

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

Regular Meeting

September 21, 2022

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

BOARD OF EDUCATION

(The change to this agenda is the addition of Action-2, Approval of Student and Part-Time, Hourly/ Temporary Salary Schedule for 2022-2023)

Regular Meeting
September 21, 2022

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

| | | | |
|---|--|------------------------------------|-------|
| I. Workshop | 4:30–5 pm | Web Conferencing/Livestream | |
| A. Completion: Graduation and Transfer | | | 1 |
| II. Administration Updates | 5–6 pm | Web Conferencing | |
| III. Regular Session | 6 pm | Web Conferencing/Livestream | |
| A. Call to Order | | | |
| B. Pledge of Allegiance | | | 2 |
| C. Chemeketa Land Acknowledgment | | | |
| D. Roll Call | | | |
| E. Comments from the Public | | | |
| F. Approval of Minutes —Regular Board Meeting of July 20, 2022, and Board Work Session of September 1, 2022 Jessica Howard, President/Chief Executive Officer | | | 3-11 |
| G. Reports | | | |
| 1. Reports from the Associations | | | |
| a. Peter Wirfs | Associated Students of Chemeketa (ASC) | | - |
| b. Steve Wolfe | Chemeketa Faculty Association | | 12 |
| c. Aaron King | Chemeketa Classified Employees Association | | 13-14 |
| d. Gaelen McAllister | Chemeketa Exempt Employees Association | | 15-19 |
| 2. Reports from the College Board of Education | | | |
| H. Information | | | |
| 1. Student and Part-Time Hourly/Temporary Salary Schedules for 2022-2023 David Hallett, Vice President—Governance and Administration | | | 20-22 |
| 2. Strategic Framework Jessica Howard, President/Chief Executive Officer | | | 23 |
| I. Standard Reports | | | |
| 1. Personnel Report David Hallett, Vice President—Governance and Administration | | | 24-26 |
| 2. Budget Status Report Aaron Hunter, Associate Vice President/Chief Financial Officer | | | 27-30 |

| | |
|---|-------|
| 3. Capital Projects Report Michael Kinkade, Associate Vice President/CIO—Operations Management | 31–32 |
| 4. Chemeketa Cooperative Regional Library Service Report Bruce Clemetsen, Vice President—Student Affairs | 33–35 |
| 5. Recognition Report Jessica Howard, President/Chief Executive Officer | 36–38 |
| J. Separate Action | |
| 1. Approval of Adjustments to Academic Calendar for 2022–2025 Michael Vargo, Vice President—Academic Affairs | 39–43 |
| 2. Approval of College Board of Education Recommendation of Ken Hector as the ACCT Public Policy and Advocacy Committee Associate Ron Pittman, Chair—Board of Education | 44 |
| 3. Approval of Retirement Resolution No. 22-23-01, Steven P. “Steve” Kohlmeyer David Hallett, Vice President—Governance and Administration | 45–46 |
| K. Action | |
| Consent Calendar Process (Items will be approved by the consent calendar process unless withdrawn at the request of a member of the board. Item or items requested to be removed by a member of the board will be removed from the consent calendar by the chairperson for discussion. A separate motion will then be required to take action on the item in question.) | |
| 1. Approval of Contract Award for Campus Food Services Michael Kinkade, Associate Vice President/ CIO—Operations Management | 47 |
| 2. Approval of Student and Part-Time, Hourly/Temporary Salary Schedule David Hallett, Vice President—Governance and Administration | 47a–c |
| L. Appendices | |
| 1. Mission – Vision – Values – Core Themes | 48 |
| 2. Campus Map | 49–50 |
| 3. District Map | 51 |
| M. Future Agenda Items | |
| N. Board Operations | |
| O. Adjournment | |

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

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

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

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

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

Workshop-A
September 21,2022

COMPLETION: GRADUATION AND TRANSFER

Prepared by

Julie Peters, Interim Director—Institutional Research and Reporting
Michael Vargo, Vice President—Academic Affairs

The workshop will focus on Institutional Metrics for the graduation rate and transfer rate for academic year 2021–2022, as well as supporting early momentum metrics for first term and first year credits that have been attempted in 2021–2022. The workshop will also highlight the new Degree Partnership Program (DPP) and Direct Connect Guarantee agreements with Western Oregon University (WOU).

Land Acknowledgement
September 21,2022

CHEMEKETA'S LAND ACKNOWLEDGEMENT

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

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

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

Minutes
September 21,2022

APPROVAL OF BOARD MINUTES

Prepared by

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

Minutes of the board meeting of July 20, 2022, and board work session of September 1, 2022, are submitted for review by the board.

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

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CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

July 20, 2022

I. EXECUTIVE SESSION

Ron Pittman, Chair, called Executive Session to order at 5:19 pm in the Board Room, Building 2, Room 170, at the Salem Campus. Executive Session was held in accordance with ORS 192.660(2)(d) negotiations.

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs (arrived 5:24pm); Michael Kinkade, Associate Vice President, College Support Services/Operations; and Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance.

Executive Session ended at 5:32 pm.

II. ADMINISTRATION UPDATES

Ron Pittman, Chair, called the meeting to order at 5:32 pm.

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

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

Updates were discussed with the board regarding a bond, the President's monthly report to the board, the Chemeketa Foundation and Northwest Innovations, and agenda preview.

A recess was taken at 5:55 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Ron Pittman, Chair, reconvened the board meeting at 6:02 pm. The meeting was held in the Board Room, Building 2, Room 170, at the Salem Campus.

B. PLEDGE OF ALLEGIANCE

C. CHEMEKETA LAND ACKNOWLEDGMENT

Ron Pittman read the land acknowledgment.

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D. ROLL CALL

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

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

Board Representatives in Attendance: Steve Wolfe, Chemeketa Faculty Association (CFA); Aaron King, Chemeketa Classified Association (CCA); and Adam Mennig, Chemeketa Exempt Association (CEA).

E. COMMENTS FROM THE PUBLIC

None.

F. SEPARATE ACTION

Approval of Ratification of Chemeketa Classified Employees Association Collective Bargaining Agreement

David Hallett stated the details of the recently negotiated Chemeketa Classified Association (CCA) Collective Bargaining Agreement have been shared with the board and it is recommended that the board approve. This will be a two-year agreement that runs through June 30, 2024. David thanked the team members from the CCA and administration for the collaborative process and their hard work.

Neva Hutchinson moved and Ken Hector seconded a motion to approve the ratification of Chemeketa Classified Employees Association collective bargaining agreement.

The motion CARRIED.

G. SIGNATURE OF CHEMEKETA CLASSIFIED ASSOCIATION CONTRACT AGREEMENT

President Jessica Howard, Board Chair Ron Pittman, CCA President Aaron King, and CCA Internal Vice President Allison Stewart Hull signed the CCA contract agreement.

H. APPROVAL OF MINUTES

Ken Hector moved and Diane Watson seconded a motion to approve the College Board of Education minutes from June 15, 2022, and the special meeting minutes of July 7, 2022.

The motion CARRIED.

I. REPORTS

Reports from the Associations

Steve Wolfe, Chemeketa Faculty Association, said his report stands as written.

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Aaron King, Chemeketa Classified Association (CCA), said his report stands as written and highlighted the collaborative work between the college and CCA on the new contract. He thanked the outgoing CCA board members for their hard work.

Ken Hector thanked Aaron and remarked on the outstanding job CCA did in working with the administration; it was meaningful, substantive, and collaborative.

Adam Mennig, Chemeketa Exempt Association, said the report stands as written. Adam thanked Lynn Irvin for her many years of support and dedication to the CEA board and college, and wished her well in her retirement.

Reports from the College Board of Education

Ed Dodson attended the Oregon Community College Association (OCCA) Legislative Committee, received a computer security update, and attended the Mid-Willamette Valley broadband meeting, special board meeting, a quarterly meeting with Jessica, and the board cultural competency training.

Ken Hector attended two Silverton Rotary meetings, served at the annual Silverton Strawberry Festival, attended the Mid-Willamette Valley broadband meeting, an after-school activities fundraiser program in Silverton, the Chemeketa Foundation board meeting, the special board meeting, and the board cultural competency training.

Diane Watson attended the Woodburn First Citizen banquet, the college's retirement celebration, Keizer Greeters, the special board meeting, and the board cultural competency training.

Neva Hutchinson attended agenda preview, the board cultural competency training, multiple Help Desk meetings, and a lunch meeting with Jessica Howard.

Ron Pittman attended McMinnville Chamber Greeters, the board cultural competency training, agenda preview and several Help Desk meetings, and received a computer security upgrade.

J. INFORMATION 2022 Fall Kickoff

David Hallett noted that on Tuesday, September 13th, the college will be closed for a day of dedicated employee inservice activities. The theme is "Building Futures One Student at a Time." David thanked the kickoff committee for their work.

