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

Regular Meeting

**October 21, 2020**

CHEMEKETA COMMUNITY COLLEGE  
4000 Lancaster Drive NE  
Salem, Oregon

**BOARD OF EDUCATION**



Regular Meeting

**October 21, 2020**

CHEMEKETA COMMUNITY COLLEGE  
4000 Lancaster Drive NE  
Salem, Oregon

<b>I. Workshop</b>	<b>4–4:30 pm</b>	<b>Web Conferencing/Live Stream</b>	
A. Risk Management / Insurance Report			1
Miriam Scharer, Vice President/Chief Financial Officer			
<b>II. Administration Updates</b>	<b>4:30–5:15 pm</b>	<b>Web Conferencing</b>	
<b>III. Regular Session</b>	<b>5:30 pm</b>	<b>Web Conferencing/Live Stream</b>	
<b>A. Call to Order</b>			
<b>B. Roll Call</b>			
<b>C. Comments from the Public</b>			
<b>D. Approval of Minutes</b> —Regular Board Meeting of September 16, 2020.			2–7
<b>E. Reports</b>			
1. Reports from the Associations			
a. Samantha Brennan	Associated Students of Chemeketa (ASC)		8–9
b. Steve Wolfe	Chemeketa Faculty Association		10–11
c. Terry Rohse	Chemeketa Classified Association		12–14
d. Marshall Roache	Chemeketa Exempt Employees Association		15–16
2. Reports from the College Board of Education			
<b>F. Information</b>			
1. 2020 iSTART Higher Education Coordinating Commission (HECC) Summer Bridge			17
Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley			
2. Results of the 2019 Certification and Licensure Examinations			18–20
Jim Eustrom, Vice President—Instruction and Student Services/ Campus President, Yamhill Valley			
<b>G. Standard Reports</b>			
1. Personnel Report			21
David Hallett, Vice President—Governance and Administration			
2. Budget Status Report			22–27
Miriam Scharer, Vice President/Chief Financial Officer			

3. Capital Projects Report Miriam Scharer, Vice President/Chief Financial Officer	28
4. Institutional Advancement Foundation Quarterly Report David Hallett, Vice President—Governance and Administration	29
5. Grant Activities July 2020–September 2020 David Hallett, Vice President—Governance and Administration	30–34
6. Summer Term 2020 Enrollment Report Jim Eustrom, Vice President—Instruction and Student Services Campus President, Yamhill Valley	35–37
7. Chemeketa Community College COVID-19 Health and Safety Operational Plan Miriam Scharer, President/Chief Executive Officer	38
8. Recognition Report Jessica Howard, President/Chief Executive Officer	39–40
9. President’s Report Jessica Howard, President/Chief Executive Officer	41–43

#### **H. 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 Appointment of Budget Committee Members for Zone 2, Resolution No. 20-21-03, and Zone 3, Resolution No. 20-21-04 for 2020–2023 David Hallett, Vice President—Governance and Administration	[20-21-113]	44–46
2. Acceptance of Program Donations July 1, 2020 through September 30, 2020 David Hallett, Vice President—Governance and Administration	[20-21-114]	47
3. Approval of Grants Awarded July 2020–September 2020 David Hallett, Vice President—Governance and Administration	[20-21-115]	48–49

#### **I. Appendices**

1. Mission – Vision – Values – Core Themes	50
2. Campus Map	51–52
3. District Map	53

#### **J. Future Agenda Items**

#### **K. Board Operations**

#### **L. Adjournment**

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

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

Persons having questions or concerns about Title IX, which includes gender based discrimination, sexual harassment, sexual violence, interpersonal violence, and stalking, contact the Title IX coordinator at 503.584.7323, 4000 Lancaster Dr NE, Salem, OR 97305, or <http://go.chemeketa.edu/titleix>. Individuals may also contact the U.S. Department of Education, Office for Civil Rights (OCR), 810 3rd Avenue #750, Seattle, WA 98104, 206.607.1600.

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

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

Workshop-A  
October 21, 2020

## **RISK MANAGEMENT / INSURANCE REPORT**

### **Prepared by**

John McIlvain, Manager—Emergency and Risk Management  
Rebecca Hillyer, General Counsel  
Miriam Scharer, Vice President/Chief Financial Officer

---

John McIlvain, the college's emergency and risk management manager, and Kathy Bowen, Senior Account Executive of USI Insurance Services, the college's Agent of Record, will make a presentation on college insurance coverage. Topics to be discussed will include an overview of current property and casualty coverage, renewal highlights and a claims overview. John will also give an update on the fires and the Beachie Creek/Riverside Fire Incident Management Team (IMT) support at the Salem campus.

Minutes  
October 21, 2020

**APPROVAL OF BOARD MINUTES**

**Prepared by**

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

---

Minutes of the board meeting of September 16, 2020, 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  
October 21, 2020

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

September 16, 2020

**I. ADMINISTRATION UPDATES**

Ed Dodson, Chair, called the meeting to order at 4:30 pm via Zoom.

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

**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.

Updates were shared or discussed with the board on meeting feedback and follow-up from the September 2–3 board work session; draft of board goals for 2020–2021; the upcoming virtual Association of Community College Trustees (ACCT) Conference; ACCT subcommittees; attendance at the Oregon Community College Association (OCCA) Fall Conference; fall kickoff debrief; legislative updates; Instruction and Student Services, Governance/Administration and College Support Services staffing updates; and board agenda preview.

A recess was taken at 5:22 pm.

**II. REGULAR SESSION**

**A. CALL TO ORDER**

Ed Dodson, Chair, reconvened the board meeting at 5:31 pm.

**B. ROLL CALL**

**Members in Attendance:** Ed Dodson, Chair; Betsy Earls (joined at 5:54 pm); Jackie Franke, Vice Chair; Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson.

**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; and Miriam Scharer, Vice President, Chief Financial Officer.

**Board Representatives in Attendance:** Samantha Brennan, Associated Students of Chemeketa (ASC); Steve Wolfe, Chemeketa Faculty Association; Terry Rohse, Chemeketa Classified Association; and Marshall Roache, Chemeketa Exempt Association.

**C. COMMENTS FROM THE PUBLIC**

None were received.

Minutes  
October 21, 2020

Meeting Minutes  
College Board of Education  
September 16, 2020  
Page 2

**D. APPROVAL OF MINUTES**

Ken Hector asked to abstain from approval of the board work session minutes since he was unable to fully participate. Jackie Franke moved and Diane Watson seconded a motion to approve the board minutes of July 22, 2020; special board meeting on August 18, 2020; and the board work session on September 2–3, 2020.

A roll call vote was taken and the motion CARRIED; Ken Hector abstained from approval of the September 2–3 board work session minutes.

**E. REPORTS**

**Reports from the Association**

Samantha Brennan, Associated Students of Chemeketa (ASC), said the report stands as written. Jackie Franke stated this is a great report, and questioned if the student voter event on October 7, 2020, allowed the students enough time to register to vote. Jackie found the information online and shared October 13, 2020, is the deadline. Ed Dodson asked why the ASC Zoom listening sessions were unsuccessful and if a different strategy would be utilized. Samantha stated the listening sessions were being changed to open meetings for anyone who is affiliated with Chemeketa. They are welcome to attend, speak, or address changes. Neva Hutchinson asked if it was possible that as a board member to not comment, but listen to the LGBTQIA Zoom event. Samantha said that would be fine. Ed Dodson thanked Samantha for the report.

Steve Wolfe, Chemeketa Faculty Association (CFA), said the report stands as written. Steve stated it was a busy day with CFA executive board in the morning, and a general membership meeting in the afternoon. Steve said one of the advantages of Zoom is it seems to work better for faculty to get together. Usually 80–100 people attend; however, there were 115 attendees which is a great turnout. Ed Dodson thanked Steve for the report.

Terry Rohse, Chemeketa Classified Association, said the report stands as written. Terry said the classified retreat yesterday afternoon turned out very good. There were good presenters, good questions asked, and due to Zoom, there were more attendees than ever. Also, Terry reminded everyone to look at the amazing virtual art show put together by Allison Stewart Hull, Amy McKinley, and himself. Ed Dodson thanked Terry for the report.

Marshall Roache, Chemeketa Exempt Employees Association (CEA), said the report stands as written. Jackie Franke said she appreciated the photos and biographies of the CEA board, and Ed Dodson said it was a nice touch. Ed thanked Marshall for the report.

**Reports from the College Board of Education**

Ron Pittman attended a quarterly Zoom meeting with Jessica Howard, board work session, laptop training, and the Chemeketa Kick-Off.

Diane Watson attended the OCCA board training, quarterly meeting with Jessica Howard, board work session, laptop training, Salem Chamber meeting, Chemeketa Kick-Off, and legislative organizational meeting.

Minutes  
October 21, 2020

Meeting Minutes  
College Board of Education  
September 16, 2020  
Page 3

Ken Hector said his report stands as written.

Jackie Franke attended the laptop training, quarterly Zoom meeting with Jessica Howard, agenda review, Chemeketa Kick-Off, board work session, and several meetings with the Mid-Willamette Valley Council of Governments.

Ed Dodson attended many of the same meetings as the other board members, as well as the Oregon Business Plan Zoom meeting, Mid-Willamette Education Consortium (MWEC) Executive Council board meeting, and the emergency personnel fire incident debrief.

## **F. STANDARD REPORTS**

### **Personnel Report**

David Hallett said the report stands as written.

### **Budget Status Report**

Miriam Scharer noted a change to the green sheet. The General Fund Revenue and Expense Statement report will be brought to the October 21 board meeting in order to incorporate the majority of the year-end adjustments.

Miriam referred to the Statement of Resources and Expenditures and noted this is the first report the board has seen for this fiscal year. Miriam referred to the State Appropriations line items and noted the \$8.8 million dollars is carry over from FY20 and the fifth payment received the last fiscal year and deferred to this fiscal year to smooth out the state funding. This is not the Fund Balance, which is the last item under the Resources section. That figure will be left blank until the audit in December.

For the month ending August 31, the Status of Investments interest rate continues to decline and is at one percent.

### **Purchasing Report**

An Invitation to Bid (ITB) will be advertised in September for On-call Low Voltage Installation Services, and a recommendation for contract award will be made to the board at the October meeting.

### **Capital Projects Report**

Rory Alvarez, director of Facilities and Operations, said the report stands as written. However, a week has been lost at Brooks and the Ag complex due to the ash and poor air quality so it was closed down because it was not safe for people to be working.

### **Chemeketa Cooperative Regional Library Service (CCRLS) Report**

Doug Yancey, interim director of CCRLS, said the report stands as written with one correction. The Advisory Council was cancelled last week due to the fires and is rescheduled for September 28, so the meeting didn't occur as was recorded in the report.

Minutes  
October 21, 2020

Meeting Minutes  
College Board of Education  
September 16, 2020  
Page 4

**Chemeketa Community College COVID-19 Health and Safety Operational Plan**

Miriam Scharer thanked John McIlvain, emergency and risk manager, for a tremendous job in leading Chemeketa's work over the last few months with the COVID-19 incident response and spearheading the work of the Phased Reopening Chemeketa Task Team (PRCCT), as well as his role as incident commander in hosting hundreds of emergency personnel on site assisting with the Beachie Creek fire.

John McIlvain noted there are no changes to the Chemeketa COVID-19 Health and Safety Operational Plan. John noted the PRCTT is monitoring the Oregon Occupational Health and Safety Administration's (OSHA) proposed COVID-19 standards for potential impact on Chemeketa's operational plan. In early September, based on Chemeketa's recommendations, the Oregon Community College Association (OCCA) requested an exemption for colleges and universities to the Oregon OSHA standard in line with the exemption granted to the Oregon Department of Education. Chemeketa and OCCA believe that the Oregon Health Authority (OHA) and Higher Education Coordinating Commission (HECC) mandate meets or exceeds the Oregon OSHA standards. Chemeketa's operation plan is the guidance the team used to assess 106 face-to-face labs, events, and activities for fall term. These 106 occurrences met the required criteria to ensure a safe and healthy learning and working environment for Chemeketa students and employees. Ken Hector asked John what was OSHA's response in regard to the request made for the exemption due to Chemeketa's higher standards. John said he has not heard back yet.

