31/2017	On demand	\$ 9,634,116.28	1.45%

13 week Treasuries 0.99% as of 8/31/2017

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

Chemeketa Community College
Statement of Resources and Expenditures
Year Ended June 30, 2017 (Preliminary Progress Report) *

Fund 100000 - General Fund Unrestricted

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET	VARIANCE TO BUDGET
Resources:				
Property Taxes	19,900,000	20,434,013	102.68%	534,013
Tuition and Fees	19,850,000	18,751,707	94.47%	(1,098,293)
State Appropriations - Current	23,729,361	23,759,227	100.13%	29,866
State Appropriations - Carryover from to FY16	7,600,639	7,600,639	-	-
Indirect Recovery	2,000,000	1,927,948	96.40%	(72,052)
Interest	100,000	426,134	426.13%	326,134
Miscellaneous Revenue	240,000	193,185	80.49%	(46,815)
Transfers In	500,000	-	0.00%	(500,000)
Fund Balance	8,300,000	8,813,921	106.19%	513,921
Total Resources	82,220,000	81,906,774	99.62%	(313,226)
Expenditures:				
Instruction	31,873,358	30,114,525	94.48%	1,758,833
Instructional Support	10,979,683	10,639,506	96.90%	340,177
Student Services	7,507,588	7,018,583	93.49%	489,005
College Support Services	15,060,472	14,595,012	96.91%	465,460
Plant Operation and Maintenance	6,448,399	6,271,246	97.25%	177,153
Transfers and Reserves	8,700,500	4,172,534	47.96%	4,527,966
Total Expenditures	80,570,000	72,811,406	90.37%	7,758,594
Preliminary Ending Fund Balance		9,095,368		

* As of September 11, 2017 - Fiscal year closeout still in process.

CAPITAL PROJECTS REPORT

Prepared by

Rory Alvarez, Interim Director—Facilities and Operations
Tim Rogers, Associate Vice President/Chief Information Officer
Julie Huckestein, President/Chief Executive Officer

PLANNING AND PRE-PLANNING CAPITAL PROJECTS

- Building 3, Room 257, Remodel, Faculty Offices Phase 2 Completed, including inspections.
- Yamhill Valley Campus, Building 4, Oregon Kidney and Hypertension Clinic Expansion and Tenant Improvement
This project is also referred to as the “Nephrology Remodel”. It was reported previously that the tenant requested that the lease be based on the tenant’s standard lease agreement. Project finalization waiting for fully executed lease.

PROJECTS UNDER CONSTRUCTION

- Salem Campus Athletics Field
Meetings are being held to determine the best way to proceed with this project. The college is acting as the general contractor on this project to control project delivery and costs. There will be subsequent small contracts issued for other related work of the project, including backstop wall, concrete sidewalks, asphalt, etc.
- Yamhill Valley Campus Daycare Remodel
College work is completed. Tenant contractor finishing up low voltage and installation of electric range and hood.

See Appendix-2, Campus Map pages 64–65.

CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE REPORT

Prepared by

John Goodyear, Executive Director—Chemeketa Cooperative Regional Library Service
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

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

COUNCIL ACTIVITIES

CCRLS Advisory Council will meet September 13 at the Salem Campus to review reports and budget. CCRLS looks forward to welcoming Sean O'Day as the new Mid-Willamette Valley Council of Governments Executive Director, a position with standing membership on the council.

PYM LIBRARIANS' ACTIVITIES

Polk, Yamhill, and Marion (PYM) Library Directors will meet September 8 at the Chemeketa Campus in Salem after the summer hiatus. PYM directors will continue to work on establishing minimum standards for existing members to coordinate with updating entry standards for new members. John Goodyear and Paul Lightcap remain involved in the Oregon Library Association standards committee and John Goodyear is actively involved with the Oregon State Library developing public libraries standards to be included in legislation. Carrie Caster has left as director of Mt. Angel Public Library; she will be missed. Falls City is looking at putting a library levy on the May ballot. If that does not happen or fails, they will close the library at the end of June 2018.

CCRLS ADMINISTRATIVE OFFICE

CCRLS has completed the Radio Frequency Identification (RFID) tagging project. An offshoot of this project, since CCRLS has touched every item in all libraries, was a complete inventory of all library holdings. Paul Lightcap was able to identify material either missing from the shelves but thought to be there, or on the shelves but thought to be lost. So far over \$130,000 worth of this material has been found. Then he followed up with a complete cleanup of all the data. Doug Yancey leads the CRCLS effort to move the central role of Inter-Library Loan from Salem Public Library to the CCRLS office. CCRLS feels that a steadier service will be able to be offered. Attendance at CCRLS provided Summer Reading Club performances was right at 4,000 parents and children.

AUTOMATION

Development with the Chemeketa Community College library and CCRLS vendors on the D2D automated sharing system creeps ever so slowly through the final step to completion. If issues can be worked out between college IT and the system vendor, the project will finish. WAVE Broadband at long last completed connection to the CCRLS office to provide the system with internet service, only 13 months after the due date. With the new network connection David Bonham can continue work on restructuring the network for greater security and efficiency. Marcia Britnell continues to replace all CCRLS-provided staff PCs and self-check stations.

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SPRING 2017 QUARTER 4 (APRIL, MAY, JUNE)					
		Spring 2017 Quarterly	Spring 2016 Quarterly	Quarterly % change	FY 2016- 2017 totals
Counts					
Patron		214,872	197,132	9.00%	-
Non-resident		33,397	34,701	-3.76%	-
CARE cards		16,434	14,875	10.48%	-
Total Items		1,114,464	1,142,627	-2.46%	-
Circulation Statistics					
Checkouts	100%	677,531	677,599	-0.01%	2,749,611
Self-Check	16%	107,899	138,711	-22.21%	518,448
Non-resident cards	13%	88,647	91,998	-3.64%	357,492
CARE card	7%	47,448	47,247	0.43%	187,046
Small library collection		760	731	3.97%	3,461
Active patrons		46,033	48,170	-4.44%	-
Holds Filled		102,545	98,803	3.79%	409,238
Interlibrary Loan					
Borrowed from outside		507	749	-32.31%	1,580
Loaned outside		170	338	-49.70%	480
Borrowed/Loaned within CCRLS		73,168	77,203	-5.23%	296,397
Online					
Telephone renewal logins		1,362	-	-	4,108
Internet initiated catalog visits		37	-	-	1,119
CCRLS Catalog visits/sessions		160,974	158,470	1.58%	650,920
CCRLS Catalog users		57,000	59,115	-3.58%	-
CCRLS Catalog searches		334,898	343,993	-2.64%	1,328,356
CCRLS Database use		26,223	34,966	-25.00%	125,138
CCRLS provided eBook use		68,977	59,330	16.26%	260,793
Administrative					
Telephone notices delivered		14,782	-	-	50,027
Printed notices		1,625	1,008	61.21%	6,232
CCRLS Help desk resolution		372	240	55.00%	1,462
CCRLS Courier Deliveries		192,066	185,842	3.35%	764,043

RECOGNITION REPORT

Prepared by

Julie Huckestein, President/Chief Executive Officer

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

REBECCA HILLYER, general counsel, participated in a panel of women from the Salem area at Tokyo University, called Women in Leadership. The panel answered questions and talked with 13–14 year old girls from Japan who were at Tokyo University for a three-week leadership camp. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

Thanks to Corrections employees SANDRA ANGUINAGA, MICHAEL BUDKE, LINDA LACEY, HELENA LONGTON, and JON TUCKER for organizing two College Inside and GED graduations for the Oregon State Penitentiary (OSP) on August 4 and Santiam Correctional Institution (SCI) on August 24. Also, thanks to board member ED DODSON DODSON and board chair KEN HECTOR who gave a welcome at each event. Eighteen students received degrees and 74 students earned GEDs. Chemeketa is the only institution in Oregon to offer a complete two-year degree to students currently housed in correctional facilities. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

The 54th annual Woodburn Fiesta Mexicana was held on August 4–6 at Woodburn's Legion Park. Woodburn High School senior DAISY TAPIA was crowned as the 2017 Fiesta Queen; and Woodburn High School senior CLAUDIA PEREZ CORREA was the First Princess. Queen Daisy received a one-year Chemeketa Community College scholarship, and Princess Claudia received a one-term scholarship. Thanks to ELIAS VILLEGAS for his assistance in the coronation and to board member NEVA HUTCHINSON who gave a welcome and awarded the scholarships. Over 23,000 people attended the event. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups. Value: Diversity.)*

The 28th and final Rick Adelman Golf Classic was held at Illahe Hills Country Club on August 7. Rick was honored at the luncheon and thanked for his long-time support of the athletics program and service to Chemeketa Community College. Thanks to NANCY DUNCAN and JAMIE WENIGMANN, Foundation staff, who organized the event; and ANDREW BONE, LINDSEY MARTIN, LeANN KEIM, and LEE SJOTHUN, the Adelman Committee. Volunteers included NETTE and DAVID ABDERHALDEN, BRENNBA BAUCUM, CASSIE BELMODIS, RITA BLAISDELL, MARGARITA ESCOBEDO, MICHELLE HILL, TERRI JACOBSON, TEKA LANDAKER, LES MARGOSIAN, KEVIN McCARRELL, ADAM MENNIG,

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OTILIA MORALES, BETTY O'BRIEN, JEANNIE ODLE, MARSHALL ROACHE, MARIA SCHMIDLKOFER, ANN MARIE SWEARINGIN, DENISE THOMPSON, and RYAN WEST, along with a number of STORM ATHLETES. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

The college was closed on August 21 due to the solar eclipse. Thanks to employees in Public Safety, Facilities, support and administrative staff, and LERE STUDENTS who came in that day to monitor and secure college sites and directed visitors who parked in parking lots to view the eclipse. EFRAIN ALONZO, RORY ALVAREZ, BRIAN BAGWELL, AMANDA BEHNKE, CAROLE BERKEY, JAMES BERNDT, ALLEN BUNCH, SOFIA CONTENTA, CHRIS COOPER, BRIAN COVEY, LEA CUNNINGHAM, BRADLEE DAVIS, PAUL DAVIS, BOB DENHERDER, CAPRI EDINGTON, ZELDA EMMERT, CORY GORMAN, MANUEL GUERRA, DAVID HALLETT, SALVERIO HERNANDEZ, DAVID HORTON, NANCY HOWARD, JULIE HUCKESTEIN, MARIAH JAROCH, DENNIS KIRK, BILL KOHLMAYER, STEVE KOHLMAYER, ROBERT LAFOLLETTE, EFRAIN LOPEZ, JOHNNY MACK, DERIC MANN, GLEN MILLER, DWAYNE MITZEL, HOLLY NELSON, TIM RICHARDSON, BILL RIFFLE, TIM ROGERS, GUSTAVO VILLAZANA, ELIAS VILLEGAS, JENNIFER WHITE, MIKE WILSON, and STEVE WOODWARD. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

The CHEMEKETA STORM CHASERS Hood-to-Coast running team participated in the 36th Annual Hood-to-Coast Relay run on August 25–26. The team of 12 runners finished the 199-mile race in 31 hours, 28 minutes and 8 seconds, placing 70th in the Mixed Open category and 664 overall. Chemeketa runners were BECKY BEGGS, MATT BLANKENSHIP (team co-captain), MARY HUGHES, LEE JOHNSON, BRYAN ROLLINS (team co-captain), JULIE SCHONBACHLER, RACHEL SCHONBACHLER NUSOM, ANN MARIE SWEARINGIN, BRAD TEDROW (and driver for Van 2), MONICA VALDIVIA, ELIAS VILLEGAS and JESSICA WRIGHT; Van driver 1 was CY HILL; course volunteers were MELISSA COLUMBUS, LAYLI LISS, and JILL WARD (retiree); LIZ GOULARD (retiree) provided a rest stop for Van 1; and CLEO ALVAREZ and IRMA GUZMAN were the support crew at Seaside. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

CHEMEKETA COMMUNITY COLLEGE was selected as a finalist for the 2017 Campus Sustainability Achievement Award from the Association for Advancement of Sustainability in Higher Education (AASHE) in the Associate's College category. The case study submitted for the award was "Revisiting Service Learning Through Food Equity: One Outcome from the Chemeketa/Marion Food Share Youth Partnership." Winners will be announced at the AASHE Conference in San Antonio, Texas in October. *(Coe Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Thanks to MEGAN COGSWELL and SHEILA McCARTNEY for their work with North Marion High School on a Pre-Apprenticeship pilot with North Marion High School, which was recently approved by the Oregon State Apprenticeship and Training Council. The Council was excited about this new opportunity which does not exist for students living outside the

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Portland Metro area. They hope this idea is shared with other community colleges and high schools around the state. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

KARIE BEAVERT, KAREN BLEDSOE, AUTUMN CHRISTENSEN, CHRISTOPHER CLAYSMITH, ERIC COLON-CORTES, KERRY COTTER, NICHOLAS DRAPELA, MOISES DUARTE, ESTHER FRIEDMAN, JESSICA FRIEL, STEPHEN GRECO, ALISSA HATTMAN, JENNIFER JOHNS, KATHRYN MURPHY, DENISE PETSCHAUER, RUSSELL READ, RICHARD RIEMAN, JOLEEN SCHILLING, MARY ELLEN SCOFIELD, KEVIN SMITH, MELISSA VAN DYKE and TOBY WAGNER were honored at the 10TH annual Faculty Celebration on September 11. This event recognizes probationary faculty moving to regular status. Thanks to JEANNIE ODLE for organizing the event, helpers LYNN IRVIN and NETTE ABDERHALDEN; and TERRI JACOBSON for graphics and photography services. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

The theme for this year's fall kickoff was "Understanding Our Students." Thanks to the Fall Kick-off Committee for putting together two weeks of events, sessions, and gatherings to start off the new academic year. Members included SHEILA BROWN, DEE DIXON, JIM EUSTROM, SAGE FREEMAN, MEGHAN GALLOP, GREG HARRIS, LYNN IRVIN, TERRY ROHSE, DEBORAH SIPE, CINDY SCOTT, and ALICE SPRAGUE. Also thanks to staff in NORTHWEST INNOVATIONS, MEDIA SERVICES, and FACILITIES. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

A half-day Classified Retreat was held on Tuesday, September 12. Thanks to the organizers of the retreat: SHEILA BROWN, MARY COOPER, SAM KIRBY, YESICA NAVARRO, and TERRY ROHSE; and presenters: GWENELLYN ANDERSON, HOLLY COOK, ALICE SPRAGUE, KYLEN STEVENS, and JILL WARD (retiree). *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

A full-day Faculty Retreat was held on Thursday, September 14. Thanks to the organizers of the retreat: CHERYL DAVIS, GENEVIEVE HALKETT, ALISSA HATTMAN, LORI JONES, LAYLI LISS, JOYCE PARK, DEBORAH SIPE, and COLIN STAPP; and presenters: BLANCA AGUIRRE, CLEO ALVAREZ, GWENELLYN ANDERSON, TIFFANY BORDEN, JANNIE CROSSLER-LAIRD, PAM DITTERICK, GENEVIEVE HALKETT, CHARISA HENCKEL, EUSEBIO HERRERA-PEREZ, TRACI HODGSON, JEFFREY HOWARD, LAURA MACK, ROBYN MacKILLOP, CHRISTOPHER McLEAN, KIM MARTIN, JEFF McCABE, ROBERT McKEE, EVA PAYNE, JENNIFER SADOUK, KAREN STEVENS, and JOSIE WOOD. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

Separate Action-1
September 20, 2017

**APPROVAL OF APPOINTMENT OF BUDGET COMMITTEE MEMBERS
FOR ZONE 2, RESOLUTION NO. 17-18-05; ZONE 3, RESOLUTION NO. 17-18-06;
AND ZONE 7, RESOLUTION NO. 17-18-07
[17-18-105]**

Prepared by

Andrew Bone, Vice President—Governance and Administration

Budget committee positions for Zones 2, 3 and 7 expired June 30, 2017. In compliance with Board Policy No. 1170, an incumbent committee member who has served four years or less may be reappointed without advertising for additional applicants.

The incumbent for Zone 2, Barbara Nelson, has indicated a willingness to serve another three-year term.

The incumbent for Zone 3, Joe Van Meter, has indicated a commitment to serve another three-year term.

The incumbent for Zone 7, Don Patten, has agreed to serve another three-year term.

It is recommended that the College Board of Education reappoint Barbara Nelson, Zone 2, Resolution No. 17-18-05; Joe Van Meter, Zone 3, Resolution No. 17-18-06; and Don Patten, Zone 7, Resolution No. 17-18-07, each to a three-year term as representatives to the budget committee.

Separate Action-2
September 20, 2017

**APPROVAL OF RESOLUTION NO.17-18-08
AUTHORIZING FORGIVING LEVERAGE LOAN FOR
NEW MARKET TAX CREDIT PROGRAM
[17-18-106]**

Prepared by

Rita Blaisdell, Special Projects
Rich McDonald, Director—Budget and Finance
Miriam Scharer, Associate Vice President—CSSD/Financial Management
Julie Huckestein, President/Chief Executive Officer

The College Board of Education approved Resolution No. 09-10-05 on November 18, 2009, to enter into transactions for the New Market Tax Credit Program, including a leverage loan from Chemeketa Community College to the investment fund.

The purpose of the loan was to enable the college to take advantage of the tax credit program, which provided part of the financing for the Chemeketa Center for Business and Industry.

The New Market Tax Credit program has finished the required seven year compliance period. The unwind of the structure ended February 7, 2017, with the Chemeketa Foundation acquiring the leverage loan debt from the investment fund.

This resolution forgives the loan between Chemeketa Community College and the Chemeketa Foundation in the amount of \$10,659,100, and any interest accrued retroactive to February 7, 2017, the end of the unwind.

Separate Action-2
September 20, 2017

**RESOLUTION NO. 17-18-08 AUTHORIZING FORGIVING
LEVERAGE LOAN FOR NEW MARKET TAX CREDIT PROGRAM**

WHEREAS, on November 18, 2009, the College Board of Education adopted Resolution 09-10-05, which authorized Chemeketa Community College to enter into transactions for the New Market Tax Credits to assist in financing the construction of the Chemeketa Center for Business and Industry, and

WHEREAS, Resolution 09-10-05 included authorizing the leverage loan from Chemeketa Community College to the Investment fund in an amount up to \$10,700,000, and

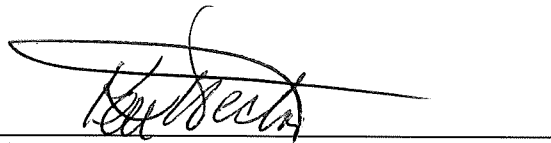
WHEREAS, the end of the New Market Tax Credits compliance period was December 29, 2016, and

WHEREAS, the process to unwind the structure was put in place and settled February 7, 2017, and


WHEREAS, on February 7, 2017, the Chemeketa Foundation became the owner of the Investment Fund and assumed all assets and liabilities, including the leverage loan from Chemeketa Community College to the Investment fund.

BE IT RESOLVED, the College Board of Education authorizes forgiving the loan between Chemeketa Community College and the Chemeketa Foundation of \$10,659,100 and any interest owed retroactive to February 7, 2017.

DATED this 20th day of September, 2017.



Ken Hector
Board Chairperson



Julie Huckestein
President/Chief Executive Officer

Separate Action-3
September 20, 2017

**APPROVAL OF RETIREMENT RESOLUTIONS
NO. 17-18-03, THOMAS C. "TOM" RODGERS
AND NO. 17-18-04, DEBORAH M. SIPE
[17-18-107]**

Prepared by

Andrew Bone, Vice President—Governance and Administration

The College Board of Education honors employees who retire after years of service to the college. Attached are resolutions honoring Thomas C. "Tom" Rodgers and Deborah M. Sipe, who retire effective September 30, 2017.

It is recommended that the College Board of Education adopt Resolutions No. 17-18-03, Thomas C. "Tom" Rodgers and No. 17-18-04, Deborah M. Sipe.

Separate Action-3
September 20, 2017

**RETIREMENT RESOLUTION NO. 17-18-03,
THOMAS C. "TOM" RODGERS**

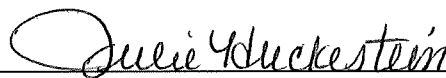
WHEREAS, Thomas C. "Tom" Rodgers began his 25-year association, as a salaried employee, with Chemeketa Community College in October, 1992; and

WHEREAS, Thomas C. "Tom" Rodgers gave dedicated service to Chemeketa Community College currently as Instructional Specialist, Applied Technologies Department of Career and Technical Education Division; therefore,

BE IT RESOLVED, that upon his retirement date of September 30, 2017, the College Board of Education hereby honors and commends Thomas C. "Tom" Rodgers for his loyalty, dedication and personal commitment to Chemeketa Community College.



Ken Hector
Board Chairperson



Julie Huckestein
President/Chief Executive Officer

Separate Action-3
September 20, 2017

**RETIREMENT RESOLUTION NO. 17-18-04,
DEBORAH M. SIPE**

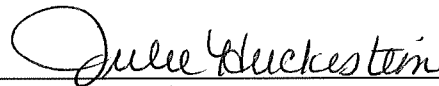
WHEREAS, Deborah M. Sipe began her four-year, nine-month association, as a salaried employee, with Chemeketa Community College in January, 2013; and

WHEREAS, Deborah M. Sipe gave dedicated service to Chemeketa Community College currently as Dean-Teaching and Learning, Teaching and Learning Department of Instruction and Student Services Division; therefore,

BE IT RESOLVED, that upon her retirement date of September 30, 2017, the College Board of Education hereby honors and commends Deborah M. Sipe for her loyalty, dedication and personal commitment to Chemeketa Community College.



Ken Hector
Board Chairperson



Julie Huckestein
President/Chief Executive Officer

**APPROVAL OF COLLEGE POLICIES #2250—ALCOHOL, MARIJUANA, AND OTHER
DRUGS ON COLLEGE PROPERTY; #5150—DELINQUENT DEBTS AND
#6030—TRANSFER OF BUDGET APPROPRIATIONS
[17-18-108]**

Prepared by

Rebecca Hillyer, General Counsel
Julie Huckestein, President/Chief Executive Officer

**ALCOHOL, MARIJUANA, AND OTHER DRUGS ON COLLEGE PROPERTY—
POLICY #2250**

This policy was last reviewed by the board in December 2016. With changes in Oregon law regarding marijuana, the Alcohol and Drug Committee recommended that marijuana be called out specifically in the policy. There were also some minor edits to employee titles and naming which procedures apply to events.

DELINQUENT DEBTS—POLICY #5150

This policy was last reviewed by the board in July 2015. This policy has received minor edits in the last paragraph. The first makes the sentence more clear and to the point. The second edit adds “students” so it is clear that students may be sent to collections for their delinquent debts and be responsible for collections and attorney fees.

TRANSFER OF BUDGET APPROPRIATIONS—POLICY #6030

This policy was last reviewed by the board in October 2014. There appears to be several edits to this policy, but only changes to the wording so it is easier to read. None of the changes impact the meaning of the policy.

The proposed changes are underlined and the former language has been stricken with lines through the text. The President’s Advisory Council has reviewed the attached policies and recommends them for adoption by the College Board of Education.

It is recommended that the College Board of Education approve college policies #2250—Alcohol, Marijuana, and Other Drugs on College Property; #5150—Delinquent Debts and #6030—Transfer of Budget Appropriations to become effective immediately.

Administrative Series—2000

ALCOHOL, MARIJUANA, AND OTHER DRUGS ON COLLEGE PROPERTY

Chemeketa Community College is committed to providing an environment which fosters excellence in learning for its students and community, and excellence in work performance for all of its employees. The misuse and/or illegal use of alcohol, marijuana, and other drugs is contrary to this effort. This policy prohibits the possession or use of marijuana products on any college-owned and/or college-controlled property.

In keeping with federal and state statutes, the illegal use, possession, distribution, manufacture, or sale of alcohol, marijuana, and/or other drugs is not permitted on college-owned or college-controlled property. Being under the influence of alcohol, marijuana, and/or other drugs is not permitted on college-owned or college-controlled property, or while representing the college on business or in college-sponsored activities. The legal sale, manufacture, and consumption of alcohol on the facilities of the college or at college-sponsored events and activities are regulated by this policy 2250; ~~or~~ and procedures ~~2250, 2251 or 2252.~~

Procedures will be established for the following populations: students, student employees, college employees, and campus visitors. The established procedures are to include:

- Awareness programs
- Referral resources for students and employees
- Sanctions (institutional and legal)
- Conditions for special use permits for alcohol

Chemeketa will maintain an Alcohol and Drugs Committee consisting of the ~~D~~director of Human Resources, general counsel, ~~D~~dean of Student Retention and College Life, ~~E~~xecutive ~~D~~dean of Student Development and Learning Resources, and ~~D~~irector of Marketing, Public Relations and Student Recruitment, or their designees, for the development, monitoring, implementation, and dissemination of college policies, procedures, programs around alcohol, marijuana, and other drugs, and compliance with federal¹ and state² law.