K. STANDARD REPORTS Personnel Report

Alice Sprague said the report stands as written. Alice highlighted the two new hires; one is on general fund and one is non-general fund. She also noted Riley Dunagan, prior ASC representative and graduate of Chemeketa, is a new employee at the college.

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Budget Status Reports

Aaron Hunter reminded the board the packet is lighter this month since the college does not have the budget-to-actuals report yet. Finance is in the process of wrapping up June and those numbers will be presented to the board in September, as well as the first few months of FY 2023. There are no new investments on the Status of Investments, there are several maturities that fell off, and there will not be any further investments until late summer or early fall. The Oregon short-term rate has gone up another 25 basis points, and with the interstate rates going up a bit there is starting to be a higher rate of return for the college's cash flow with the Oregon State Treasury.

Capital Projects Report

Michael Kinkade said the report stands as written and noted the July 15 installation of the crane work on Building 6 was successfully completed and there are still a few electrical connections to complete.

Institutional Advancement Foundation Quarterly Report

David Hallett noted that Marie Hulett, Executive Director, Institutional Advancement would normally give this report; however, Marie and her team have been instrumental in putting on today's Open House and they are still on campus cleaning up. David thanked Marie, her team, and all of the staff who participated in making this a success.

There were three new scholarships established this quarter, and the Chemeketa Foundation approved funds to help cover the cost to hire an evening childcare provider.

Grant Activities for April 2022–June 2022

David Hallett said the report stands as written and highlighted the \$10.8 million in grant applications and \$7.4 million in grants awarded to Chemeketa. David thanked the Grants Office and all of the faculty, staff, and administrators at the college who helped make this possible.

Spring Term Enrollment Report

Julie Peters, Dean of Academic and Organizational Effectiveness and Acting Director, Institutional Research and Reporting presented key takeaways from the spring term enrollment report. It showed that the full-time student headcount is 27% of the total students; however, they account for 48% of the college's full-time equivalency (FTE), which shows how important full-time students are to the college. The spring FTE gap was smaller than for fall or winter, the reimbursable FTE curve is starting to flatten, the spring FTE decline is smaller than the year-to-date decline, more students were served this year than last by .6% in year-to-date headcount and more students chose to come to Chemeketa (but they enrolled in fewer FTE-eligible courses). Ron Pittman thanked Julie for her presentation.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

L. SEPARATE ACTION

Approval of Classified and Exempt Salary Schedules for 2022–2023 [22-23-101]

David Hallett said it is recommended that the board ratify the changes to the Classified

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Employees Association Collective bargaining salary schedule and the Exempt Employees Salary Schedule for 2022–2023 to become effective on July 1, 2022.

Ken Hector moved and Neva Hutchinson seconded a motion to approve the classified and exempt salary schedules for 2022–2023.

The motion CARRIED.

Approval of Budget Transfer Requests [22-23-104]

Aaron Hunter stated this is a standard transfer that is done after the salary schedules are ratified in order to align those costs with the programs.

Ed Dodson moved and Ken Hector seconded a motion to approve the budget transfer requests.

The motion CARRIED.

M. Action

Ken Hector moved and Diane Watson seconded a motion to approve consent calendar items No. 1–2.

1. Acceptance of Program Donations April 1, 2022–June 30, 2022 [22-23-102]
2. Approval of Grants Awarded April 2022–June 2022 [22-23-103]

The motion CARRIED.

N. APPENDICES

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

O. FUTURE AGENDA ITEMS

None were heard.

P. BOARD OPERATIONS

None.

Q. ADJOURNMENT

The meeting adjourned at 6:47 pm.

Respectfully submitted,

Julie Deuchars
Executive Coordinator

Jessica Howard
President/Chief Executive Officer

Ron Pittman
Board Chair

September 21, 2022
Date

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CHEMEKETA COMMUNITY COLLEGE

**BOARD WORK SESSION
MEETING MINUTES**

September 1, 2022

The Board Work Session was held at Chemeketa EOLA on September 1, 2022. Ron Pittman, Chair, called the meeting to order on Thursday, September 1, at 8:57 am.

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

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

Guests: Larry Cheyne, Dean, Applied Technologies, Marie Hulett, Executive Director, Institutional Advancement; Diane McLaran, Director of Community Relations, Julie Peters, Dean, Academic and Organizational Effectiveness; and Marshall Roache, Executive Dean, Career and Technical Education.

Review Agenda/Board Committee Assignments

Ron Pittman reviewed the agenda and the 2022–2023 Board Committee Assignments. The committee assignments were affirmed, and an additional committee will be added to discuss the board chair and vice chair yearly nominations. There will be additional discussion at Administration Updates and the board meeting in September regarding Association of Community College Trustees (ACCT) subcommittee requests.

2021–2022 Board Evaluation and Self-Assessment

David Hallett, Vice President, Governance and Administration, reviewed the compiled ratings and comments with the board and discussed a few areas that stood out. The board is highly effective individually and as a team, provides each other with a great deal of support, is student-centered, focused on student success, and strongly believes in and supports the leadership of Jessica and her team. In addition, the board will continue to focus on diversity, equity, and inclusion work, and community involvement. David thanked the board for the commitment they give to their roles.

Board Guiding Principles and Monitoring System Review

The board re-affirmed that the current guiding principles were still relevant and the re-affirmation date was added to the document.

Board Goals for 2021–2022

The board reviewed their five goals and made changes. The goals will reflect how the board can support diversity, equity, and inclusion strategies; the strategic direction of the college; continuing involvement with legislators, partners, community, and stakeholders; work closely with the president and senior executive administration; and engage in activities to support passage of a future bond measure. David Hallett will update the draft of board goals for next year and will share it during administrative updates in September.

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Board members were asked to send their individual goals for 2022–2023 to Julie Deuchars, Executive Coordinator, by October 1, 2022.

Financial Updates

Aaron Hunter, Associate Vice President/Chief Financial Officer provided an update on the Federal Higher Education Emergency Relief Funds (HEERF) Chemeketa received, the budget environment outlook, financial trends, 2022–2023 budget assumptions and decisions, resources and expenditures, and budget considerations for 2023–2024.

Program Health Process Overview

Larry Cheyne, Dean, Applied Technologies, and Marshall Roache, Executive Dean, Career and Technical Education presented on the program health process overview. They reviewed the background and assumptions, and discussed the new matrix/level system.

Enrollment

Bruce Clemetsen, Vice President, Student Affairs, provided updates on a wide range of efforts to increase enrollment at Chemeketa.

National Center for Higher Education Management Systems (NCHEMS) Draft Report Excerpts

Jessica Howard, President/CEO, discussed highlights, key takeaways, and next steps for consideration related to the report.

2022–2023 Strategic Plan

Julie Peters, Dean, Academic and Organizational Effectiveness, gave a strategic plan update, discussed the strategic planning overview and the new seven-year accreditation cycle, provided an update on the proposed ASCETA strategic planning framework, discussed the interim strategic plan, reviewed the five commendations and two recommendations from the accreditation findings, and discussed the accomplishments detailed in that report.

Pre-Bond

Diane McLaran, Director of Community Relations, provided a summary of work done in the last year preparing for a bond, the timeline moving forward and concepts with Opsis, and discussed creating a Political Advocacy Committee (PAC) to lead the outside campaign effort.

Marketing Report

Marie Hulett, Executive Director, Institutional Advancement, gave an overview of the Marketing department and shared the amazing work the staff has done. The highlights include: Chemeketa's website and webpages, analytics information, postcard campaigns, advertising using streaming services, local radio station promotion, press releases, flyers, the open house, the use of social media, and video production. Marie also discussed current and upcoming marketing campaigns.

The board members were very engaged during the work session and asked a multitude of questions during the presentations.

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Adjournment

The meeting adjourned at 2:47 pm.

Respectfully submitted,

Julie Deuchars
Board Secretary

Jessica Howard
President/Chief Executive Officer

Ron Pittman
Board Chair

September 21, 2022
Date

CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Steve Wolfe, President—Chemeketa Faculty Association

SUMMER BARGAINING AND OTHER WORK

Bargaining on a Memorandum of Agreement (MOA) regarding faculty compensation and other language for Sponsored Dual Credit work began in June and is continuing. CFA officers also met and communicated with many faculty members over the summer regarding a variety of concerns.

SEPTEMBER CFA MEETINGS

The CFA fall general membership meeting is being held via Zoom at noon on Wednesday, September 14. The CFA Executive Board is also holding its first meeting of the academic year via Zoom later that afternoon.

CHEMEKETA COMMUNITY COLLEGE CLASSIFIED EMPLOYEES ASSOCIATION (CCA)

Prepared by

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

Kisha McIntosh, Internal Vice-President—Chemeketa Community College Classified
Employees Association

Aaron King, President—Chemeketa Community College Classified Employees Association

PRESIDENT'S MESSAGE

Much like the changing seasons, the CCA Board has had some recent changes. A notification was sent to the membership to inform them of two (2) Executive Board vacancies: External Vice President and Secretary.

CCA Internal Vice President, Alli Stewart Hull, has accepted a new position with the college. This new position takes her out of the classified bargaining unit and so she had to step down from her role on the CCA Board. On behalf of the board, I would like to thank Alli for her dedication and time on the board. Working with Alli over this last year has been an extraordinary experience, one I am grateful for. We wish her the best of luck in her new role!

In the event that the office of Internal Vice President becomes vacant, the External Vice President may succeed to that office. After careful consideration, Kisha McIntosh agreed to fulfill the remainder of the terms of office, serving through June 30, 2023. Board members are the lifeblood of the CCA. Thank you so very much Kisha for agreeing to serve in this capacity. Your commitment makes a difference.

Ariel Salgado, CCA Secretary, has accepted employment outside of the college. Ariel served a vital role on the board sending out communications and maintaining all CCA records. The board would like to thank Ariel for her dependability and commitment to the classified association. Well wishes are extended for Ariel's new employment opportunity.

On July 29, the CCA held its annual retreat to plan for the upcoming year. With significant changes to the 2022–2024 Classified Bargaining Agreement the CCA plans on providing several workshops on what those changes mean for classified employees.

WELCOME NEW CLASSIFIED EMPLOYEES AND NEW POSITIONS

- On July 11, 2022, Chanita Parker was hired for the position of Department Specialist in the Events and Food Services department.
- On July 21, 2022, Myra Adams was hired for the position of Student Services Coordinator/Analyst in the Apprenticeship department.
- On July 26, 2022, Mayely Miranda Polanco was hired for the position of Student Services Specialist in the Academic Development department.

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- On August 11, 2022, Christian Pagett was hired for the position of Instructional Specialist in the Library and Learning Resources department.
- On August 30, 2022, Joshua Isaak was hired for the position of Public Safety Officer I in the Public Safety department.
- On August 30, 2022, Keegan Love was hired for the position of Public Safety Officer I in the Public Safety department.

CHANGES

- On July 14, 2022, Ashley Aman laterally moved to the position of Technology Analyst II in the Information Technology department.
- On July 14, 2022, Austin Goodman changed position from Technology Support Specialist to Technology Analyst I in the Information Technology department.
- On August 10, 2022, Allison Stewart Hull changed to the position of Management Analyst-Budget and Finance in the College Support Services Department.

RETIREMENTS

- On August 18, 2022, Steven Kohlmeyer retired from the position of Custodian I in the Facilities department. The CCA would like to thank Steven for his many years of service and dedication.

CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

Gaelen McAllister, President—Chemeketa Community College Exempt Association

The 2022–2023 Exempt Association Board has submitted biographies for the board’s information. This year’s board members are Gaelen McAllister as president, Liliana Landa-Villabla as president-elect, Megan Cogswell as past president, Adrian Lutz as vice president and Kate Hoerauf as treasurer. Eric Colon Cortes, Adam Mennig, Julie Deuchars, Melissa Frey, Laura Leon-Cipriano, Brett Matti, Julie Peters, and Stacey Wells were elected to serve as members-at-large.

MEGAN COGSWELL, PAST PRESIDENT

Megan began at Chemeketa as an adjunct faculty member in 2011. She taught geography until starting as the Director of Apprenticeship in June 2016. Most recently Megan also served as the Interim Director of Corrections Education.



Megan is passionate about introducing people to Registered Apprenticeship and other CTE opportunities. Megan, together with MWEC, started the Chemeketa Pre-Apprenticeship Program for high school students and, with Applied Technologies, developed the Trades Information Center in Building 33. Megan is a proud member of AAWC. A lifelong Oregonian, Megan enjoys exploring the outdoors with her husband Paul, dog, and two adult sons.

GAELEN MCALLISTER, PRESIDENT

Gaelen returned to Chemeketa in October, 2019 as the Grants Coordinator. In the 1990s she taught writing and literature classes while her children attended the Chemeketa Child Development Center. In the interim she coordinated science education programs for K-12 students at Willamette university and served as the Resource Development Manager at Garten Services. She is now the Director of Institutional Grant Development.

Gaelen knows firsthand the generational impact of Chemeketa’s work. Her immigrant parents were denied the opportunity to attain bachelor’s degrees yet had successful careers in nursing and engineering due to the education they received at the community college level. She enjoyed community building and education advocacy work in Salem while raising her four children who now live in Scotland, Philadelphia, San Francisco and Portland. She loves to travel—this picture is taken at a Sonoma winery with her sister. Her bucket list trips include Nepal and Kenya. When at home she enjoys renovating houses, gardening and easy hiking.



LILIANA LANDA-VILLALBA, PRESIDENT-ELECT

Liliana was a Chemeketa student and student ambassador in the early 2000s. She earned a Business Technology certificate and an AAOT degree from Chemeketa and transferred to Willamette University as a Ford Scholar recipient. She has a BA from Willamette University, and a MA from Corban University in Counseling. As a life-long learner she values opportunities that facilitate growth. In 2021 she was selected to participate in the Oregon Executive Leadership Academy.



Liliana is the Director of the federally-funded College Assistance Migrant Program (CAMP) at Chemeketa. In addition, she coordinates the iSTART summer bridge program. She has worked at the college since 2004, and past positions have included being a Success Coach with TRIO college and pre college programs. Liliana is passionate about serving students and promoting student success. As a first-generation college student and migrant student, she especially enjoys guiding new students in college and providing support to migrant students and families.

Both of her kids, Kamilla and Kaleb, attended the Chemeketa Child Development Center. They are now a 3rd grader and freshman, respectively, at Livingstone Adventist Academy. In her spare time, Liliana loves to cook for her family, and enjoys the outdoors.

ADRIAN LUTZ, VICE PRESIDENT

Adrian has worked for Chemeketa since 2011 in the capacity of a Program Specialist with the Woodburn Center. In November of 2019, she was promoted to an Executive Assistant for the General Education and Transfer Studies Division.

Adrian and her husband Brent have lived in Oregon their whole lives and enjoy the beauty of it. They have three children and one dog. In order of age: Falisha, a stay-at-home mom, has made them the happiest grandparents of five grandchildren (3 girls and 1 set of twin boys). Marisa, graduated from OSU as a pre-med student and is currently taking advantage of a gap year and traveling the world. Brea (a.k.a. "the roommate"), will be attending Chemeketa this fall and is aspiring to be a nurse. Abby is the youngest of our children, she is a 14-year-old Terrier and Lhasa Apso mix.



What Adrian loves most about working at Chemeketa is being part of the experience of the transformation of students and staff who achieve their goals by taking part in the opportunities Chemeketa has to offer. In 2012, she decided to finish a degree she started in 1995. She was able to accomplish her goal in 2018, She received an Associate's Degree of Applied Science through the Business Program here at Chemeketa.

On her time outside of work she enjoys spending time with family (especially grandkids), gardening or taking part in event planning and decorating.

KATE HOERAUF, TREASURER



Kate works in the Financial Aid office on the Salem campus, and is committed to serving students and promoting student success. Kate, along with her husband Darrell and son Brice, love to travel to the east coast, go camping, and spend time with their family and dogs. For those who have known Kate for a while--her son Brice is in his second year at Willamette University and is looking forward to the coming year and being involved on campus. Kate appreciates good attitudes, a willingness to help others, and appreciates every opportunity Chemeketa provides our community -- and how vital it is to help our students succeed.

ERIC COLON CORTES, MEMBER-AT-LARGE

Eric Colon-Cortes is the Director of Academic Initiatives, College Inside, and Health & Human Performance. Originally from Puerto Rico, Eric's career at Chemeketa started in 2008 as a part-time faculty teaching Health and Human Performance and non-credit courses. During his time at Chemeketa, he has also served as full-time faculty, program chair, and associate dean. His teaching experience includes teaching in different modalities and at different locations, including Salem Campus, Brooks Center, Woodburn Center, and YVC.



Passionate about finding ways to increase student access and success, Eric has been involved in several initiatives throughout the past decade. In his spare time, he offers bilingual and Spanish first aid and CPR classes for nursery workers and farmers.

ADAM MENNIG, MEMBER-AT-LARGE



Adam Mennig began working at Chemeketa in April 2012 as a grant funded Student Services Specialist. Since that time, he served in several positions focused on connecting CTE, Developmental Education, Student Services and the Workforce. Adam is passionate about increasing access and success for underrepresented student populations at Chemeketa, and currently serves as the Director of Academic Development & Workforce Partnerships

Originally from Iowa, Adam holds a BA in History with a Secondary Teaching Endorsement, and a MS.Ed. in Student Affairs Administration from the University of Wisconsin—La Crosse.

Adam loves the outdoors, and a good road trip. He lives in Southwest Portland with his partner Sean and their dog and cat. Together they enjoy traveling the country and visiting family whenever possible.

JULIE DEUCHARS, MEMBER-AT-LARGE

Julie Deuchars returned to Chemeketa in June 2020 as the Executive Coordinator to the President and Board Secretary to Chemeketa's Board of Education. From April 2000 through May 2004 she worked as an Occupational Skills Training (OST) Assistant in the OST program at Chemeketa. In the interim, she worked for Willamette University-College of Law, City of Salem, and Salem Health in various assistant roles before returning to Chemeketa.



Julie completed 3 associate degrees from Chemeketa: Associate of Applied Science degrees in Office Administration-Legal & Office Administration-Executive, and Associate of Arts Oregon Transfer. In 2020, she received her BS in Business Management from Western Governors University and hopes to complete her MBA in the next few years.

Julie is married to her husband Steve Deuchars and is very proud of her stepson Luke. He is a Corporal in the United States Army and is stationed at Fort Sill in Oklahoma. In her spare time, Julie loves to try new restaurants, visit family, travel to new places, and spend time outdoors with her husband walking, golfing, and biking.

MELISSA FREY, MEMBER-AT-LARGE



Melissa has been working at Chemeketa since 2004 in various roles related to Enrollment Services. She is currently the Registrar & Dean of Student Recruitment, Enrollment and Graduation Services. Part of her role is Project Director of our Title V DHSI grant which funds our Chemeketa Accelerated Pathways to Success (CAPS) department. Melissa is also known as our resident FERPA expert. Melissa enjoys leading her amazing SREGS Team and the important work we do for students in their journey with Chemeketa. From pre-enrollment through graduation and beyond, we serve them all at some point! When she's not protecting student records with her life...she enjoys gardening and home projects, Paul Rudd movies and spending time with all the people she loves; to name a few: her kids, Parker (9) and Madison (6) and her partner, James.

LAURA LEON-CIPRIANO, MEMBER-AT-LARGE

Laura began her connection with Chemeketa in 2003 as a student working towards her Associate of Arts Transfer (AAOT) Degree. She began working at Chemeketa in 2005 as the High School Equivalency Program (HEP) administrative assistant and is currently the Coordinator for HEP and Spanish GED. Laura graduated with her AAOT Degree in 2008, then transferred to Western Oregon University, where she earned her BS in Social Science and Spanish, later earning her Master's Degree in Organizational Leadership. She is committed to serving students from underprivileged backgrounds who want to earn their high school equivalency diplomas and promoting student success. Laura is the proud mother of two children, Alexis (7) and Fernando (5). She enjoys being at home and watching Netflix. She loves spending time with family and friends.



BRETT MATTI, MEMBER-AT-LARGE



Brett is currently the IT Manager - Services Delivery. He began his working relationship with the college September of 2001 in the Marketing department as the first full-time webmaster for the college's public website. In 2008, Brett transferred to Information Technology in order to form a larger team responsible for not just the public website, but also several internal websites including the student portal and related applications. 2014 found Brett becoming the team lead of a team dedicated to running interdisciplinary projects, business analysis, and process improvements, the unit he now manages.

In his free time you'll find Brett creating custom pens and other small item woodworking projects, enjoying the outdoors, cooking, making wine/cider, hosting friends, and traveling.

JULIE PETERS, MEMBER-AT-LARGE

Julie has had a connection with Chemeketa for more than 30 years. She was a student in the Mechanical Design program, graduating in 1987. After working locally in that field, she served as a member of the Drafting Technology Advisory Committee. Julie later taught Drafting courses first as an adjunct instructor, then full-time from 1998–2012. She joined the administration in 2012 to lead the Organizational Effectiveness department. This year she agreed to lead the college accreditation and assessment work as the Dean of Academic and Organizational Effectiveness.

Julie is a long-time resident of Oregon. She has a bachelor's degree in Business Management from Marylhurst University. Julie and her husband Allen have two grown children and three energetic grandchildren who live in Alaska. She and her husband enjoy cooking, walking, gardening and traveling.



STACEY WELLS, MEMBER-AT-LARGE



Stacey has been with the college for 15 years and is the Administrative Coordinator for Student Affairs. This is her 3rd year serving on the Exempt board. Stacey lives in Salem with her two daughters, Emery, age 13 and Henley, age 11, their 2 dogs Thor and Loki, 2 horses and 3 fat rabbits. In their free time they are busy at the barn and spending weekends at horse shows. Stacey also enjoys home projects, crafting, refinishing furniture, and a good Netflix binge.

**STUDENT AND HOURLY, PART-TIME/TEMPORARY
SALARY SCHEDULES FOR 2022–2023**

Prepared by

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

STUDENT

Attached is the Student salary schedule for 2022–2023. The salary schedule reflects a 2.5 percent salary schedule adjustment. Effective: September 1, 2022

HOURLY, PART-TIME/TEMPORARY

Attached is the hourly, part-time/temporary salary schedule for 2022–2023. The salary schedule reflects a 2.5 percent salary schedule adjustment. Effective: September 1, 2022

The College Board of Education will be asked to approve the Student and Hourly, Part-Time/Temporary Salary Schedules during the Consent Calendar Process of tonight's Board of Education meeting.

Information-1
September 21, 2022

| CHEMEKETA COMMUNITY COLLEGE STUDENT SALARY SCHEDULE EFFECTIVE SEPTEMBER 1, 2022 | | | |
|--|---------------|---------------|---------------|
| CWS/FWS | STEP 1 | STEP 2 | STEP 3 |
| S1 | \$14.45 | \$15.07 | \$15.68 |
| S2 | \$14.53 | \$15.10 | \$15.72 |
| S3 | \$14.57 | \$15.16 | \$15.76 |
| S4 | \$19.00 | \$19.85 | \$20.70 |

CHEMEKETA COMMUNITY COLLEGE
HOURLY, PART-TIME/TEMPORARY SALARY SCHEDULE
EFFECTIVE SEPTEMBER 1, 2022

| | RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | RANGE |
|--|-------|---------|---------|---------|---------|---------|-------|
| | AA | \$14.45 | \$14.53 | \$14.61 | \$14.74 | \$14.81 | AA |
| | BB | \$15.07 | \$15.10 | \$15.16 | \$15.34 | \$15.48 | BB |
| | CC | \$15.72 | \$15.76 | \$15.92 | \$16.10 | \$16.40 | CC |
| | DD | \$16.73 | \$16.85 | \$17.00 | \$17.40 | \$17.93 | DD |
| | EE | \$18.50 | \$18.75 | \$19.00 | \$19.85 | \$20.70 | EE |
| | FF | \$20.12 | \$20.25 | \$20.40 | \$21.00 | \$21.93 | FF |
| | GG | \$22.50 | \$22.59 | \$22.69 | \$23.09 | \$23.32 | GG |
| | HH | | | | | | HH |
| | II | | | | | | II |

Note: Ranges JJ thru NN are Interpreters and Typewell Transcribers only

| POSITION | LEVEL | RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | RANGE |
|----------------|-------|-------|---------|---------|---------|---------|---------|-------|
| INTER. TRANSC. | | | | | | | | |
| HI410H | 1 | JJ | \$22.00 | \$22.93 | \$23.97 | \$24.97 | \$26.06 | JJ |
| HI420H | 2 | KK | \$26.99 | \$28.14 | \$29.42 | \$30.65 | \$31.99 | KK |
| HI430H | 3 | LL | \$33.11 | \$34.51 | \$36.09 | \$37.60 | \$39.25 | LL |
| HI440H | 4 | MM | \$40.48 | \$42.16 | \$44.10 | \$45.94 | \$47.96 | MM |
| HI450H | 5 | NN | \$49.45 | \$51.53 | \$53.90 | \$56.14 | \$58.61 | NN |

| LEVEL | INTERPRETERS | TYPWELL TRANSCRIBERS |
|-------|--|--|
| 1 | ITP Graduate or 0-2 years of experience | Novice; 0-2 years experience |
| 2 | RID Written or BA Degree; and 2+ years experience | TCT: Level 1 Certification or BA/BS deg. & 2 yrs. exp. |
| 3 | CI or CT of NAD III or Masters Degree; and 2+ years experience | TCT: Level 2 Certification |
| 4 | CI & CT or NAD IV; and 2+ years experience | |
| 5 | CI & CT for 5 years OR NAD V; BA/BS Degree required | |

FOR RANGES JJ - NN ONLY:

Initial placement on the pay scale and step increases will be in accordance with personnel practices. Movement from one level to another may be made by request of the employee with verification of change in credential and approval by the Dept. manager and the Dir. of Human Resources. **Any movement from one level to another level will take place at the time of any step increase.** HR will work collaboratively with the Student Accessibility Services Director for placement of part-time employees on this scale (verification of certification, etc.)

TCT: Typewell Certified Transcriber

STRATEGIC FRAMEWORK

Prepared by

Jessica Howard, President/Chief Executive Officer

The Strategic Design Team has spent a full year planning and assessing input from internal and external stakeholders that has been facilitated by an ASCETA consultant. Their committed work has created a proposed new institutional Strategic Framework for Chemeketa, consisting of a new vision statement, mission statement, and values. The draft Strategic Framework will be presented to the Board of Education during the September board meeting and recommended for approval at the October board meeting.

PERSONNEL REPORT

Prepared by

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

NEW HIRES

Myra L. Adams, Custodian I—Capital Projects and Facilities, College Support Services Division, 100 percent, 12-month assignment, Range A-2, Step 3.

Joshua U. Isaak, Public Safety Officer I—Public Safety, College Support Services Division, 100 percent, 12-month assignment, Range B-2, Step 2.

Keegan R. Love, Public Safety Officer I—Public Safety, College Support Services Division, 100 percent, 12-month assignment, Range B-2, Step 2.

Christen A. Pagett, Instructional Specialist—Library and Learning Resources, Student Development and Learning Resources Division, 100 percent, 12-month assignment, Range B-3, Step 5.

Chanita M. Parker-Keebler, Department Specialist—Event and Food Services, College Support Services Division, 100 percent, 12-month temporary assignment, Range B-3, Step 5.

Miranda Polanco, Student Services Specialist—Academic Development, Regional Education and Academic Development Division, 100 percent, 12-month assignment, Range B-3, Step 2.

Nicole Wells, Custodian I—Capital Projects and Facilities, College Support Services Division, 100 percent, 12-month assignment, Range A-2, Step 3.

POSITION CHANGES

Ashley K. Aman, Technology Analyst II—Information Technology, College Support Services Division, 100 percent, Range C-2, Step 5, from Technology Analyst II—Information Technology, College Support Services Division. Change of position is a lateral transfer.

Megan Cogswell, Director-Apprenticeship—Career and Technical Education Division, 100 percent, Range D-1, Step 9, from Interim Executive Director-Apprenticeship/Corrections Education—Regional Education and Academic Development Division.

Eric I. Colon-Cortes—Director-Academic Initiatives/HHP, Health, Human Performance and Athletics, General Education and Transfer Studies Division, 100 percent, Range D-2, Step 5, from a temporary to a regular assignment.

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Austin M. Goodman, Technology Analyst I—Information Technology, College Support Services Division, 100 percent, Range C-1, Step 1, from Technology Support Specialist—Information Technology, College Support Services Division.

Michael Kinkade, Associate Vice President/CIO—College Support Services, President's Office Division. This assignment has changed from an 80 percent assignment to a 60 percent assignment.

Jamila Naas, Financial Services Analyst I—Business Services, College Support Services Division, 100 percent, Range C-1, Step 5, from Financial Services Specialist—Business Services, College Support Services Division.

Jennifer A. Silkey, Tutoring Center Coordinator—Library and Learning Resources, Student Development and Learning Resources Division, 100 percent, Range C-2, Step 6, from Department/Project Coordinator—Library and Learning Resources, Student Development and Learning Resources Division.

Allison M. "Alli" Stewart Hull, Management Analyst-Budget and Finance—College Support Services Division, 100 percent, Range C-3, Step 10, from HR/Payroll Systems Manager—Human Resources, Governance and Administration Division.

RETIREMENTS

Steven P. "Steve" Kohlmeyer, Custodian I—Capital Projects and Facilities, College Support Services Division, effective August 31, 2022.

SEPARATIONS

Efrain Alonso, Student Services Specialist—Student Recruitment, Enrollment and Graduation Services, Student Affairs Division, effective August 23, 2022

Guido M. Alvarez, Instructor-Visual Communication—Business and Technology, Early Childhood Education, Visual Communication and Center for Business and Industry, Career and Technical Education Division, effective August 31, 2022.

Riley D. Dunagan, Department Clerk—Chemeketa Cooperative Regional Library Service, Student Development and Learning Resources Division, September 9, 2022.

Julian Garcia, Instructional Coordinator/Analyst II—Institutional Research and Reporting, Academic Affairs Division, effective August 25, 2022.

Lisa G. Louie, Student Services Specialist—Advising and First Year Programs, Student Affairs Division, effective August 31, 2022.

Denise M. Petschauer, Instructor-GED Options/High School Programs—High School Partnerships, Regional Education and Academic Development Division, September 1, 2022.

Katie B. Rupp, Department Technician II—Polk Center, Regional Education and Academic Development Division, effective August 12, 2022.

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Mariela “Ariel” Salgado, Department Technician I—Academic and Organizational Effectiveness Division, effective September 15, 2022.

Francisca E. Sandoval-Juarez, Department Specialist—Human Resources, Governance and Administration Division, effective August 17, 2022.

Jessica H. Sandrock, Instructional Coordinator/Analyst II—Agricultural Sciences and Technology, Regional Education and Academic Development Division, effective August 31, 2022.

BUDGET STATUS REPORT

Prepared by

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

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

The following items are included in the report:

- General Fund Revenue and Expense Statement
- General Fund Budget Status Report
- Status of Investments as of August 31, 2022

In addition, the General Fund Revenue and Expense statement In-Progress for the period ending June 30, 2022 will be available at the board meeting.

**Chemeketa Community College
Statement of Resources and Expenditures
Year Ended June 30, 2022 (Preliminary Progress Report) ***

Standard Report-2
September 21, 2022

Fund 100000 - General Fund Unrestricted

| | ADJUSTED BUDGET | YEAR-TO-DATE ACTUAL | % OF BUDGET | VARIANCE TO BUDGET |
|---|--------------------|------------------------|----------------|-----------------------|
| Resources: | | | | |
| Property Taxes | 25,030,000 | 25,296,235 | 101.06% | 266,235 |
| Tuition and Fees | 25,460,000 | 24,585,741 | 96.57% | (874,259) |
| State Appropriations - Current | 37,300,000 | 36,904,602 | 98.94% | (395,398) |
| State Appropriations - Deferred to FY 23 | - | 9,315,344 | - | 9,315,344 |
| Indirect Recovery | 1,140,000 | 1,086,120 | 95.27% | (53,880) |
| Interest | 600,000 | 294,890 | 49.15% | (305,110) |
| Miscellaneous Revenue | 300,000 | 732,828 | 244.28% | 432,828 |
| Transfers In | 100,000 | 100,000 | 100.00% | - |
| Fund Balance | 13,000,000 | 15,502,276 | 119.25% | 2,502,276 |
| Total Resources | 102,930,000 | 113,818,036 | 110.58% | 10,888,036 |
| Expenditures: | | | | |
| Instruction | 39,517,659 | 36,221,269 | 91.66% | 3,296,390 |
| Instructional Support | 13,892,009 | 12,413,762 | 89.36% | 1,478,247 |
| Student Services | 9,672,565 | 8,456,816 | 87.43% | 1,215,749 |
| College Support Services | 19,216,209 | 17,422,459 | 90.67% | 1,793,750 |
| Plant Operation and Maintenance | 7,481,558 | 6,834,743 | 91.35% | 646,815 |
| Transfers and Contingency | 11,650,000 | 5,149,567 | 44.20% | 6,500,433 |
| Total Expenditures | 101,430,000 | 86,498,616 | 85.28% | 14,931,384 |
| Preliminary Ending Fund Balance | | 27,319,420 | | |
| State Appropriations - Deferred to FY23 | | (9,315,344) | | |
| Preliminary Unreserved Ending Fund Balance | | 18,004,076 | | |

* As of September 20, 2022 - Fiscal year closeout still in process.

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

Standard Report-2
September 21, 2022.

Fund 100000 - General Fund Unrestricted

| | ADJUSTED BUDGET | YEAR-TO-DATE ACTUAL | % OF BUDGET | VARIANCE TO BUDGET |
|---|----------------------------|--------------------------------|------------------------|-------------------------------|
| Resources: | | | | |
| Property Taxes | 26,190,000 | 119,319 | 0.46% | (26,070,681) |
| Tuition and Fees | 24,730,000 | 9,412,940 | 38.06% | (15,317,060) |
| State Appropriations - Current | 27,514,656 | 9,155,142 | 33.27% | (18,359,514) |
| State Appropriations - Carryover from FY22 | 9,315,344 | 9,315,344 | 100.00% | - |
| Indirect Recovery | 940,000 | 125,155 | 13.31% | (814,845) |
| Interest | 610,000 | 114,714 | 18.81% | (495,286) |
| Miscellaneous Revenue | 460,000 | 41,260 | 8.97% | (418,740) |
| Transfers In | 800,000 | - | 0.00% | (800,000) |
| Fund Balance | 16,000,000 | - | 0.00% | (16,000,000) |
| Total Resources | 106,560,000 | 28,283,874 | 26.54% | (78,276,126) |
| Expenditures: | | | | |
| Instruction | 39,826,520 | 3,399,103 | 8.53% | 36,427,417 |
| Instructional Support | 14,655,860 | 2,221,335 | 15.16% | 12,434,525 |
| Student Services | 9,791,145 | 1,449,490 | 14.80% | 8,341,655 |
| College Support Services | 19,873,059 | 3,740,641 | 18.82% | 16,132,418 |
| Plant Operation and Maintenance | 7,723,416 | 886,903 | 11.48% | 6,836,513 |
| Transfers | 5,190,000 | 46,122 | 0.89% | 5,143,878 |
| Total Expenditures (Excluding Contingency) | 97,060,000 | 11,743,594 | 12.10% | 85,316,406 |
| Contingency | 8,000,000 | - | 0.00% | 8,000,000 |
| Total Expenditures | 105,060,000 | 11,743,594 | 11.18% | 93,316,406 |
| Unappropriated Ending Fund Balance | 1,500,000 | | | |

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

Fund 100000 - General Fund Unrestricted

| Account | Account Description | Adjusted Budget | YTD Activity | Encumbrances | Available Balance |
|---------|------------------------------------|----------------------|---------------------|----------------------|----------------------|
| 6110 | Exempt Salaries | 10,714,983.00 | 1,684,570.51 | 8,370,118.70 | 660,293.79 |
| 6120 | Classified Salaries | 14,279,214.00 | 2,122,202.19 | 10,102,351.22 | 2,054,660.59 |
| 6124 | Part-Time Hourly & Student Wages | 1,393,494.00 | 117,299.38 | - | 1,276,194.62 |
| 6130 | Faculty Salaries | 17,579,323.00 | 705,925.37 | 16,070,875.38 | 802,522.25 |
| 6132 | Part-Time Faculty | 8,818,811.00 | 1,239,866.57 | 61,198.74 | 7,517,745.69 |
| 6510 | Fixed Fringe Benefits | 10,157,304.00 | 1,520,436.36 | - | 8,636,867.64 |
| 6511 | Variable Fringe Benefits | 16,948,232.00 | 2,066,602.62 | - | 14,881,629.38 |
| 6512 | Other Fringe Benefits | 380,000.00 | 53,646.00 | - | 326,354.00 |
| | Subtotal Personnel Services | 80,271,361.00 | 9,510,549.00 | 34,604,544.04 | 36,156,267.96 |
| | | | | | 11.85% |

Standard Report-2
September 21, 2022

| Account | Account Description | Adjusted Budget | YTD Activity | Encumbrances | Available Balance |
|---------|--|-----------------------|----------------------|----------------------|----------------------|
| 710 | Materials & Services | 1,913,313.00 | 96,687.58 | - | 1,816,625.42 |
| 720 | Equipment \$500-\$4,999 | 280,638.00 | 6,121.94 | - | 274,516.06 |
| 7300 | Legal Services | 118,300.00 | - | 44,200.00 | 74,100.00 |
| 7310 | Insurance | 704,245.00 | 767,787.31 | - | (63,542.31) |
| 7320 | Maintenance | 452,005.00 | 26,709.30 | - | 425,295.70 |
| 7330 | Communications | 967,558.00 | 53,943.85 | - | 913,614.15 |
| 7340 | Space Costs | 2,004,161.00 | 120,236.19 | 71,720.00 | 1,812,204.81 |
| 7350 | Staff Development | 128,180.00 | 4,650.93 | - | 123,529.07 |
| 7360 | Travel | 390,159.00 | 6,969.80 | - | 383,189.20 |
| 7370 | Other Services | 4,403,573.00 | 1,102,746.60 | 436,780.93 | 2,864,045.47 |
| 7550 | Capital Outlay | 236,507.00 | 1,069.92 | 38,455.00 | 196,982.08 |
| 8150 | Transfers Out | 5,190,000.00 | 46,122.00 | - | 5,143,878.00 |
| | Subtotal Non-Personnel Services | 16,788,639.00 | 2,233,045.42 | 591,155.93 | 13,964,437.65 |
| | | | | | 13.30% |
| 8500 | Contingency | 8,000,000.00 | - | - | 8,000,000.00 |
| | Report Totals | 105,060,000.00 | 11,743,594.42 | 35,195,699.97 | 58,120,705.61 |
| | | | | | 11.18% |

Standard Report-2
September 21, 2020

STATUS OF INVESTMENTS AS OF AUGUST 31, 2022

| <u>Oregon State Treasurer Investments</u> | <u>Investment Ending Date</u> | <u>Maturity Date</u> | <u>Amount Invested</u> | <u>Rate as of 8/31/2022</u> |
|---|-----------------------------------|----------------------|-------------------------|---------------------------------|
| Oregon Short-Term Fund - General | 8/31/2022 | On demand | \$ 16,349,248.10 | 1.650% |
| Oregon Short-Term Fund - Capital | 8/31/2022 | On demand | \$ 8,895,824.37 | 1.650% |
| Total Oregon State Treasurer Investments | | | <u>\$ 25,245,072.47</u> | |
| | | | | |
| <u>Other Investments</u> | <u>Investment Date</u> | <u>Maturity Date</u> | <u>Amount Invested</u> | <u>Yield</u> |
| Treasury Note - United States Treasury | 11/18/2021 | 8/31/2022 | \$ 2,001,365.58 | 0.730% |
| Corporate Note - JP Morgan Chase | 11/2/2021 | 9/23/2022 | \$ 5,149,754.17 | 0.276% |
| Discounted CP - Nordea Bank | 11/1/2021 | 10/21/2022 | \$ 1,994,493.33 | 0.281% |
| Treasury Note - United States Treasury | 12/10/2021 | 11/30/2022 | \$ 1,996,866.68 | 0.290% |
| Treasury Note - United States Treasury | 12/10/2021 | 12/31/2022 | \$ 1,996,679.34 | 0.335% |
| Treasury Note - United States Treasury | 12/10/2021 | 1/31/2023 | \$ 2,044,514.35 | 0.346% |
| Treasury Note - United States Treasury | 2/22/2022 | 1/31/2023 | \$ 1,983,866.00 | 0.990% |
| Treasury Note - United States Treasury | 12/13/2021 | 2/28/2023 | \$ 1,995,025.14 | 0.361% |
| Treasury Note - United States Treasury | 2/22/2022 | 2/28/2023 | \$ 1,981,540.00 | 1.040% |
| Treasury Note - United States Treasury | 12/13/2021 | 3/31/2023 | \$ 1,993,415.11 | 0.400% |
| Corporate Note - Royal Bank of Canada | 5/13/2022 | 4/17/2023 | \$ 1,991,526.67 | 2.217% |
| Treasury Note - United States Treasury | 12/13/2021 | 4/30/2023 | \$ 1,991,623.87 | 0.441% |
| Corporate Note - Bank of Nova Scotia | 11/1/2021 | 5/1/2023 | \$ 5,083,675.69 | 0.505% |
| Corporate Note - Chevron | 12/9/2021 | 5/11/2023 | \$ 2,595,258.67 | 0.647% |
| Gov't Agency - Federal Home Loan Mtg. Corp. | 12/8/2021 | 6/19/2023 | \$ 2,093,699.44 | 0.521% |
| Corporate Note - Toronto Dominion Bank | 11/3/2021 | 7/19/2023 | \$ 4,247,604.44 | 0.458% |
| Total Other Investments | | | <u>\$ 41,140,908.48</u> | |

13 week Treasuries 2.87% as of 8/31/2022

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

CAPITAL PROJECTS REPORT

Prepared by

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

CURRENT AND COMPLETED CAPITAL PROJECTS

- **Agricultural Complex**
Exterior Projects: The college is working with a contractor to install the final piece of this project. The wetland permit that was granted includes installing a large pond behind the baseball field for groundwater and runoff containment.
- **Building 36**
Remodeling space to accommodate the relocation of the SOAR program is in process. This program is currently housed in Building 34. This remodel will change one classroom into multiple offices and open spaces up for better visibility.
- **Building 2**
The former cafeteria space was a great location to offer food, coffee, and drinks to the campus community, but it wasn't the best place to spend time. There is a vision for a coffee shop experience in the former cafeteria space that will be better suited to how people spend time on campus. The plan involves turning the old cafeteria space into a coffee shop feel, which will allow the college to better serve students and the community as well as add more value to their experience. The existing C-store will also be relocated into the former cafeteria space to be better accessible for customers.

HVAC UPGRADES (CRSSA FUNDS)

- **Salem Campus Building 1**
HVAC units are on order to replace roof top units. Updated shipping dates should be received in the next month or so.
- **Salem Campus Building 6**
The air handler unit 2 replacement is complete.
- **Salem Campus Building 48**
Replacement of rooftop units and building controls are planned. Updated shipping information is anticipated soon.
- **CCBI**
Dedicated outside air system (DOAS) unit replacements have arrived. Facilities is working with the mechanical contractor to determine install dates.

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- Brooks Building 1
Replacement furnaces and building controls are needed. The scope of the work for replacement is being mapped by the manufacturer and controls contractor.
- Eola Building 1
Rooftop units and building controls replacement are projected. Planning is occurring with the manufacturer and controls contractor for the required replacement units and controls.

See Appendix-2; Campus Map pages 49-50.

CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE REPORT

Prepared by

John Hunter, Executive Director—Chemeketa Cooperative Regional Library Service
Manuel Guerra, Executive Dean—Student Development and Learning Resources
Bruce Clemetsen, Vice President—Student Affairs

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

CCRLS ADVISORY COUNCIL

The Council held its first meeting of the academic year on September 8, 2022. The next Council meeting is scheduled for November 10, 2022.

PYM LIBRARIANS' ASSOCIATION

PYM library directors held their first meeting of the academic year on September 2, 2022. It was the first of three planned in-person meetings scheduled for the year. The next PYM meeting is scheduled for October 7, 2022.

CCRLS ADMINISTRATION AND AUTOMATION

Confederated Tribes of Grand Ronde (CTGR) Tribal Library Membership: CTGR has been using CCRLS' shared library automation system since June 8, 2022. Borrowing between CTGR and other member libraries is growing as a result. CCRLS staff have helped to develop welcome messaging for CTGR members and continue to support CTGR staff as they acclimate to CCRLS systems and processes.

Keizer Library Discussions: The Keizer city council voted on July 18, 2022 to place a \$2.50 per household per month library service fee on the November 2022 ballot, which would translate to \$396,750 in annual revenue in 2025 dollars. That fee amount was recommended by CCRLS as a minimum for a "sustainable foundation" library service. Additionally, the city council voted to provide \$60,000 annually to the existing nonprofit Keizer Community Library over the next three fiscal years to ensure its continued operation.

Courier Operations: CCRLS has yet another unanticipated full-time Mobile Service Assistant vacancy due to the incumbent leaving for a higher paying job aligned with his education. Two new Isuzu trucks with 16' boxes remain on order from January 2022. The trucks should arrive at the dealer on October 9 and October 23, respectively. They should arrive at CCRLS approximately two weeks later once the box and lift have been installed on each. The \$139,258 new truck purchase was made using planned savings.

Network Systems Administrator Vacancy: CCRLS is again without a network systems administrator after the incumbent left for a position with Chemeketa's Information Technology (IT) department. As CCRLS now hosts its library automation system in the cloud and many CCRLS network elements can be virtualized, it is likely that IT can support all of the functions

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previously performed by this position, and IT is now drafting a Service Level Agreement to provide network systems support in lieu of filling the position. As IT has been providing support during the prolonged vacancy, it seems likely that CCRLS can leave the position unfilled and eventually assign the funding to other priorities.

| CCRLS STATISTICAL REPORT | | July 2022 | July 2021 | Trend |
|--|--------|-----------|-----------|---------|
| Library users: | | | | |
| Total registered | | 124,991 | 251,878 | -50.38% |
| City resident (FULL) | | 93,119 | 184,043 | -49.40% |
| Rural adult resident (BASIC, FEE, OOD) | | 22,524 | 46,203 | -51.25% |
| Rural youth (CARE) | | 7,889 | 18,344 | -56.99% |
| Active users (activity within previous 3 months) | | 39,438 | 31,899 | 23.63% |
| Collection: | | | | |
| Item count | | 1,073,726 | --- | |
| Circulation: | | | | |
| Total checkouts | | 253,738 | 168,825 | 50.30% |
| Via self-check | 31.81% | 80,726 | 49,603 | 62.74% |
| To rural adults (BASIC, FEE, OOD) | 14.19% | 36,001 | 27,791 | 29.54% |
| To rural youth (CARE) | 8.70% | 22,078 | 13,623 | 62.06% |
| Small library rotating collection | | 240 | 203 | 18.23% |
| Holds filled | | 30,931 | 24,989 | 23.78% |
| Items carried via Courier | | 64,684 | 50,038 | 29.27% |
| Interlibrary Loans: | | | | |
| Among CCRLS members | | 40,326 | 29,333 | 37.48% |
| Borrowed from elsewhere | | 57 | 0 | 0.00% |
| Loaned to elsewhere | | 143 | 1 | 0.00% |
| Library User Engagement: | | | | |
| Online registrations | | 176 | 127 | 38.58% |
| Telephone renewals | | 85 | 12 | 0.00% |
| Mobile application launches | | 25,761 | 18,085 | 42.44% |
| Mobile application searches | | 25,752 | 19,427 | 32.56% |
| Web catalog users | | 14,112 | 12,369 | 14.09% |
| Web catalog sessions | | 44,550 | 39,907 | 11.63% |
| Web catalog searches | | 88,022 | 65,850 | 33.67% |
| CCRLS-provided database uses | | 6,468 | 6,165 | 4.91% |
| CCRLS-provided eVideo uses | | 1,591 | 2,173 | -26.78% |
| CCRLS-provided eBook uses | | 42,742 | 39,983 | 6.90% |

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| CCRLS STATISTICAL REPORT | July 2022 | July 2021 | Trend |
|------------------------------------|-----------|-----------|--------|
| Notices to Users: | | | |
| via Email | n/a | n/a | n/n/ |
| via Text (SMS) | 11,450 | 5,900 | 94.07% |
| via Telephone | 2,868 | 0 | 0.00% |
| via Post | 144 | 0 | 0.00% |
| Library Support: | | | |
| CCRLS Help Desk (tickets resolved) | 87 | 60 | 45.00% |

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.

RORY ALVAREZ, Director, Capital Projects and Facilities, shared his pride in the college facilities team's dedication and hard work in supporting the Open House at Chemeketa Community College. The team worked tirelessly to make the campus look beautiful and provide a space for prospective students and their families to learn more about the college and the programs. He is thankful for the employees who made this opportunity possible. Special thanks to JAMES BERNDT, MICHEAL DAHL, MICHELLE DARR, JULIANNE DEVINE, DEE DIXON, LARRY FOX, ASH LADY, ASHLEY MCSHERRY, SIR NAJAR, JUSTIN ON-THE-HILL, BRUCE ROLLER, JASON ROSS, LAWRENCE SMITH, and ALBERT ZAPATA.

JON MATHIS successfully completed his oral defense for a PhD in Higher Education from Azusa Pacific University on July 29, 2022. The title of his dissertation is Living with White Supremacy: An Autoethnographic Study of a Nice, White Christian Educator.

LYNN IRVIN facilitated a session in the American Association for Women in Community Colleges (AAWCC) Summer Staycation Wellness and Self-Care Series entitled 50 Things You Can Control Right Now on Wednesday, August 10 as well as a Bachata Dance workshop at the Oregon AAWCC summer conference at the Oregon Garden in Silverton on Thursday, July 14.

Thank you to the many Chemeketa volunteers who participated in the Homer Davenport Community Festival in Silverton on both Saturday August 6 (parade and auto show) and Sunday, August 7 (Davenport Races). Special thanks to JOHN DEDRICK who coordinated Chemeketa's efforts in both events, PATRICK CHAPPELL who drove our Big Rig in the parade, PACO HADLEY who rode his unicycle in front of the big rig while juggling and competed in four of the five heats of the Davenport races, MARIE HULETT, KEVIN RUBY, SUE VARNUM, TRACY WIEDMAN and the many other Chemeketa volunteers who helped showcase Chemeketa through community event involvement.

Each year the college recognizes full-time faculty who have completed their third-year faculty probation. Please join us in congratulating the following faculty on this milestone: BRYAN BERENQUER, Vineyard Management Instructor, JOHNNY BROSE, Winemaking Instructor, KRISTINE JACKSON, Emergency Medical Technology Instructor, and BARBARA SIGURDSON, Dental Assisting Instructor. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

The iSTART program sponsored the first iSTART Fair at the end of August. Students who participated in iSTART were invited to attend a fair with their family and friends. The team brought the new quad to life with free music and food. A resource fair involving academic programs and student support services had tables and offices open to answer questions and visit with students and their guests. Over 100 of the iSTART students participated in the fair.

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The core team involved in coordinating the event included: MIKE EVANS, GRECIA GARCIA PEREZ, JOEL GISBERT, LILIANA LANDA-VILLALBA, MICHELLE LIMAS, LINDA RINGO-REYNA, and student leaders, SIERRA ACKERMAN, STACY AKOIKOU, MELANY JACHO, GREG WAI, PETER WIRFS, and MOISES LEAL ZEPEDA. This was an exciting new event to welcome iSTART students to Chemeketa!

The following employees contributed to making out Oregon State Fair Exhibit a success: CHRIS ARBUCKLE, VIVI CALEFFI PRICHARD, TAYLOR CANTONWINE, BRUCE CLEMETSEN, LEA CUNNINGHAM, SHANNON EAGLES, ELIZABETH FACANHA, MICHELE HILL, REBECCA HILLYER, JESSICA HOWARD, MARIE HULETT, AARON HUNTER, LYNN IRVIN, TERRI JACOBSON, MEGAN JENSEN, SHAWN KEEBLER, SANDI KELLOG, RICH KLINE, ROBERT LAHUE, SILVIA LOPEZ, JON MATHIS, TROY MORRIS, GAELLEN MCALISTER, DIANE MCLARAN, GLEN MILLER, OTILIA MORALES, TIM PIERCE, MARSHALL ROACHE, JUAN SALDANA, KELLIE SCHELLENBERG, ALICE SPRAGUE, SHAUNAH STEELE, ELIAS VILLEGAS, MERCEDES WINGO, and ESTHELA ZENDEJAS. We were able to share what Chemeketa offers with many, many visitors and it was a great way to get out and meet the community we serve and answer their questions.

During August these helpful staff members stepped out of there typical routines to spend time at the Salem Campus Information Center to assist with answering questions and escorting visitors and students to the campus destinations: JORDAN BERMINGHAM, LARRY CHEYNE, NOL COBB, ERIC COLON-CORTES, LAUREN CORWIN, MARIE GABBARD, MICHELE HILL, HEATHER MCDANIEL, JOHN MCILVAIN, HEATHER MISENER, CECELIA MONTO, TROY MORRIS, TIM PIERCE, MARSHALL ROACHE, KEITH RUSSELL, KELLIE SCHELLENBERG, LIZ TRAVER, STACEY WELLS, MERCEDES WINGO, and ROBERT YATES.

Two Chemeketa Faculty, HERBERT GROTHWOHL and ZAC KOHL, traveled to Washington DC this July as part of the Teacher Education National Science Foundation (NSF) Noyce Grant project in cooperation with Pacific University to inspire the next generation of Science, Technology, Engineering and Math (STEM) teachers. The NSF Noyce meeting provided faculty with information and ideas to encourage students to pursue teaching degrees in STEM fields. Chemeketa faculty are planning to present their learning to fellow science faculty during inservice week of September 12, 2022

Education Program Coordinator VANIA FENNER and Student Services Dean MANUEL GUERRA joined two students representing Chemeketa Community College at the Mexican Consulate in Portland as the consulate generously provided a grant to support students studying to become bilingual teachers. The students attending the event were FREDDY CIFUENTES and ALMIR MARTINEZ VARGAS, both in the Bilingual Student Teacher Leader program at Chemeketa. This program actively works to diversify the teaching workforce in our region

ANDREW SCHOLER participated over a year in the statewide Computer Science Major Transfer Map working group as one of the lead voices from the community colleges. He chaired a committee to develop a new Computer Science course (CS205) that simplifies transfer by articulating two different required second year classes at Portland State University and Oregon State University.

LESLIE MAKSUN, ODILON RAMIREZ JAVIER, and NOLAN MITCHELL have been leading the new Math initiative: "Math Refresh," which is Chemeketa's first annual Math preparatory

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program to be offered to new students before the start of the fall term. It is meant to refresh high school Math and ensure a smooth and successful college start. The response of our new students to this new opportunity is very encouraging.

SUSANA GARCIA, Career Pathways and STEP Coach with Academic Development, and *ADAM MENNIG*, Director of Academic Development and Workforce Programs presented at the *Pathways to Opportunity Statewide Virtual Summit* September 6–8, discussing the benefits and impacts of Chemeketa's SNAP Training and Employment Program (STEP) with our community college, state, and federal partners.

APPROVAL OF ADJUSTMENTS TO ACADEMIC CALENDAR FOR 2022–2025

Prepared by

Michael Vargo, Vice President—Academic Affairs

Previously the Academic Calendar included a college closure day in December to recognize one paid non-duty day for classified and exempt staff. Paid non-duty days were removed from the recently ratified classified bargaining agreement.

The 2022–2025 Academic Calendar has been updated to reflect that change; there is no longer a scheduled college closure day in December.

It is recommended that the College Board of Education approve the adjustments to the Academic Calendar for 2022–2025.

3-Year ACADEMIC CALENDAR

PENDING Board of Education Approval

| | 2022-2023 | 2023-2024 | 2024-2025 |
|--|---|--|---|
| SUMMER | Summer 2022 | Summer 2023 | Summer 2024 |
| Beginning of Term | Jun 21, 2022 (Tue) | Jun 26, 2023 | Jun 24, 2024 |
| End of Term (Intensive 5-weeks) | Jul 23, 2022 | Jul 29, 2023 | Jul 27, 2024 |
| End of Term (Standard 8-weeks) | Aug 13, 2022 | Aug 19, 2023 | Aug 17, 2024 |
| End of Term (Specific Programs 10-weeks) | Aug 27, 2022 | Sep 2, 2023 | Aug 31, 2024 |
| Final Exams | During last class | During last class | During last class |
| Faculty Grade Input Period | July 20–Aug 29, 2022 (10 am) | Jul 26–Sep 5, 2023 (10 am) | Jul 24–Sep 3, 2024 (10 am) |
| Summer Friday Closures | Fridays, Jul 1–Aug 26, 2022 | Fridays, Jul 7–Sep 1, 2023 | Fridays, Jul 5–Aug 30, 2024 |
| College Closure & Holidays (Juneteenth, Independence Day) | Jun 20, 2022 Jul 2, 2022 (Sat) Jul 4, 2022 | Jun 19, 2023 Jul 4, 2023 | Jun 19, 2024 Jul 4, 2024 Jul 6, 2024 (Sat) |
| FALL | Fall 2022 | Fall 2023 | Fall 2024 |
| Beginning of Term | Sep 26, 2022 | Sept 25, 2023 | Sep 30, 2024 |
| End of Term | Dec 10, 2022 | Dec 9, 2023 | Dec 14, 2024 |
| Final Exams | Dec 5–10, 2022 | Dec 4–9, 2023 | Dec 9–14, 2024 |
| Faculty Grade Input Period | Oct 26–Dec 12, 2022 (10 am) | Oct 25–Dec 11, 2023 (10 am) | Oct 30–Dec 16, 2024 (10 am) |
| Employee Inservice | Sep 12–23, 2022 | Sep 11–22, 2023 | Sep 16–27, 2024 |
| College-wide Inservice (closed to the public) | Sep 13, 2022 | Sep 12, 2023 | Sep 17, 2024 |
| Winter Break | Dec 12, 2022–Jan 6, 2023 | Dec 11, 2023–Jan 5, 2024 | Dec 16, 2024–Jan 3, 2025 |
| College Closures & Holidays (Labor Day, Veterans' Day, Thanksgiving Day and Day After, Saturday after Thanksgiving, Christmas Eve/Day or Day After, New Years Eve/Day or Day After) | Sep 5, 2022 Nov 11, 2022 Nov 24 & 25, 2022 Nov 26, 2022 (Sat) Dec 23 & 26, 2022 Dec 30, 2022 & Jan 2, 2023 | Sep 4, 2023 Nov 10, 2023 Nov 23 & 24, 2023 Nov 25, 2023 (Sat) Dec 25 & 26, 2023 Jan 1 & 2, 2024 | Sep 2, 2024 Nov 11, 2024 Nov 28 & 29, 2024 Nov 30, 2024 (Sat) Dec 24 & 25, 2024 Dec 31, 2024 & Jan 1, 2025 |
| WINTER | Winter 2023 | Winter 2024 | Winter 2025 |
| Beginning of Term | Jan 9, 2023 | Jan 8, 2024 | Jan 6, 2025 |
| End of Term | Mar 25, 2023 | Mar 23, 2024 | Mar 22, 2025 |
| Final Exams | Mar 20–25, 2023 | Mar 18–23, 2024 | Mar 17–22, 2025 |
| Faculty Grade Input Period | Feb 8–Mar 27, 2023 (10 am) | Feb 7–Mar 25, 2024 (10 am) | Feb 5–Mar 24, 2025 (10 am) |
| Spring Break | Mar 27–31, 2023 | Mar 25–29, 2024 | Mar 24–28, 2025 |
| College Closures & Holidays (Martin Luther King Jr Day, Presidents Day) | Jan 16, 2023 Feb 20, 2023 | Jan 15, 2024 Feb 19, 2024 | Jan 20, 2025 Feb 17, 2025 |
| SPRING | Spring 2023 | Spring 2024 | Spring 2025 |
| Beginning of Term | Apr 3, 2023 | Apr 1, 2024 | Mar 31, 2025 |
| End of Term | Jun 17, 2023 | Jun 15, 2024 | Jun 14, 2025 |
| Final Exams | Jun 12–17, 2023 | Jun 10–15, 2024 | Jun 9–14, 2025 |
| