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

Regular Meeting

November 20, 2019

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

BOARD OF EDUCATION

Regular Meeting

November 20, 2019

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

- I. Workshop** **4:30 pm** **Salem Campus—Building 2, Room 170 Board Room**
- A. High School Partnerships (HSP) Update 1
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley
- II. A. Executive Session** **5:30 pm** **Building 2, Room 172**
Executive Session is called in accordance with ORS 192.660(2) (a) employment issues; (b) complaints;
(d) negotiations; (e) real property; (h) legal rights; and (i) president/chief executive officer evaluation.
- B. Administration Updates**
- III. Regular Session** **7 pm** **Building 2, Room 170**
- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Comments from the Audience**
- E. Approval of Minutes—Workshop and Regular Board Meeting** 2–9
of October 23, 2019
- F. Reports**
1. Reports from the Associations
- a. Riley Dunagan Associated Students of Chemeketa (ASC) 10–11
- b. Justus Ballard Chemeketa Faculty Association 12
- c. Terry Rohse Chemeketa Classified Employees Association 13–14
- d. Adam Mennig Chemeketa Exempt Employees Association 15
2. Reports from the College Board of Education
3. Reports from the Administration
- a. Jim Eustrom
- G. Information**
1. Advisory Committees for 2019–2020 16–46
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley
2. 2019–2020 Key Dates for Planning, Budget, and Assessment 47–49
Miriam Scharer, Vice President/Chief Financial Officer

- | | | |
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| 3. | College Policies #1710—Conflict of Interest and Ethics;
#1750—Harassment/Discrimination; and #1753—Consensual Relationships
Jessica Howard, President/Chief Executive Officer | 50–59 |
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H. Standard Reports

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| 1. | Personnel Report
David Hallett, Vice President—Governance and Administration | 60–61 |
| 2. | Budget Status Report
Miriam Scharer, Vice President/Chief Financial Officer | 62–65 |
| 3. | Capital Projects Report
Miriam Scharer, Vice President/Chief Financial Officer | 66–67 |
| 4. | College Safety Activities and Planning
Miriam Scharer, Vice President/Chief Financial Officer | 68–69 |
| 5. | Student Success Data Points
David Hallett, Vice President—Governance and Administration | 70 |
| 6. | Recognition Report
Jessica Howard, President/Chief Executive Officer | 71–72 |

I. Separate Action

- | | | | |
|----|--|-------------|-------|
| 1. | Approval of Retirement Resolutions
No. 19-20-10, Timothy A. “Tim” Merzenich and
No. 19-20-11, John R. Whitney
David Hallett, Vice President—Governance and Administration | [19-20-116] | 73–75 |
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J. Action

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

- | | | | |
|----|--|-------------|-------|
| 1. | Approval of College Policies #1630—Endorsements;
#2010—Concept of Administrative Organization; and
#2110—President of the College/Chief Executive Officer
and Clerk of the College Board of Education
Jessica Howard, President/Chief Executive Officer | [19-20-117] | 76–80 |
| 2. | Approval of the Learning Management System
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Miriam Scharer, Vice President/Chief Financial Officer | [19-20-118] | 81 |

K. Appendices

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| 3. | District Map | 85 |

L. Future Agenda Items

M. Board Operations

N. Adjournment

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

Under college policies, equal opportunity for employment, admission, and participation in the college's programs, services, and activities will be extended to all persons, and the college will promote equal opportunity and treatment through application of its policies and other college efforts designated for that purpose.

Persons having questions or concerns about Title IX, which includes gender-based discrimination, sexual harassment, sexual violence, interpersonal violence, and stalking, contact the Title IX coordinator at 503.365.4723, 4000 Lancaster Dr NE, Salem, OR 97305, or <http://go.chemeketa.edu/titleix>. Individuals may also contact the U.S. Department of Education, Office for Civil Rights (OCR), 810 3rd Avenue #750, Seattle, WA 98104, 206.607.1600.

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

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

Workshop-A
November 20, 2019

HIGH SCHOOL PARTNERSHIPS (HSP) UPDATE

Prepared by

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

The workshop will highlight the programs offered within the High School Partnerships (HSP) department. These programs support youth ages 16–20 to transition successfully from high school to college or the workforce. As part of a K–20 educational continuum, HSP provides oversight and administration for an integrated network of academic pathways and opportunities designed to address the needs of at-risk and marginalized students. Additionally, the office offers students of all ages the opportunity to earn a Chemeketa Adult High School Diploma.

Faculty and staff assist high school students in preparing for college or the workforce through programs that encourage college readiness, career exploration and supported transition to college in partnership with school districts, community partners and college staff. These programs are offered in multiple locations throughout Chemeketa's service district. The Expanded Options Program serves eligible school districts located outside our service district. Programs include High School Completion (HSC), General Education Diploma (GED) Options, Early College High School (ECHS), Expanded Options, and the Adult High School Diploma (AHSD).

Throughout this workshop, HSP will feature details about enrollment, student success and need from program advisors; an overview about the outreach efforts in the community; and perspectives of our programs from both faculty and peer mentors.

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APPROVAL OF BOARD MINUTES

Prepared by

Jeannie Odle, Executive Coordinator/Board Secretary
Jessica Howard, President/Chief Executive Officer

Minutes of the board meeting of October 23, 2019, are submitted for review by the board.

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

Minutes
November 20, 2019

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

October 23, 2019

I. WORKSHOP

Diane Watson, Chair, called the workshop to order at 4:33 pm. The workshop was held at the Salem Campus in the Board Room, Building 2, Room 170.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus; and Miriam Scharer, Vice President/Chief Financial Officer, College Support Services.

A. Integrated Education and Training (IET) and Supplemental Nutrition Assistance Program (SNAP) Training and Employment Program (STEP)

Holly Nelson, executive dean of Regional Education and Academic Development, introduced Adam Mennig, academic coordinator of IET/STEP/Career Pathways. Adam used PowerPoint slides to guide his presentation. Adam noted the IET and STEP work mainly fall under the strategic initiatives of Workforce Development and Targeted Outreach, as well as Access. Part 1 of the presentation was on Integrated Education and Training (IET). IET is a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation and training for a specific occupation or cluster. Adam explained the IET model, what programs are good candidates for IET, and the IET project planning process. A number of community partners, grants, as well as the general fund and self-support fund supports IET. There have been four cohorts in Early Childhood Education and Welding. A grant from the Willamette Workforce Partnership has been received to offer IET for CNA1, CNA2, and Medical Assisting.

A short video highlighting two students in the Early Childhood Education IET was shown. Jennifer Sadouk, Reading and Study Skills instructor, taught in the first co-hort. Jennifer said she worked with each student to find out where the gaps are and worked with them to increase their skills so they can complete college-level coursework. It was exciting to be able to teach in the context of a program towards an actual certificate. Brian Keechle, welding instructor, worked with a cohort of evening GED and ESOL students with a goal of teaching them how to weld, read blueprints, do layout, and by the end of the class, they would take the welding certification exam. It was a teaching challenge, however, getting to know each student had a big impact. Brian was impressed with their level of dedication and commitment to the program. Some of the students worked 60–70 hours a week and still made it to class in the evening. It gave him a different perspective on how to be better in accommodating the local community and to help support multiple student populations from different backgrounds. Programs like this is the core of community colleges—to provide access to learn skills to improve themselves and provide for their families.

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Part 2 of Adam's presentation was on Supplemental Nutrition Assistance Program (SNAP) Training and Employment Program (STEP). The work of STEP is to provide support to SNAP (food stamp) recipients as they access education and training, build skills, earn credentials, and enter into careers that offer economic mobility. Adam shared data on poverty by county, number of households receiving food stamps by county, number of students served in the last three years and the growth in support services awarded to students. He briefly explained how STEP is funded including the growth of the community college consortia from six colleges in 2017 to all 17 community colleges currently. The board thanked Adam for his informative presentation.

A recess was taken at 5:15 pm.

II. A. EXECUTIVE SESSION

Executive Session called to order at 5:38 pm in the board dining room on the Salem Campus, Building 2, Room 172. Executive Session was held in accordance with ORS 192.660(2)(h) legal rights.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus; and Miriam Scharer, Vice President/Chief Financial Officer, College Support Services.

Executive Session ended at 5:43 pm.

II. B. ADMINISTRATION UPDATES

Open session reconvened at 5:44 pm. Updates were shared or discussed with the board on board goals and individual board goals for 2019–2020 were affirmed; Association of Community College Trustees (ACCT) Conference debrief; travel folders for the Oregon Community College Association (OCCA) conference on November 6–9 were distributed; board calendar preview; President's goals for 2019–2020 were distributed; HECC, CCWD, OPC quarterly report and update on PERS lawsuit; Aspen New Presidents Fellowship; Oregon Business Plan Summit on December 16; program preview/alerts; enrollment; diesel and truck driving programs; staffing; Ag Complex, HVAC status; follow-up on on-call carpentry contract award; and board agenda preview.

A recess was taken at 6:45 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Diane Watson, Chair, reconvened the board meeting at 7:01 pm. The meeting was held at the Salem Campus in the Board Room, Building 2, Room 170.

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B. PLEDGE OF ALLEGIANCE

Diane Watson led the group in the Pledge of Allegiance.

C. ROLL CALL

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus; and Miriam Scharer, Vice President/Chief Financial Officer, College Support Services.

Board Representatives in Attendance: Riley Dunagan, Associated Students of Chemeketa (ASC); Chris Nord, Chemeketa Faculty Association; Terry Rohse, Chemeketa Classified Association; and Adam Mennig, Chemeketa Exempt Association.

Chair Diane Watson reported a change in the order of the agenda has been made. Item I, Separate Action, has been moved up in order to recognize individuals who are present.

D. SEPARATE ACTION

Approval of Retirement Resolutions No. 19-20-08, Maria M. Dooley; and No. 19-20-09, Margaret L. Byers

Ken Hector read the retirement resolution for Marie M. Dooley. Ed Dodson read the retirement resolution for Margaret L. Byers, who was in the audience.

Neva Hutchinson moved and Ron Pittman seconded a motion to approve Retirement Resolution No. 19-20-08 for Maria M. Dooley, and Retirement Resolution No. 19-20-09 for Margaret L. Byers.

The motion CARRIED. Chair Diane Watson presented the framed resolution to Margaret Byers and thanked her for her 27 years and three months of service.

E. COMMENTS FROM THE AUDIENCE

None

F. APPROVAL OF MINUTES

Ken Hector moved and Jackie Franke seconded a motion to approve the minutes of September 18, 2019.

The motion CARRIED.

G. REPORTS

Reports from the Associations

Riley Dunagan, ASC executive coordinator, added to the written report. There were 27 student volunteers who attended the Night Strike activity on October 17, the highest number of participants since it started eight years ago. There were 95 students who attended the Get Yourself Tested event today.

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Chris Nord reported in place of Justus Ballard, Chemeketa Faculty Association. The report stands as written.

Terry Rohse, Chemeketa Classified Association said the classified report stands as written. Terry added his congratulations to Margaret Byers and Maria Dooley on their retirements.

Adam Mennig, Chemeketa Exempt Association, said the report stands as written.

Reports from the College Board of Education

Ed Dodson had a quarterly lunch with Jessica; attended the first concert of the Acclaimed Music Series, Huun Huur Tu; and the fall art show Junwei Zhang . He briefly described the concert and art exhibit which were unique and different. Community events included the Marion County Second Chance breakfast; Amity School District board meeting with Jessica; the OCCA Board meeting via Zoom; Salem Fire Fighters breakfast, and the Salem-Keizer NAACP dinner.

Ron Pittman attended a Dayton School District board meeting with Jessica; the McMinnville Economic Development annual luncheon; the ACCT conference in San Francisco; and met with Danielle Hoffman and Paul Davis for a monthly update of YVC activities.

Neva Hutchinson had a quarterly lunch with Jessica.

Ken Hector had a quarterly lunch with Jessica; attended the Silverton Chamber Business Leaders meeting, and spent three weeks in Italy.

Jackie Franke attended a DeMuniz Legal Clinic fund raising dinner honoring Jason Myers. This event was in partnership with the Chemeketa Inside program to assist clients who need legal advice and assistance after they are released from prison; the Marion County Reentry Second Chance breakfast; a Council of Governments (COG) board meeting, executive committee meeting and annual planning meeting; quarterly lunch with Jessica; the ACCT conference, the Habitat for Humanity breakfast; and was a chaperone for the Welcome to Frogtown presentation at the Elsinore with a busload of second graders.

Diane Watson attended the First Thursday at 3, the ACCT Conference and the ACCT Diversity, Equity, and Inclusion committee meeting. Members of the committee were asked to submit board policies and best practices around diversity and they chose to highlight Chemeketa's Equity Scorecard, the Diversity Statement, and complimented the college's friendly public website.

Reports from the Administration

Jim Eustrom highlighted three community connections from Chemeketa staff and students:

- There was an article in the *Statesman Journal* about a Chemeketa student, Josh Briggs, who raised money to buy a new bike for a young person who had his bike stolen.
- The fifth annual Binational Health Fair was held on Saturday, October 12, that had over 90 volunteers from nonprofits who provided resources about health, legal, and social resources; many medical and dental professionals who provided free preventative health

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and dental exams and testing; dental and nursing students and staff were on hand to assist. Over 400 people were served, many of them were waiting in line at 3 am! Big thanks to Vivi Caleffi Prichard and the planning committee of Rosalba Aguilar, Grecia Perez Garcia, Manuel Guerra, and Esthela Zendejas. This event served a great need for the community.

- Lastly, the Friends of Pimpollo held a Tamale Trot run last weekend at Riverfront Park in downtown Salem. Many Chemeketa staff were involved and/or participated in the run. This event raised funds for the Oaxaca trip to build schools and provide supplies. These are just a few examples of how the college gives back to the community.

H. INFORMATION

Results of the 2018 Certification and Licensure Examinations

Johnny Mack thanked faculty for working with students in achieving the high pass rates. Faculty do not teach students to pass the tests, but to make them successful in their career fields. Ed asked what are the options for the students who do not pass the exam. Johnny said in most cases, students can re-take the exam twice. If they still do not pass, they take a refresher course and can retake the exam. If they still do not pass, they must go through the program again.

College Policies #1630, Endorsements; #2010, Concept of Administrative Organization; and #2110, President of the College/Chief Executive Officer and Clerk of the College Board of Education

Rebecca Hillyer presented three policies that were reviewed by David Hallett and a subcommittee made up of Ed Dodson, Jackie Franke, and Diane Watson. Board action will be requested in November. Referring to Policy 2110, Rebecca made a friendly amendment to No. 4 under Responsibilities and Duties to read: Reviewing the needs of the college for new construction, significant maintenance projects, and recommending needs to the College Board of Education.

I. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written. David recognized Heather McDaniel, Kylene Stevens, and Alice Sprague from Human Resources (HR) who were in the audience and thanked them and their staff for their work in HR.

Budget Status Report

Miriam Scharer reported there was nothing significant to report on the Statement of Resources and Expenditures, Budget Status Report, and the Status of Investments.

The Quarterly Update of Other Funds (non-general fund) was included in this month's report. Miriam referred to the report which itemizes other resources and obligations in both revenue-based and budget-based accounts. Miriam pointed out decreases in Auxiliary Services, Intra-College Services, and Athletics. The decrease in Athletics is due to the final payment that was made for the Ag Complex. The balance will increase as the year goes on. Student Financial Aid is about \$100,000 from where it was last year due to the increase in tuition and fees. However, financial aid was able to disburse awards more quickly due to streamlining the process and minimizing obstacles.

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Purchasing Report

Miriam Scharer reviewed the two purchasing items, Chemeketa Cooperative Regional Library Service (CCRLS) Leased Lit Fiber, and Budget Development and Financial Forecasting Software. Requests for Proposals (RFP) will go out and contract awards will be shared at the December board meeting. Miriam shared an update on a question from Terry Rohse at last month's board meeting about the on-call carpentry and the impact on classified staff who could do the work. Miriam, J.D. Wolfe, and Rory Alvarez met with Terry to discuss the scope of the work which required a high level of expertise on a larger scale.

Capital Projects Report

Rory Alvarez said the report stands as written. LED lighting improvements have been made on the first and second floor of Building 2 and burned out lights in the parking lots are being replaced. Ken Hector asked if there are any outstanding issues that need to be addressed as a result of the leaks from the new roof. Rory said the contractor has acknowledged responsibility and is working to repair the outstanding issues.

College Advancement Report July 2019–September 2019

David Hallett said the report stands as written and includes the grants submitted followed by the grants awarded, which is on the consent calendar. Julie Peters briefly reviewed the grant activities and highlighted the grants submitted and awarded. Julie introduced the new grants coordinator, Gaelen McAllister, who started on Monday.

Miriam Scharer interjected to introduce another new employee, John McAlvain, the new risk manager, who started two weeks ago.

Phillip Hudspeth, foundation director, said the foundation quarterly report stands as written. Neva Hutchinson encouraged everyone to attend the Holiday Market event on Friday, December 13, which is a special fundraising event for the college. Part of the proceeds from that night will go to the Student Relief fund and the food pantry. There will be light appetizers, wine tasting, and entertainment by the Chemeketa choir, as well as an opportunity to shop at the many booths before the weekend crowd.

Summer Term Enrollment Report

Fauzi Naas reported for summer term 2019, unduplicated headcount was down .8 percent and reimbursable FTE was down 3.6 percent (26 FTE) from last summer. The college budget is based on a 3 percent decline, and the college is hoping for increased enrollment winter and spring terms.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

President's Report

Jessica Howard reported this is the quarterly report on the activities of statewide governance groups including the Oregon Community College Association (OCCA), Higher Education

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Coordinating Council (HECC), Community Colleges and Workforce Development (CCWD), and the Oregon President's Council (OPC). Jessica highlighted the upcoming short legislative session and the advocacy plan which has three overarching strategic goals to 1) enable student success; 2) build advocacy capacity; and 3) increase influence with decision makers.

J. ACTION

Ken Hector moved and Ron Pittman seconded a motion to approve action items

No. 1-3:

1. Approval of College Policies #1530, Budget Officer; #1540, Custodian of Funds; #1610, Chemeketa Community College Board of Education Member Travel; and #1620, Depository of Funds [19-20-112]
2. Approval of On Call General Carpentry Services Contract Award [19-20-113]
3. Approval of Grants Awarded July 2019–September 2019 [19-20-114]
4. Acceptance of Program Donations July 1, 2019–September 30, 2019 [19-20-115]

The motion CARRIED.

K. APPENDICES

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

L. FUTURE AGENDA ITEMS

None were heard.

M. BOARD OPERATIONS

None were heard.

N. ADJOURNMENT

The meeting adjourned at 7:50 pm.

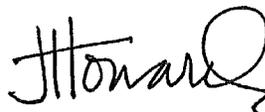
Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer



Date

ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

Prepared by

Riley Dunagan, ASC Executive Coordinator

ASC PAST EVENTS

Night Strike

- The first Night Strike of the academic year was organized by Israel Cortez (Community Engagement Coordinator) and Jerry Clark and occurred on October 17. Food was provided to all the volunteers before leaving for Portland to help serve the needs of the community's homeless under the Burnside Bridge. Jerry Clark reported that 29 student volunteers attended Night Strike which was the most students to volunteer since Jerry started taking students eight years ago.

Civil Discourse Event

- The ASC civil discourse event occurred on October 29, from 11 am–2 pm in the Student Center. The event gave students the opportunity to gain skills and learn to respect others' views and opinions, while having a civil discussion about controversial issues related to gun control. ASC received very positive feedback from all who attended and is planning on organizing another civil discourse event during winter term.

Halloween Club Fair

- The Halloween Club Fair occurred on October 31, from 11 am–2 pm in the Student Center. The event was a great success with over 100 students who signed up for the raffle while learning about the active clubs at Chemeketa and how they can get involved.

Free Intelligent Conversation

- On Saturday, November 2, the ASC teamed up with Linn Benton Community College to join the Free Intelligent Conversation movement. ASC had a great time learning from members of Linn Benton and engaging in conversation with community members at the Salem Riverfront Park.

ASC CURRENT EVENTS

Men's Wellness Group

- The Men's Wellness Group is facilitated by Joel Gisbert (Civic Engagement Coordinator) and meets weekly on Wednesdays from 5–6:30 pm in Building 2, Room 176. The group is focused on providing students with a more positive outlook on life while creating a strengthened support system among their male college peers.

ASC FUTURE EVENTS

Night Strike

- Night Strike is coordinated by Israel Cortez (Community Engagement Coordinator) and Jerry Clark. Those who sign up to volunteer will meet at 5 pm on December 2, in Building 2, Room 178. Food will be provided to all the volunteers before leaving for Portland to help serve the needs of the community's homeless under the Burnside Bridge.

MULTICULTURAL STUDENT SERVICES (MSS)

MSS PAST EVENTS

Día de los Muertos

- The Día de los Muertos event occurred on November 6, in Building 2, Room 177 from 12:30–3:30 pm to celebrate the Mexican holiday, Day of the Dead. The event consisted of music, food, and arts with guest artist and educator Samuel Becerra.

MSS FUTURE EVENTS

Indigenous People's Day

- Presented by Multicultural Student Services, this year's Indigenous People's Day will feature storytelling, singing, drumming and dance by Chemawa Indian High School's Performing Arts Club. Chemawa has provided guest educators and performers for this celebration since 2005. The event will occur on November 21, from 12:30–3:30 in Building 2, Room 177

CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Justus Ballard, President—Chemeketa Faculty Association

FOCUSING ON RETENTION AT COMMUNITY COLLEGES

To be clear: the college should continue to work to improve its systems and services in order to attract and retain students in our community. There are a number of people, particularly first-generation and underserved students, who will benefit greatly from receiving additional guidance in navigating and making sense of an unfamiliar environment, and who will be able to persist and succeed because of that.

With that said, there was a recent post by Matt Reed, Vice President for Academic Affairs at Holyoke Community College, in his blog *Confessions of a Community College Dean* that is worth reading in full, as it is an eloquent distillation of the importance of maintaining access as part of the community college mission.

The post is entitled “Other Minds” and was published on November 1, 2019. Here are several paragraphs from that post:

The idea behind public higher education, as opposed to private or for-profit, was to treat education as a public good. That entails, among other things, regarding students as more than just tuition-payers. A student who has to go on a sort of vision quest before returning isn't a failure, and the institution from which they walked away isn't a failure, either. The same holds with the student who had a family crisis, a mental health crisis, or a job loss. As we've shifted more of the cost of college onto students, colleges (and people who watch them) increasingly regard those as lost customers. But in autobiographical accounts, the fallacy of that label quickly becomes clear. Simply being there as an option for eventual return is a service.

If college is more than transactional, then its budget needs to be more than transactional, too. If public funding is sufficiently high and reliable that colleges can afford to treat students as the complicated people they are, with the dignity they deserve, we all win. Keep the college fully staffed when the economy is good and enrollments are down, so it can absorb the demand when the next recession hits. Keep its quality level up so it remains a viable option even when some folks are at other stages of their journeys.

A student who wandered away from college at 19, worked low-paid jobs for several years, and then returned to forge an impressive career shows up in our IPEDS stats as a dropout. We get publicly shamed for that. But we didn't fail. We provided chances, serially, for people to build the lives they wanted to build. We know that individually. We should know that collectively, too.

CHEMEKETA COMMUNITY COLLEGE CLASSIFIED EMPLOYEES ASSOCIATION (CCA)

Prepared by

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

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

Terry Rohse, President—Chemeketa Community College Classified Employees Association

WELCOME NEW CLASSIFIED EMPLOYEES AND NEW POSITIONS

- Gaelen McAllister was hired as an Instructional Coordinator/Analyst II in the Grants department on October 21, 2019. She most recently served as the Resource Development Manager for Garten Services. Before that McAllister coordinated science and art-based programs for elementary students on the Willamette campus. She is excited to return to Chemeketa where she first worked as an adjunct English instructor while her now-grown children attended the Child Development Center. When not at work, you can usually find her working on her house or her chickens' ever-expanding backyard range.
- On October 31, 2019, Emily Crilley was hired as the Departmental/Project Coordinator/Analyst for the Governance and Administration department.
- Albert Zapata was hired as a Custodian I in the Facilities Custodial department on November 4, 2019.

CCA SPONSORED EVENTS

- On October 31st, 2019, the association hosted their debut Mad Hatter's Tea Social. The event featured indoor croquet, a selfie station to take pictures in front of a Wonderland background, and delicious treats and beverages. Special thanks go to Trina Butler for designing and coordinating what the board hopes will be an annual event.



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- The association held their second annual Paint Night on November 8, 2019, that was facilitated by local painter and illustrator Katie Dillard. Twenty-two artists and future artists attended. Proceeds from the event will go into the Emergency Fund to help fellow classified employees in times of hardship.

CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

Lynn Irvin, Vice President—Chemeketa Community College Exempt Association
Adam Mennig, President—Chemeketa Community College Exempt Association

The exempt board met on Monday, November 4, to plan the fall term exempt association luncheon that will be held on December 4, following the Admin Team meeting.

A breakfast to recognize employees for 5 and 10 years of service was held on November 19. The following exempt employees were recognized for their milestones:

- 5 Years: Tom Howard, Isaac Talley, Brian Knowles, Ryan West, Sandi Kellogg, Rory Alvarez, Kylene Stevens, Shannon Eagles
- 10 Years: John Goodyear, Alice Sprague

ADVISORY COMMITTEES FOR 2019–2020

Prepared by

Johnny Mack, Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

Advisory committees play a significant role in the development of Chemeketa’s educational programs. Each year, recognized and respected specialists representing a cross-section of their occupational fields, are recruited from throughout the college’s district to serve three-year terms on career and technical advisory committees. The members, with their understanding of the needs of employers and employees in the community, provide assistance in developing and maintaining programs and curricula which reflect the needs of the workplace. There are close to 300 community members serving on college advisory boards.

Advisory committee membership lists for the 2019–2020 academic year are provided to the College Board of Education for review prior to approval at the December Board of Education meeting.

**Chemeketa Community College
Advisory Committees
2019–2020**

Role

Advisory committees play a vital role in advancing the college's preparation of a quality workforce to meet our district's employment needs. The committees serve as highly effective resources for continuous program improvement and evaluation. The influence of advisory committees in assisting the college to make wise decisions concerning the direction of career and technical education at Chemeketa is significant.

Advisory committees are composed of recognized and respected community members who represent a cross-section of their occupational field. College staff and current students also attend meetings to provide input on educational and workforce issues. Together, advisory committee members develop and implement an annual plan of work to assist programs in meeting the needs of career and technical students and to reflect the requirements of the work world.

Advisory Committees

- Accounting
- AgriBusiness Management
- Anesthesia Technician
- Automotive Technology
- Building Inspection Technology
- Business Management
- Business Technology
- Computer Information Systems
- Criminal Justice
- Dental Assisting
- Drafting Technology
- Early Childhood Education
- Electronic Technologies and Robotics
- Emergency Medical Technology
- Fire Protection
- Health Information Management
- Hemodialysis Technician
- Horticulture
- Hospitality and Tourism Management
- Human Services
- Machining Technology
- Medical Assisting
- Nursing Education
- Occupational Skills Training
- Pharmacy Technology
- Speech Language Pathology Assistant
- Visual Communications
- Welding Technology
- Wine Studies

**Accounting Advisory Committee
2019–2020**

Degrees and Certificates

Accounting Associate of Applied Science

Accounting Baccalaureate Preparation Certificate of Completion

Accounting Certificate of Completion

Payroll Certificate of Completion

Tax Preparation Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Jackson	Vickie	AccurAccounts, Inc.	Keizer
Vice Chair	Ray	Becky	NW Senior & Disability Services	Salem
Member	Blanchard	Michael	Johnson, Glaze & Co. CPAs, P.C.	Salem
Member	Miller	Alex	Alex Miller, CPA	Newberg
Member	Minto	Kristi	Hoots, Baker & Wiley PC	Salem
Program Dean	Taylor	R.	Chemeketa Community College	Salem

**AgriBusiness Management Advisory Committee
2019–2020**

Non-credit Workforce Training

Role on Committee	Last Name	First Name	Organization	City
Chair	Kolb	Sean	NWFCS	Salem
Vice Chair	Tietze	Deke	Columbia Bank	Salem
Member	Burkhead	Jenni	J Farms, LLC	Amity
Member	Duerst	Douglas	IOKA Farms, Inc.	Silverton
Member	Dusschee	Dan	Freedom Hill Vineyard	Dallas
Member	Goddik	Arne	Arne Goddik Farms	Dayton
Member	Kuenzi	Terry	Kuenzi & Company, LLC	Salem
Member	Quiring	Ron	Quiring Farms	Rickreall
Member	Pearmine McGargar	Molly	Pearmine Farms, Inc.	St. Paul
Member	Gamroth	Dennis	Pacific Risk Management, Inc.	Salem
Member	Belike	Terry	Belike Family Farms	Brooks
Member	Fitts	Joseph	Aldrich Advisors	Salem
Member	Stein	Ralph	Yamhill Vineyards	Yamhill
Ex-Officio Faculty	Sunderland	David	Chemeketa Community College	Salem
Ex-Officio Faculty	LaVine	Phil	Chemeketa Community College	Salem
Program Director	Sandrock	Jessica	Chemeketa Community College/Eola	Salem

**Anesthesia Technician Advisory Committee
2019–2020**

Degrees and Certificates

Anesthesia Technology Associate of Applied Science

Role on Committee	Last Name	First Name	Organization	City
Member	Bay	Nathan	Kaiser Permanente	Salem
Member	Clark	Lisa	Capalla Health	Unknown
Member	Craft	Gregory	Salem Health	Salem
Member	Douglas	Angela	Salem Health	Salem
Member	Dumanovsky	Alex	OAG PC Groups	Portland
Member	Hoover	Denise	Salem Health	Salem
Member	Johnson	Minda	River Road Surgery Center	Salem
Member	Scott	Jeanine	Salem Health	Salem
Member	Turner	Nancy	NW Permanente Medical Group	Keizer
Member	Vorderstrasse	Chris	Salem Health	Salem
Program Dean	Kellogg	Sandi	Chemeketa Community College	Salem

**Automotive Technology Advisory Committee
2019–2020**

Degrees and Certificates

Automotive Technology Associate of Applied Science

Automotive Body Repair Certificate of Completion

Automotive Entry Level Technician Certificate of Completion

Automotive Machining Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Pastre	Chris	Capitol Auto Group	Salem
Member	Bowyer-Gottfried	Amy	Oregon State Police	Salem
Member	DeLess	Steven	Capitol Toyota	Salem
Member	Gutierrez	Jose	Capital Transmission	Salem
Member	Jensen	Craig	Davison Auto Parts	Silverton
Member	Lucas	Shawn	Capitol Chevrolet Cadillac	Salem
Member	Peterson	Robert	Brooks Automotive	Brooks
Member	Ragan	Margaret	Northwest Automotive Trades Association	Portland
Member	Rife	Robert	AJ's Automotive	Salem
Program Dean	Cheyne	Larry	Chemeketa Community College	Salem

**Building Inspection Technology Advisory Committee
2019–2020**

Degrees and Certificates

Building Inspection Technology Associate of Applied Science
Building Inspector Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Member	Carlson	Dan	City of Wilsonville	Wilsonville
Member	Cuno	Ted	City of Woodburn	Woodburn
Member	Jones	Daryl	City of Silverton	Silverton
Member	Kennedy	Jeff	City of Independence	Independence
Member	Phelps	Jason	City of Hillsboro Building Department	Hillsboro
Member	Piercy	Janell	City of Portland, Bureau of Development Services	Portland
Chair	Tamerhoulet	Rebai	City of Salem	Salem
Program Director	Miller	Glen	Chemeketa Community College/Polk	Dallas
Ex-Officio	Salinas-Oliveros	Rebecca	Chemeketa CWE	Salem
Member	Scheid	Randy	Deschutes County	Redmond
Member	Stevenson	Mark	Josephine County	Grants Pass

**Business Management Advisory Committee
2019–2020**

Degrees and Certificates

Management Associate of Applied Science

Procurement and Supply Chain Management Associate of Applied Science

Procurement Management Certificate of Completion

Retail Management Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Molyneaux	Erin	Phiz Spa	Salem
Vice Chair	Bevington	Al	New York Life Insurance	Salem
Member	Cobos	Pam	MaPS Credit Union	Salem
Member	DeSantis	Ken	DeSantis Landscapes	Salem
Member	Jackson	Jay	DAS Policy	Salem
Member	Lamb	Sue	Dallas Retirement Village	Dallas
Member	Morris	John	Oregon State University College of Business	Corvallis
Program Dean	Taylor	R.	Chemeketa Community College	Salem

**Business Technology Advisory Committee
2019–2020**

Degrees and Certificates

Administrative Office Professional Associate of Applied Science
Accounting Administrative Assistant Associate of Applied Science Degree Option
Medical Administrative Assistant Associate of Applied Science
Virtual Office Assistant Associate of Applied Science Degree Option
Business Software Certificate of Completion
Business Technology Certificate of Completion
Office Fundamentals Certificate of Completion
Virtual Office Assistant Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Zavala	Sara	Marion County Sheriff's Office	Salem
Member	Adkins	Michele	Salem Electric	Salem
Member	Alderin	Stefanie	Westech Engineering, INC	Salem
Member	Gregg	Mel	City of Salem - Human Resources	Salem
Member	Sime	Kathy	Salem Police Dept	Salem
Program Dean	Taylor	R.	Chemeketa Community College	Salem

**Computer Information Systems Advisory Committee
2019–2020**

Degrees and Certificates

Computer Systems and Information Technology Associate of Applied Science
Computer Programming Certificate of Completion
Systems Administrator and Network Security Certificate of Completion
Web Developer Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Gawne	Andrew	Dept. of Consumer and Business Services	Salem
Vice Chair	Birkel	Judson	South Salem High School	Salem
Member	Bradfield	Eric	Salem Keizer Public Schools	Salem
Member	Casady	Chad	PH Tech	Salem
Member	Palacios	Dan	Dept. of Consumer and Business Services	Salem
Member	Rich	Kevin	Bookbyte	Salem
Member	Sheridan	Brian	Bookbyte	Salem
Member	Zavala	Francisco	Linn Benton Lincoln ESD	Albany
Program Dean	Taylor	R.	Chemeketa Community College	Salem

**Criminal Justice Advisory Committee
2019–2020**

Degrees and Certificates

Corrections Associate of Applied Science
Criminal Justice Associate of Applied Science
Juvenile Justice Associate of Applied Science
Law Enforcement Associate of Applied Science
Basic Corrections Certificate of Completion
Basic Law Enforcement Certificate of Completion
Juvenile Corrections Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Daniel	Mark	Mt. Angel Police Department	Mt. Angel
Member	Arthur	Dylan	Oregon Board of Parole & Post-Prison Supervision	Salem
Member	Fergus	Levi	Newberg-Dundee Police Department	Newberg
Member	Haines	Isaiah	Monmouth Police Department	Monmouth
Member	Hightower	Tracie	Oregon Youth Authority	Salem
Member	Landers	Jeremy	Marion County Sheriff's Office	Salem
Member	Miller	Skip	Salem Police Department	Salem
Member	Taylor	Don	Turner Police Department	Turner
Program Dean	Roache	Marshall	Chemeketa Community College	Brooks

**Dental Assisting Advisory Committee
2019–2020**

Degrees and Certificates

Dental Hygiene Bachelor of Science (Oregon Institute of Technology partnership)

Dental Assisting Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Carriger	Haylee	Kaiser Permanente	Salem
Vice Chair	Estrada	Melissa	NW Dental Arts & Sleep Therapy	Salem
Member	Frankel	Jennifer	NW Dental Arts & Sleep Therapy	Salem
Member	Snyder	Dr. Luisa	Private Practice	Salem
Member	Ray	Dr. Tricia	Private Practice	Salem
Member	Woolsey	Dr. Matthew	Private Practice	Dallas
Member	Zimmerman	Rachel	Dr. Eyre-Dental Practice	Salem
Program Dean	Kellogg	Sandi	Chemeketa Community College	Salem

**Drafting Technology Advisory Committee
2019–2020**

Degrees and Certificates

Computer-Assisted Drafting (CAD) Associate of Applied Science

Architectural Drafting Certificate of Completion

Computer-Assisted Drafting (CAD) Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	DeLeon	Eric	OBEC Consulting Engineers	Salem
Member	Benthin	Lyndsay	Jacobs	Corvallis
Member	Crabb	Sean	MSC Engineers, Inc.	Salem
Member	Dibble	Robert	Oregon Department of Transportation	Salem
Member	Galindo	Jahaziel	Galindo Drafting & Design LLC	Salem
Member	Merritt	Josh	Lenity Architecture	Salem
Member	Reichelderfer PE	Barry	Evergreen Engineering, Inc.	Eugene
Member	Tallan	Todd	Westech Engineering	Salem
Member	Washburn	Christopher	Valley Fabrication Corp.	Salem
Program Dean	Cheyne	Larry	Chemeketa Community College	Salem

**Early Childhood Education Advisory Committee
2019–2020**

Degrees and Certificates

Early Childhood Education Associate of Applied Science

Early Childhood Education Certificate of Completion

Infant/Toddler Certificate of Completion

Preschool Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Weatherly	Cheryl	Salem-Keizer Head Start	Salem
Member	Barrows	Wendy	Mid-Willamette Valley Community Action Head Start	Salem
Member	Cagle	Mary Jane	North Salem High School	Salem
Member	Hamilton	Tanya	Family Building Blocks	Salem
Member	Harnisch	Lisa	Early Learning Hub	Salem
Member	Hawkins	Heather	Parent of student in lab school	Salem
Member	Suefert	Julie	Community Action Head Start	Salem
Member	Vandehey	Shannon	Community Action Child Care Resources	Salem
Program Dean	Taylor	R.	Chemeketa Community College	Salem

**Electronic Technologies and Robotics Advisory Committee
2019–2020**

Degrees and Certificates

Electronic Engineering Technician Associate of Applied Science
Computer Electronics Associate of Applied Science Option
Industrial Electronics Associate of Applied Science Option
Process Control Technology Associate of Applied Science Option
Renewable Energy Management Associate of Applied Science Option
Electronics Certificate of Completion
Process Control Certificate of Completion
Network Technology Essentials Certificate

Role on Committee	Last Name	First Name	Organization	City
Chair	Cunningham	Joseph	Oregon Department of Transportation	Salem
Vice Chair	Grunberg	Keith	Hunter Communications	Keizer
Member	Baily	Scott	Test Products International	Beaverton
Member	Bennett	Joan	Retired Industry Member	Salem
Member	Blair	Ray	CISCO Systems	Lake Oswego
Member	Haider	Laer	Oregon DHS, OHA	Salem
Member	Halleen	Eric	Fortinet	Salem
Member	Harris	Blain	Dallas Glass	Dallas
Member	Hughes	David	FLIR Systems	Wilsonville
Member	Luebbers	Dominic	Oregon State Police	Salem
Member	Pashley	Brian	Micro Systems Engineering, Inc.	Lake Oswego
Member	Rosanbalm	Michael	AF7U	Aumsville
Member	Scott	John	Truitt Bros. Inc.	Salem
Member	Vargas	Eric	Oregon Department of Transportation	Salem
Program Dean	Cheyne	Larry	Chemeketa Community College	Salem

**Emergency Medical Technology Advisory Committee
2019–2020**

Degrees and Certificates

Paramedicine Associate of Applied Science

Role on Committee	Last Name	First Name	Organization	City
Chair	Brumfield	Todd	Dallas Fire Department	Dallas
Member	Bauscher	Will	Corvallis Fire Department	Corvallis
Member	Black	Matt	Falck Ambulance	Salem
Member	Bohrer-Clancy	Jesse	Silverton Hospital	Silverton
Member	Fleck	Don	Public Member	Mt. Angel
Member	Grimes	Toni	Woodburn Ambulance	Woodburn
Member	Hanifan	Amy	McMinnville Fire Department	McMinnville
Member	Mauer	Adam	Santiam Hospital	Stayton
Member	Mayfield	Mike	Polk County Fire District #1	Independence
Member	McMann	Kyle	Marion County Fire District #1	Salem
Member	Russell	Ryan	Keizer Fire District	Keizer
Member	Schulze	Damon	Sheridan Fire District	Sheridan
Program Dean	Roache	Marshall	Chemeketa Community College	Brooks

**Fire Protection Technology Advisory Committee
2019–2020**

Degrees and Certificates

Fire Prevention Associate of Applied Science

Fire Suppression Associate of Applied Science

Fire Service Supervision and Management Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Blanco	Hector	Keizer Fire District	Keizer
Member	Cane	Jason	Oregon Office of State Fire Marshall	Salem
Member	Hadley	Greg	Salem Fire Department	Salem
Member	Haven	Alex	Newberg Fire	Newberg
Member	Hoxie	Sean	Dallas Fire Department	Dallas
Member	Hume	Alan	Sublimity Fire District	Sublimity
Member	McMann	Kyle	Marion County Fire District #1	Salem
Member	Olsen-Fink	Julie	DPSST	Salem
Member	Schulze	Damon	Sheridan Fire District	Sheridan
Program Dean	Roache	Marshall	Chemeketa Community College	Brooks

**Health Information Management Advisory Committee
2019–2020**

Degrees and Certificates

Health Information Management Associate of Applied Science

Role on Committee	Last Name	First Name	Organization	City
Member	Brainard	Susan	Santiam Hospital	Stayton
Chair	Robinson	Alice	Legacy Health	Salem
Member	Burkett	Floyd	Department of Corrections OSCI/SCI/MCCF/OSP-M	Salem
Member	Deaton	Kathy	WVP Medical Group	Dallas
Member	Layton	Michelle	Salem Clinic	Salem
Member	Smith	Adriene	Salem Clinic	Salem
Vice Chair	Spears	Lisa	WVP Boulder Creek Clinic	Salem
Program Dean	Kellogg	Sandi	Chemeketa Community College	Salem

**Hemodialysis Technician Advisory Committee
2019–2020**

Degrees and Certificates

Hemodialysis Technician Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Member	Beatty	Kendall	Fresenius Medical Care	Beaverton
Member	Chan	Dexter	Fresenius Medical Care	Portland
Member	Gomez	Debbie	Fresenius Medical Care	Portland
Member	Kaczor-Roach	Stacy	DaVita	Salem
Member	Mohindra	Misha	Not Listed	Corvallis
Member	Rodriguez	Trish	DaVita	Portland
Member	Sheeley	Kyle	DaVita	McMinnville
Member	Stowell	Casey	Fresenius Medical Care	Mt Lakes/ Portland
Program Director	Davis	Paul	Chemeketa Yamhill Valley Campus	McMinnville

**Horticulture Advisory Committee
2019–2020**

Degrees and Certificates

Horticulture Associate of Applied Science
Horticulture Associate of Science

Role on Committee	Last Name	First Name	Organization	City
Chair	Tancredi	Val	Retired	Salem
Chair	Zielinski	Josh	Alpha Nursery	Salem
Member	Bailey	Rod	Alder Springs Enterprises	Salem
Member	Colman	Bruce	Woodburn Nursery and Azaleas	Woodburn
Member	Fernandez-Salvador	Javier	OSU Marion County Extension	Salem
Member	Fischer	Jim	Retired	Salem
Member	Hibbard-Swanson	Jared	Marion-Polk Food Share	Salem
Member	Knobloch	Brenda	Salem-Keizer Education Foundation	Salem
Member	Stone	Jeff	Oregon Association of Nurseries	Wilsonville
Member	Weeks	Bradley	Weeks Berry Nursery	Keizer
Ex-Officio Faculty	Schilling	Joleen	Chemeketa Community College	Salem
Program Director	Sandrock	Jessica	Chemeketa Community College/Eola	Salem

**Hospitality and Tourism Management Advisory Committee
2019–2020**

Degrees and Certificates

Hospitality and Tourism Management Associate of Applied Science
Event Management Certificate of Completion
Food and Beverage Management Certificate of Completion
Lodging Management Certificate of Completion
Tourism and Travel Management Certification of Completion
Hospitality and Tourism Management Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Member	Campuzano	Kara	Salem Conference Center	Salem
Member	Zebisch	Monty	Independence Hotel	Independence
Member	Dodge	Ron	Oregon Department of Education	Salem
Member	Erickson	John	MERC	Portland Metro
Member	Fahey	Ryan	Spirit Mountain	Grand Ronde
Member	Fitzgerald	Kristi	Confetti Cupcake	McMinnville
Member	Huey	Sean	Spirit Mountain	Grand Ronde
Member	Jaworski	Chris	COHO Services	Willamette Valley
Member	Knapp	Jeff	Visit McMinnville	McMinnville
Member	McColly	Marla	ORLA	Wilsonville
Member	Melton	Ginger	Aimbridge Hospitality	Salem
Member	Neskahi	Kinji	Hilton	Salem
Member	Nieto-Centeno	Courtney	Independence Hotel	Independence
Member	Paraskevas	Alex	Sedcor	Independence
Member	Thompson	Krista	Kiwanda Hospitality Group	Pacific City
Member	Bakun	Irena	ORLA	Wilsonville
Member	Perle	Ben	Atticus Hotel	McMinnville
Member	Popkin	Wendy	ORLA	Wilsonville
Member	Sittisuphachoke	Jeff	Spirit Mountain	Grand Ronde
Member	Tzeo	Meuy	Holiday Inn Express	Keizer
Director	Paul	Davis	Chemeketa	McMinnville

**Human Services Advisory Committee
2019–2020**

Degrees and Certificates

Addiction Studies Associate of Applied Science

Social Services Associate of Applied Science

Addiction Counselor Certification Preparation Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Member	Blea	Phillip	Marion County Behavioral Health	Salem
Member	Davis	Trish	Marion County Behavioral Health	Salem
Member	Deets	Kyle	Catholic Community Services	Salem
Member	Erb	Ashley	Shangri-La	Salem
Member	Hill	Beth	Shangri-La	Salem
Member	Jenne	Maureen	Emergence Addiction & Behavioral Therapies	Eugene
Member	Lief	Jennifer	Polk County Mental Health & Addiction Services	Dallas
Member	Northcott	Kevin	Bridgeway Recovery Services	Salem
Member	Pritt	Tanya	Milestones Family Recovery	Corvallis
Member	Salazar-Allen	Jackie	Partnerships in Community Living, Inc.	Salem
Member	Walker	Che	Partnerships in Community Living, Inc.	Monmouth
Member	Winningham	Robert	Western Oregon University	Monmouth
Program Dean	Kellogg	Sandi	Chemeketa Community College	Salem

**Machining Technology Advisory Committee
2019–2020**

Degrees and Certificates

Computer-Aided Design/Computer-Aided Manufacturing (CAD/CAM) Associate of Applied Science

Basic Manufacturing Technician Certificate of Completion

Computer-Aided Manufacturing (CAM) Fundamentals Certificate of Completion

Computer Numerically Controlled (CNC) Operator Certificate of Completion

Manual Machine Operator Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Benjamin	John	SECO Tools Inc	Tualatin
Member	Amsden	Chris	Allied Systems	Sherwood
Member	Braswell	Alen	ATI Cast Products	Salem
Member	Burns	Ron	River City Machine	Salem
Member	Davis	Jeremiah	A-dec	Newberg
Member	Domeyer	Kaleb	DWFritz Automation, Inc.	Salem
Member	Hickman	Jim	West Salem Machinery	Salem
Member	Jones	Travis	Innovative Manufacturing and Design	Salem
Member	Keyser	Mike	Hill Brothers Machine	Salem
Member	Mead	Brian	Allied Systems	Sherwood
Member	Ulven	Mike	Ulven Companies	Hubbard
Member	Witmer	Steve	DMG Mori	Wilsonville
Member	Yager	Phillip	Northwest UAV	McMinnville
Program Dean	Cheyne	Larry	Chemeketa Community College	Salem

**Medical Assisting Advisory Committee
2019–2020**

Degrees and Certificates

Medical Assisting Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Powers	Nichole	Kaiser Permanente	Salem
Vice Chair	Deaton	Kathy	WVP Medical Group	Dallas
Member	Armstrong	Janette	Salem Health	Salem
Member	Blair	Tashina	Grand Ronde	Grand Ronde
Member	Dodson	Stacie	Samaritan Health	Corvallis
Member	Easterly	Kenna	Willamette Valley Clinics	McMinnville
Member	Eldridge	Michelle	WVP Medical Group	Salem
Member	Irving	Loretta	OSCI	Salem
Member	Kunis	Debbie	West Hills Healthcare	McMinnville
Member	Opitz	Heather	West Hills Healthcare	McMinnville
Member	Pollard	Kimberly	Salem Clinic	Salem
Member	Strong	Alexis	Silver Falls Dermatology & Allergy	Stayton
Member	Turnidge	Pearl	Willamette ENT	Salem
Member	Lares	Judy	Woodburn Pediatric	Woodburn
Member	Martinez	Celina	Woodburn Pediatric	Woodburn
Member	King	Marcie	WVMC	McMinnville
Member	Alinari	Shelli	Santiam Health	Corvallis
Member	Bone	Michael	WVMC	McMinnville
Member	A	Melissa	Cascade Foot Center	Salem
Member	McGregor	Wendy	WVP Health	Salem
Member	Behrend	Lisa	PMC	McMinnville
Member	Maxwell	Bailie	PMC	McMinnville
Member	Nichols	Caitlin	Silver Falls Dermatology	Salem
Program Director	David	Paul	Chemeketa Yamhill Valley Campus	McMinnville

**Nursing Education Advisory Committee
2019–2020**

Degrees and Certificates

Nursing Associate of Applied Science
Practical Nursing Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Member	McCallum	Angi	Dallas Retirement Village	Dallas
Vice Chair	Sheets	Geralyn	Silverton High School	Silverton
Member	Blair	Damion	Oregon State Hospital	Salem
Member	Carver	Sabrina	Providence Benedictine Nursing Center	Mt. Angel
Member	Fifer	Pamela	George Fox University School of Nursing	Newberg
Chair	Irving	Loretta	Oregon Department of Corrections	Salem
Member	Raikes	Christopher	Oregon State Hospital	Salem
Member	Rivera	Amanda	McKay High School Health Occupations	Salem
Member	Rothenberger	Katrina	Marion County Health Department	Salem
Member	Scheel	Julianne	Willamette Valley Medical Center	McMinnville
Member	Shubin	Desi	Willamette Valley Medical Center	McMinnville
Member	Stenger	Cynthia	Samaritan Health Services	Corvallis
Chair	Wolfe	Sarah	Salem Hospital	Salem
Program Dean	Kellogg	Sandi	Chemeketa Community College	Salem

**Occupational Skills Training Advisory Committee
2019–2020**

Degrees and Certificates

Occupational Skills Training Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Mallery	Elizabeth	South Salem Vocational Rehabilitation Services	Salem
Member	Canida	Karla	Salem-Keizer School District	Salem
Member	Garren	Steve	Oregon DMV	Salem
Member	Johnson	Neil	WorkSource Oregon	Salem
Member	Machado	Jessica	US Dept Veterans Affairs	Salem
Member	Marinos	Deborah	Adaptability for Live	Silverton
Member	Nichols	Marilyn	Oregon State Hospital	Salem
Member	Persels	Dawn	Department of Corrections	Salem
Member	Punzel	Sandy	Retired Industry Member	Silverton
Member	Sisemore	Linda	North Salem Vocational Rehabilitation Services	Salem
Member	Ulrich	Marilyn	Oregon Employment Department Trade Act.	Salem
Member	Young	Cheryl	Marion-Polk Food Share	Salem
Program Dean	Cheyne	Larry	Chemeketa Community College	Salem

**Pharmacy Technology Advisory Committee
2019–2020**

Degrees and Certificates

Pharmacy Management Associate of Applied Science
Pharmacy Technician Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Christopher	Elizabeth	Pharmacy Technician	Salem
Member	McCain	Kristyn	Fred Meyer	Salem
Vice Chair	Aysheh	Nesreen	Pharmacy Technician	Salem
Member	Grant	Amber	Pill Box	Silverton
Member	Wells	Kenneth	Oregon State University	Junction City
Member	Zimmerman	Steven	Salem Hospital	Salem
Program Dean	Kellogg	Sandi	Chemeketa Community College	Salem