September 18, 1991

Adopted College Board of Education

July 26, 2000; March 15, 2006, May 21, 2008;
May 19, 2010; December 20, 2016

Revised College Board of Education

¹ The Drug-Free Work Place Act of 1988 (41 U.S.C. §701 et seq.)

The Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S. C. §7101)

² Oregon Revised Statutes 471.105 et al and 475.005 et al

Student Services Series—5000

DELINQUENT DEBTS

A debt will be considered delinquent when payment is not received within the due date established in the term schedule of classes or an official invoice, or when payment is not received by the end of the term the debt was incurred, whichever is earlier. A student's official transcript shall be withheld and online access to unofficial transcripts and grades shall be withheld until all delinquent debts to the college have been paid in full. Unofficial transcripts and grades shall be available to students with delinquent debt upon formal written request or in person with proper identification.¹

Chemeketa Community College may refuse to enroll a student or provide access to college services until all the student's delinquent debts to the college have been paid in full or satisfactory arrangements have been made with the college for payment in accordance with college guidelines or procedures. If the student is enrolled and fails to pay the delinquent fees in accordance with guidelines or procedures, the college may drop the student from class(es).

A student with a history of delinquent debts to the college may be required to pay for registration or other charges ~~immediately after incurring the charge~~ in advance. The college may refer a student's delinquent debt to collections, and the students would be responsible to pay collection fees and/or attorney fees.

October 23, 1991

Adopted College Board of Education

June 28, 2006; March 16, 2011;

July 15, 2015

Revised College Board of Education

¹ Family Educational Rights & Privacy Act of 1974 and as amended (FERPA)

Business Operations Series—6000

TRANSFER OF BUDGET APPROPRIATIONS

~~For Chemeketa Community College, Appropriation~~ Chemeketa College Board of Education must approve appropriation transfers between contingency and any other category, between college areas within the general fund, and between major categories of a fund ~~must be approved by the College Board of Education.~~¹ Other budget transfers may be done administratively.

CLEAN COPY

Chemeketa College Board of Education must approve appropriation transfers between contingency and any other category, between college areas within the general fund, and between major categories of a fund.¹ Other budget transfers may be done administratively.

July 17, 1985

Adopted College Board of Education

September 20, 2006; March 16, 2011;

October 15, 2014

Revised College Board of Education

¹ ORS 294.463

**APPROVAL OF AMENDED ADULT HIGH SCHOOL
DIPLOMA PLAN UPDATE FOR YEAR 2017–2018
[17-18-109]**

Prepared by

Abby Hoffar, Dean—High School Partnerships
Holly Nelson, Executive Dean—Academic Progress and Regional Education Services
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

In May 2017, the Board of Education approved the Adult High School Diploma (AHSD) Plan Update for year 2017–2018. This is an amended plan update based upon Chemeketa Community College's conversion to a different placement test. Beginning 2017–2018 the Adult High School Diploma Plan Essential Skills Requirements include Accuplacer placement test scores which replaced Compass and Asset placement tests.

To be in compliance with Oregon Department of Community Colleges and Workforce Development requirements, an annual Statement of Assurances must be submitted for 2017–2018.

This includes:

- An annual signed Statement of Assurances
- An updated list of high school and college classes reflecting current Adult High School Diploma course offerings

It is recommended that the College Board of Education approve the amended AHSD plan update for year 2017–2018 at the September board meeting.

Appendix B: Essential Skills Requirements

2016–2017

- | | |
|---|--|
| 1. Read and comprehend a variety of text | Compass (Score 81 or above)
Asset (Score 42 or higher) |
| 2. Apply mathematics in a variety of settings | Compass (Intermediate Algebra) Score of 66
or higher
Asset (Intermediate Algebra) Score of 41 or
higher |

2017–2018

Replace with:

- | | |
|---|--|
| 1. Read and comprehend a variety of text | Accuplacer (Score 86 or above)
Workkeys 5
Asset 42 or above |
| 3. Apply mathematics in a variety of settings | Asset (Score of 41 or above on the intermediate
Algebra test)
Workkeys 5
Accuplacer does not have a value
to meet essential skills for math. |

ADULT HIGH SCHOOL DIPLOMA 2017–2018 COURSE OFFERINGS

Terminated College Courses		Course Title
ENG	221	Topics in British Literature
ENG	232	Topics in American Literature
ENG	256	African-American Literature
ENG	257	Native American Literature
ENG	275	The Bible as Literature
ENG	258	Latin American Literature
WR	244	Advanced Fiction
WR	263	Advanced Screenwriting
BI	251	Prin of Wildlife Conservation
ART	262	Intermediate Photography
ART	263	Photography: Special Topics
ART	271	Printmaking: Photo Etching
ART	272	Printmaking: Woodcuts & Linocuts
ART	273	Printmaking: Monoprints
MUS	197	Chorus
New Approved High School Courses		
XHSC	0972K	HS Film as a Reflection of Culture
XHSC	0980D	Robotics Fabrication
XHSC	0980E	Robotics Design
XHSC	0980F	Robotics Programming
XHSC	0980G	HS Robotics Autonomous Program
XHSC	0980H	HS Robotics Parts Development
XHSC	0980I	HS Robotics Applications

Appendix A: Statement of Assurances

Oregon Department of Community Colleges and Workforce Development
FY2017 Adult High School Diploma Program (AHSD) Statement of Assurances

College Name: Chemeketa Community College

Submitted for Plan Year: 2017-2018

1. The college hereby assures the Department of Community Colleges and Workforce Development (CCWD) that the college will administer the AHSD program covered in Oregon Administrative Rule (OAR) 589-007-0600 in accordance with the provisions and conditions of all applicable state statutes, regulations, and program plan.

The college assures CCWD that:

2. A person eligible for an AHSD shall earn a minimum of one adult high school diploma academic credit while enrolled in the program.
3. The program maintains current transcript information.
4. Course syllabi are available to interested individuals.
5. The program provides instruction, including courses, curriculum, and proficiency assessments, based on academic content standards adopted by the State Board of Education.
6. Each student shall demonstrate proficiency in Essential Skills adopted by the State Board of Education as provided in OAR 581-022-0615.
7. Each student shall develop an education plan and profile that meet the requirements provided in OAR 581-022-1130.
8. Each student shall build a collection of evidence, or include evidence in existing collections, to demonstrate extended application as defined in OAR 581-022-0102.
9. Each student shall participate in career-related learning experiences outlined in the education plan as defined in OAR 581-022-0102.
10. Program data collection and reporting practices shall comply with local and state reporting requirements.
11. The program shall participate in ongoing program monitoring as required by CCWD.

To the best of our knowledge and belief, the program plan made herein is in accordance with the terms of the Oregon Department of Community Colleges and Workforce Development's AHSD plan requirements. We agree to comply with all of the preceding assurances and statements.

We hereby certify all of the above:

Typed Name: Julie Huckestein

Signature of College President: Julie Huckestein Date: 9/20/17

Typed Name: Ken Hector

Signature of Chairman of College Board of Directors: Ken Hector Date: 9/20/17

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
September 20, 2017



Discover
Chemeketa
Community College



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

Building directory on reverse side

Appendix-2 September 20, 2017

Building and Primary Function(s)

- 001 **1st Floor:** Bookstore,
- 001 **2nd Floor:** Faculty Offices
- 002 **1st Floor:** Advising & Counseling; Career Center; Graduation Services; College Assistance Migrant Program; Convenience Store; Disability Services; Food Court; Information Center; Multicultural Center; Occupational Skills Training; Planetarium; Public Safety; Student Retention & College Life; Student Support Services; Testing Services
- 002 **2nd Floor:** Business Office; Enrollment Center; Financial Aid; TRIO; Talent Search; Upward Bound; Tutoring Services; Veteran's Services; College Support Service's; Human Resources; Presidents Office; Public Information, Marketing and Student Recruitment.
- 003 **1st Floor:** Art Gallery; Classrooms;
- 003 **2nd Floor:** Classrooms; Math Learning Center; Extended Learning, Instruction and Student Services, Placement Testing
- 004 **1st Floor:** Automotive Program; Electronics Program
- 004 **2nd Floor:** Visual Communications; CAD Program
- 005 **1st Floor:** Art Classrooms;
- 005 **2nd Floor:** Classrooms
- 006 **1st Floor:** Auditorium; Classrooms
- 006 **2nd Floor:** Classrooms; Employee Development
- 007 Gymnasium; Physical Education Classrooms
- 008 **1st Floor:** Dental Clinic; Health & Science Classrooms; Massage Clinic;
- 008 **2nd Floor:** Health & Science Classrooms
- 009 **1st Floor:** Classrooms; Distance Education; Curriculum Resource Center; Opportunity Center; Television Studio; Online Programs
- 009 **2nd Floor:** Library; Writing Center; Computer Lab; Study Rooms
- 014 Public Safety
- 015 Burn Tower
- 020 Drafting, Engineering, Machine Shop
- 021 Welding Program
- 022 Academic Development; HEP; Information Technology
- 033 Trades & Technology
- 034 Catering Kitchen, Northwest Innovations, Conference Rooms; SOAR
- 037 Faculty Offices
- 038 Faculty Offices
- 039 Child Development
- 040 Facilities & Operations
- 041 Facilities & Operations
- 043 Copy Center; Mail Room; Recycling
- 044 Horticulture Potting Shed
- 045 Activity Field
- 046 Greenhouse
- 048 Conference Rooms; MaPS Credit Union; Winema Market & Deli
- 049 Mid-Willamette Education Consortium, Youth GED Options
- 050 High School Partnerships
- 051 Winema High School; Trades & Technologies
- 052 Classrooms
- 053 Department of Human Services
- 058 Facilities & Operations Annex
- 060 Agriculture Sciences
- 061 Classrooms
- 062 Classrooms

Area or Service—Building/Room

General Information

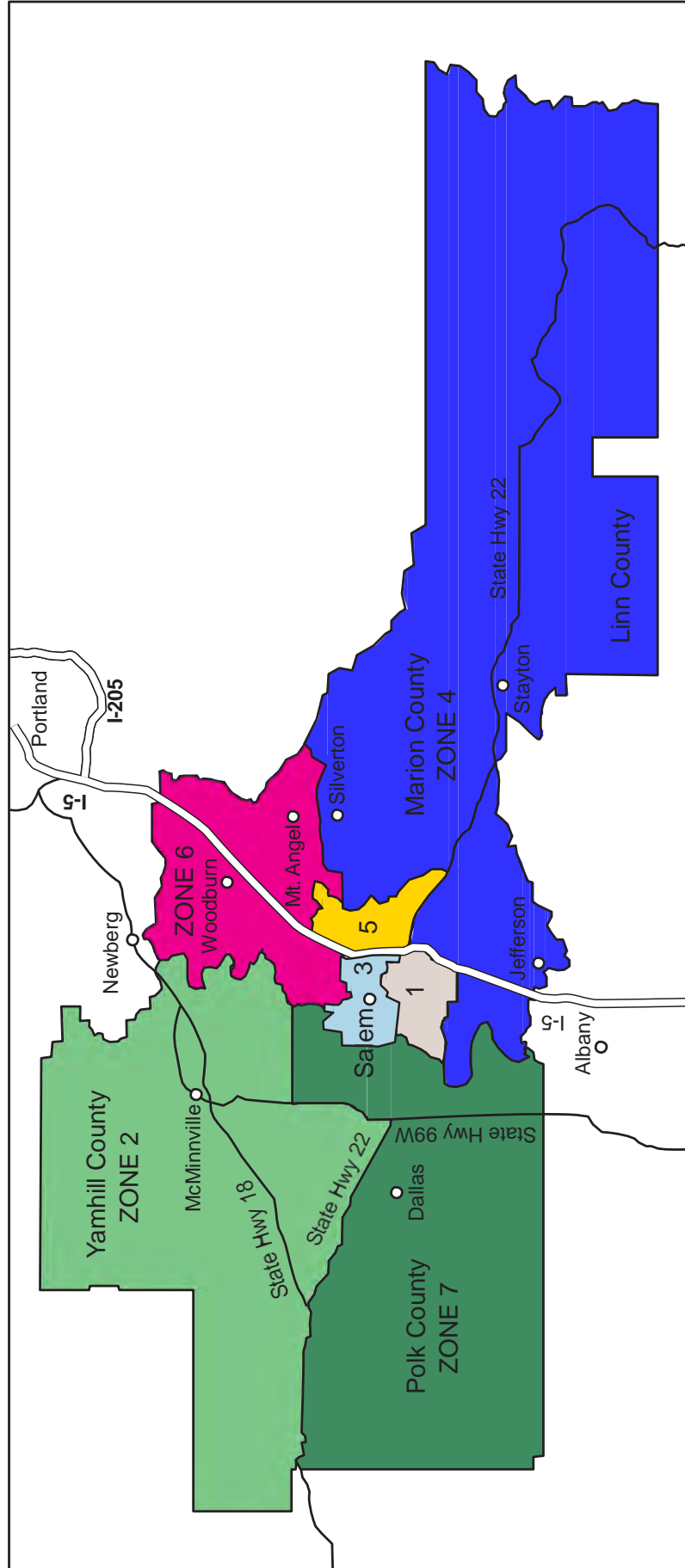
- (Welcome Center)—2/110
- Public Safety—2/173—503.399.5023
- Academic Development—22/100
- Instructional & Student Services—3/272
- Admissions—2/200
- Advising—2/110
- Art Gallery—3/122
- Auditorium—6/115
- Board Room—2/170
- Bookstore—1/First Floor
- Business Office—2/202
- Chemeketa Cooperative Regional Library Service—9/136
- Computer Labs—6/218
- Convenience Store—2/180

- Cooperative Work Experience—2/115
- Dental Clinic—8/101
- Executive Dean of Students—3/272
- Disability Services—2/174
- Employee Training Facility—33/106
- English for Speakers of Other Languages—22/100
- Enrollment Center—2/200
- Evening & Weekend Programs—5/264
- Extended Learning—3/252
- Financial Aid—2/200
- First Aid—2/173
- Food Service—2/First Floor, 4, & 48
- GED—22/100
- Gymnasium—7
- Human Resources—2/214
- International Programs and Study Abroad—2/174
- IT Help Desk—9/128
- Career Center—2/115
- Library—9/Second Floor
- Lost & Found—2/173
- Mail Room—43
- Massage Clinic—8/104
- Multicultural Center—2/177A
- Northwest Innovations—33/101
- Online Courses—9/106
- Parking Permits—2/173
- Planetarium—2/171
- Posting Notices on Campus—2/176
- President's Office—2/216
- Public Information—2/208
- Registration—2/200
- Student Center—2/179
- Student Clubs—2/176
- Student Identification Cards—1/First Floor
- Study Skills—2/210
- Television Studio—9/162
- Testing Center—2/101 (Testing Annex—6/216)
- Transcripts—2/200
- Transfer Information—2/110
- Tutoring Center—2/210
- Vending Machine Refunds—2/Food Court
- Veterans' Services—2/200
- Writing Center—9/210

Instructional Department Offices

- Dental Programs—8/109
- Distance Education & Academic Technology—9/106
- Evening and Weekend Programs—5/264B
- Emergency Services—19
- Health, & Human Performance—7/103
- Health Sciences—8/114
- Humanities & Communications—1/204
- Applied Technologies—5/264D
- Math, Science—9/105
- Agricultural Sciences—60
- Nursing—8/113
- Pharmacy Technology—8/113
- Social Science, Business and Human Services—1/204

Chemeketa Community College
District Boundary and Board Zones



Board Members

ZONE 1	Ed Dodson
ZONE 2	Ron Pittman
ZONE 3	Neva Hutchinson, Vice Chairperson 2017–2018
ZONE 4	Ken Hector, Chairperson 2017–2018
ZONE 5	Jackie Franke
ZONE 6	Diane Watson
ZONE 7	Betsy Earls

Handouts
September 20, 2017

**Wine Studies Advisory Committee
2017–2018**

Degrees and Certificates

Vineyard Operations Certificate of Completion

Associate of Applied Science in Vineyard Management

Associate of Applied Science in Winemaking

Role on Committee	Last Name	First Name	Organization	City
Chair	O'Brien	Betty	Elton Vineyards	Salem
Member	Bailey	Bob	Northwest Vineyard Services	Amity
Member	Beck	Jeanne	Crawford Beck Vineyard	Amity
Member	Biggerstaff	Paden	Isabelle Meunier Consulting	McMinnville
Member	Boskov	Bree	Oregon Wine Board	Portland
Member	Casteel	Ted	Bethel Heights Vineyards	Salem
Member	Chambers	Marie	Oregon Wine Board	Portland
Member	Collier	Christine	Willamette Valley Vineyards	Turner
Member	Crank	Don	Hawks View Vineyards	Sherwood
Members	Davis	Andrew	The Radiant Sparkling Wine Co., LLC	McMinnville
Members	Ford	Lowell	Illahe Vineyards	Salem
Student	Jefferson	Brooke	Chemeketa Community College	Salem
Member	Keegan	Eugenia	Jackson Family Wines	Yamhill
Member	Miller	John	Mahonia Vineyards	Salem
Member	Olson	Mary	Airlie Winery and Dunn Forest Vineyard	Monmouth
Member	Panichkul	Victor	Stoller Family Estate	Dayton
Member	Skinkis	Patricia	Oregon State University	Corvallis
Member	Spearman	Nicole	Yamhill-Carlton High School	Yamhill
Member	Thomson	Steve	Cristom Vineyards	Salem
Dean	Nelson	Holly	Chemeketa Community College	Salem
Program Director	Sandrock	Jessica	Chemeketa Community College	Salem

Recording Secretary	Magarrell	Sherrie	Chemeketa Community College	Salem
Ex-Officio	Dwyer	Scott	Chemeketa Community College	Salem
Ex-Officio	Moss	Russell	Chemeketa Community College	Salem
Wine Studies	Frederickson	Amanda	Chemeketa Community College	Salem
Career Services	Carlson	Kip	Chemeketa Community College	Salem
Advising, Yamhill Valley Campus	Pilafian	Juliana	Chemeketa Community College	McMinnville
Cooperative Work Experience	Kuhn	Gary	Chemeketa Community College	Salem
Vineyard Manager	Clarke	Rob	Contractor of Chemeketa Community College	Salem



2017 Annual Insurance & Risk Management Report

Chemeketa Community College

Mark McPike
Risk Management Advisor

September 20, 2017

Together we'll go far



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Introduction

Wells Fargo Insurance Services is pleased to present the annual Insurance & Risk Management Report to the Chemeketa Community College Board of Education.

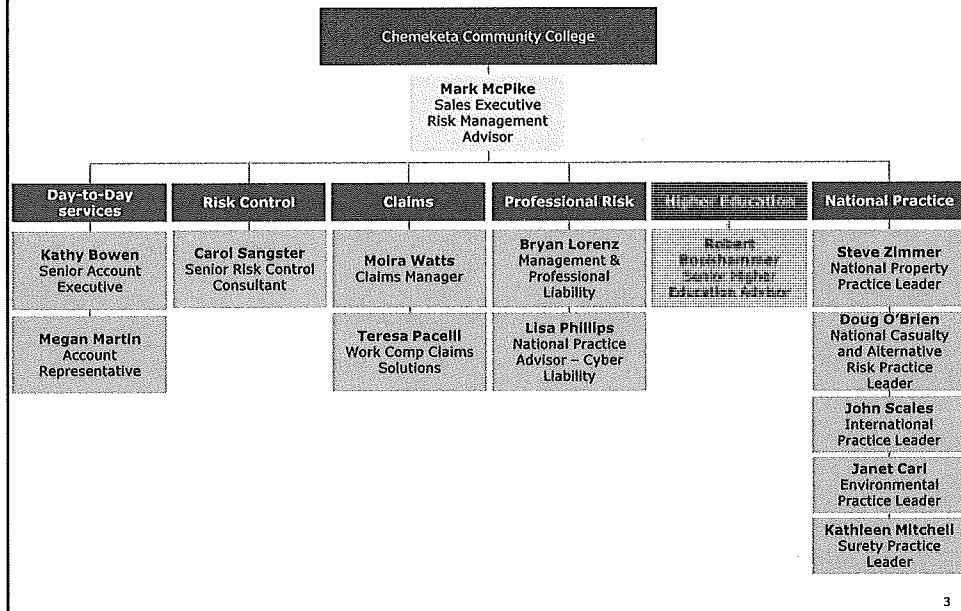
This report provides an overview of the current Property & Casualty insurance program, the 2017 Insurance renewal, and the premium cost associated.

We have also provided a brief overview of the services we provide as part of our Client Service Agreement.

Table of Contents

- Your Wells Fargo Insurance service team
- Highlights of 2017
- Current insurance program design
- 2017–2018 premium cost
- Premium history
- Loss history—claims overview
- Overview of Wells Fargo Insurance services to Chemeketa Community College and 2017 objectives

Wells Fargo Insurance client service team



2017 renewal highlights

- In preparation for the 2017 renewal, Chemeketa and Wells Fargo Insurance worked to achieve the following overall objective—maintain a comprehensive risk management program that is cost-effective and optimally structured in view of insurance market conditions and Chemeketa’s risk profile.
- Reviewed limit adequacy to ensure the broadest available coverage terms for Chemeketa’s program.
- Explored carrier options for liquor liability, international package, and athletic insurance program. Ultimately only the international package changed carriers for better pricing and broader terms.
- PACE approved 10% property rate decrease for community college participants, additional rate consideration for updated sprinkler information which is being reviewed/validated by Wells Fargo Insurance Risk Control
- PACE increased Earthquake Sublimit from \$15,000,000 to \$20,000,000

4

Current insurance program design

- July 1, 2017–July 1, 2018

5

Current insurance program

- Property
 - \$264,128,429 – scheduled building value - \$10,000 deductible
 - \$45,968,980 – business personal property & electronic data processing equipment/media - \$10,000 deductible
 - Limit \$844,022 – inland marine scheduled items (mobile equipment) - \$5,000 deductible
- Earthquake
 - \$20,000,000 Limit – Per Participant
 - 5% per occurrence subject to a maximum of \$50,000 of the value of damaged property on the property or inland marine scheduled; 72 hour waiting period
- Flood
 - \$15,000,000 Limit – Per Participant
 - 5% per occurrence subject to a maximum of \$100,000 of the value of damaged property on the property or inland marine scheduled; 72 hour waiting period.
 - Flood zones A&V per occurrence deductibles shall be \$500,000 per each scheduled building, \$500,000 per each scheduled building contents, and \$250,000 Time Element per each occurrence

6

Current insurance program

- Boiler & Machinery
 - Limit \$50,000,000
 - \$1,000 Deductible per occurrence – except motors greater than 500 horsepower
 - \$5,000 Deductible per occurrence – motors greater than 500 horsepower
 - 24 hour waiting period for business income and extra expense
- Crime
 - Limit \$250,000
 - \$1,000 Deductible per occurrence
 - Includes: Theft, disappearance, destruction, money orders, currency fraud, forgery & alteration, computer fraud, social engineering fraud, loss investigation expense

7

Current insurance program

- Liability
 - \$10,000,000 Total Limit of Liability per occurrence
 - \$500,000 Oregon public school program liability coverage per occurrence
 - \$9,500,000 Excess Liability per occurrence
 - \$20,000,000 Annual Aggregate limit of liability

8

Workers' Compensation overview

Carrier	SAIF
Policy term	July 1, 2017 to July 1, 2018
Workers Compensation limit	Statutory (Medical and Indemnity as set by the state statute)
Employers Liability limits	<ul style="list-style-type: none"> • \$500,000 Each Accident • \$500,000 Policy Limit • \$500,000 Each Employee (\$9,500,000 Excess Liability Limits in addition to these limits)
Entity	Chemeketa Community College
Policy number	760991
Payroll	\$52,161,798 - SAIF to adjust at audit
Premium	\$233,431 (pay in full discounted to \$225,732)

9

PACE Premium history totals

Total premium by policy year	PACE
2013-2014	\$395,736
2014-2015	\$404,876
2015-2016	\$426,408
2016-2017	\$452,165
2017-2018	\$439,425

- 2017-2018 property rate decreased by 10%; general liability rate was slightly up; and auto rates decreased by 6.26%

10

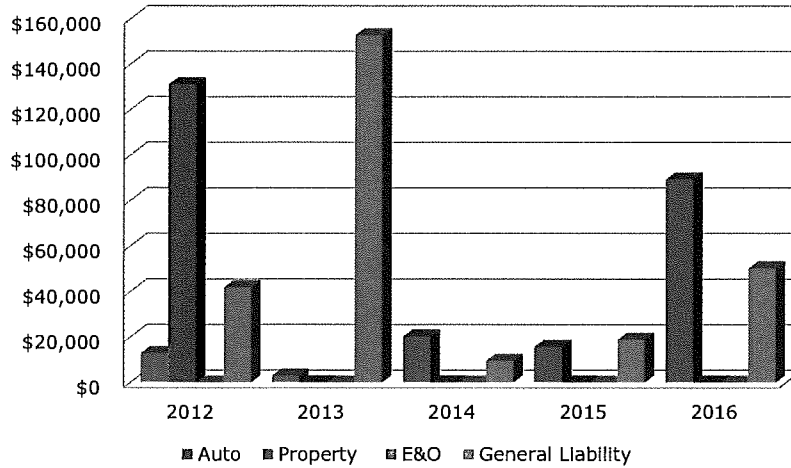
Premium history

Policy Year	Coverage Line Limits	Premium
Property		
2014-2015	\$100 million loss limit / \$15 million Q&F	\$218,626
2015-2016	\$100 million loss limit / \$15 million Q&F	\$214,282
2016-2017	\$100 million loss limit / \$15 million Q&F	\$232,491
2017-2018	\$100 million loss limit / \$20 million Q&F	\$216,557
General Liability & Auto		
2014-2015	\$500,000 per occurrence/\$20,000,000 Aggregate	\$153,607
2015-2016	\$500,000 per occurrence/\$20,000,000 Aggregate	\$170,461
2016-2017	\$500,000 per occurrence/\$20,000,000 Aggregate	\$195,175
2017-2018	\$500,000 per occurrence/\$20,000,000 Aggregate	\$187,112
Excess Liability		
2014-2015	\$9.5 million per occurrence	\$13,954
2015-2016	\$9.5 million per occurrence	\$15,418
2016-2017	\$9.5 million per occurrence	\$13,352
2017-2018	\$9.5 million per occurrence	\$17,163
Boiler & Machinery		
2014-2015	\$50 million	\$13,970
2015-2016	\$50 million	\$13,917
2016-2017	\$50 million	\$15,221
2017-2018	\$50 million	\$16,039
International Package		
2014-2015	\$1 million including kidnap and extortion coverage	\$6,614
2015-2016	\$1 million. Standalone \$2 million kidnap & extortion coverage	\$9,925
2016-2017	\$1 million. Standalone \$2 million kidnap & extortion coverage	\$9,925
2017-2018	\$1 million. Standalone \$2 million kidnap & extortion coverage	\$9,736
Crime		
2014-2015	\$250,000 Limit	\$2,554
2015-2016	\$250,000 Limit	\$2,554
2016-2017	\$250,000 Limit	\$2,554
2017-2018	\$250,000 Limit	\$2,554

These are the major coverage lines purchased by the College and do not represent all policies purchased by the College

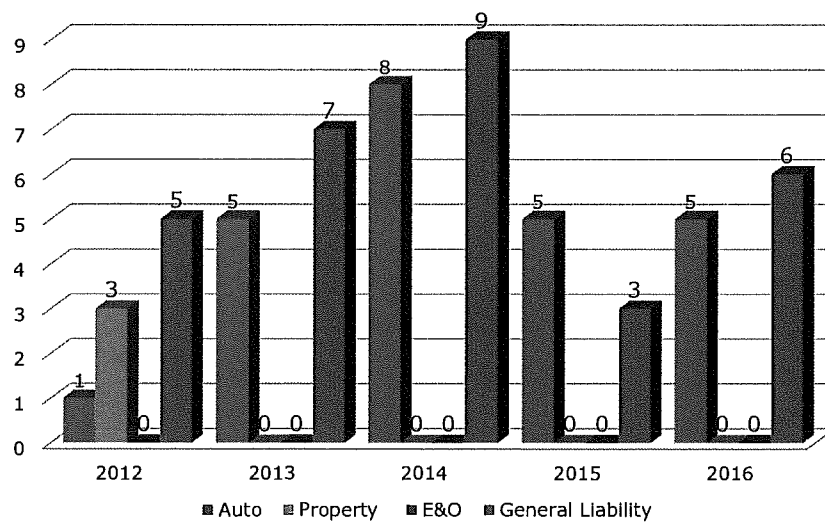
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P&C claims review total incurred



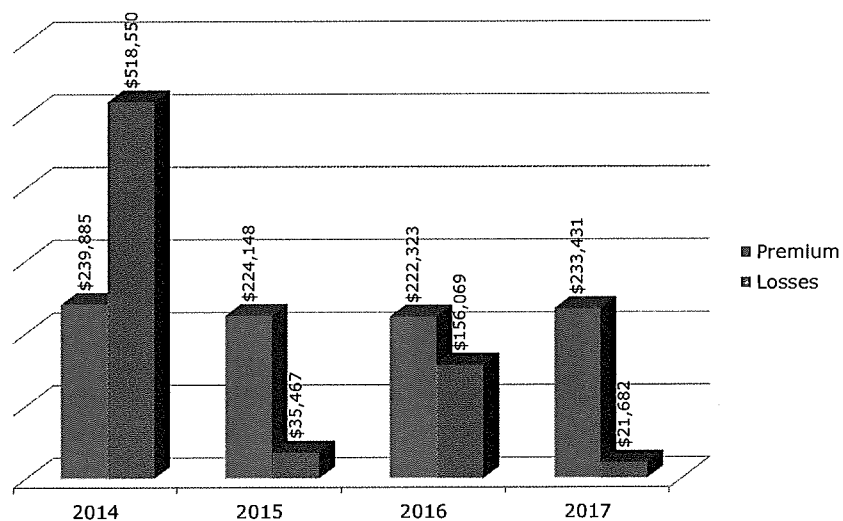
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P&C claims review total count



13

Worker' Compensation claims overview



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Overview of Wells Fargo services to Chemeketa

- Provide on-going risk analysis and support of Chemeketa's risk management program
- Negotiation and placement of Insurance programs at the most competitive terms and pricing available
- Provide insurance program administrative services including certificates, invoicing, audits, policy and binder documentation
- Provide claims management services
- Provide risk control services
- Review contracts and advise on insurance requirements
- Handle requests for surety/bonds
- Placement of new course of construction policies as needed

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Thank you

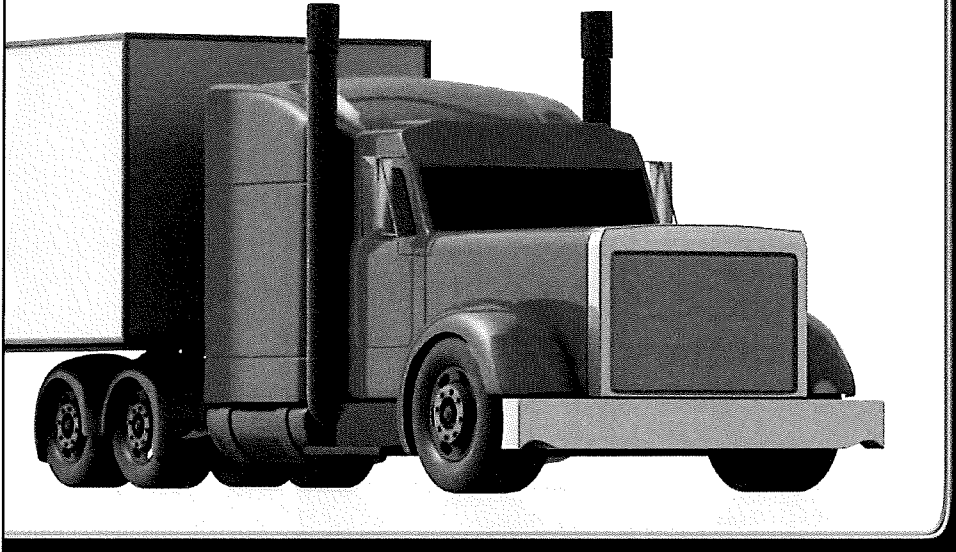
Products and services are offered through Wells Fargo Insurance Services USA, Inc., a non-bank insurance agency affiliate of Wells Fargo & Company, and are underwritten by unaffiliated insurance companies. Some services require additional fees and may be offered directly through third-party providers. Banking and insurance decisions are made independently and do not influence each other.

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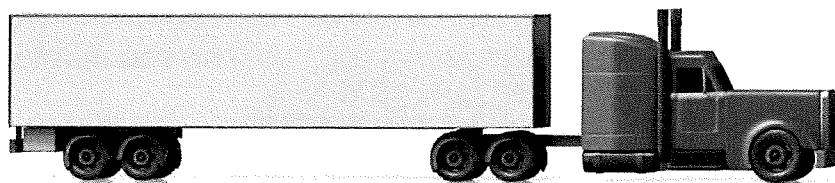
Diesel Technology

Associate of Applied Science



Role of the Diesel Technician

The diesel technician repairs and maintains diesel engines and component support systems. Chemeketa's diesel technology program prepares students for entry-level positions in the industry. Diesel motors are found in numerous amounts of equipment such as: ag equipment, semi-trucks, forestry equipment, boats, and generators.



Feedback from Employer Forum

- Well attended forum in December of 2015
- High Need
- Lots of Job Openings
- Recruitment is Competitive
- Need for training on Diesel Trucks and Ag Equipment
- Family wage starting right out of school
- Lots of opportunity for advancement



Employer Need

- Employer feedback was a significant need compared to state database feedback.
- Aging diesel mechanic population. Many nearing retirement and many jobs will be available in the next 5 years.
- Advisory members chose not to seek outside accreditation. We are going to cover both truck and agricultural needs.



Employer Partners

- Awi Diesel Truck Repair
- Bailey Nurseries Inc.
- Brattain International Trucks, Inc.
- Brim Tractor
- Carlton Fire District
- Certified Power Systems
- Cherriots Salem - Keizer
- Chuck Colvin Ford
- City of Silverton
- City of Woodburn Transit
- FedEx Freight Service Center
- First Student, Yamhill
- First Student, Salem
- Food Service of America
- Freightliner



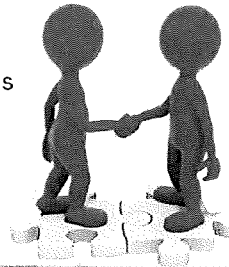
Employer Partners

- Loren Berg Chevrolet
- Marion County Fire District
- Marion County Public Works
- May Trucking Company
- McCoy Freightliner
- Oregon Department of Transportation
- OVS
- Papé Machinery Agriculture & Turf
- Public Works
- Recology Western Oregon
- River Bend Sand and Gravel
- Sheridan Fire District
- Silverton City Shops
- The Home Depot Regional Distribution Center
- Withnell Dodge dealer
- Yamhill County Public Works
- Yamhill County Transit



Advisory Members

- Aaron Hiatt, *Pape*, Service Supervisor, McMinnville
- Tom Kowash, *Pape*, Shop Foreman, McMinnville
- David Farley, *Salem-Keizer Public Schools*, Shop Foreman, Salem
- Pat Thomas, *Freightliner*, Trainer - Brooks
- Phil Tingle, *Freightliner*, Shop Supervisor, Salem
- Bill Fisher, *TEC Equipment*, VP Service Operations
- Jerry Warren, *TEC Equipment*, Technical Trainer



Occupation Profile Information

- Current Job Openings: 111
- 2014 Employment: 3455
- 2024 Employment: 4133
- Annual Growth Openings: 68
- Annually Replacement Openings: 59
- Total Annual Openings: 127

(Source: State of Oregon Employment Department and Advisory Members)



Wage Range

- Median Hourly: \$23.02
- Median Annual: \$47,784
- Starting Wage: \$16 -\$18

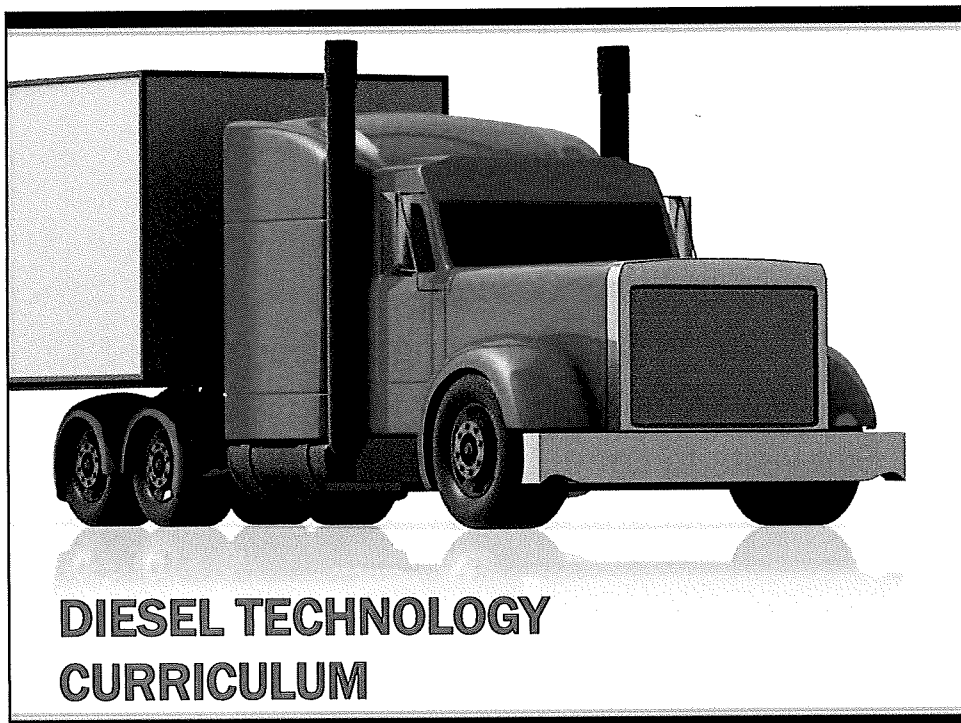
(Source: State of Oregon Employment Department and Advisory Members)

Current Programs

- Portland Community College
- Linn Benton Community College
- Lane Community College
- LBCC and PCC not meeting the current industry demand
- Site visits to Lane, Linn Benton, PCC, Walla Walla, and industry partner TEC

Budget Status / Program Development

- Currently the curriculum development has been fully funded by self support dollars.
- Working to identify a building.
- Working with business partners to secure equipment.
- The college has asked us to work on the development of the program in parallel with finding a facility and equipment because of the amount of time it takes.



DIESEL TECHNOLOGY CURRICULUM

Curriculum

AAS Degree Program – 91 credits, 6 terms

- Curriculum driven by industry partners.
- Advisory committee used PCC's program as an example which is already approved curriculum by Northwest Commission on Colleges and Universities (NWCCU).
- Students would stay on site in classroom and lab for the first year, and then second year would be heavily scheduled internships in our district.

Program

Term 1

DSL101 Diesel Technology 1 - 12 credits

MTH052+ Introduction to Algebra and Geometry + (or higher) – 3 credits

Term 2

DSL102 Diesel Technology 2 - 12 credits

WR088+ Introduction to Technical Writing 1+ (or higher) – 3 credits

Term 3

DSL103 Diesel Technology 3 - 12 credits

PSY104 Workplace Psychology – 4 credits

Program

Term 4

DSL201 Diesel Technology 4 - 12 credits

CIS101 Introduction to Microcomputer Applications + (or higher) – 3 credits

Term 5

DSL202 Diesel Technology 5 - 12 credits

* Additional Elective – 3 credits

Term 6

DSL203 Diesel Technology 6 - 12 credits

* Additional Elective – 3 credits



DSL101: Diesel Technology 1

Examines engine theory, engine components, and proper diesel engine rebuild procedures. Introduces basic engine electrical and fuel systems, shop tool use and maintenance. Includes lift truck inspection and operator training.



DSL102: Diesel Technology 2

Explores the operations of all major fuel injection devices including diesel fuels, fuel transfer pumps, fuel nozzles, fuel injectors, filtration systems, metering systems and governing systems. Examines basic electrical theory, electrical components, and proper electric diagnostic procedures. Introduces basic electrical systems and engine controls, diagnostic tool use and maintenance. Prerequisite: DSL101 with a grade of C or better; or consent of instructor.



DSL103: Diesel Technology 3

Explores concepts in gear transmissions, differentials and clutches involved in the application of diesel-powered vehicles. Covers fundamentals of hydraulics in theory and shop practice. Covers heavy duty air conditioning operation, troubleshooting and system repair. Prerequisite: DSL102 with a grade of C or better; or consent of instructor.



DSL201: Diesel Technology 4

Covers Preventative Maintenance Inspection (PMI) of vehicles, Department of Transportation (DOT) out of service criteria and scheduling including Detroit Diesel Electronic Control (DDEC) operation and diagnostics. Examines concepts in medium/heavy duty truck brake systems, suspension, and steering, brake systems, wheels and tires. Emphasizes safety and the use of service manuals. Prerequisite: DSL103 with a grade of C or better; or consent of instructor.



DSL202: Diesel Technology 5

Introduces advanced theory and applications of automatic and power shift transmissions used in the heavy equipment industry. Covers fuel injection pumps and their applications, fuel system diagnostics and electronic engine controls. Prerequisite: DSL201 with a grade of C or better; or consent of instructor.



DSL203: Diesel Technology 6

Covers advanced electrical theory, electrical components, and proper electric diagnostic and repair procedures. Includes electrical systems, diagnostic tool use and maintenance. Covers advanced hydraulics and hydrostatics used on heavy equipment, farm machinery, marine equipment, hydraulic cranes, backhoes, and other equipment. Emphasizes troubleshooting. Prerequisite: DSL202 with a grade of C or better; or consent of instructor.

Questions