Ed Dodson thanked John on behalf of the board for the work that he and the committee are doing.

**Recognition Report**

Jessica Howard acknowledged all the employees in the written report.

**G. SEPARATE ACTION**

**Approval of Retirement Resolutions No. 20-21-01, Abigail "Abby" Hoffar; and No. 20-21-02 Virginia "Ginny" Gardiner [20-21-110]**

Diane Watson read Abby Hoffar's retirement resolution, and Ken Hector read Ginny Gardiner's retirement resolution. These two employees represent a total of 18 years of service. Abby Hoffar joined the Zoom meeting and said a few words.

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

A roll call vote was taken and the motion CARRIED unanimously.

Meeting Minutes  
College Board of Education  
September 16, 2020  
Page 5

**H. ACTION**

Ken Hector moved and Jackie Franke seconded a motion to approve consent calendar items No. 1–2:

1. Approval of College Policies #3090—Employee Retirement Tuition Waiver Benefit; #3110—Exempt Employees: Definition; and #3310—Classified ~~Personnel~~ Employees: Definition [20-21-111]
2. Approval of Contract Award for Vineyard Management Services [20-21-112]

A roll call vote was taken and the motion CARRIED unanimously.

**I. APPENDICES**

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

**J. FUTURE AGENDA ITEMS**

None were heard.

**K. BOARD OPERATIONS**

None were heard.

**L. ADJOURNMENT**

The meeting adjourned at 6:12 pm.

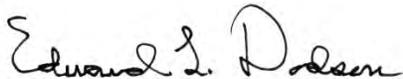
Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

October 21, 2020  
Date

## **ASSOCIATED STUDENTS OF CHEMEKETA (ASC)**

### **Prepared by**

Samantha Brennan, ASC Executive Coordinator

---

### ASC / MULTICULTURAL STUDENT SERVICES (MSS) PAST EVENTS

#### How to Navigate Campus Resources

- This is a Student Retention and College Life event that occurred twice on October 6 from 11 am–12 pm, and again from 2–3 pm. It focused on campus resources and how to access them through the online learning platforms. There was low student attendance, but the sessions were recorded and will be posted on the Student Life Canvas page for students to access.

#### The Importance of Student Voters in Oregon

- This event took place Wednesday, October 7, at 1 pm. It was coordinated by Legislative Coordinator, Antonio Martinez. The event helped students learn their voting rights, as well as taught them how to vote and if they are registered to vote. The event had low student attendance but was recorded and will be posted on the Student Life Canvas page for students to access.

#### LGBTQIA+ Gender vs Sex and Pronoun Education

- This event took place Wednesday, October 14, 1–2 pm and focused on the difference between gender and sex, and personal pronouns. Guest speaker, Peter Davis Jr., D.B.H, spoke on the subject in a Zoom forum.

#### COVID-19 and Women's Health

- Kellee Borsberry, an RN and the Clinical Services Manager and Infection Control Officer for Northwest Human Services in Salem, facilitated a Zoom lecture on both COVID-19 and Women's Health on October 15, from 11 am–12 pm. This was a Student Retention and College Life event.

#### Mental Health Workshop

- This event was for students to learn about mental health issues, coping mechanisms, and the resources Chemeketa offers students in regards to mental health. This Zoom event took place October 20, from 11 am–12 pm. This was a Student Retention and College Life event.

#### Kahoot Trivia

- The ASC team offered a fun hour of trivia questions October 21, 1–2 pm via Zoom. Winners received a \$5 eGift card as a prize, as well as an incentive to come to the ASC event.

### ASC / MSS FUTURE EVENTS

#### Council of Clubs

- The Council of Clubs will be an opportunity for the Student Clubs Coordinator, Astra Underhill, to meet with clubs and allocate funds to clubs. This event will be held on October 23 via Zoom.

Report-1a  
October 21, 2020

Q&A with the President

- ASC will be hosting an open forum for students to come talk directly with President Howard. They will be allowed to ask questions and learn more about what's going on at Chemeketa. The event will take place October 28, at 1 pm in a Zoom conference.

Post-Election Debrief

- ASC will be hosting an open forum for students to talk about the elections and hear about how they went at both federal and state levels. It will be a safe place for students to practice Civil Discourse and talk about their opinions. The debrief is November 4, at 1 pm.

Bingo!

- The ASC team will be hosting a bingo day as the last event of fall term. It will be done on Zoom and students will be able to win prizes. It will take place November 18, from 1–2 pm.

ASC open meetings

- The Executive Coordinator, Samantha Brennan, has planned a monthly ASC meeting that is open to all Chemeketa staff and students. The students and staff will be welcomed to speak at the meeting and ask questions from the ASC team. The meeting will continue through fall, winter and spring terms.

## **CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)**

### **Prepared by**

Steve Wolfe, President—Chemeketa Faculty Association

---

Fall term 2020 is underway, with most classes continuing to be taught remotely. Instructors and students are adapting to synchronous Zoom meetings as well as the new Canvas Learning Management System.

### **FALL CFA GENERAL MEMBERSHIP MEETING**

The CFA fall general membership meeting was held at noon on Wednesday, September 16, via Zoom. Approximately 115 faculty members attended, which is higher than recent fall meetings that have been on campus. Oregon Education Association (OEA) Government Relations Consultant Louis De Sitter discussed statewide issues affecting community colleges, such as college reopening plans due to the coronavirus pandemic, Senate Bill 1049 impacts, and the Department of Corrections plan to not renew its contracts for ABE/GED education with community colleges. OEA Community College Consultant Bruce Scherer described trainings and learning opportunities available through OEA to OEA members. He also highlighted the OEA Foundation, which allows faculty to apply for relief funds on behalf of students in need. Faculty may also donate to the fund.

CFA President Steve Wolfe introduced the CFA officers and representatives for 2020–2021 as well as seven newly-hired full-time faculty members. His message to faculty for this academic year was to be patient and understanding of each other, our students, and ourselves. This is not the year to strive for perfection, but instead to realize that “good may need to be good enough.” CFA VP for Full-Time Faculty Chris Nord recognized the members of the CFA bargaining team for their hard work and went over highlights of the new 2020–2021 Collective Bargaining Agreement.

### **FACULTY RESPONSE TO FALL KICKOFF**

Many faculty members shared with CFA leaders that they felt unsupported and blindsided by the college administration decision to show an edited student panel video presentation Tuesday, September 15, as part of the college fall kickoff event. Part of the video included a segment in which students complained about faculty performance after the sudden switch to remote learning spring term. The CFA Executive Board wrote a two page memo outlining faculty concerns and sent it to Chemeketa Executive Team Members on Thursday, September 24. Concerns included, but were not limited to, not feeling appreciated or compensated for faculty work, feeling publicly shamed, the lack of support for part-time faculty, the need for more support in helping students with life and welfare issues so that teachers can focus on teaching, and a lack of real communication and collaboration between administration and faculty. The response to the video reveals some long-standing issues at Chemeketa. While faculty emphasized that it is always important to listen to student voices, the kickoff event was neither the time nor place to show this. If ever there were a time when faculty needed encouragement, understanding, and support from administration, it is now.

Report-1b  
October 21, 2020

The college administration responded by hosting a Zoom conversation with faculty on Wednesday, September 30. There were at least 143 participants, including approximately 125 faculty members. After a short introductory message by Jessica Howard, David Hallett read questions submitted by faculty members. For over an hour, Jessica and other Executive Team members responded to those questions. Afterward, both administration and faculty expressed hope that this will lead to continued dialogue and improved communication with faculty.

**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**

- Last month the board announced Michael Wilson was hired as a Public Safety Officer. Here is a little background about Michael. Wilson says, “I served six plus years combined service in the U.S. Army and Oregon Army National Guard and graduated from the Chemeketa Law Enforcement, Corrections, Criminal Justice, and Juvenile Justice programs.” Wilson previously worked for Chemeketa as an Emergency Services Recruiter (two years) and Public Safety Officer (two and one-half years). “I left the college back in 2018 and became a full-time police officer with the Junction City Police Department. I'm now back working as a public safety officer while still part-time as a police officer.” Welcome back, Michael!
- On September 14, 2020, Isamar Chavez was hired for the position of Student Services Specialist (College Access Programs). Isamer is the new Success Coach/Recruiter for College Assistance Migrant Program (CAMP) and a former Chemeketa student. Isamar says, “I credit my accomplishments to programs like CAMP and TRIO that help first-generation students meet their personal, academic, and professional goals.” Isamer graduated from Oregon State University with a degree in Ethnic Studies. Isamer enjoys experimenting with plant-based recipes and running. He says, “I'm happy to be a part of Chemeketa and look forward to working together to support our students”. The CCA is happy to have Isamer here as well.
- On September 28, 2020, Cynthia Robinson was hired for the position of Instructional Technician (Agriculture Sciences and Technology). Cynthia is originally from Rancho Cucamonga in Southern California. She says, “I've spent the last five years working in Tulsa, Oklahoma, at the Tulsa Botanic Garden. I am a big houseplant enthusiast, and I brought over 100 different houseplants (only a small part of my original collection) over in the moving truck from Oklahoma to Oregon.” When not tending her houseplants, Cynthia enjoys hiking “somewhere with my two Great Pyrenees dogs Luna and Falcor.” Welcome, Cynthia!
- On October 5, 2020, Mackenzie Fraser was hired for the position of Student Services Specialist (Regional Education & Academic Development). Mackenzie will be at the Yamhill Valley campus.
- On October 5, 2020, Kenzie Mozejko was hired for the position of Student Services Specialist (High School Partnerships).

Report-1c  
October 21, 2020

- On October 12, 2020, Carlos Ordonez was hired for the position of Student Services Specialist (Student Recruitment, Enrollment, and Graduation Services).

#### NEW EMPLOYEE VIRTUAL LUNCH

On October 15, 2020, the CCA Board met the newest employees in a virtual Zoom meeting during their lunch. They were treated to a delivered lunch and had an opportunity to share about themselves and find out more about the association.

#### EMPLOYEES ON THE MOVE

- Julio Cortez has moved to a Counselor-11 month position in the Student Retention and College Life department as of July 1, 2020.
- Allison Stewart Hull is now the HR Systems Analyst for the Human Resources department as of August 1, 2020. Welcome back to the classified association, Alli!
- William Velez has moved from International Programs to Accelerated Pathways to Success as of August 1, 2020.

#### PROMOTIONS

- Gaelen McAllister is now an exempt employee as Director of the Grants program, effective July 1, 2020.
- Craig Saunders is now an exempt employee as Manager of Computer Services, effective July 13, 2020.
- Gary West is now an exempt employee as Manager of Lean and Strategic Development, retroactive to March 1, 2020.

#### CCA CONNECTIONS DURING WILDFIRES

The CCA Board individually contacted classified employees who may have been affected during the recent wildfires to offer assistance and support. Two CCA members lost their entire homes, and have appreciated all of the financial and emotional support during this extremely difficult time.

#### CLASSIFIED EMPLOYEE VIRTUAL RETREAT

The CCA Board wishes to thank the college for providing funding for the annual afternoon retreat on Kickoff Day, September 15, 2020. The theme was "Connections during Tough Times." The keynote speaker, Kacey MacAllister, shared a "Rise Up!" message and story on life after becoming a double amputee as a child. Workshops offered were *Work Balance with Online Learning for School-age Children*, *How to Connect During a Pandemic with Outward Mindset*, and *Phased Re-opening of Chemeketa*. The CCA board also hosted an open question and answer session at the end of the afternoon. The CCA thanks President Jessica Howard for stopping by between sessions to offer greetings as employees gear up for fall term.

Report-1c  
October 21, 2020

LUNCH AND LEARN—VIRTUAL INFORMATION SESSION

The Board met with members during a brown bag lunch session on October 14, 2020. In light of recent classified employee layoff and bumping notices, the discussion will focus on contract Articles 37 and 38. Many questions have been submitted by email and at a membership meeting held on October 1, 2020. These are very difficult times for some employees.

## CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

### Prepared by

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

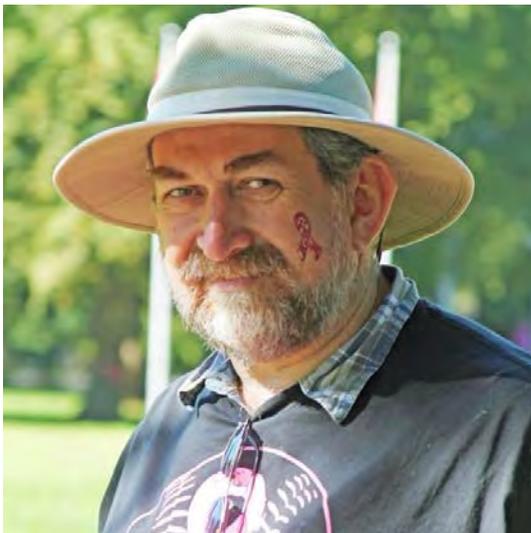
---

Megan Cogswell, Holly Cook, David Hallett, Jessica Howard, Marie Hulett and Lynn Irvin participated in this year's virtual employee art show.

The association is honored to welcome Barbara Russell, Manager, Human Resources Operations and Systems; Jamie Wenigmann, Director of Development, Foundation; Gaelen McAllister, Grants Director; Gary West, Manager, Lean and Strategic Development; and Layli Liss, Associate Dean, Academic Innovation, as new exempt association members. Two members have new positions, Chris Kato is the new Dean of Academic Development and Adam Mennig is the new Director of Academic Transition Services.

Two new members have joined the exempt association board. The board is delighted to welcome Grisha Alpernas and Stacey Wells as members-at-large. Their biographies follow.

### GRISHA ALPERNAS, MEMBER-AT-LARGE



Grisha Alpernas joined the Chemeketa team as the new IT Director on September 23, 2019. Prior to that he served in different IT managerial positions in the public sector organizations for 18 years, and more than 10 years in the private sector in software development companies. A happy and proud grandfather of 6 grandchildren, he lives in Salem with his wife, Julia. Grisha is a competitive chess player, chess tournament organizer, and certified tournament director.

STACEY WELLS, MEMBER-AT-LARGE



Stacey Wells has been with the college for 13 years as the Executive Assistant in Student Development and Learning Resources, supporting the Executive Dean, currently Manuel Guerra, and previously Jim Eustrom. She's excited to be a new member of the Exempt board. Stacey lives in Salem with her husband Jesse and their two daughters, Emery, age 11 and Henley, age nine. In their free time they are busy with their horses at the barn and at horse shows. Stacey also enjoys crafting, a good Netflix binge, and online shopping.

**2020 iSTART HIGHER EDUCATION COORDINATING  
COMMISSION (HECC) SUMMER BRIDGE**

**Prepared by**

Liliana Landa-Villalba, Coordinator—CAMP and Latino Outreach  
Mike Evans, Dean—Student Retention and College Life  
Manuel Guerra, Executive Dean—Student Development and Learning Resources  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley

---

The iSTART 2020 planning group diligently and meticulously planned a program for its third year. However, with the arrival of COVID-19 the entire program had to be assessed and planned for remote operations. In the period of two months, the planning group made changes to the program to be delivered remotely and continue to be highly engaging and helpful to recently graduated high school students interested in enrolling at Chemeketa.

The program consisted of ten modules that were delivered throughout the period of two weeks. The modules were a combination of synchronous and asynchronous content organized through the new Canvas platform. With the assistance of Colin Stapp and Thomas Bishop in the Chemeketa Tech Hub, students were set up to have access to all of the modules in Canvas from their device.

The Chemeketa Accelerated Pathways to Success (CAPS) Student Success Navigators were the virtual hosts of four live sessions for each cohort. Students received information in the topics of Student Technology, Career Exploration, Advising, Paying for College, and Tutoring. They also listened to a motivational keynote message from a guest speaker, and they were warmly welcomed by President Howard. Furthermore, students were able to join Zoom meetings and connect with Chemeketa staff and Chemeketa student leaders. Students received a remote sample lecture from a Chemeketa instructor, engaged in a Civil Discourse exercise, and learned about additional support services through the College Access Programs.

In total, 14 different cohorts were scheduled and delivered throughout the summer months from July 7 to August 12, 2020. The Yamhill Valley campus and the Woodburn center each hosted one cohort. The Salem campus hosted ten traditional cohorts and piloted two cohorts for non-traditional students. Students in the non-traditional cohorts were age 25 years or older and balanced different life circumstances.

The Higher Education Coordinating Commission (HECC) awarded Chemeketa the First-Generation Student Success Grant for the third year in the amount of \$173,400. Funds from this grant will help pay for books for iSTART participants through a collaboration with the Chemeketa Library.

The Student Recruitment Office and CAPS Student Success Navigators conducted a recruitment campaign inviting high school graduates who appeared to meet the target population to participate in iSTART. This included 14,396 email invitations as well as 1,597 text invitations. In total, 268 students registered for iSTART and 218 attended.

## RESULTS OF THE 2019 CERTIFICATION AND LICENSURE EXAMINATIONS

### Prepared by

Megan Cogswell, Coordinator—Apprenticeship  
Sandi Kellogg, Dean—Health Sciences  
Nol Cobb, Interim Dean—Applied Technologies  
Amy Early, Interim Coordinator—Emergency Services  
Paul Davis, Director—Yamhill Valley Campus Career and Technical Education  
Marshall Roache, Interim Executive Dean—Career and Technical Education  
Holly Nelson, Executive Dean—Regional Education and Academic Development  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley

---

### APPRENTICESHIP PROGRAM

Apprenticeship programs require a certain number of hours of on-the-job training (7,200–8,000 hours) and related training (four years of coursework) before apprentices are referred to take exams in the plumbing, inside wire electrical, and Heating Ventilation and Air Conditioning (HVAC) programs. For HVAC, testing for the limited energy class B (LE/B) license is not required, though highly recommended. Sheet metal workers do not test and journey out after completing the required hours.

July 1, 2019–June 30, 2020 Apprenticeship program completions:

- Inside Wire Electricians: 39 apprentices earned licenses and journeyed out.
- Plumbers: 33 apprentices earned licenses and journeyed out.
- HVAC/R: two apprentices journeyed out; zero earned LE/B licenses. Five are waiting to test.
- Sheet Metal: nine apprentices completed the program and received a journey card.

### DENTAL ASSISTING PROGRAM

Twenty-seven students graduated from the Dental Assisting Program in June 2019. Reports show that all 27 students were eligible to sit for the Dental Assisting National Board (DANB) certification examination. This exam includes three components: Radiation Health and Safety, Infection Control, and General Chairside. Twenty-five students successfully passed all three portions of the exam on the first attempt. Two students failed the General Chairside component but were eligible to retake it. Chemeketa graduates' average scores exceeded the national average on the Radiation Health and Safety and were slightly below average for Infection Control and General Chairside.

### EMERGENCY MEDICAL TECHNOLOGY (EMT) PROGRAM

Sixteen students completed the Paramedic program in January of 2019 and sat for the state/national written and practical certification examinations. Fourteen passed with two still in the process. The next cohort of 20 students completed the Paramedic program in July 2019. All of the students sat for the state/national written and practical certification examinations and

Information-2  
October 21, 2020

passed. This was an overall pass rate of 94 percent between the two classes. One Advanced EMT class was offered to 15 students. To date, five have passed the test and are certified; some are still in the process with others moving on to higher levels. Numerous sections of the EMT class were offered, with a total of 216 students plus 19 students at West Salem High School completed by the end of 2019. Currently, complete national certification and state licensure information is unavailable for these students. EMT student pass rates continue to be above the rest of the nation.

#### MEDICAL ASSISTING PROGRAM

During the 2019–2020 academic year, 51 students completed the Medical Assisting program and took the National Center for Competency Testing (NCCT) exam for Medical Assistants. Fifty students passed the exam, for a school pass rate of 98 percent. The national pass rate was 65 percent. Chemeketa graduates' mean test scores were 80.1 compared to the national mean of 72.04. In addition to taking the Medical Assistant exam, students are eligible to sit for the Phlebotomy Technician exam. Twenty-nine students elected to take the Phlebotomy Technician exam and twenty-five successfully passed, with a pass rate of 86 percent compared to the national pass rate of 79 percent.

#### NURSING PROGRAM

In June 2019, 39 students completed the Practical Nursing (PN) certificate program and 32 completed the Associate of Applied Science (AAS) Nursing degree. All of these graduates were qualified to take the National Council Licensing Examination (NCLEX) for the students' respective categories of nursing. Reports through December 31, 2019, indicate that 22 PN graduates attempted the NCLEX-PN and 22 passed, for a pass rate of 100 percent. For the period January 1, 2018–December 31, 2019, the national average for the first-time pass rate on the NCLEX-PN was 83.4 percent.

Reports through December 31, 2019 indicate that 32 of the AAS graduates attempted the NCLEX-Registered Nurse (RN) and 32 passed on the first attempt for a pass rate of 100 percent. For the period January 1, 2018–December 31, 2019, the national average for the first-time pass rate on the NCLEX-RN was 72.5 percent.

#### PHARMACY TECHNICIAN PROGRAM

Fifteen Pharmacy Technician graduates from two cohorts were eligible to become Certified Pharmacy Technicians (CPhT) through the National Pharmacy Technician Certification Board examination (PTCB) or the national Exam for the Certification of Pharmacy Technicians (ExCPT) in 2019. Of the 15 program graduates, 15 took a national certification examination and 11 passed, for an overall pass rate of 73 percent. The national average pass rate was 56–57 percent.

#### WELDING TECHNOLOGY PROGRAM

In June 2020, 14 students in the Welding Technology program participated in the American Welding Society (AWS) certification processes for vertical and overhead welds. Students can opt to take up to four different weld certifications. The college administered a total of 37 welding exams with the following results:

Information-2  
October 21, 2020

Flux Core Arc Welding (FCAW or "Mig"):

- 13 attempted vertical exams; 11 passed
- 7 attempted horizontal exams; 7 passed

Shielded Metal Arc Welding (SMAW, "Stick", or "Arc"):

- 12 attempted vertical exams; 10 passed
- 5 attempted horizontal exams; 5 passed

## PERSONNEL REPORT

### Prepared by

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

---

### NEW HIRES AND NEW POSITIONS

Isamar A. Chávez, Student Services Specialist—College Access Programs, Student Development and Learning Resources Division, new position, 100 percent, 12-month assignment, Range B-3, Step 3.

Mackenzie K. Fraser, Student Services Specialist—Yamhill Valley campus, Regional Education and Academic Development Division, new position, 100 percent, 12-month assignment, Range B-3, Step 3.

Kenzie Mozejko, Student Services Specialist-11 months—High School Partnerships, Regional Education and Academic Development Division, replacement, 100 percent, 11-month assignment, Range B-3, Step 4.

Cynthia Nuñez Robinson, Instructional Technician—Agricultural Sciences and Technology, Regional Education and Academic Development Division, new position, 100 percent, 12-month assignment, Range B-2, Step 5.

Cynthia Tennant, Instructor-Nursing—Health Sciences, Career and Technical Education Division, replacement, 100 percent, 10-month annualized assignment, Range F-9, Step 7.

### POSITION CHANGES

Gaelen A. McAllister, Director-Grants—Governance and Administration Division, replacement, 100 percent, Range D-1, Step 1, from Instructional Coordinator/Analyst II—Academic and Organizational Effectiveness, Instruction and Student Services Division.

Gary A. West, Manager-Lean and Strategic Development—Academic and Organizational Effectiveness, Instruction and Student Services Division, replacement, 100 percent, Range C-4, Step 4, from Technology Analyst II—Academic and Organizational Effectiveness, Instruction and Student Services Division.

### SEPARATIONS

Christian A. Cooper, Department Technician II—Emergency Services, Career and Technical Education Division, effective September 18, 2020.

Jon M. Terrazas, Coordinator-Veteran's Services—Financial Aid, Student Development and Learning Resources Division, effective September 11, 2020.

## BUDGET STATUS REPORT

### Prepared by

Katie Bunch, Director—Business Services  
Rich McDonald, Director—Budget and Finance  
Miriam Scharer, 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, 2020, through September 30, 2020, 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 September 30, 2020
- Quarterly Update of Other Funds

In addition, attached is the General Fund Revenue and Expense statement In-Progress for the period ending June 30, 2020.

**Chemeketa Community College  
Statement of Resources and Expenditures  
As of September 30, 2020**

Fund 100000 - General Fund Unrestricted

	<u>ADJUSTED BUDGET</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>% OF BUDGET</u>	<u>VARIANCE TO BUDGET</u>
<b>Resources:</b>				
Property Taxes	24,050,000	229,361	0.95%	(23,820,639)
Tuition and Fees	24,010,000	8,510,694	35.45%	(15,499,306)
State Appropriations - Current	26,033,806	8,784,356	33.74%	(17,249,450)
State Appropriations - Carryover from FY20	8,816,194	8,816,194	100.00%	-
Indirect Recovery	1,890,000	300,175	15.88%	(1,589,825)
Interest	1,200,000	122,540	10.21%	(1,077,460)
Miscellaneous Revenue	460,000	85,430	18.57%	(374,570)
Transfers In	100,000	-	0.00%	(100,000)
Fund Balance	10,000,000	-	0.00%	(10,000,000)
<b>Total Resources</b>	<b>96,560,000</b>	<b>26,848,750</b>	<b>27.81%</b>	<b>(69,711,250)</b>
<b>Expenditures:</b>				
Instruction	36,666,945	4,839,179	13.20%	31,827,766
Instructional Support	13,196,315	2,156,495	16.34%	11,039,820
Student Services	8,547,451	1,777,431	20.79%	6,770,020
College Support Services	18,735,454	4,091,388	21.84%	14,644,066
Plant Operation and Maintenance	7,313,835	1,247,907	17.06%	6,065,928
Transfers and Contingency	10,600,000	833,648	7.86%	9,766,352
<b>Total Expenditures</b>	<b>95,060,000</b>	<b>14,946,048</b>	<b>15.72%</b>	<b>80,113,952</b>
<b>Unappropriated Ending Fund Balance</b>	<b>1,500,000</b>			

**Chemeketa Community College**  
**Budget Status Report**  
**As of September 30, 2020**

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	9,393,434.00	1,942,701.62	5,902,048.17	1,548,684.21
6120	Classified Salaries	13,342,498.00	2,571,395.86	8,289,121.93	2,481,980.21
6124	Part-Time Hourly & Student Wages	1,410,065.00	68,082.40	-	1,341,982.60
6130	Faculty Salaries	17,518,704.00	2,201,809.44	13,680,099.81	1,636,794.75
6132	Part-Time Faculty	6,973,969.00	681,930.89	363.42	6,291,674.69
6510	Fixed Fringe Benefits	10,127,376.00	2,188,935.84	-	7,938,440.16
6511	Variable Fringe Benefits	15,657,076.00	2,369,473.14	-	13,287,602.86
6512	Other Fringe Benefits	380,000.00	73,420.00	-	306,580.00
	<b>Subtotal Personnel Services</b>	<b>74,803,122.00</b>	<b>12,097,749.19</b>	<b>27,871,633.33</b>	<b>34,833,739.48</b>

**16.17%**

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,805,688.00	83,229.53	3,279.96	1,719,178.51
720	Equipment \$500-\$4,999	284,263.00	11,854.05	-	272,408.95
7300	Legal Services	106,176.00	-	41,800.00	64,376.00
7310	Insurance	619,162.00	615,469.50	-	3,692.50
7320	Maintenance	441,134.00	20,369.36	45,155.03	375,609.61
7330	Communications	948,439.00	140,646.72	-	807,792.28
7340	Space Costs	1,887,134.00	192,037.98	27,384.53	1,667,711.49
7350	Staff Development	126,991.00	5,434.61	-	121,556.39
7360	Travel	388,140.00	2,838.98	-	385,301.02
7370	Other Services	2,817,881.00	940,073.42	333,325.61	1,544,481.97
7550	Capital Outlay	231,870.00	2,696.02	14,273.51	214,900.47
8150	Transfers Out	5,600,000.00	833,648.37	-	4,766,351.63
8500	Contingency	5,000,000.00	-	-	5,000,000.00
	<b>Subtotal Non-Personnel Services</b>	<b>20,256,878.00</b>	<b>2,848,298.54</b>	<b>465,218.64</b>	<b>16,943,360.82</b>
	<b>Report Totals</b>	<b>95,060,000.00</b>	<b>14,946,047.73</b>	<b>28,336,851.97</b>	<b>51,777,100.30</b>

**14.06%**

**15.72%**

**STATUS OF INVESTMENTS AS OF SEPTEMBER 30, 2020**

Standard Report-2  
October 21, 2020

<u>Oregon State Treasurer Investments</u>	<u>Investment Ending Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Rate as of 9-30-2020</u>
Oregon Short-Term Fund - General	9-30-2020	On demand	\$15,376,707.06	1.00%
Oregon Short-Term Fund - Capital	9-30-2020	On demand	\$8,778,321.40	1.00%
 <u>Other Investments</u>				
Corporate Note – JP Morgan Chase	02-08-2019	10-15-2020	\$2,069,732.57	2.930%
Treasury Note – United States Treasury	11-18-2019	11-30-2020	\$2,027,908.52	1.548%
Corporate Note – Wells Fargo Bank	11-19-2019	12-07-2020	\$2,038,530.00	1.797%
Corporate Note – Westpac Banking Corp.	12-09-2019	01-25-2021	\$2,037,447.78	1.851%
Corporate Note – US Bank	12-09-2019	02-04-2021	\$2,047,433.33	1.828%
Treasury Note – United States Treasury	12-11-2019	03-31-2021	\$1,995,898.03	1.601%
Corporate Note – Royal Bank of Canada	12-09-2019	04-30-2021	\$2,045,933.33	1.774%
Corporate Note – Lloyds Bank	12-09-2019	05-07-2021	\$2,045,486.67	1.870%
Corporate Note – Walmart Inc.	12-20-2019	06-23-2021	\$2,074,589.17	1.647%
Corporate Note – Toyota Motor Credit Corp.	12-20-2019	07-20-2021	\$2,071,165.00	1.735%
Corporate Note – Microsoft Corp.	01-21-2020	08-08-2021	\$2,015,356.11	1.507%
Corporate Note – Shell International	01-21-2020	09-12-2021	\$2,016,661.67	1.622%
Treasury Note – United States Treasury	01-17-2020	10-31-2021	\$2,007,448.57	1.471%
Treasury Note – United States Treasury	01-17-2020	11-15-2021	\$2,060,271.92	1.473%

13 week Treasuries 0.10% as of 9/30/2020

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

**Chemeketa Community College  
 Quarterly Update of Other Funds  
 July 1, 2020 - September 30, 2020**

	<b>FUND #</b>	<b>RESOURCES</b>	<b>OBLIGATIONS</b>	<b>BALANCE</b>
Auxiliary Services	680	\$ 4,211,283	\$ 981,161	\$ 3,230,122
Self-Supporting Services	2000	12,647,104	7,533,238	5,113,866
Intra-College Services	2800	8,390,419	1,961,173	6,429,246
Student Government, Clubs & Newspaper	7200	130,449	809	129,640
Athletics	7500	99,342	40,362	58,980
<b>TOTAL</b>		<b>\$ 25,478,597</b>	<b>\$ 10,516,743</b>	<b>\$ 14,961,854</b>

	<b>FUND #</b>	<b>BUDGET</b>	<b>OBLIGATIONS</b>	<b>BALANCE</b>
Reserve Funds	2650 & 670000	\$ 1,200,000	\$ -	\$ 1,200,000
Regional Library	2600	4,300,000	773,866	3,526,134
Capital Development	6000-6500	23,600,000	3,694,635	19,905,365
Student Financial Aid	4200	66,567,500	10,497,216	56,070,284
Special Projects	3000	16,325,000	5,876,817	10,448,183
Debt Service	590	36,250,000	-	36,250,000
<b>TOTAL</b>		<b>\$ 148,242,500</b>	<b>\$ 20,842,534</b>	<b>\$ 127,399,966</b>

**Chemeketa Community College**  
**Statement of Resources and Expenditures**  
**Year Ended June 30, 2020 (Preliminary Progress Report) \***

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET	VARIANCE TO BUDGET
Fund 100000 - General Fund Unrestricted				
<b>Resources:</b>				
Property Taxes	22,320,000	23,117,961	103.58%	797,961
Tuition and Fees	23,290,000	21,816,469	93.67%	(1,473,531)
State Appropriations - Current	33,800,000	34,076,048	100.82%	276,048
State Appropriations - Deferred to FY21	-	8,816,194	-	8,816,194
Indirect Recovery	1,900,000	1,620,550	85.29%	(279,450)
Interest	1,200,000	1,709,136	142.43%	509,136
Miscellaneous Revenue	450,000	413,465	91.88%	(36,535)
Transfers In	5,200,000	5,100,000	98.08%	(100,000)
Fund Balance	9,000,000	9,772,897	108.59%	772,897
<b>Total Resources</b>	<b>97,160,000</b>	<b>106,442,720</b>	<b>109.55%</b>	<b>9,282,720</b>
<b>Expenditures:</b>				
Instruction	36,212,831	34,235,605	94.54%	1,977,226
Instructional Support	12,362,612	11,407,626	92.28%	954,986
Student Services	8,048,693	7,772,439	96.57%	276,254
College Support Services	21,805,281	20,657,242	94.74%	1,148,039
Plant Operation and Maintenance	6,930,583	6,364,044	91.83%	566,539
Transfers and Contingency	10,300,000	5,219,523	50.67%	5,080,477
<b>Total Expenditures</b>	<b>95,660,000</b>	<b>85,656,479</b>	<b>89.54%</b>	<b>10,003,521</b>
<b>Preliminary Ending Fund Balance</b>		<b>20,786,241</b>		
State Appropriations - Deferred to FY21		(8,816,194)		
<b>Preliminary Unreserved Ending Fund Balance</b>		<b>11,970,047</b>		

\* As of September 30, 2020 - Fiscal year closeout still in process.

## CAPITAL PROJECTS REPORT

### Prepared by

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

---

### PLANNING AND PRE-PLANNING CAPITAL PROJECTS

- **Building 9 Chillers**  
The college is working with Energy Trust of Oregon and RACI, an engineering consultant, on design documents so new chillers can be installed. This will include startup and new control wiring.

### CURRENT AND COMPLETED CAPITAL PROJECTS

- **Agricultural Complex**  
Construction began on schedule despite the challenges caused by COVID-19, with all contractors observing social distancing and personal protective equipment (PPE) requirements. Additionally, exterior/interior framing is near completion, as well as the roof is mostly dried in. The trades are wrapping up rough-in installation.
- **Diesel Program at Brooks Center**  
After a short delay to the project start caused by smoke from the fires, the exterior excavation is well under way. The culvert, which will pass under the future large ramp, is now in place. Additionally, trenching for a data pathway which will serve the new diesel program and the emergency alert system has now been added to the project. This work is only expected to add six days to the project and will take place at the beginning of October.

See Appendix–2; Campus Map pages 51–52.

## INSTITUTIONAL ADVANCEMENT FOUNDATION QUARTERLY REPORT

### Prepared by

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

---

### FOUNDATION BOARD OF DIRECTORS

Jonathan Castro Monroy, Managing Partner, Castro Monroy Group, has been voted in as the newest board member. Jonathan grew up in the Salem community and received his AAOT from Chemeketa before transferring to Oregon State University, where he received a Bachelor of Arts in Political Science. He has been an active board member for area nonprofits and foundations, including the Salem Chamber of Commerce, Inspire Foundation, and the Salem Keizer Education Foundation. He will be a great addition to the Chemeketa Foundation Board of Directors.

### ESTATE PLANNING SEMINAR

Foundation board member/secretary and estate planning attorney Maria Schmidlkofer will present a virtual estate planning seminar titled '*Legacy, Love & Estate Planning: Wills and Trusts Explained*.' The seminar will be held Monday, October 26, 12–1:30 pm. This is a free event open to all supporters of the Chemeketa Foundation. Maria is recognized statewide for her expertise in this subject matter, and the Foundation is grateful for her flexibility in shifting the format of her presentation to a virtual space.

### CLINT MATCH

Since 2011, the Clint Foundation has offered to match up to \$10,000 if the Chemeketa Foundation can raise \$10,000 for the Clint Foundation Scholarship. This year, the Clint Foundation Board has committed \$5,000 for the 2020–2021 academic year. The Clint Foundation Scholarship is for students who work while attending college. Recipients are asked to make a commitment to give back to others in the future. Utilizing the international day of philanthropy, #GivingTuesday, the Foundation's monthly electronic newsletter and with support from members of the Foundation Board of Directors, annual donors and employee donors, the Foundation will seek to raise \$10,000 to secure the Clint Foundation Match to award ten \$1,500 scholarships next fall.

### LEADERSHIP TRANSITIONS

Former Foundation Development Coordinator, Jamie Wenigmann, began her new role as the Foundation's Director of Development on July 1. Jamie will lead day-to-day operations of the Foundation reporting directly to Marie Hulett, Executive Director of Institutional Advancement. Jamie has served in the Foundation for six years and brings great knowledge and skill to this new role.

**GRANT ACTIVITIES  
JULY 2020–SEPTEMBER 2020**

**Prepared by**

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

---

**GRANTS SUBMITTED—July 2020–September 2020**

<b>Grantor</b>	<b>Department</b>	<b>Descriptions</b>	<b>Amount</b>
Spencer Foundation	Education	Funds collaborative research between Salem Keizer Schools, Chemeketa and Portland State University (PSU) on barriers to completion for bilingual/bicultural students on the teacher certification transfer pathway. Submitted July 1, 2020.	\$40,966
National Endowment for the Humanities	Liberal Arts–Communications	Funds COMM 111 curriculum, faculty development and speaker series to bring local diverse speakers to campus and into classes. Collaboration with Developmental Ed to add sections of Applied English to COMM 111 and pilot a bilingual COMM 111 course. Submitted July 16, 2020.	\$149,573
Portland General Electric (PGE) Renewable Development Fund	Facilities	Funds photovoltaic panels within the Agricultural Complex, creating Net Zero Energy. Result: significant long-term financial savings to the college and modelling sustainable practices. Submitted July 31, 2020.	\$116,972
Oregon Department of Education (ODE)–Interim Latinx Student Success	Education, Student Development and Learning Resources (SDLR) and Yamhill	Funds partnership between Juntos, Capaces, Unidos and Chemeketa to encourage college going and support existing Latinx students by creating culturally specific mentorship training and partnering with Yamhill and Woodburn community-based	\$146,016

Standard Report-5  
October 21, 2020

		organizations (CBOs) to engage families in their students' success. Submitted July 30,2020.	
Ford Family Foundation	Education	Partnership with rural school districts to increase the diversity of the public school teaching force by supporting local school instructional assistants to pursue their teaching degree. Submitted August 7, 2020.	\$47,631
U.S. Department of Agriculture (USDA)–Outreach and Assistance for Socially Disadvantaged Farmers and Ranchers and Veteran Farmers and Ranchers	Agricultural Sciences	Project to help equity population and veterans start farms. Funds would provide tuition for crop health certification and Small Business Development Center (SBDC) business startup classes, as well as create a non-credit course to inform farmers about USDA programs to support farming. Three-year project. Submitted August 26, 2020.	\$442,709
Mellon Foundation	College Inside	Funding for secure hardware and software at state prison facilities to enable students to take classes online. Also funds coordinators to assist with implementation and increase access. Two years. Submitted August 27, 2020.	\$553,990
PGE Drive Change Fund	Facilities	Funding for electric van as well as upgrading and adding campus electric vehicle charging stations to increase community experience with and access to innovative electric vehicle infrastructure. Submitted August 30, 2020.	\$212,809
USDA National Institute of Food and Agriculture (NIFA) Agricultural Workforce Training Grant	Agricultural Sciences	Funds community partnership to bring Native American Traditional Ecological Knowledge course and native plant work-based experiences to engage Native American and Black, Indigenous, and People of Color (BIPOC) in agricultural studies. Five years. Submitted September 24, 2020.	\$461,242

Standard Report-5  
October 21, 2020

Oregon Department of Agriculture/ Oregon Association of Nurseries	Agricultural Sciences- Horticulture	Funds equipment and supplies for Bio Control research project for reducing pesticide use on nursery plants by employing beneficial insects. Includes insect rearing set up, compost tea equipment and student researcher wages. Submitted September 30, 2020.	\$17,341
Polk County	Early Childhood Education (ECE)	Funds ECE class and materials to increase skills of Polk County Childcare providers and link them to education pathways. Submitted September 30, 2020.	\$9,487
<b>Total:</b>			<b>\$2,198,736</b>

**GRANTS PENDING NOTIFICATION—Grants submitted prior to the current quarter**

<b>Grantor</b>	<b>Department</b>	<b>Description</b>	<b>Amount</b>
USDA Farmers Market Promotion Program	Agricultural Sciences	Provides funds to establish a public Farmers Market in the new agricultural Complex, tuition for beginning farmers in SBDC and Ag Sciences courses. Submitted May 26, 2020.	\$249,684

**GRANTS DECLINED—April 2020—June 2020**

<b>Grantor</b>	<b>Department</b>	<b>Description</b>	<b>Amount</b>
U.S. Department of Health and Human Services— U.S. Health Resources and Services Administration (HHS-HRSA)	CTE	Funds for Pre-nursing and Nursing student scholarships for low-income students. Five years. Submitted March 3, 2020.	\$3,250,000
National Science Foundation— Scholarships in Science, Technology, Engineering, and Mathematics (NSF S-STEM)	Computer Science	Scholarships and supports for recruitment and retention of low-income students in the Computer Science major. Submitted April 22, 2020.	\$624,675

Standard Report-5  
October 21, 2020

Higher Education Coordinating Commission Talent, Innovation, and Equity (HECC TIE)	SDLR	Funds training and outreach collaboration between community based organizations serving equity populations and the Chemeketa Multicultural Center to provide supports for student access and success. Submitted June 30, 2020.	\$69,185
ODE-Interim Latinx Student Success	Education, SDLR & Yamhill	Funds partnership between Juntos, Capaces, Unidos and Chemeketa to encourage college going and support existing Latinx students by creating culturally specific mentorship training and partnering with Yamhill and Woodburn CBOs to engage families in their students' success. Submitted July 30, 2020.	\$146,016
Ford Family Foundation	Education	Partnership with rural school districts to increase the diversity of the public school teaching force by supporting local school instructional assistants to pursue their teaching degree. Submitted August 7, 2020.	\$47,631
Mellon Foundation	College Inside	Funding for secure hardware and software at state prison facilities to enable students to take classes online. Submitted August 27, 2020.	\$553,990

**GRANTS AWARDED—April 2020–June 2020**

<b>Grantor</b>	<b>Department</b>	<b>Description</b>	<b>Amount</b>
U.S. Department of Education	SDLR, Chemeketa Accelerated Pathways to Success (CAPS)	TRIO SSS—Provides supports for first-generation, low-income students to complete degrees and transfer to a 4-year school. Funds success coaches, tutoring, and student support. Five years. Submitted January 27, 2020.	\$1,564,725
U.S. Department of Education	SDLR, CAPS	TRIO D-SSS—Provides supports for students with disabilities to complete degrees and transfer to a 4-year school. Funds success coaches, tutoring, student support. Five years. Submitted January 27, 2020.	\$1,356,655

Standard Report-5  
 October 21, 2020

Institute of Museum and Library Services	Chemeketa Cooperative Regional Learning Service (CCRLS)	Funds for internet hotspots and workshops for 18 member libraries to aid in COVID-19 recovery. Submitted June 12, 2020.	\$166,626
Meyer Memorial Trust	Education	Biliteracy Seal and Biliteracy Student Leadership support for bilingual/ bicultural education students. Submitted April 25, 2020.	\$185,000
Oregon Department of Veteran Affairs	Veterans Center	Funds for veterans' center coordinator and programming to recruit and support Veterans' success at the college. Submitted June 16, 2020.	\$63,580
Instituto de los Mexicanos en el Exterior (IME-Becas)	Education	Provided by the Mexican Consulate, supports students of Mexican heritage in the Bilingual Student Teachers Leaders program. Submitted on behalf of the Foundation, June 22, 2020.	\$5,500
<b>Total:</b>			<b>\$3,342,086</b>

## **SUMMER TERM 2020 ENROLLMENT REPORT**

### **Prepared by**

Beth Perlman, Institutional Research Analyst  
Fauzi Naas, Director—Institutional Research  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley

---

Items included in this report:

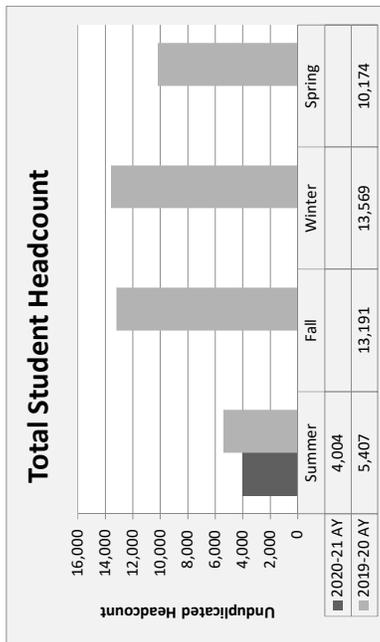
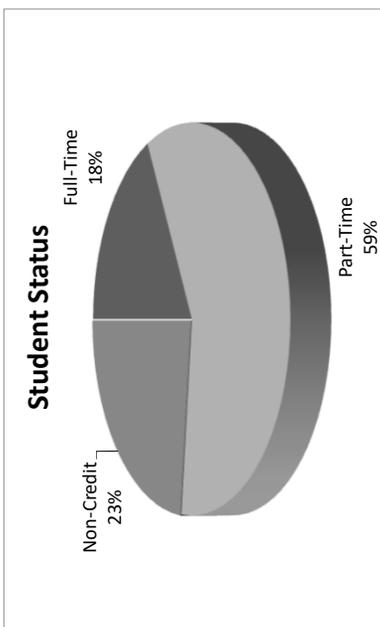
- Student, FTE and Enrollment Profile
- Summer Term Enrollment vs. Prior Years
- Summer Term Cumulative Enrollment

Summer 2020  
Student, FTE and Enrollment Profile  
All Locations

**Summer 2020**

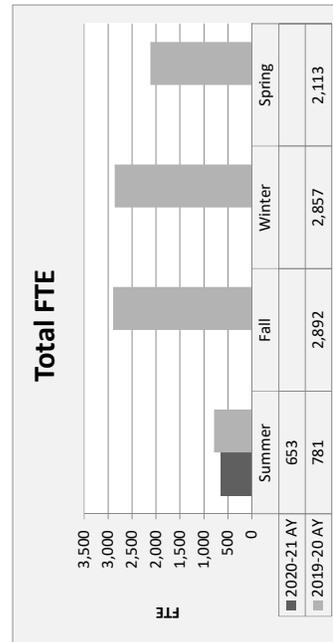
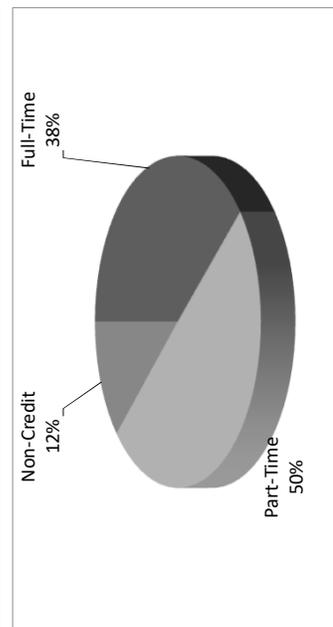
*STUDENTS (unduplicated headcount)*

<b>Total Students</b>	<b>4,004</b>
<b>Full-Time</b>	<b>704</b>
<b>Part-Time</b>	<b>2,367</b>
<b>Non-Credit</b>	<b>933</b>
	<b>17.6%</b>
	<b>59.1%</b>
	<b>23.3%</b>



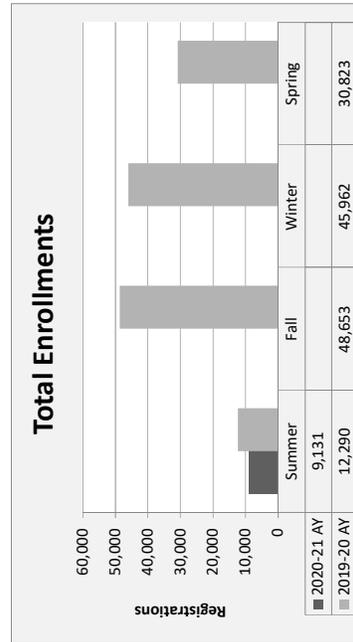
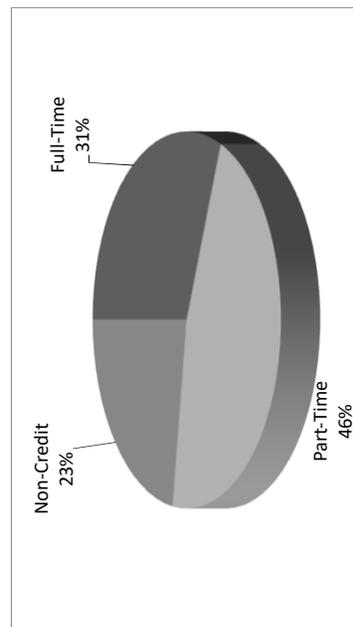
**FTE**

<b>Total FTE</b>	<b>653</b>
<b>Full-Time</b>	<b>252</b>
<b>Part-Time</b>	<b>325</b>
<b>Non-Credit</b>	<b>77</b>
	<b>38.6%</b>
	<b>49.7%</b>
	<b>11.8%</b>



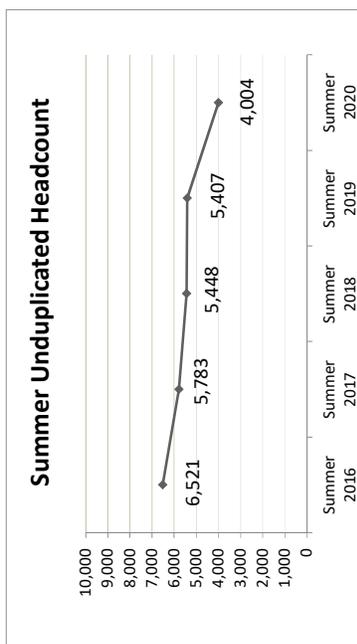
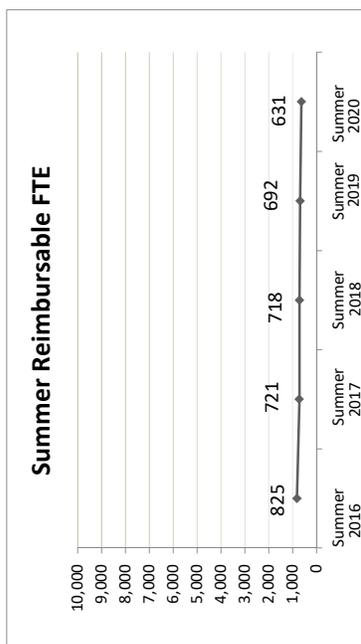
**ENROLLMENTS (duplicated headcount)**

<b>Total Enrollments</b>	<b>9,131</b>
<b>Full-Time</b>	<b>2,823</b>
<b>Part-Time</b>	<b>4,244</b>
<b>Non-Credit</b>	<b>2,064</b>
	<b>30.9%</b>
	<b>46.5%</b>
	<b>22.6%</b>



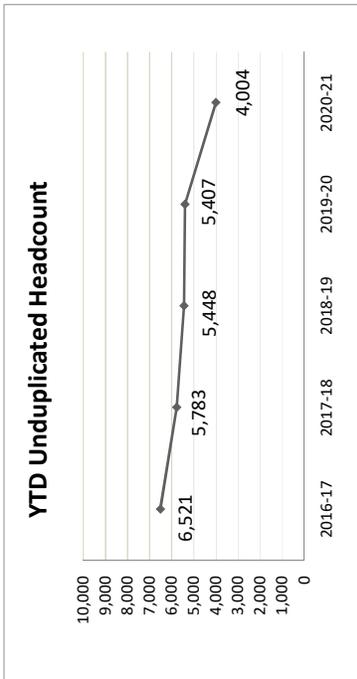
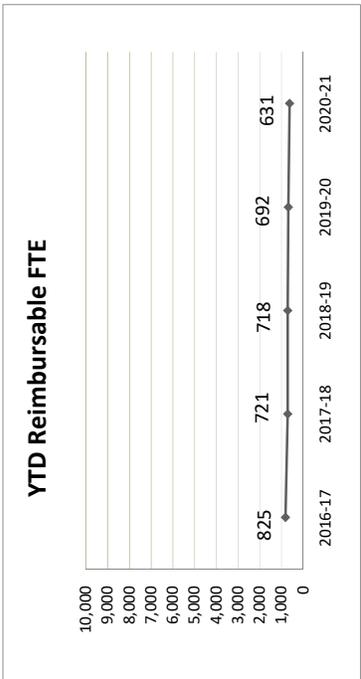
Summer 2020  
Student, FTE and Enrollment Profile  
All Locations

Summer-to-Summer Comparison			
Year-to-Date FTE and Headcount	Summer 2019	Summer 2020	% Change
Reimbursable FTE	692	631	-8.8%
Non-Reimbursable FTE	781	22	-97.2%
Total FTE	781	653	-16.3%
Unduplicated Headcount	5,407	4,004	-25.9%



Rate of Change from Summer to Summer				
	2016 to 2017	2017 to 2018	2018 to 2019	2019 to 2020
Change in Reimbursable FTE	↓ -12.7%	↗ -0.3%	↓ -3.6%	↓ -8.8%
Change in Unduplicated HC	↓ -11.3%	↓ -5.8%	↗ -0.8%	↓ -25.9%

Year-to-Date			
Year-to-Date FTE and Headcount	2018-19	2019-20	% Change
YTD Reimbursable FTE	692	631	-8.8%
YTD Non-Reimbursable FTE	781	22	-97.2%
YTD Total FTE	781	653	-16.3%
YTD Unduplicated Headcount	5,407	4,004	-25.9%



Rate of Change YTD to YTD				
	2016-17 to 2017-18	2017-18 to 2018-19	2018-19 to 2019-20	2019-20 to 2020-21
Change in YTD Reimbursable FTE	↓ -12.7%	↗ -0.3%	↓ -3.6%	↓ -8.8%
Change in YTD Unduplicated HC	↓ -11.3%	↓ -5.8%	↗ -0.8%	↓ -25.9%

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

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

**Prepared by**

John McIlvain, Manager—Emergency and Risk Management  
Miriam Scharer, Vice President/Chief Financial Officer

---

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

## RECOGNITION REPORT

### Prepared by

Jessica Howard, President/Chief Executive Officer

---

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

In addition to the employees recognized at the September 16, 2020, board meeting, thanks to KEN ANDERSON, ISMAEL BOGARIN, ROBERT DAHL, J.D. DALKE, MICHELLE DARR, REGALADA LOMBARDI, DAN LOOP, BRUCE ROLLER, LAWRENCE SMITH, JOE TALBERT, RAFAEL VILLARREAL, CHRISTINA WALKER, ALBERT ZAPATA, and countless others for their tremendous effort and hard work in preparing Chemeketa facilities for emergency personnel related to the ongoing firefighting effort. (*Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.*)

Congratulations to SARA HASTINGS, LILIANA LANDA-VILLALBA, and CELIA NUNEZ for being accepted into the Oregon Executive Leadership Academy (OELA) program this year. (*Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.*)

Thanks to the amazing crew at the Chemeketa Bookstore, STEPHANIE ARRITOLA, WENDY BAKER, CARY BALLEW-RENFRO, AMANDA FALTYN, TIM KING, BONNIE PERRY, and MEREDITH SCHREIBER, for processing 3,962 orders from August 17–October 6 through the online ordering system. Of those orders, 2,400 were processed in eleven days. (*Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.*)

Thanks to JON MATHIS, “Maximizing Your Strengths as a Leader,” and JOANNE SCHARER, “Take a 360 Look at your Business with Growth Wheel,” for presenting at the inaugural session of the 2020–2021 virtual Small Business Management (SBM) program to participants from fifteen businesses. Numerous participants emailed, called, and texted their appreciation for the sessions. (*Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.*)

The CHEMEKETA STORM CHASERS Hood-to-Coast running team participated virtually in the Hood-to-Coast relay between August 14–29. The team of eight runners finished after completing over 200 miles. Chemeketa runners were AILEEN COLLINS, MEEMEE CROSSLER-LAIRD, HAILEY GREEN, JON MATHIS, BRYAN ROLLINS, JULIE SCHONBACHLER, ANN MARIE SWEARINGIN, and SONNEY WOLFE. This Hood-to-Coast was dedicated to the memory of J.D. Wolfe. (*Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.*)

Standard Report-8  
October 21, 2020

CHRISTIE BAILEY, COREY CLARK, REBECCA DOUGHERTY, DEMITRUS EWING, EUSEBIO HERRERA-PEREZ, BRIAN KEECHLE, STEPHANIE LENOX, JILL LOMAX, CHRISTINE NILE, CHEILA RAMIREZ, DOUG ROGERS, and HALSTON TUSS were recognized for moving from probationary faculty to regular status with a virtual Kudoboard. Thanks to MARY SCAMAHORN for putting the Kudoboard together, and STACEY WELLS, ADRIAN LUTZ, and PAULA LISOFF for helping gather the information from the faculty and supervisors. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Thanks to employees who submitted artwork for the virtual Annual Employee Art Show. The 23 employees who participated were MEGAN COGSWELL, JASON COLLMAN, HOLLY COOK, MICHAEL DAHL, RACHEL DANSKEY, PENNY FELTNER, DAVID HALLETT, PETER HOELTER, JESSICA HOWARD, MARIE HULETT, LYNN IRVIN, TERRI JACOBSON, STEPHANIE JENKINS-MELBOURN, RASCHEL LARSON, BRET MALLEY, BRETT MATTI, LORI MAYHEW MCLAUGHLIN, AMY MCKINLEY, DOUG ROGERS, TERRY ROHSE, JASON ROSS, ALLISON STEWART HULL, and DULCE VANNOTE. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

## PRESIDENT'S REPORT

### Prepared by

Jessica Howard, President/Chief Executive Officer

---

Concerning our statewide partners in governance and leadership of Oregon's community colleges, the following operational and strategic activities and programs have been underway since the last President's Report in June 2020:

### OREGON COMMUNITY COLLEGE ASSOCIATION (OCCA)

*OCCA is a board-governed membership organization formed to support the 17 community colleges and their locally elected boards. Its purpose is to provide leadership, advocacy, and support for the colleges with the governor, legislature, federal delegation, and partners such as the Higher Education Coordinating Commission, the Workforce Talent Development Board, employer groups, labor groups, and other non-profit organizations.*

- OCCA has continued to convene and host weekly Zoom meetings with Oregon community college presidents focused on the topic of the CV19 pandemic and its effect on higher education in the state. These calls provide guidance, support, and an opportunity to connect related to college operations during this pandemic. Jessica, Jim Eustrom, David Hallett, Miriam Scharer, and Alice Sprague regularly attend these meetings.
- OCCA has helped arrange and facilitate a third summer meeting with Governor Brown and OPC on October 5, 2020, and an opportunity to provide testimony to the House Higher Education Committee on October 7.
- Membership on OCCA's five standing committees has been re-established for this academic year. These are: Member Services Committee (Jessica is a member), Nominating Committee (Ed Dodson is the chair), Budget Committee, Howard Cherry Nominating Committee (Jessica is a member), and Legislative Committee (Ed is a member).
- OCCA has committed to including a focus on equity in its orientation, materials, and future efforts. An equity statement and call to action will soon be finalized, and the OCCA mission statement has been revised thus:  
"Leading with racial equity, we advocate, communicate, and collaborate to strengthen community colleges for the benefit of Oregonians, particularly those systemically marginalized from higher education."
- Karen Smith, OCCA counsel, continues to provide insights and advice concerning state and federal actions (from Title IX issues to CARES Act funding) during this unprecedented time. Her quick reference guide concerning advocacy can be found here:  
[https://sos.oregon.gov/elections/Documents/260.432\\_quickref.pdf](https://sos.oregon.gov/elections/Documents/260.432_quickref.pdf)

Standard Report-9  
October 21, 2020

- The OCCA conference will be held virtually this year from November 4–6, and without cost to attendees. The session themes are: Diversity, Equity and Inclusion; Workforce and the New Economy; Coping in the Time of COVID; and Nuts and Bolts. Chemeketa has submitted proposals to present.
- OCCA is continuing to provide guidance for legislative efforts. Its advocacy goals and strategies are:
  - Enable student success
  - Build advocacy capacity and effectiveness
  - Increase influence with decision-makers
- Every month has a theme to be emphasized with legislators.

#### OREGON STUDENT SUCCESS CENTER (OSSC)

*Housed within OCCA and led by Elizabeth Cox-Brand, the OSSC serves as a hub for a statewide shift in focus from the many transactional initiatives to an overarching and transformational goal for all Oregon community colleges. The primary work of OSSC will concentrate on knitting together research, policies, and promising practices to increase understanding and interconnectedness, assist colleges in the analysis and use of data, as well as provide leadership to create the vision for future student success work.*

- Six new colleges have embarked upon Guided Pathways work this fall, resulting in 16 out of 17 Oregon community colleges actively implementing this approach and framework to improve student outcomes and close student equity gaps.
- A new statewide grant, co-led by the OSSC and CCWD and called Strong Start Oregon, launches the development of math co-requisites to shorten the pathway to and through college-level math for community college students. The design team has met and includes faculty from 16 community colleges, including Chemeketa, and four universities.

#### HIGHER EDUCATION COORDINATING COMMISSION (HECC)

*Composed of a state agency and a 14-member volunteer commission appointed by the governor, the HECC is the single state entity responsible for higher education in Oregon. The HECC develops and implements policies and programs to ensure well-coordinated programs to foster student success.*

- The HECC has been active in facilitating and distributing \$10M Governor's Emergency Education Relief (GEER) funds to higher education institutions in Oregon.
  - \$6M will be distributed to all 24 colleges and universities. These will pass directly to students to address their immediate financial needs.
  - \$4M is designated to improve the quality of and access to distance learning.
  - \$2.5M will go to institutions to improve the quality of online learning for students.
  - \$1.5M will help establish an online course exchange, giving students access to high-quality online courses from all institutions.
- The HECC is working with Verizon to attempt to negotiate a lower price agreement to acquire wireless "hotspots" that community colleges can provide to students.

Standard Report-9  
October 21, 2020

- Regarding Applied Baccalaureate: Program approval documents will be published on the HECC's webpage in mid-October.

COMMUNITY COLLEGES AND WORKFORCE DEVELOPMENT (CCWD)

*CCWD is the office within the HECC that provides coordination, leadership, and resources to Oregon community colleges.*

- Concerning credit transfer from community colleges to public universities in the state: the first three Major Transfer Map (MTM) associate degrees have been approved (in English Literature, Biology, and Elementary Education). Three more are being worked on now, and it is hoped that they will be finalized by the end of the calendar year (Business, Computer Science, and Criminal Justice). Three new MTMs will be identified for 2020–2021 work in November.

Action-1  
October 21, 2020

**APPROVAL OF APPOINTMENT OF BUDGET COMMITTEE MEMBERS  
FOR ZONE 2, RESOLUTION NO. 20-21-03, AND ZONE 3,  
RESOLUTION NO. 20-21-04 FOR 2020–2023  
[20-21-113]**

**Prepared by**

David Hallett, Vice President—Governance and Administration

---

Budget committee positions for Zones 2, 3, and 7 expired June 30, 2020. In compliance with board policy number 1170, budget member selection timelines and an appointment process must be followed. In compliance with policy number 1170, a selection process ensued.

Procedure number 1170 states that a position filled by an incumbent who has served more than four years must be advertised; however, an incumbent may reapply if they wish to continue. Incumbents Barbara Nelson, Zone 2; Joe Van Meter, Zone 3; and Don Patten, Zone 7 have all served for more than four years. In compliance with Procedure number 1170, open vacancies in Zones 2, 3, and 7 were advertised. Applications from the prior incumbents of Zones 2 and 3 were received, however, no additional applications were received for Zones 2, 3, and 7.

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

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

It is recommended that the College Board of Education reappoint Barbara Nelson and Joe Van Meter each to a three-year term as the representatives to the budget committee, respectively, for Zones 2 and 3 for 2020–2023.

Action-1  
October 21, 2020

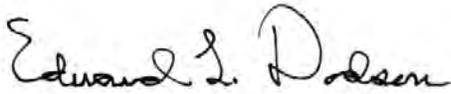
**RESOLUTION NO. 20-21-03  
APPOINTMENT OF BUDGET COMMITTEE MEMBER FOR ZONE 2**

WHEREAS, a budget committee position for Zone 2 expired on June 30, 2020. In compliance with Chemeketa Community College Policy No. 1170, the College Board of Education approves appointments of members to a three-year term.

WHEREAS, a position filled by an incumbent who has served more than four years must be advertised; however, the incumbent may reapply if they wish to continue.

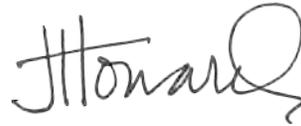
WHEREAS, no additional applications were received for Zone 2. Barbara Nelson, Zone 2, has indicated a willingness to serve for another three-year term.

BE IT RESOLVED, that the College Board of Education reappoints Barbara Nelson from Zone 2 to the Chemeketa Community College Budget Committee for a three-year term.



---

Ed Dodson  
Chairperson



---

Jessica Howard  
President/Chief Executive Officer

October 21, 2020

---

Date

Action-1  
October 21, 2020

**RESOLUTION NO. 20-21-04  
APPOINTMENT OF BUDGET COMMITTEE MEMBER FOR ZONE 3**

WHEREAS, a budget committee position for Zone 3 expired on June 30, 2020. In compliance with Chemeketa Community College Policy No. 1170, the College Board of Education approves appointments of members to a three-year term.

WHEREAS, a position filled by an incumbent who has served more than four years must be advertised; however, the incumbent may reapply if they wish to continue.

WHEREAS, no additional applications were received for Zone 3. Joe Van Meter, Zone 3, has indicated a willingness to serve for another three-year term.

BE IT RESOLVED, that the College Board of Education reappoints Joe Van Meter from Zone 3 to the Chemeketa Community College Budget Committee for a three-year term.



---

Ed Dodson  
Chairperson



---

Jessica Howard  
President/Chief Executive Officer

---

October 21, 2020  
Date

**ACCEPTANCE OF PROGRAM DONATIONS  
JULY 1, 2020 THROUGH SEPTEMBER 30, 2020  
[20-21-114]**

**Prepared by**

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

---

<b>Item:</b>	Lenovo Ideapad Z710 Laptop	<b>Item:</b>	Micro Filtration Unit
<b>Donor:</b>	Holly Cook	<b>Donor:</b>	Bjornson Vineyard
<b>Declared Value:</b>	\$900.00	<b>Declared Value:</b>	\$350.00
<b>Program:</b>	Student Relief	<b>Program:</b>	Viticulture Program
<b>Item:</b>	Small Destemmer and Various Winemaking Equipment		
<b>Donor:</b>	Julie Slater		
<b>Declared Value:</b>	\$400.00		
<b>Program:</b>	Viticulture Program		

**APPROVAL OF GRANTS AWARDED  
JULY 2020–SEPTEMBER 2020  
[20-21-115]**

**Prepared by**

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

---

These grants have been awarded to the college from July 2020–September 2020. It is recommended that the board accept these grants.

<b>Grantor</b>	<b>Department</b>	<b>Description</b>	<b>Amount</b>
U.S. Department of Education	Student Development and Learning Resources (SDLR), Chemeketa Accelerated Pathways to Success (CAPS)	TRIO SSS—Provides supports for first-generation, low-income students to complete degrees and transfer to a 4-year school. Funds success coaches, tutoring, and student support. Five years. Submitted January 27, 2020.	\$1,564,725
U.S. Department of Education	SDLR, CAPS	TRIO D-SSS—Provides supports for students with disabilities to complete degrees and transfer to a 4-year school. Funds success coaches, tutoring, student support. Five years. Submitted January 27, 2020.	\$1,356,655
Institute of Museum and Library Services	Chemeketa Cooperative Regional Learning Service (CCRLS)	Funds for internet hotspots and workshops for 18 member libraries to aid in COVID-19 recovery. Submitted June 12, 2020.	\$166,626
Meyer Memorial Trust	Education	Biliteracy Seal and Biliteracy Student Leadership support for bilingual/bicultural education students. Submitted April 25, 2020.	\$185,000

Action-3  
October 21, 2020

Oregon Department of Veteran Affairs	Veterans Center	Funds for veterans' center coordinator and programming to recruit and support Veterans' success at the college. Submitted June 16, 2020.	\$63,580
Instituto de los Mexicanos en el Exterior (IME-Becas)	Education	Provided by the Mexican Consulate, supports students of Mexican heritage in the Bilingual Student Teachers Leaders program. Submitted on behalf of the Foundation, June 22, 2020.	\$5,500
<b>Total:</b>			<b>\$3,342,086</b>

# 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.

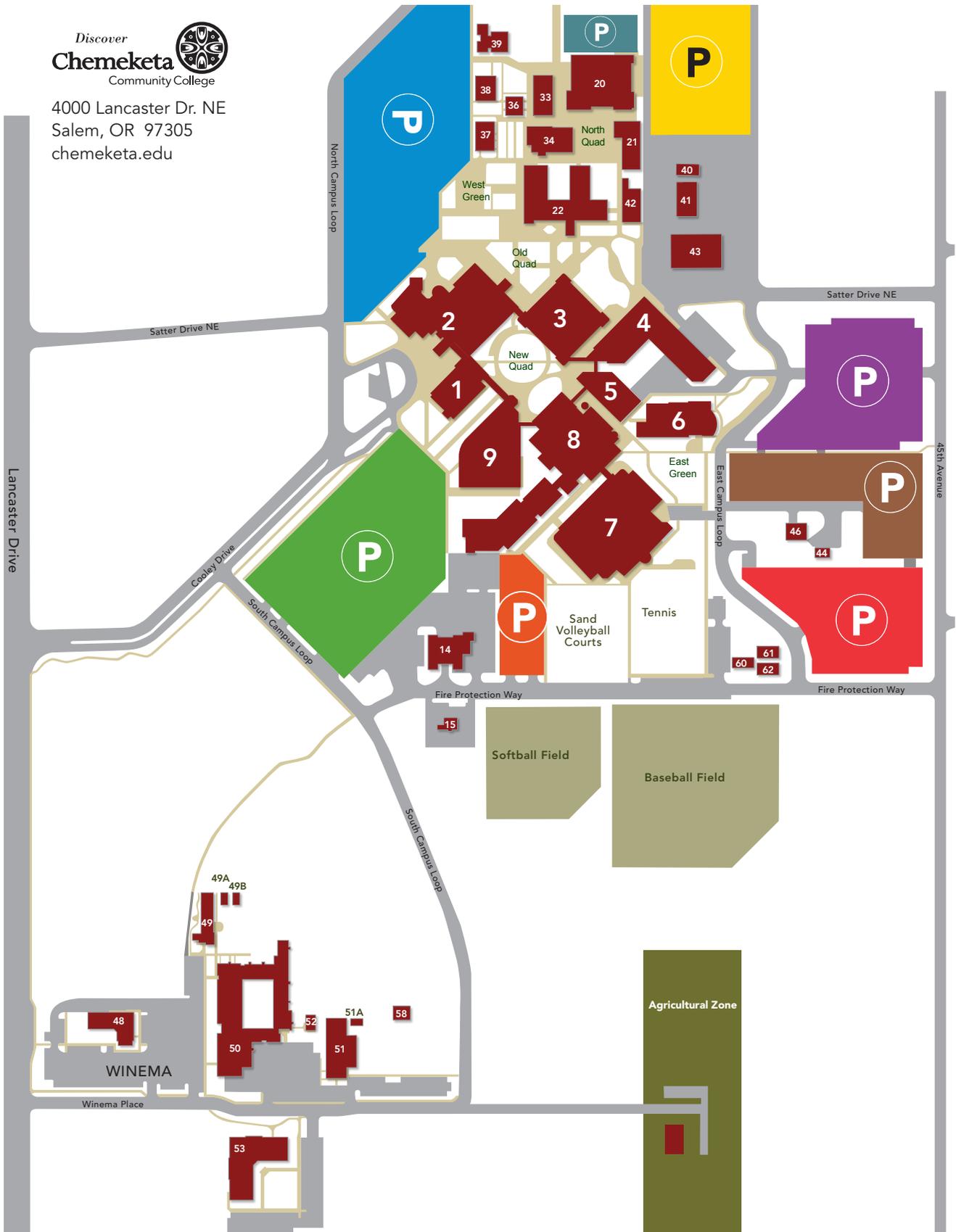
**Innovation** – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

**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  
October 21, 2020



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



Appendix-2  
October 21, 2020

**Salem Campus**

**Building and Primary Function(s)**

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

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

**Area or Service—Building/Room**

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

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

**Instructional Department Offices**

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

**Restrooms**

**SINGLE OCCUPANCY**

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

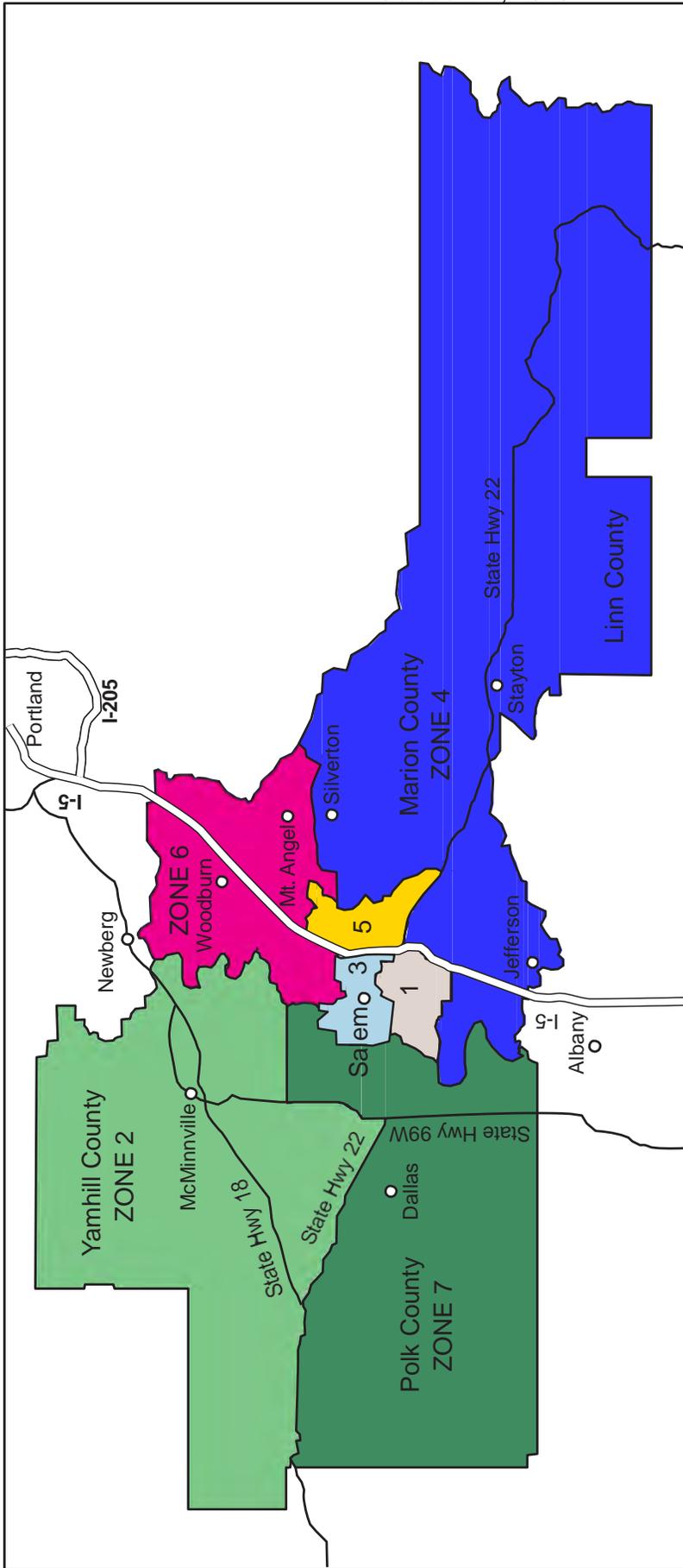
- Building 36—First floor
- Building 37—First floor
- Building 38—First floor
- Building 40—Second floor
- Building 50—First floor
- Building 51—First floor

**MOTHER'S ROOM**

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



Chemeketa Community College  
**District Boundary and Board Zones**



**Board Members**

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

**Handouts**  
**October 21, 2020**

# iSTART 2020

Board Report  
October 21, 2020

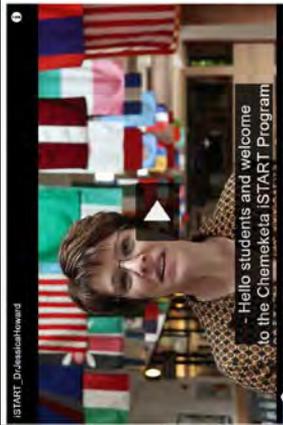
# iSTART Objectives

1. Develop a sense of belonging through making connections with current students, iSTART peers, and staff (Relationships important to students, Connection helps students persist)
2. Learn about and make progress on financial aid requirements (Helps be at Chemeketa, persist)
3. Get support from a navigator with onboarding processes & have assigned advisor by the end of iSTART session
4. Register for fall term classes
5. Know and be informed about appropriate campus resources
6. Prepare students for successful remote learning

Module	Topic	Day	Duration	Format
Module 1	Introductions, Welcome, Keynote, Counseling activity	Tuesday	10 minutes	synchronous
Module 2	Student Technology	Tuesday	60 minutes	asynchronous
Module 3	Community building with Student Success Navigator & Mock Lecture	Thursday	60 minutes	synchronous
Module 4	Career Exploration	Thursday	15 minutes	asynchronous
Module 5	New student advising	Thursday	20 minutes	asynchronous
Module 6	Community building with Student Success Navigator, Civil Discourse, Student panel	Tuesday	120 minutes	synchronous
Module 7	Paying for College	Tuesday	15 minutes	asynchronous
Module 8	College Access Programs, Student Retention & College Life	Thursday	90 minutes	synchronous
Module 9	E - Tutoring	Thursday	10 minutes	asynchronous
Module 10	Student Survey	Thursday	10 minutes	asynchronous

**iSTART Sessions**

Week 7/6/2020	Week 7/13/20	Week 7/20/20	Week 7/27/20	Week 08/03/20	Week 8/10/20	Week 8/17/20
Cohort 1 (T,H)						
	Cohort 2 (M,W)					
	Cohort 3 (T, H)					
		Cohort 4 (M, W)				
		Cohort 5 (T, H)				
			Cohort 6 (M,W)			
			Chort 7 (T, H)			
				Cohort 8 (M,W)		
				Cohort 9 (T, H)		
				Woodburn (M,W)		
				YVC (W,H,M,T)		
					Cohort 10 (M,W)	
					Cohort 11 (T, H, T)	
					Cohort 12 (T,H,T)	

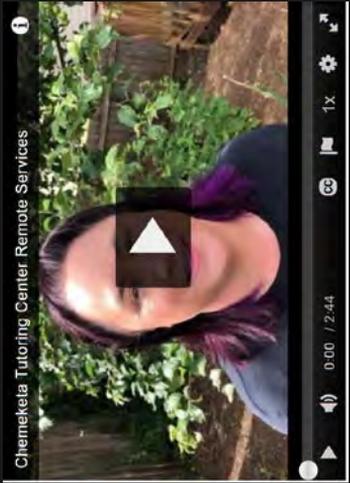
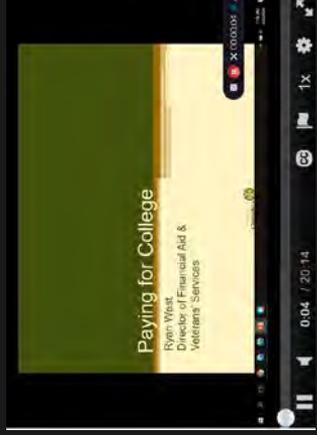


iStart Cohort 1

- Home
- Discussions
- Modules
- Office 365
- Account
- Dashboard
- Courses
- Calendar
- Inbox
- History
- Help

# iStart Cohort 1

Get ready for fall term



- 14,396 email invitations and 1597 text invitations were sent out
- 286 students registered for iSTART, and 246 attended
- 212 participants registered for fall term courses (86% yield)
- 106 students requested textbook assistance and 309 items were sent out to them

# Student Comments

*“It was very helpful, I went in knowing nothing about college but now I feel more secure with knowing what to expect.”*

*“Doing this online was nice. However, it was hard to connect with other incoming college students because we weren’t in the “same room”. Some people would have screen turned off which is fine but just made it a bit hard to connect with others”*

*“The staff that come in do a great job at presenting the material and getting you interested. Great stuff all around, this was an amazing opportunity.”*

*“I was very hesitant to start in the fall but now I am excited to get going.”*

*“This program is amazing and is great for learning what to do and what to expect for college. Everyone was amazing and extremely friendly and seemed to really love their jobs. They created a warm and welcoming atmosphere, and were accommodating for those who were less comfortable sharing their camera.”*