**Speech-Language Pathology Assistant Advisory Committee
2019–2020**

Degrees and Certificates

Speech-Language Pathology Assistant Associate of Applied Science

Speech-Language Pathology Assistant Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	Price	Jennie	Intermountain ESD	Pendleton
Vice Chair	Ginley	Susan	Portland State University	Portland
Member	Charlton	Reese	Mighty Oaks Speech Therapy Center	Albany
Member	Allman	Shannon	Hermiston School District	Hermiston
Member	Gage	Susan	Salem Keizer School District	Salem
Member	Roberts	Heidi	Shepherd Health Care System	Hermiston
Member	Regan	Valerie	Private Practice, Adjunct	Portland
Program Director	Davis	Paul	Chemeketa Yamhill Valley Campus	McMinnville

**Visual Communications Advisory Committee
2019–2020**

Degrees and Certificates

Graphic Design Associate of Applied Science
Interactive Media Associate of Applied Science Option

Role on Committee	Last Name	First Name	Organization	City
Chair	Lyon	Jessica	Pivot	Turner
Member	Bolesky	Jeremy	Leopold Ketel & Partners	Portland
Member	Cardwell	Duane	Cardwell Creative	Salem
Member	Mair Lowery	Matt	Wire Creative	Milwaukie
Member	Schelar	Brooke	Common Era Collective	Salem
Member	Thomas	Vin	Fixel	Salem
Member	Wright	Mike	Willamette University	Salem
Program Dean	Taylor	R.	Chemeketa Community College	Salem

**Welding Technology Advisory Committee
2019–2020**

Degrees and Certificates

Welding Fabrication Associate of Applied Science

Welding Certificate of Completion

Arc Welding Certificate of Completion

MIG Welding Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Vice Chair	Johnson	Marty	Self-employed	Salem
Member	Bender	Bob	Retired Industry Member	Salem
Member	Fery	Eric	Ag Chains Plus, Inc.	Sublimity
Member	Harris	Sam	GK Machine	Salem
Member	Jones	Douglas	Zephyr Engineering	Salem
Member	Torresdal	Jerald	Salem-Keizer School District-CTEC	Silverton
Program Dean	Cheyne	Larry	Chemeketa Community College	Salem

**Wine Studies Advisory Committee
2019–2020**

Degrees and Certificates

Vineyard Management Associate of Applied Science
Winemaking Associate of Applied Science
Vineyard Operations Certificate of Completion
Wine Hospitality Operations Certificate of Completion

Role on Committee	Last Name	First Name	Organization	City
Chair	O'Brien	Betty	Elton Vineyards	Salem
Member	Beck	Jeanne	Crawford Beck Vineyard	Amity
Member	Boskov	Bree	Oregon Wine Board	Portland
Ex-Officio Faculty	Brose	Johnny	Chemeketa Community College/Eola	Salem
Member	Casteel	Ted	Bethel Heights Vineyards	Salem
Member	Chambers	Marie	Oregon Wine Board	Portland
Member	Clair	Christine	Willamette Valley Vineyards	Turner
Member	Crank	Don	Hawks View Vineyards	Sherwood
Member	Davis	Andrew	The Radiant Sparkling Wine Company, LLC	Carlton
Member	Spearman-Eskelsen	Nicole	Salem Keizer Public Schools	Salem
Member	Ford	Lowell	Illahe Vineyards	Salem
Recording Secretary	Jensen	Megan	Chemeketa Community College/Eola	Salem
Member	Keegan	Eugenia	Jackson Family Wines	Yamhill
Member	Moore	Shane	Northwest Vineyard Service	Amity
Member	Olson	Mary	Airlie Winery and Dunn Forest Vineyard	Monmouth
Member	Panichkul	Victor	Stoller Family Estate	Dayton
Member	Skinkis	Patricia A.	Oregon State University	Corvallis
Member	Thomson	Steve	Cristom Vineyards	Salem
Member	West	Paden	Isabelle Meunier Consulting	McMinnville
Program Director	Sandrock	Jessica	Chemeketa Community College/Eola	Salem
Member	Vidrine	Cheney	Union Wine Company	Tualatin
Member	Weichold	Karl	Erath Vineyards	Dundee

2019–2020 KEY DATES FOR PLANNING, BUDGET, AND ASSESSMENT

Prepared by

Julie Peters, Director—Organizational Effectiveness
Rich McDonald, Director—Budget and Finance
Miriam Scharer, Vice President/Chief Financial Officer

The 2019–2020 Key Dates for Planning, Budget and Assessment is provided to the members of the College Board of Education for review.

Information-2
November 20, 2019

2019–2020 Key Dates for Planning, Budget, and Assessment

Date	Activity
July–October 2019	Academic programs review program data and learning outcomes assessment results completed in 2018–2019 and conduct analyses for continuous improvement planning Executive Team reviews the College's 7-year strategic plan and institutional data, reviews/updates internal/external environmental scan, and develops Strategic Initiatives (placemat) to prioritize college efforts and resources
Fall Term 2019	
September 5, 2019	Draft strategic initiatives are presented to the Board of Education for feedback and affirmation
September – October 2019	Academic programs and service areas identify annual goals and plan current year's work in planning document based on program and assessment data and departmental needs analysis
October 2019	Institutional Research collects and populates data for Strategic Initiatives (placemat) Key Institutional Measures
October 2019	Executive Team finalizes Strategic Plan. Prior year's Strategic plan is archived
October 31, 2019	Academic & Service Area Program Plans due electronically to deans/directors for review
November 2019	Departments use core themes and strategic initiatives to prepare budget adjustment worksheets for 2020–2021 fiscal year
November 13, 2019	President's Advisory Council reviews Budget Principles & Financial Environment document
November 15, 2019	Budget Adjustment worksheets due to division heads (Executive Deans, Associate VP, or VP)
November 20, 2019	College Board of Education reviews Key Dates for 2019–2020 Planning, Budget & Assessment
November 21 – December 9, 2019	Budget Adjustment worksheets reviewed by division heads (Executive Deans, Associate VP, or VP)
December 2019	Executive Team reviews progress towards strategic and operational initiatives
December 2019	Executive Team reviews and prioritizes division budget adjustments
December 9, 2019	Fall Academic learning outcome assessment results due from instructors
December 18, 2019	College Board of Education reviews Budget Principles & Financial Environment document
Winter Term 2020	
January 2020	Executive Team reviews draft of 2020–2021 compiled budget adjustments
January 15, 2020	College Board of Education reviews Budget Committee meeting dates, the 2020–2021 tuition and fee recommendation, and the calendar for the 2020–2021 budget process

Information-2
November 20, 2019

Date	Activity
January 22, 2020	Winter Board of Education Workshop & Budget Committee Orientation
January 28, 2020	Executive Team budget discussions finalized
February 19, 2020	College Board of Education adopts resolutions setting Budget Committee meeting dates and the tuition and fee rates for 2020–2021 and approves the calendar for the 2020–2021 budget process
March 2019	President's all-staff budget update Executive Team reviews progress towards strategic and operational initiatives
March 23, 2020	Winter academic learning outcome assessment results due from instructors
Spring Term 2020	
April 8, 2020	First Budget Committee meeting: Budget Committee charge, election of officers, and President's budget message, presentation of budget: general fund
April 15, 2020	Second Budget Committee meeting: Presentation of budget: other funds, discussion, and potential approval of budget
April 22, 2020	Third (optional) Budget Committee meeting
April 24, 2020	All college planning day; college closed to the public
May 20, 2020	College Board of Education holds Public Hearing—2020–2021 Proposed Budget
June 2020	Executive Team reviews progress towards strategic and operational initiatives
June 15, 2020	Spring academic learning outcome assessment results due from instructors
June 24, 2020	College Board of Education adopts 2020–2021 Budget Board declares Budget Committee vacancies
June 30, 2020	2019–2020 fiscal year ends
Summer Term 2020	
July 1, 2020	2020–2021 fiscal year begins
July 2020	Adopted budget posted to public Website and the Employee Dashboard
July–October 2020	Academic programs and service areas review prior year's outcomes assessment data and conduct analyses for plans Executive Team reviews the College's 7-year strategic plan and institutional data, reviews/updates internal/external environmental scan, and develops Strategic Initiatives (placemat) to prioritize college efforts and resources

**COLLEGE POLICIES #1710—CONFLICT OF INTEREST AND ETHICS;
#1750—HARASSMENT/DISCRIMINATION; AND #1753—CONSENSUAL RELATIONSHIPS**

Prepared by

Rebecca Hillyer, General Counsel
David Hallett, Vice President—Governance and Administration
Jessica Howard, President/Chief Executive Officer

CONFLICT OF INTEREST AND ETHICS—POLICY #1710

This policy was last reviewed by the board in January 2016. The main changes are to the headings and grammatical edits. In paragraph number one the word “any” was added to the last sentence for clarification. In paragraph two, line five “are involved” was added, again helping clarify who is considered a relative by statute.

HARASSMENT/DISCRIMINATION—POLICY #1750

This policy was last reviewed by the board in December 2016. There are two substantial edits to this policy. The first edit is on the second page under the heading “Basis for Determination”. This edit represents changes in case law around the topic of Harassment/Discrimination. The last major edit is on page three under the heading “Retaliation”. The group working on this policy wanted the retaliation statements to be the same as the language in all of the college’s policies. This retaliation statement is now consistent with other college policies.

CONSENSUAL RELATIONSHIPS—POLICY #1753

This policy was last reviewed by the board in June 2016. The definition of retaliation was changed to be consistent with other policies. Also, the definition of student was changed to include the 12 preceding months and not just currently enrolled students.

For the above noted policies, the new language is underlined and the former language has been stricken with lines through the text. These policies were reviewed by the President’s Advisory Council and will be recommended for approval by the College Board of Education at the December board meeting.

College Board of Education Series—1000

CONFLICT OF INTEREST AND ETHICS

Chemeketa Community College employees, officers, and agents, ~~or otherwise~~, irrespective of whether they are compensated for such services (e.g., college administration, staff, faculty, board members, volunteers, and agents of the college) are considered “public officials” per Oregon Ethics Law.¹

Public officials are prohibited from the following:

1. ~~**FINANCIAL AND/OR PERSONAL GAIN**~~ **Financial and/or Personal Gain**
Using their office for *financial and/or personal gain* or to avoid a *financial and/or personal detriment* for themselves or their family members. Family members are considered to be: spouse; children; siblings; spouse of siblings; parents; persons of to whom the public official have a legal duty to support; persons of to whom the public official provides benefits through the public official’s public employment; and any person who provides benefits to a public official or candidate through the person’s employment.
2. ~~**CONFLICT OF INTEREST**~~ **Conflict of Interest**
A conflict of interest may exist whenever any action, decision, or recommendation by the public official in their official capacity, may lead to the private financial and/or personal gain or avoid a financial and/or personal detriment of the public official, family member of the public official, or a business with which any of the family members as defined in paragraph one (1) above are involved. When a conflict of interest may occur, the public official must provide notification of such conflict of interest and withdraw from any such action. Refer to college Procedure #1710 PRO for additional information about conflict of interest disclosure and/or withdrawals.
3. ~~**GIFTS**~~ **Gifts**
Public officials are prohibited from soliciting or accepting, directly or indirectly, honoraria, rebates, gifts, monies, gratuities, services, promises of contract for future award, or compensation from any single source that could reasonably be known to have a financial, personal, administrative, or other interest. A gift is defined as something of economic value given to a public official or their family members without payment or other consideration of equivalent value. Gifts may include, but are not limited to, meals, textbooks for personal use, and trips.

¹ ORS 244 Government Ethics Law and Oregon Government Ethics Law—Guide for public Employees and 2011–2015 Legislative Update supplement.

College Board of Education Series—1000

CONFLICT OF INTEREST AND ETHICS (continued)

This prohibition does not apply to the receipt of an honorarium, or a certificate, plaque, commemorative token, or other item with a value of less than \$50, or honoraria received for services performed in relation to the public official's private profession, occupation, avocation, or expertise.

June 26, 1991
Adopted College Board of Education
February 15, 2006; September 23, 2009;
January 20, 2016
Revised College Board of Education

College Board of Education Series—1000

HARASSMENT/DISCRIMINATION

Chemeketa Community College is committed to maintaining a workplace in which everyone can achieve their full potential without being impeded by unlawful discrimination or harassment. The intent of this policy is to impress upon everyone at every level the seriousness of this commitment and strongly encourage everyone to report any conduct that they perceive to be discriminatory or harassing in nature.¹

Harassment or discrimination is prohibited when it is based on any of the following protected classes:

- Race²
- Color²
- Ethnic origin¹²
- National origin¹²
- Religion²
- Age³
- Disability⁴
- Sex (see Sexual Harassment, Discrimination and Misconduct Policy #1751)^{2, 6, and 13}
- Sexual orientation (See see Sexual Harassment, Discrimination and Misconduct Policy #1751)^{11 and 13}
- Gender identity/expression (See see Sexual Harassment, Discrimination and Misconduct Policy #1751)^{11 and 13}
- Family relationships⁹
- Marital status¹¹
- Pregnancy and related conditions⁷
- Citizenship status⁵
- Protected Veterans status⁸
- Tobacco usage during non-working hours¹⁰
- Genetic information¹⁴
- Victim of domestic violence¹⁵
- Whistle blower¹⁶

¹ See also Policies 1751, 1752, and 1753.

² The Civil Rights Act of 1964—Title VII and ORS 659A.006.

³ Age Discrimination in Employment Act of 1967, Older Workers Benefit Act of 1990 and ORS 659A.030.

⁴ The Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Americans with Disabilities Act Amendment of 2008 and ORS 659A.112.

⁵ Immigration Reform and Control Act of 1986.

⁶ Equal Pay Act of 1963 and ORS 659A.029.

⁷ Pregnancy Discrimination Act of 1978 and ORS 659A.029.

⁸ The Veterans Reemployment Act of 1974 and Uniform Service Employment and Reemployment Rights Act of 1994.

⁹ The Civil Rights Act of 1964 § 1981, 1983.

¹⁰ ORS 659A.315.

¹¹ ORS 659A.006.

¹² The Civil Rights Act of 1964 § 1981, 1983.

¹³ Title IX of the Education Amendment of 1972.

¹⁴ ORS 659A/Genetic Information Non-Discrimination Act of 2008 (GINA) § 202.

¹⁵ ORS 659A.270.

¹⁶ ORS 659A.199.

College Board of Education Series—1000

HARASSMENT/DISCRIMINATION (continued)

Any conduct relating to these protected classes is prohibited when:

1. Submission to such conduct is made, either implicitly or explicitly, a term or condition of employment or academic performance; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic performance; or
3. Such conduct is severe or pervasive and has the purpose or effect of the following:
 - Unreasonably interfering with any individual's work or academic performance; or
 - Creating an intimidating, hostile, or offensive work or academic environment.

Basis for Determination

Chemeketa will make the determination of harassment/discrimination based on ~~whether a "reasonable person" in the same situation as the person making the claim would have found the behavior to be a violation of this policy~~ the preponderance of the evidence standard, the totality of the situation, and from the reasonableness of the complainant's (or the person making the complaint) perspective.

Examples

Conduct that could be a violation of this policy includes, but is not limited to:

Verbal Actions

- Jokes that stereotype a protected class
- Teasing that stereotypes a protected class
- Comments that stereotype a protected class
- Hostile comments about a protected class
- Name-calling or nicknames

Physical Actions

- Displaying or distributing offensive pictures
- Physical violence or hostility based on a protected classes
- Gesturing based on a protected class
- Encroaching on a person's physical space
- Repeated unwelcome social invitations, phone calls, texting, social media contact, email, or notes

College Board of Education Series—1000

HARASSMENT/DISCRIMINATION (continued)

Applicability

This policy applies to all college employees and students, anyone serving in a supervisory capacity on behalf of the college, and vendors and members of the general public.

Sanctions

Any employee engaging in behavior prohibited by this policy is subject to discipline, up to and including; termination, subject to any association contract; or state or federal law.

Any student engaging in behavior prohibited by this policy is subject to the disciplinary processes as set forth in Chemeketa's Students' Rights and Responsibilities handbook.

Any vendor engaging in behavior prohibited by this policy may have their contract cancelled; within the terms and conditions of their contract.

Any member of the general public engaging in behavior prohibited by this policy may be trespassed from campus.

Retaliation

~~It is critical that everyone feel free to come forward with complaints or concerns regarding inappropriate conduct. Retaliation against any person for making a complaint or for providing information concerning a complaint is prohibited. Any acts of retaliation may result in a sanction as outlined in the sanction portion of this policy.~~

Chemeketa prohibits retaliation against an individual or group of individuals involved in any of the following:

- Filing a complaint or report under this policy
- Filing an external complaint
- Participating in a disciplinary process
- Providing information concerning a complaint or participating in an investigation
- Opposing in a reasonable manner an action believed to constitute a violation of this policy

Retaliation can take many forms, including, but not limited to, verbal or physical abuse, threats of violence, and/or intimidation. Actions are considered retaliatory when they have a materially adverse effect on the working, academic, or college-controlled living environment of an individual, or that hinder the individual from effectively carrying out their college responsibilities. Individuals engaging in retaliatory acts are subject to discipline as described in this policy.

College Board of Education Series—1000

HARASSMENT/DISCRIMINATION (continued)

June 26, 1991

Adopted College Board of Education

November 15, 2000; July 26, 2006;
October 17, 2007; October 21, 2009;
April 17, 2013; December 20, 2016

Revised College Board of Education

College Board of Education Series—1000

CONSENSUAL RELATIONSHIPS

General Statement

Chemeketa Community College is committed to providing its students, employees, and clients with an environment focused on learning and growth. The college has a responsibility to promote an atmosphere of professionalism, respect, and trust and to prevent any appearance of impropriety.

Employees involved in a consensual relationship with other employees or students potentially jeopardize this commitment. When one person in the relationship has power over the other because of their position at the college, a consensual relationship can raise questions of fairness, may undermine the integrity of decisions, and can also create a hostile and unacceptable environment for others.

Intent of Policy

While the college is not interested in intruding on the personal lives of employees, consensual relationships can affect the ability of an employee to carry out the responsibilities of ~~his/her~~ their job and affect the performance of others. This policy is intended to balance the interests of the college, of students, and of employees.

Policy

Employees involved in a consensual relationship, or in what appears to be a consensual relationship, with another employee or student are prohibited from supervising or making grading decisions related to that person.

Examples of relationships that prevent an employee from supervising or making grading decisions are as follows:

- Supervisor in a consensual relationship with a person ~~he/she~~ they supervises;
- Faculty member and a student enrolled in ~~his/her~~ their class;
- Employee in a position to make or influence decisions about students while in a consensual relationship with a student.

Applicability

This policy applies to all college employees, ~~or~~ anyone serving in a supervisory capacity on behalf of the college, and vendors when they are interacting with college personnel.

Sanctions

Any person who engages in behavior prohibited by this policy is subject to discipline that may include termination, subject to any association contract that may apply. In the case of vendors, violation of college policy may be a breach of the contract between the college and the vendor.

College Board of Education Series—1000

CONSENSUAL RELATIONSHIPS (continued)

Retaliation

~~It is critical that everyone feel free to come forward with complaints or concerns regarding inappropriate conduct. Retaliation against any person for making a complaint or for providing information concerning a complaint is prohibited. Any acts of retaliation may result in a sanction as outlined in the sanction portion of this policy.~~

Chemeketa prohibits retaliation against an individual or group of individuals involved in any of the following:

- Filing a complaint or report under this policy
- Filing an external complaint
- Participating in a disciplinary process
- Providing information concerning a complaint or participating in an investigation
- Opposing in a reasonable manner an action believed to constitute a violation of this policy

Retaliation can take many forms, including, but not limited to, verbal or physical abuse, threats of violence, and/or intimidation. Actions are considered retaliatory when they have a materially adverse effect on the working, academic, or college-controlled living environment of an individual, or that hinder the individual from effectively carrying out their college responsibilities. Individuals engaging in retaliatory acts are subject to discipline as described in this policy.

Compliance

In consensual relationships involving employees, or employees and students, it is the responsibility of the person with the most power or perceived power to make explicit arrangements to assure that the decision-making processes will be fair and without favoritism. Employees should work with their supervisor in making arrangements to ensure compliance with this policy.

Pre-existing consensual relationship with a student

If an employee has a pre-existing consensual relationship with a student, the student should be discouraged by the employee from the following:

- Enrolling in courses taught by the employee;
- Entering into work situations in which ~~he/she~~ the student would be supervised by the employee.

If a student enrolls in a course or works under the supervision of an employee where a consensual relationship exists, it is the responsibility of the employee to make explicit arrangements with ~~his or her~~ their supervisor to ~~assure~~ ensure compliance with this policy.

College Board of Education Series—1000

CONSENSUAL RELATIONSHIPS (continued)

Pre-existing consensual relationship with an employee

If an employee has a pre-existing consensual relationship with another employee and a reassignment occurs which requires one of the employees to exercise supervisory, appointment, or grievance adjustment authority over the other, it is the responsibility of the person with the most power to make explicit arrangements with ~~his or her~~ their supervisor to ~~assure~~ ensure compliance with this policy.

Definitions

Consensual Relationship

A close personal relationship of a romantic or sexual nature between willing participants who both are of legal age and possess legal capacity.

Employee

Any person employed by Chemeketa Community College, including managers, classified staff, salaried or adjunct faculty, ~~hourly~~, part-time hourly, and student employees.

Pre-existing Relationship

A consensual relationship that exists prior to one party to the relationship having a position of power over the other party.

Student

~~Any person currently enrolled in a Chemeketa course.~~

A student is anyone who has enrolled in any Chemeketa course, regardless of the number of credits, within the 12 months preceding the relationship. In the event there is an alleged violation of this policy, an individual's student status will be determined based on the context associated with the complaint.

July 26, 2006

Adopted College Board of Education

February 17, 2010; May 15, 2013;

June 22, 2016

Revised College Board of Education

PERSONNEL REPORT

Prepared by

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

NEW HIRES AND NEW POSITIONS

Emily J. Crilley, Department/Project Coordinator/Analyst—Foundation, Marketing and Public Relations, Governance and Administration Division, replacement, 100 percent, 12-month assignment, Range C-1, Step 2.

Shawn E. Keebler, Department Technician II—Foundation, Marketing and Public Relations, Governance and Administration Division, limited duration assignment, 100 percent, 12-month assignment, Range B-2, Step 1.

Rita Martinez-Salas, Instructional Specialist—Yamhill Valley campus, Instruction and Student Services Division, replacement, 100 percent, 12-month assignment, Range B-3, Step 4.

Gaelen A. McAllister, Instructional Coordinator/Analyst II—Organizational Effectiveness, Governance and Administration Division, replacement, 100 percent, 12-month assignment, Range C-2, Step 5.

John R. McIlvain, Manager-Safety and Risk Management—College Support Services Division, replacement, 100 percent, 12-month assignment, Range C-4, Step 5.

Laura J. Moreno, Student Services Assistant—Student Recruitment, Enrollment and Graduation Services, Student Development and Learning Resources Division, limited duration assignment, 100 percent, 12-month assignment, Range B-1, Step 1.

Sonney J. Wolfe, Financial Services Technician—Business Services, College Support Services Division, replacement, 100 percent, 12-month assignment, Range B-1, Step 3.

POSITION CHANGES

Rosalba E. Aguilar De Luna, Department Technician I-11 month—Academic Development, Regional Education and Academic Development Division, replacement, 100 percent, 11-month assignment, Range B-1, Step 11, from Department Technician I-10 month—Academic Development, Regional Education and Academic Development Division.

Sherrie L. Magarrell, Department Technician II—Liberal Arts, General Education and Transfer Studies Division, replacement, 100 percent, Range B-2, Step 11, from Department Technician II—Agricultural Sciences and Wine Studies, Regional Education and Academic Development Division.

Standard Report-1
November 20, 2019

Mary E. Scamahorn, Administrative Coordinator—Instruction and Student Services Division, replacement, 100 percent, Range C-1, Step 8, from Executive Assistant—General Education and Transfer Studies Division.

Ian L. Snyder, Department Technician II—College Support Services and Information Technology, College Support Services Division, replacement, 100 percent, Range B-2, Step 2, from Department Technician II—Health, Human Performance and Athletics, General Education and Transfer Studies Division.

RETIREMENTS

Timothy A. “Tim” Merzenich, Instructor-Math Learning Center—Math, Engineering and Computer Sciences, General Education and Transfer Studies Division, effective December 31, 2019.

John R. Whitney, Instructor-English as a Second Language—Academic Development, Regional Education and Academic Development Division, effective December 31, 2019

BUDGET STATUS REPORT

Prepared by

Katie Bunch, Director—Business Services
Rich McDonald, Director—Budget and Finance
Miriam Scharer, Associate Vice President/Chief Financial Officer
Jessica Howard, President/Chief Executive Officer

The financial reports of the general fund and investments for the period from July 1, 2019, through October 31, 2019, 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 October 31, 2019

**Chemeketa Community College
Statement of Resources and Expenditures
As of October 31, 2019**

Fund 100000 - General Fund Unrestricted

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET	VARIANCE TO BUDGET
Resources:				
Property Taxes	22,320,000	239,036	1.07%	(22,080,964)
Tuition and Fees	23,290,000	8,005,305	34.37%	(15,284,695)
State Appropriations - Current	33,800,000	25,213,326	74.60%	(8,586,674)
Indirect Recovery	1,900,000	486,750	25.62%	(1,413,250)
Interest	1,200,000	182,499	15.21%	(1,017,501)
Miscellaneous Revenue	450,000	275,169	61.15%	(174,831)
Transfers In	200,000	-	0.00%	(200,000)
Fund Balance	9,000,000	-	0.00%	(9,000,000)
Total Resources	92,160,000	34,402,085	37.33%	(57,757,915)
Expenditures:				
Instruction	36,152,193	8,103,278	22.41%	28,048,915
Instructional Support	12,204,178	3,682,087	30.17%	8,522,091
Student Services	8,048,693	2,489,197	30.93%	5,559,496
College Support Services	16,524,353	5,284,016	31.98%	11,240,337
Plant Operation and Maintenance	6,930,583	1,846,641	26.64%	5,083,942
Transfers and Contingency	10,800,000	1,829,001	16.94%	8,970,999
Total Expenditures	90,660,000	23,234,220	25.63%	67,425,780
Unappropriated Ending Fund Balance	1,500,000			

Chemeketa Community College
Budget Status Report
As of October 31, 2019

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	8,167,151.00	2,611,137.23	5,219,634.80	336,378.97
6120	Classified Salaries	12,272,459.00	3,785,707.77	7,719,601.16	767,150.07
6124	Part-Time Hourly & Student Wages	1,447,065.00	367,670.42	-	1,079,394.58
6130	Faculty Salaries	17,004,758.00	3,960,943.02	12,277,282.78	766,532.20
6132	Part-Time Faculty	7,000,000.00	1,206,561.81	779,793.53	5,013,644.66
6510	Fixed Fringe Benefits	9,419,193.00	2,945,758.53	-	6,473,434.47
6511	Variable Fringe Benefits	14,767,996.00	3,704,870.71	-	11,063,125.29
6512	Other Fringe Benefits	380,000.00	83,129.00	-	296,871.00
	Subtotal Personnel Services	70,458,622.00	18,665,778.49	25,996,312.27	25,796,531.24
					26.49%
Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,736,421.00	251,231.52	-	1,485,189.48
720	Equipment \$500-\$4,999	270,530.00	42,083.07	-	228,446.93
7300	Legal Services	106,176.00	15,035.98	40,600.00	50,540.02
7310	Insurance	619,162.00	506,517.82	-	112,644.18
7320	Maintenance	445,720.00	75,159.64	18,737.93	351,822.43
7330	Communications	873,853.00	211,490.08	-	662,362.92
7340	Space Costs	1,887,134.00	348,638.47	52,045.75	1,486,449.78
7350	Staff Development	128,491.00	55,486.06	-	73,004.94
7360	Travel	372,140.00	70,299.10	-	301,840.90
7370	Other Services	2,799,881.00	1,065,292.35	587,564.97	1,147,023.68
7550	Capital Outlay	161,870.00	98,206.36	-	63,663.64
8150	Transfers Out	4,800,000.00	1,829,000.56	-	2,970,999.44
8500	Contingency	6,000,000.00	-	-	6,000,000.00
	Subtotal Non-Personnel Services	20,201,378.00	4,568,441.01	698,948.65	14,933,988.34
					22.61%
	Report Totals	90,660,000.00	23,234,219.50	26,695,260.92	40,730,519.58
					25.63%

STATUS OF INVESTMENTS AS OF OCTOBER 31, 2019

<u>Oregon State Treasurer Investments</u>	<u>Investment Ending Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Rate as of 10-31-2019</u>
Oregon Short-Term Fund - General	10-31-2019	On demand	\$17,288,972.31	2.45%
Oregon Short-Term Fund - Capital	10-31-2019	On demand	\$10,120,666.61	2.45%
<u>Other Investments</u>	<u>Investment Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Yield</u>
Discount Note – Federal Home Loan Bank	09-14-2018	11-15-2019	\$2,975,775.42	2.476%
Corporate Note – Wells Fargo Bank	09-14-2018	12-06-2019	\$2,997,065.83	2.737%
Corporate Note – Toyota Motor Credit Corp.	09-14-2018	01-10-2020	\$2,993,053.33	2.699%
Discount Note – Federal Home Loan Bank	09-14-2018	02-11-2020	\$2,986,763.75	2.587%
Discount Note – Federal Farm Credit Bank	09-14-2018	03-05-2020	\$2,953,665.00	2.600%
Corporate Note – Bank of America	11-20-2018	04-21-2020	\$2,968,206.76	3.150%
Corporate Note – Westpac Banking Corp.	11-26-2018	05-26-2020	\$2,962,740.00	3.154%
Corporate Note – JP Morgan Chase	01-11-2019	06-23-2020	\$1,991,610.00	3.145%
Corporate Note – Bank of Nova Scotia	02-08-2019	07-14-2020	\$2,974,840.00	2.853%
Corporate Note – Australia & New Zealand Bank Group	03-22-2019	08-19-2020	\$1,989,177.78	2.655%
Corporate Note – Toronto Dominion Bank	04-24-2019	09-17-2020	\$2,022,035.00	2.578%
Corporate Note – JP Morgan Chase	02-08-2019	10-15-2020	\$2,069,732.57	2.930%

13 week Treasuries 1.51% as of 10/31/2019

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

CAPITAL PROJECTS REPORT

Prepared by

Rory Alvarez, Director—Facilities and Operations
JD Wolfe, Associate Vice President/Chief Information Officer
Miriam Scharer, Vice President/Chief Financial Officer

PLANNING AND PRE-PLANNING CAPITAL PROJECTS

- **Building 5 Heating, Ventilation and Air Conditioning (HVAC)**
Building 5 HVAC failed in August. Facilities is working with procurement and a design team on a new plan that would consist of HVAC, controls, and new grid throughout the building.
- **Agricultural Complex**
Design development continues with partners on the final design. The design team is working with the college to identify areas for cost savings while maintaining all essential functions of the program. The design team completed 75 percent of the drawings and presented them to the college this month. The drawings will provide the ability to evaluate the cost of the project and determine if the need to continue to search for areas for cost savings is necessary.
- **Building 9 Boilers**
The college is working with Energy Trust of Oregon and PAE, engineering consultant, to create a plan to replace the aging boilers that serve Building 9. There are added incentives right now for this work. The college is looking at all the options and pricing available to upgrade this older equipment.
- **Advising and Counseling Carpet and Paint**
New carpet will be installed and new paint applied during the planned furniture moves happening December 5–13, in the Advising and Counseling office on the first floor of Building 2. This project is taking place simultaneously with a substantial rearrangement of furniture in the office which provided a unique opportunity to complete the work.
- **Storage Yard Improvements**
An expanded gravel foundation and drainage improvements are being planned in the facilities storage yard located on south campus. The gravel foundation will support two additional storage containers along with the three that are existing and allow vehicles to easily access them. This project will also add area drains needed to remove storm water from the yard along with an asphalt pad for mower maintenance. These improvements are being planned with an additional storage building in mind to address current storage needs.

CURRENT AND COMPLETED CAPITAL PROJECTS

- **Summer Roof Projects**
Roof work on both Building 2 and Building 9 is complete. Warranty documents have been received for Building 9 (10 years) and are pending for Building 2 (30 years).

Standard Report-3
November 20, 2019

- **Building 53 Drainage**
Minor additions and repairs are being made to the storm drain system around Building 53 which houses the Department of Human Services (DHS). In the past, storm water would overflow onto the main sidewalk during a substantial rain causing clients of DHS to get their feet wet. This work will also solve landscape issues on the north side of the building where lack of drainage causes mowers to become stuck.

See Appendix–2; Campus Map pages 83–84.

COLLEGE SAFETY ACTIVITIES AND PLANNING

Prepared by

John McIlvain, Emergency and Risk Manager
Sheila Lorance, Interim Public Safety Director
JD Wolfe, Associate Vice President/Chief Information Officer
Miriam Scharer, Vice President/Chief Financial Officer

The purpose of this report is to advise the College Board of Education on the safety actions taken at Chemeketa in 2019. The Chemeketa Emergency Management Committee continues to plan, test, improve and respond with improvements on an ongoing basis.

1. Public Safety continues to provide active threat training in all sessions of new employee orientation (NEO).
2. Public Safety, the Title IX Coordinator and Student Life conducted training on Title IX, campus safety and active threat through the student leadership program.
3. The emergency alert system was successfully tested at all campuses/locations.
4. In May, 2019, an evacuation drill was conducted at all campuses/locations.
5. Active threat training was offered on a weekly basis from January through March 15, 2019, for faculty and part-time/adjunct faculty.
6. Training was provided for the Building Evacuation Coordinators (BECs). The BECs were an integral part of the evacuation drill that was held in May, 2019.
7. Specific office area trainings and walk-throughs were done for staff at the Salem campus and Brooks center. These are done by the Risk Manager and Public Safety Director on a request basis as part of general office safety planning.
8. Public Safety officers have been trained and certified in crisis intervention. This is designed to help guide interactions between our officers and those living with a mental illness.
9. A limited duration full-time officer was hired to provide coverage at the Center for Business and Industry (CCBI).
10. RAVE and InFormacast training were conducted for all public safety staff.
11. An agreement was made with the Marion County Sheriff's Office, providing shared office space in Building 14 with public safety officers and sheriff's deputies. This allows deputies assigned to the newly formed East Salem Service District a place to write reports while on duty and encourage a stronger working relationship with Chemeketa public safety officers.
12. Executive Team met with emergency managers and reviewed the Emergency Operations Center (EOC) book and handouts.

Standard Report-4
November 20, 2019

13. Currently in the process of updating the Brooks Training Center's safety warning and notification systems.
14. In the last year, Information Technology has taken steps to increase the viewing ability and stability of the security camera system across the district.
15. Information Technology conducted a cyber phishing drill in support of National Cyber Security month activities on October 17, 2019.
16. Information Technology has entered the second phase of the camera systems modernization project as of October 29, 2019. Thirty-seven cameras/lenses have been installed/updated at Salem, Brooks, CCBI, Polk, Woodburn and Eola. They have also added video servers and new network switches to boost the recording reliability of the system.
16. The new Emergency and Risk Manager, John McIlvain started on October 14, 2019.
17. Great Oregon ShakeOut earthquake exercise tips and emergency preparedness info was emailed to Chemeketa employees on October 17, 2019.
18. On October 24, 2019, Theresa Masse, the first Cyber Security advisor in Oregon to the U.S. Department of Homeland Security, provided a presentation on what tools and techniques cyber-criminals use and how they take advantage of social media. Employees had an opportunity to ask her questions in the Q & A portion of her presentation.
19. The college is currently recruiting for a Public Safety Director.

STUDENT SUCCESS DATA POINTS

Prepared by

Fauzi Naas, Director—Institutional Research
David Hallett, Vice President—Governance and Administration
Jessica Howard, President/Chief Executive Officer

The quarterly report on data points of course pass rates and completion will be presented to the members of the College Board of Education for review.

- Career and Technical Education
- Transfer
- Academic Development

RECOGNITION REPORT

Prepared by

Jessica Howard, President/Chief Executive Officer

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

RYAN WEST, director of Financial Aid, earned the designation of Certified Financial Aid Administrator (CFAA) from the certifying body of the National Association of Student Financial Aid Administrators (NASFAA). This certification indicates Ryan possesses the foundational knowledge and skills to effectively administer Title IV federal student aid and has demonstrated industry-related experience, successfully passed a comprehensive exam, and affirmed commitment to the standards for ethical behavior that have long been a hallmark of the financial aid profession. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

TERRI JACOBSON, project coordinator/analyst for Marketing and Public Relations, received a gold medallion for a firefighting photo from the National Council for Marketing and Public Relations (NCMPR). The photo will be advancing to the nationals. Also, the 50th anniversary logo created by Visual Communications student Josh Anderson earned a bronze medallion. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Thanks to ZACHARY YAMADA, systems analyst in Information Technology (IT), for arranging a presentation by Theresa Masse, cybersecurity advisor to the Department of Homeland Security, on October 24, in the Building 6 Auditorium. Following her presentation, Theresa joined panel members GRISHA APERNAS, JESSICA HOWARD, J.D. WOLFE, and ZACHARY YAMADA for a question and answer session. October was National Cybersecurity Awareness month and Chemeketa's Information Security team engaged the college in a number of activities and shared tips to promote a safe and secure environment for our students, staff, and faculty. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

November is Career Development Month. Thanks to COUNSELING AND CAREER SERVICES for offering some career-related workshops. BLANCA AGUIRRE, counselor presented two workshops, "Find Your Path! How to Choose a Career and Introduction to Oregon Career Information System;" and LORI GILLESPIE, career coach, presented Stop Thinking . . . Start Doing. *(Core Theme: Student Success—Students' progress and complete their educational goals.)*

Thanks to PHILLIP HUDSPETH, foundation director, and JON TERRAZAS, veterans' coordinator, for organizing the first veterans' recognition luncheon on November 5. PAUL EVANS, communications instructor and House Representative for District 20, was the guest speaker. Over 30 veteran college employees were honored and thanked for their service to our country and our college. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Standard Report-6
November 20, 2019

The Oregon Community College Association (OCCA) annual fall conference, “Finding Your Why, Personalizing the Community College Mission” was held on November 6–8 at Salishan. VIVI CALEFFI PRICHARD and ALICE SPRAGUE presented a breakout session on “So You are Not in Portland: A Practical Guide for Diversity, Equity, and Inclusion Work Outside of the Metro.” *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

DIANE WATSON, board chair, and BETSY EARLS, board member, received Dedicated Service Awards from OCCA for their eight years of service on the Chemeketa Board of Education at the Howard Cherry Awards on November 7. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups)*

Separate Action-1
November 20, 2019

**APPROVAL OF RETIREMENT RESOLUTIONS
NO. 19-20-10, TIMOTHY A. "TIM" MERZENICH AND NO. 19-20-11, JOHN R. WHITNEY
[19-20-116]**

Prepared by

David Hallett, Vice President—Governance and Administration

The College Board of Education honors employees who retire after years of service to the college. Attached are resolutions honoring Timothy A. "Tim" Merzenich and John R. Whitney who retire effective December 31, 2019.

It is recommended that the College Board of Education adopt Resolution No. 19-20-10, Timothy A. "Tim" Merzenich and No. 19-20-11, John R. Whitney.

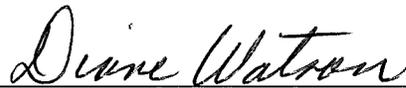
Separate Action-1
November 20, 2019

**RETIREMENT RESOLUTION NO. 19-20-10,
TIMOTHY A. "TIM" MERZENICH**

WHEREAS, Timothy A. "Tim" Merzenich began his 30-year, 4-month association, as a salaried employee, with Chemeketa Community College in September, 1989; and

WHEREAS, Timothy A. "Tim" Merzenich gave dedicated service to Chemeketa Community College currently as Instructor-Math Learning Center, Math, Engineering and Computer Sciences Department of General Education and Transfer Studies Division; therefore,

BE IT RESOLVED, that upon his retirement date of December 31, 2019, the College Board of Education hereby honors and commends Timothy A. "Tim" Merzenich for his loyalty, dedication and personal commitment to Chemeketa Community College.



Diane Watson
Board Chairperson



Jessica Howard
President/Chief Executive Officer

Separate Action-1
November 20, 2019

**RETIREMENT RESOLUTION NO. 19-20-11,
JOHN R. WHITNEY**

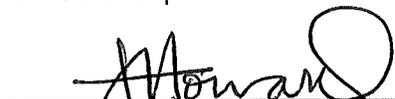
WHEREAS, John R. Whitney began his 21-year, 4-month association, as a salaried employee, with Chemeketa Community College in September, 1998; and

WHEREAS, John R. Whitney gave dedicated service to Chemeketa Community College currently as Instructor-English as a Second Language, Academic Development Department of Regional Education and Academic Development Division; therefore,

BE IT RESOLVED, that upon his retirement date of December 31, 2019, the College Board of Education hereby honors and commends John R. Whitney for his loyalty, dedication and personal commitment to Chemeketa Community College.



Diane Watson
Board Chairperson



Jessica Howard
President/Chief Executive Officer

Separate Action-1
November 20, 2019

**RETIREMENT RESOLUTION NO. 19-20-11,
JOHN R. WHITNEY**

WHEREAS, John R. Whitney began his 21-year, 4-month association, as a salaried employee, with Chemeketa Community College in September, 1998; and

WHEREAS, John R. Whitney gave dedicated service to Chemeketa Community College currently as Instructor-English as a Second Language, Academic Development Department of Regional Education and Academic Development Division; therefore,

BE IT RESOLVED, that upon his retirement date of December 31, 2019, the College Board of Education hereby honors and commends John R. Whitney for his loyalty, dedication and personal commitment to Chemeketa Community College.

Diane Watson
Board Chairperson

Jessica Howard
President/Chief Executive Officer

**APPROVAL OF COLLEGE POLICIES #1630—ENDORSEMENTS;
#2010—CONCEPT OF ADMINISTRATIVE ORGANIZATION; AND
#2110—PRESIDENT OF THE COLLEGE/CHIEF EXECUTIVE OFFICER AND CLERK OF
THE COLLEGE BOARD OF EDUCATION
[19-20-117]**

Prepared by

Rebecca Hillyer, General Counsel
David Hallett, Vice President—Governance and Administration
Jessica Howard, President/Chief Executive Officer

ENDORSEMENTS—POLICY #1630

This policy was last reviewed by the board in March 2015. There are no recommended changes to this policy.

CONCEPT OF ADMINISTRATIVE ORGANIZATION—POLICY #2010

This policy was last reviewed by the board in July 2016. The only recommended change from the sub-committee of board members is giving the board its formal title to keep with current policy standards.

**PRESIDENT OF THE COLLEGE/CHIEF EXECUTIVE OFFICER AND CLERK OF THE
COLLEGE BOARD OF EDUCATION—POLICY #2110**

This policy was last reviewed by the board in July 2016. There are several substantive changes to this policy. The first is the removal of the title “Clerk of the College Board of Education,” as this title is no longer used in statute. Chief Executive Officer (CEO) is spelled out making it more formal. Number four on page one changes the first word from “Studying” to “Reviewing”, which is more accurate. The last change is the addition of the last sentence. The sub-committee wanted the president’s duty listed that they will use discretion when dealing with sensitive matters.

The proposed changes are underlined and the former language has been stricken with lines through the text.

It is recommended that the College Board of Education adopt college policies #1630—Endorsements, #2010—Concept of Administrative Organization, and #2110—President of the College/Chief Executive Officer and Clerk of the College Board of Education to become effective immediately.

College Board of Education Series—1000

ENDORSEMENTS

The Chemeketa Community College Board of Education, as a nonpartisan, policy-making body, shall not endorse any candidate(s) seeking local, state, or national elected office. The College Board of Education shall not endorse any local, state, or national issue, unless the issue directly relates to college operations or would otherwise impact the college.

As individuals, College Board of Education members may make endorsements, but must make it clear they are not acting on behalf of the College Board of Education.

June 26, 1991

Adopted Board of Education

February 15, 2006; October 21, 2009;

March 18, 2015

Revised

Administrative Series—2000

CONCEPT OF ADMINISTRATIVE ORGANIZATION

The basic authority for the administration of Chemeketa Community College resides in the office of the college president/chief executive officer. The college president/chief executive officer derives authority from the Chemeketa Community College Board of Education. The college president/chief executive officer is responsible for the formulation of college policies requiring College Board of Education approval; all recommendations for College Board of Education action; and the implementation of College Board of Education policies, college procedures, and other actions.

The college president/chief executive officer may delegate functions to employees. These duties and responsibilities are outlined as a guide to incumbents in these positions. They do not in any way limit the responsibility or basic authority of the college president/chief executive officer for the administration of any part of the district's function.

The college president/chief executive officer shall be responsible for preparing an administrative organization chart and updating it annually. A copy of the organizational chart will reside in the office of the college president/chief executive officer, and will be posted on the internal website and available on request.

July 17, 1985

Adopted College Board of Education

March 15, 2006; February 17, 2010;

March 20, 2013; July 20, 2016

Revised College Board of Education

Administrative Series—2000

**~~PRESIDENT OF THE COLLEGE/CHIEF EXECUTIVE OFFICER AND CLERK OF
THE COLLEGE BOARD OF EDUCATION~~**

General Responsibility

The Chemeketa Community College president/chief executive officer shall serve as the chief executive officer ~~and clerk for the College Board of Education~~. The administration of ~~Chemeketa Community College~~ the college in all of its aspects shall be delegated to the president/chief executive officer. The president/chief executive officer shall perform other administrative duties as may be assigned by the College Board of Education. When acting as the chief executive officer ~~and clerk~~, the president/~~CEO~~ chief executive officer serves the College Board of Education in areas of specific board interest.

RESPONSIBILITIES AND DUTIES

A. The college president/chief executive officer assists the College Board of Education by:

1. Being responsible for implementing/administering the general policies of the college as approved by the College Board of Education, the rules and regulations of the Higher Education Coordinating Commission and laws of the State of Oregon as defined in the statutes.¹
2. Initiating policies for the College Board of Education consideration and developing related administrative procedures and evaluating the effectiveness of ~~board~~ College Board of Education policies and college procedures.
3. Administering the planning, development, and maintenance of a positive educational program in conformity with the adopted policies of the College Board of Education.
4. ~~Studying~~ Reviewing the needs of the college for new construction, significant maintenance projects, and recommending needs to the College Board of Education.
5. Keeping the College Board of Education regularly informed of the progress and conditions of the college.

B. The college president/chief executive officer is responsible for:

1. Preparing all agendas for meetings of the College Board of Education.
2. Attending all meetings of the College Board of Education and participating in all its deliberations.

¹ ORS Chapter 341.

Administrative Series—2000

**PRESIDENT OF THE COLLEGE/CHIEF EXECUTIVE OFFICER AND CLERK OF
THE COLLEGE BOARD OF EDUCATION** (Continued)

3. Informing the College Board of Education about the appointment of all contracted employees.
4. Employing qualified college personnel, defining duties, terms and conditions and providing contracts as required and overseeing all personnel actions.
5. Conducting continuous studies of the development and needs of the college and keeping the College Board of Education and the public informed.
6. Supervising the preparation and administration of the annual budget with recommendations for adoption.
7. All other responsibilities not explicitly retained by the College Board of Education through policy and/or statute.

C. The college president/chief executive officer serves as:

1. The college and district representative to meetings and conferences with federal, state, and local accrediting associations and other agencies requiring college participation. The college president/chief executive officer may delegate this responsibility if necessary.
2. The college and district representative to meetings, conferences, and public events deemed to be of value to the college. The college president/chief executive officer may delegate a portion of this service to other college officials in accordance with the best interests of the college.
3. Ex-officio member or guest of, and has a right to attend, all committee or organizational meetings held in college facilities or related to college activities.
4. For meetings and activities related to labor relations, or other sensitive matters, the college president/chief executive officer should exercise discretion.

July 17, 1985

Adopted Board of Education

March 15, 2006; February 17, 2010

July 20, 2016

Revised College Board of Education

Action-2
November 20, 2019

**APPROVAL OF THE LEARNING MANAGEMENT
SYSTEM CONTRACT AWARD
[19-20-118]**

Prepared by

P. Kevin Walther, Procurement Management Analyst
Miriam Scharer, Vice President/Chief Financial Officer

LEARNING MANAGEMENT SYSTEM

A Request for Proposal (RFP) for a Learning Management System was advertised on the college's Procurement Services Website, the State of Oregon Procurement Information Network (ORPIN), and in the *Statesman Journal* on July 15, 2019.

Three proposals were received and opened immediately following the solicitation closing on August 15, 2019, at 2 pm. The firms that submitted proposals, and the Learning Management System they offered, were:

Blackboard, Incorporated, Washington, DC—Blackboard Learn Ultra
D2L, Limited, Townson, MD—Brightspace
Instructure, Incorporated, Salt Lake City, UT—Canvas

Two proposals were determined to be responsive and subsequently evaluated in accordance with the solicitation document's evaluation criteria. Some of the evaluation criteria included the firm's background, history and performance, student and faculty experience, content management, technical requirements, reporting and analytics, implementation plan, and customer service and account management.

It is recommended that the College Board of Education approve the award of the contract for the Canvas Learning Management System, to Instructure, Incorporated, the most responsive and responsible proposer, contingent upon successful contract negotiations.

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.

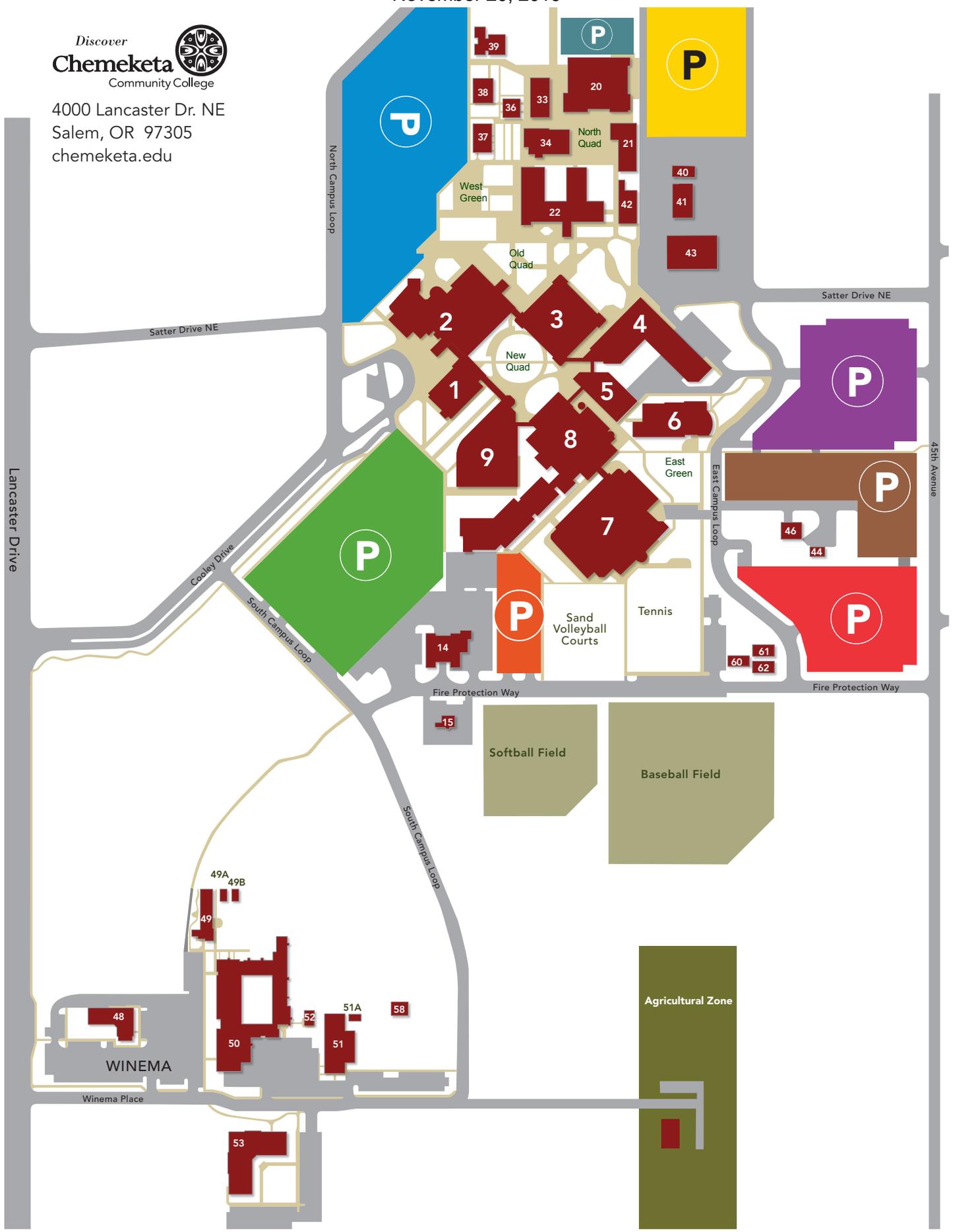
Innovation – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

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
November 20, 2019



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



Appendix-2
November 20, 2019

Salem Campus

Building and Primary Function(s)

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

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

Area or Service—Building/Room

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

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

Instructional Department Offices

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

Restrooms

SINGLE OCCUPANCY

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

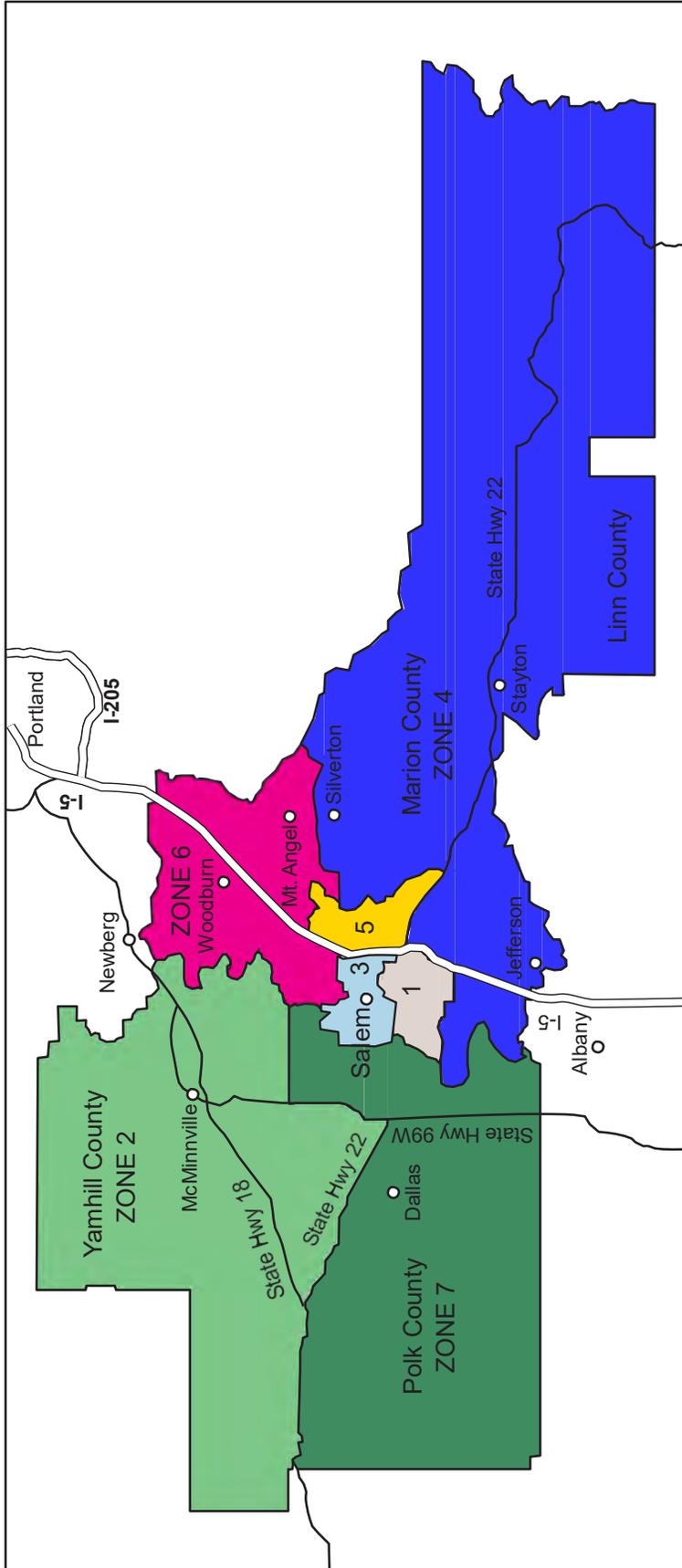
- Building 36—First floor
- Building 37—First floor
- Building 38—First floor
- Building 40—Second floor
- Building 50—First floor
- Building 51—First floor

MOTHER'S ROOM

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



Chemeketa Community College
District Boundary and Board Zones



Board Members

ZONE 1	Ed Dodson, Vice Chairperson 2019–2020
ZONE 2	Ron Pittman
ZONE 3	Neva Hutchinson
ZONE 4	Ken Hector
ZONE 5	Jackie Franke
ZONE 6	Diane Watson, Chairperson 2019–2020
ZONE 7	Betsy Earls

Handouts
November 20, 2019

Workshop-A
November 20, 2019



Winema

High School Partnerships

About us - Logistics

Chemeketa Locations:

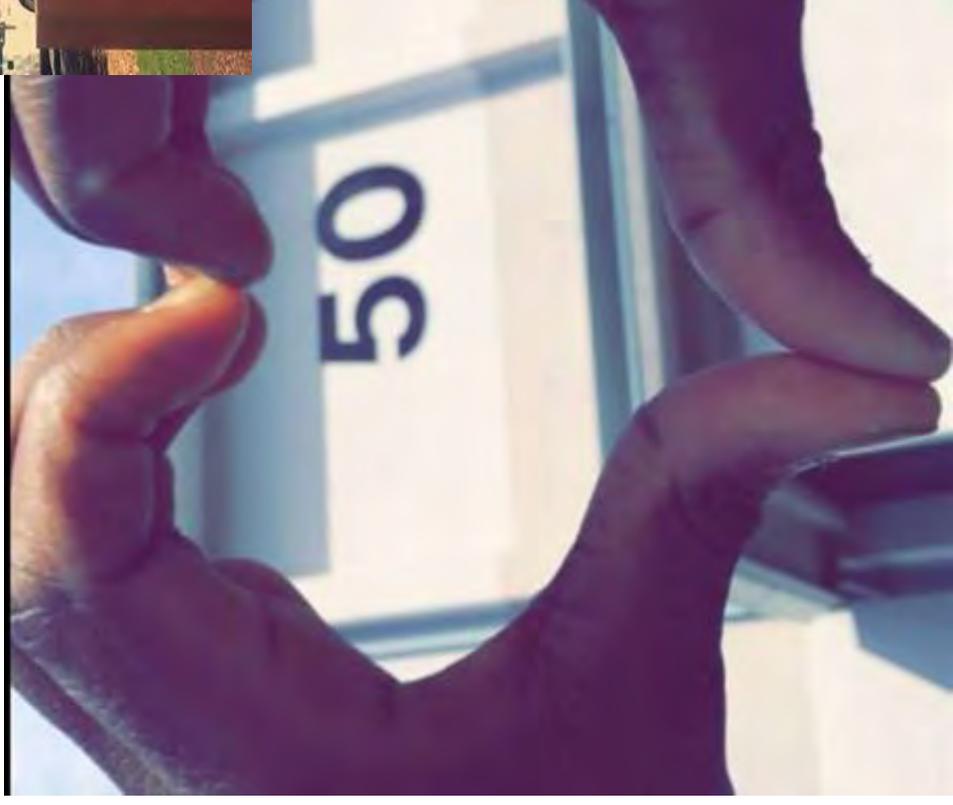
- South Salem Campus:
Buildings 49, 50, & 51
- Woodburn Center

Faculty & Staff:

Dean: Sara Hastings

Program Coordinator: Peggy Morrison

- 5 full time faculty
- 3 full time advisors
- 2 full time office staff
- 2 full time instructional assistants
- 10 part time/adjunct faculty
- 1 part time monitor



Winema Programs Overview

1

Early College

Salem Campus
Early College HS
Yamhill Campus
Woodburn Center

2

Winema GED Options

Salem Campus
Polk Center
Woodburn Center

3

Winema High School Completion (HSC)

Salem Campus

4

Underage General Population 16-17 & Expanded Options

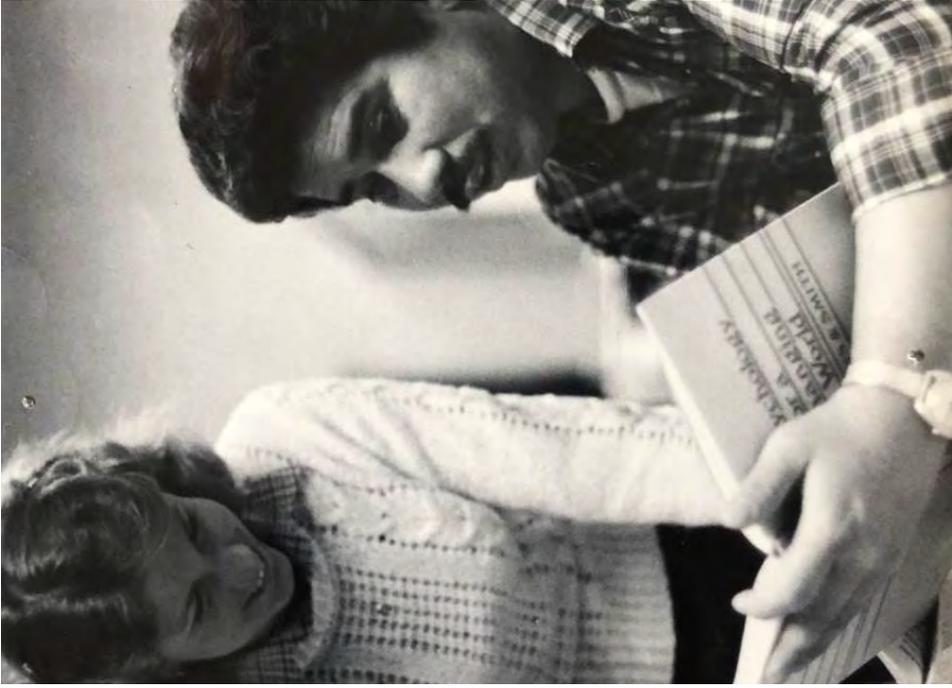
Statewide

5

Adult High School Diploma (AHSD)

Chemeketa Campus & Center Locations





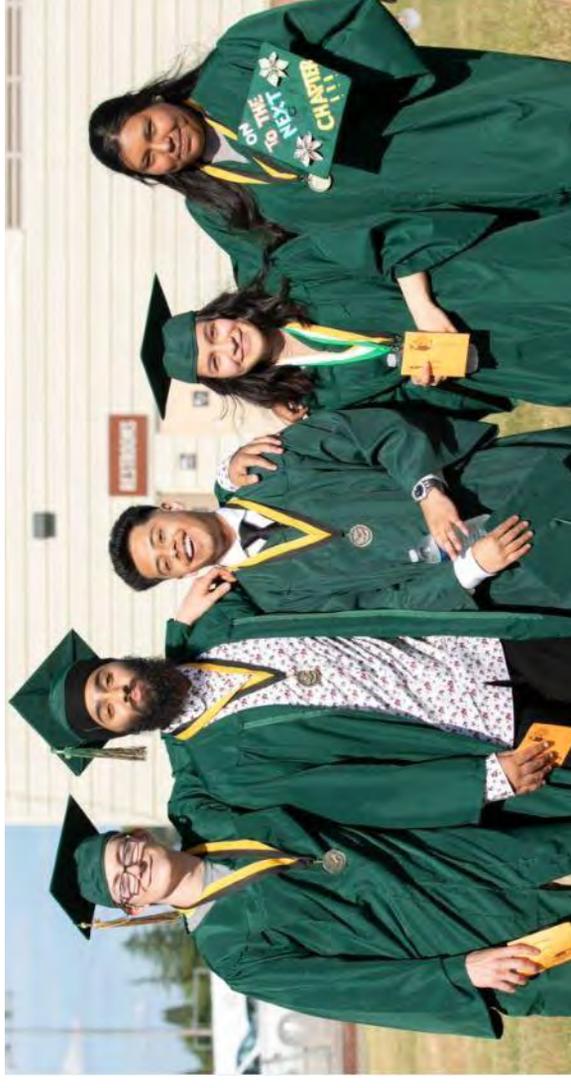
Est.

1982

Graduating GED and High School
students in your community for 36
years.

Our Vision

- Access & Equity
- Quality & Alignment
- Outreach
- CTE Pathways



Outside Collaborations & Partners

- 34 Oregon school districts
 - Top three:
 - Salem Keizer School District
 - Summit Learning Charter/Summit Community College High School
 - Stayton School District

- Salem-Keizer threat assessment team

- Collaborative Safety meetings with partnering buildings

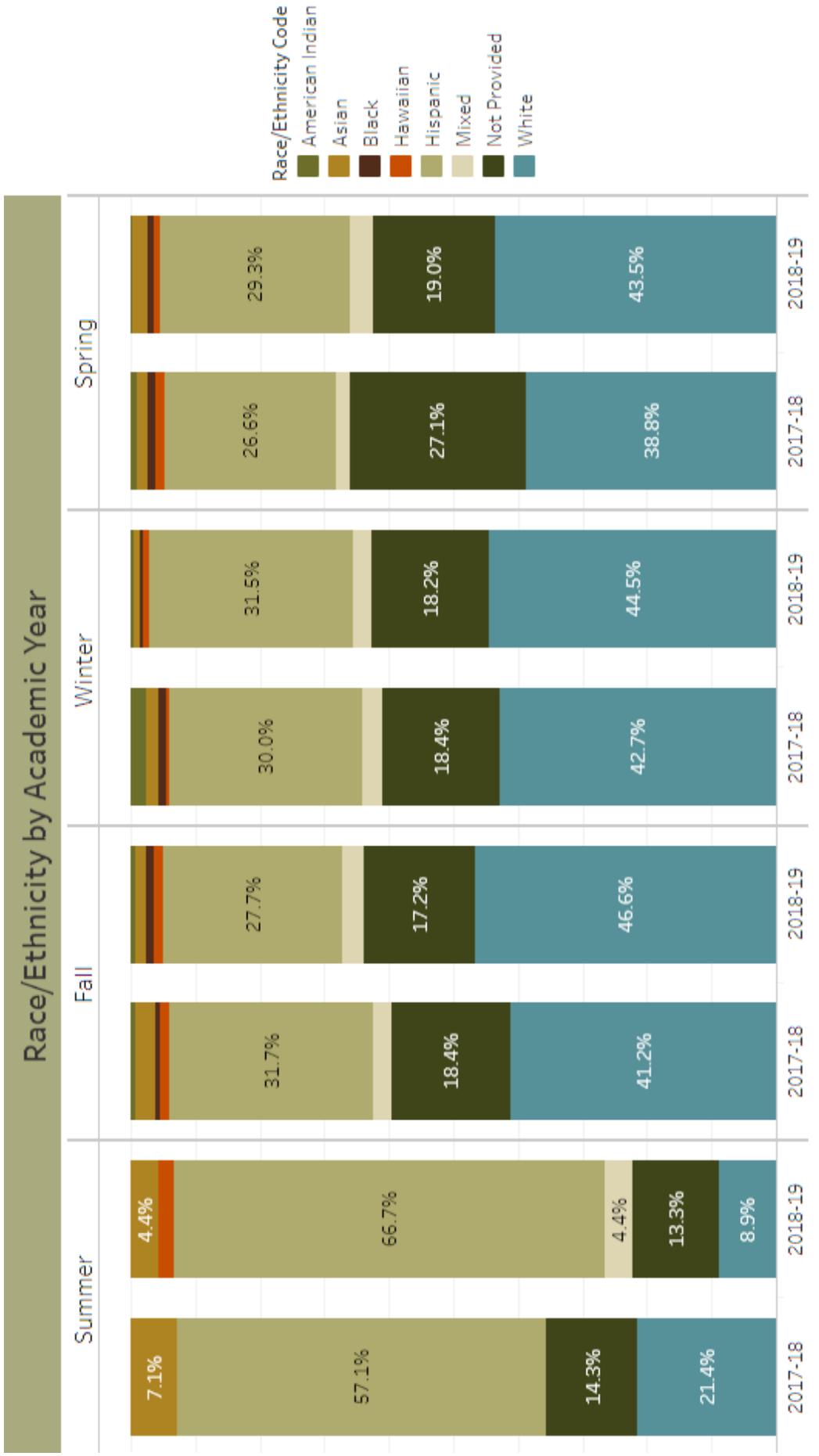
- Planned Parenthood - HSC & GED to co-teach health classes

- Marion County Juvenile Department

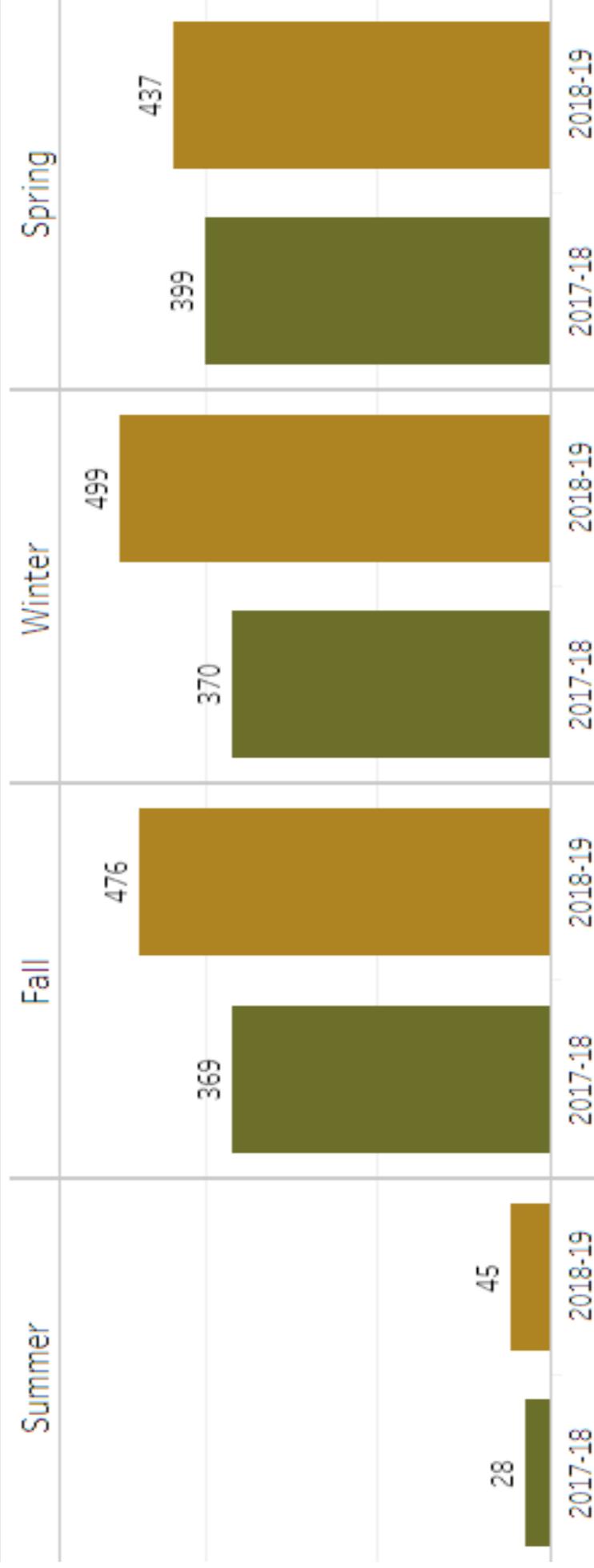
- Marion County Youth Crisis Center



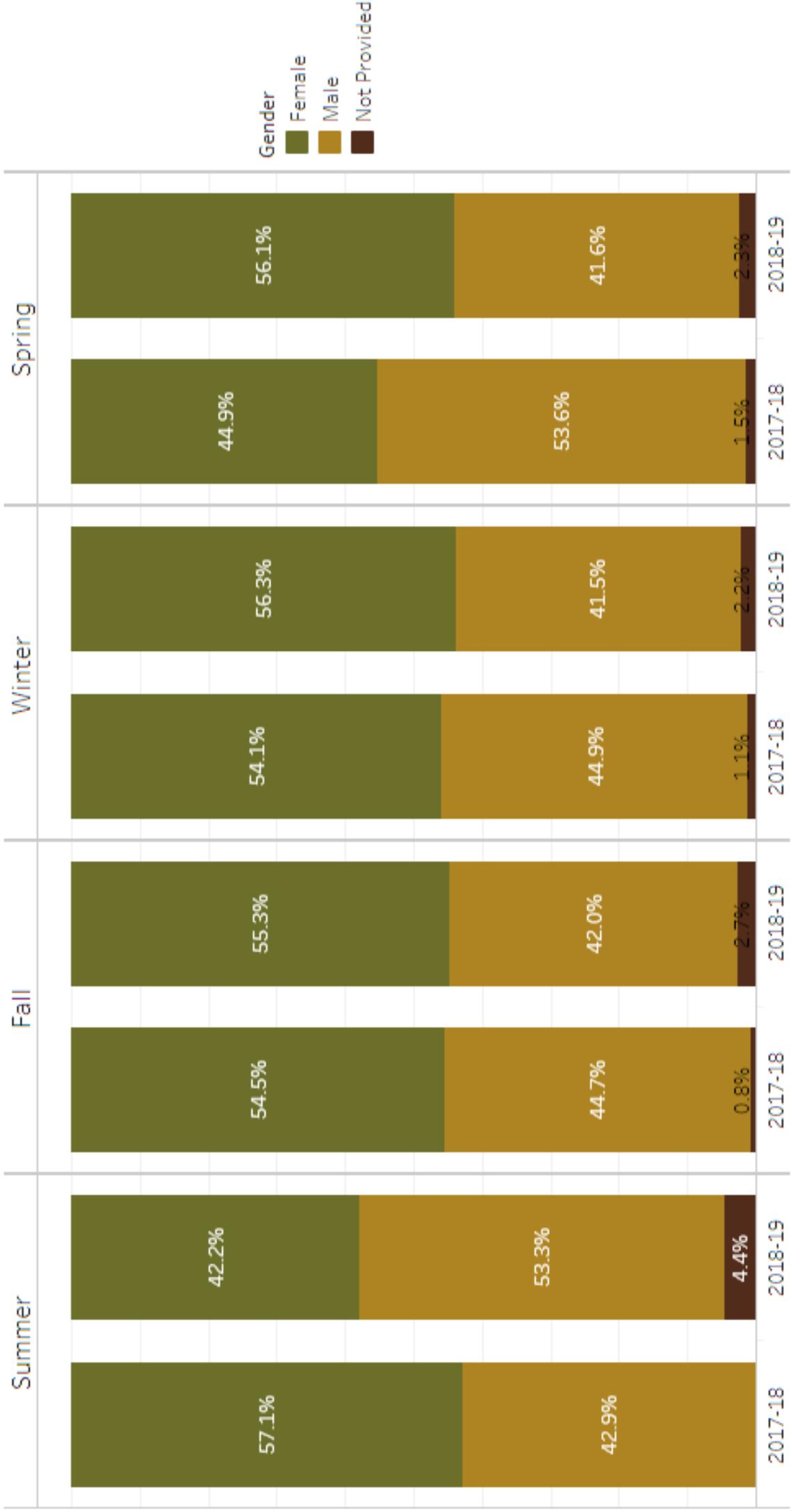
Student Demographics



Student Headcount by Academic Year



Gender by Academic Year



Faculty Voices

Kevin Olson-Lead Faculty, HSC

Matt Keeling-Math Faculty, Early College

Karl Meiner-English Faculty, Early College



Winema GED Options

Population:

Students ages 16-20

Partnering School Districts:

Salem Keizer

Dayton High School

Stayton High School

Silverton High School

Mt. Angel High School

Gervais High School

Student Supports:

Computer lab

On site college advisor

Kitchen

Career Services

Chemeketa Transition Scholarship

Free GED classes and testing

GED Plus College and Career program

FAFSA/ORSAA/Oregon Promise help

On site personal/career counseling

Obstacles & Achievements:

Transitioning students into college or career

Academic Year

2015-2016

2016-2017

2017-2018

2018-2019

GED Students
Enrolled

310

303

309

265

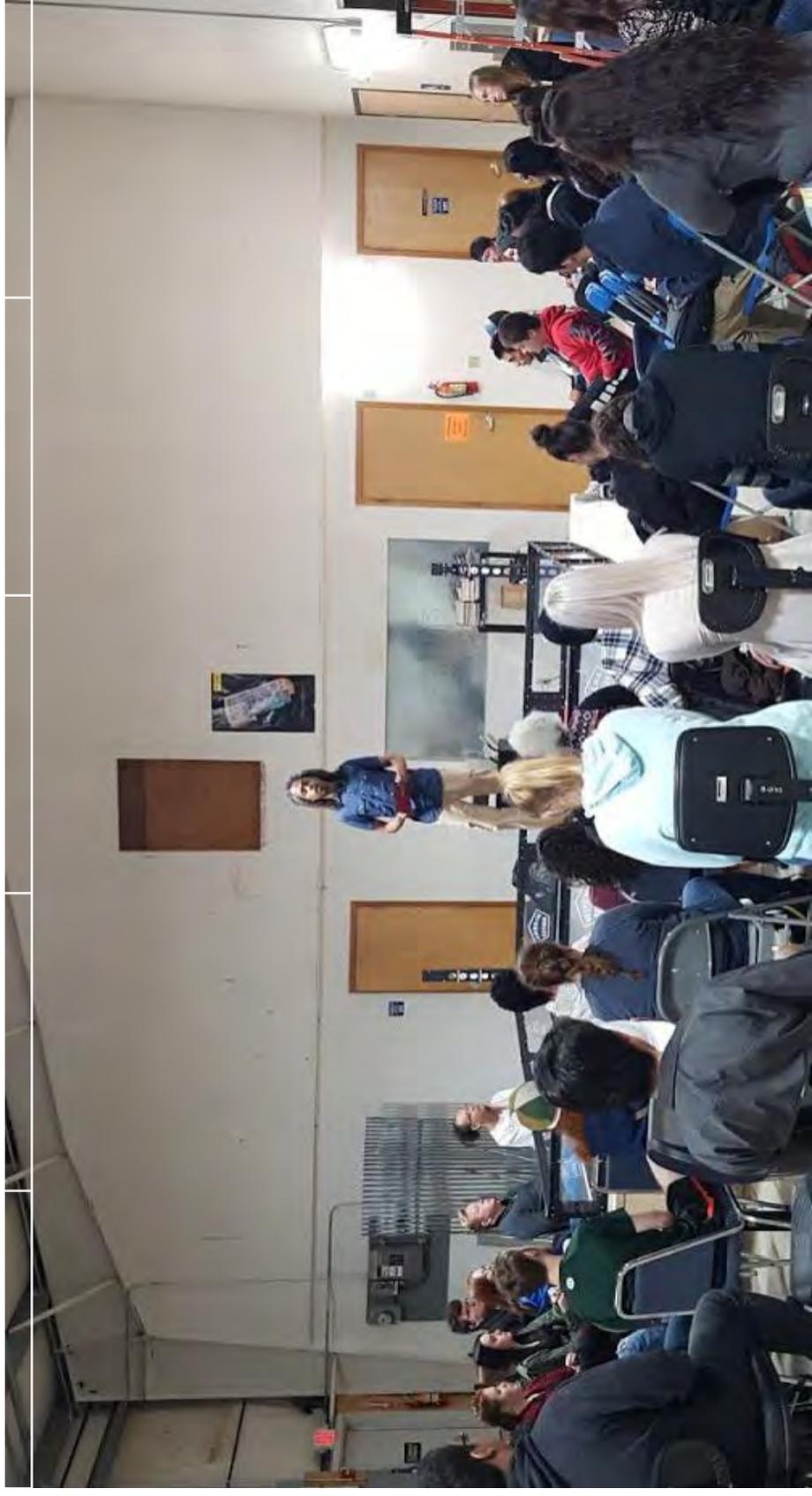
GED Graduates

87

141

156

176



Woodburn GED Options

Population:

Students ages 16-20

Partnering School Districts:

Woodburn High School
 Silverton High School
 Mt. Angel High School
 Gervais High School
 Dayton High School

Student Supports:

A 30 student computer lab
 On site college advisor

Chemeketa Transition Scholarship
 Free GED classes and testing
 GED tutoring

One on one classroom support
 FAFSA/ORSAА/Oregon Promise help
 On site personal/career counseling

Obstacles & Achievements:

Transitioning students into college or career



Academic Year

2015-2016

2016-2017

2017-2018

2018-2019

GED Students Enrolled

103

63

70

101

GED Graduates

10

12

12

19

Winema High School

Population:

Students ages 16-20

Partnering School Districts:

Salem Keizer
Summit Early College High School
Stayton High School
Silverton High School
Dayton High School
Gervais High School

Student Supports:

A 60 student computer lab
On site college advisor
Career Services
Food pantry
FAFSA/ORSA/Oregon Promise help
On site personal/career counseling

Obstacles & Achievements:

Transitioning students into college or career
School districts retaining their own



Academic Year	2015-2016	2016-2017	2017-2018	2018-2019
HSC	383	416	359	491
Students Enrolled				
HSC	108	125	112	75
Graduates				

Early College

Population:

Students ages 16-20

Partnering School Districts:

Salem Keizer
Summit Early College High School
Stayton High School
Silverton High School
Silvies River Charter School
McMinnville High School
Oregon Virtual Academy
Central High School
Dallas High School
Woodburn High School

Student Supports:

A 60 student computer lab
On site college advisor
Career Services
FAFSA/ORSAA/Oregon Promise help
Student Mentor Program
On site personal/career counseling

Achievements:

Around a 95% HS graduation rate



Academic Year	2015-2016	2016-2017	2017-2018	2018-2019
Early College Students Enrolled	591	411	363	510

Mentors- Student Leadership

Population:

Early College students ages 16-20

Partnering School Districts:

Salem Keizer

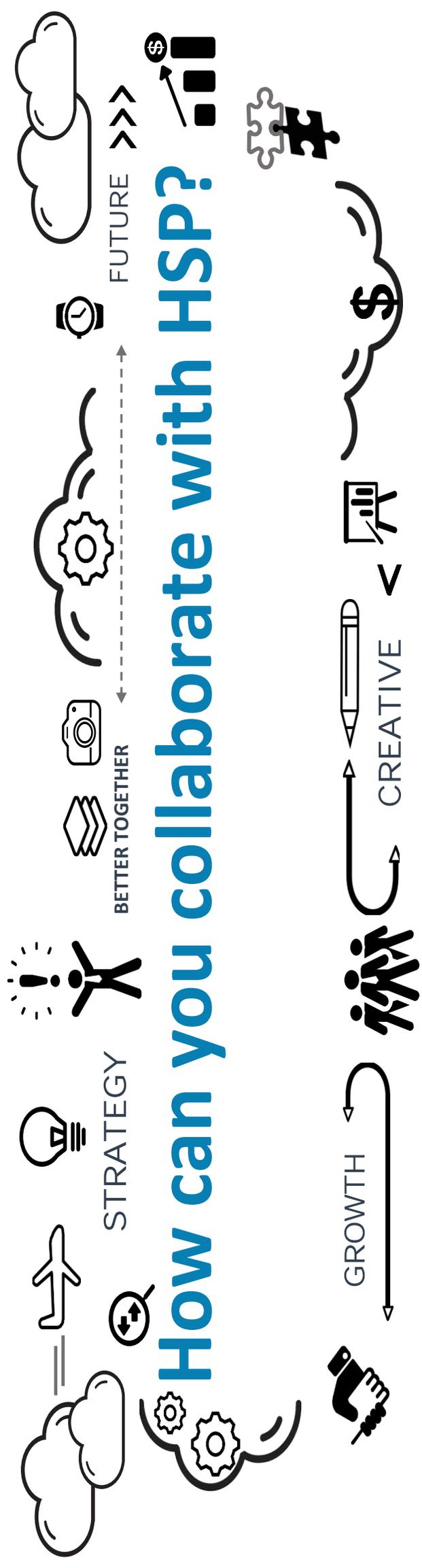
Student Supports:

A 60 student computer lab
On site college advisor
Career Services
FAFSA/ORSAO/Oregon Promise help
Student Leadership Board
Student Leadership Conference

Achievements:

Growing the Mentor Program
Official Hires
Ongoing education & training





How can you collaborate with HSP?

FUTURE >>>

BETTER TOGETHER <<<

STRATEGY

CREATIVE <

GROWTH

COURSE PASS RATES

RACE/ETHNICITY	Remedial Math, Reading, Writing				Career and Technical				Lower Division Transfer			
	2016	2017	2018	3-Yr. Average	2016	2017	2018	3-Yr. Average	2016	2017	2018	3-Yr. Average
American Indian	72%	69%	71%	71%	84%	86%	85%	85%	74%	78%	78%	77%
Asian	72%	76%	72%	74%	91%	91%	92%	91%	84%	86%	85%	85%
Black	65%	41%	46%	52%	78%	80%	78%	79%	72%	75%	69%	72%
Hawaiian	72%	53%	68%	63%	78%	75%	77%	77%	73%	76%	75%	74%
Hispanic	65%	62%	62%	63%	86%	87%	87%	87%	77%	78%	77%	78%
Mixed	60%	70%	51%	61%	85%	87%	86%	86%	78%	81%	78%	79%
Not Provided	64%	65%	66%	65%	87%	88%	87%	87%	81%	81%	79%	80%
White	68%	65%	65%	67%	87%	88%	88%	88%	81%	82%	82%	81%
Grand Total	66%	64%	64%	65%	87%	88%	87%	87%	80%	80%	80%	80%

GENDER	Remedial Math, Reading, Writing				Career and Technical				Lower Division Transfer			
	2016	2017	2018	3-Yr. Average	2016	2017	2018	3-Yr. Average	2016	2017	2018	3-Yr. Average
Female	70%	67%	66%	68%	87%	87%	87%	87%	81%	81%	80%	81%
Male	61%	60%	61%	61%	86%	88%	88%	87%	78%	79%	79%	79%
Not reported	76%	69%	64%	69%	96%	96%	92%	95%	85%	87%	83%	85%
Grand Total	66%	64%	64%	65%	87%	88%	87%	87%	80%	80%	80%	80%

AGE	Remedial Math, Reading, Writing				Career and Technical				Lower Division Transfer			
	2016	2017	2018	3-Yr. Average	2016	2017	2018	3-Yr. Average	2016	2017	2018	3-Yr. Average
Under 18	73%	70%	70%	71%	96%	95%	96%	96%	93%	92%	92%	92%
18-20	66%	63%	61%	63%	82%	83%	84%	83%	79%	80%	80%	80%
21-25	64%	60%	62%	62%	85%	88%	86%	86%	75%	76%	74%	75%
26+	68%	68%	68%	68%	87%	89%	88%	88%	79%	81%	79%	80%
Grand Total	66%	64%	64%	65%	87%	88%	87%	87%	80%	80%	80%	80%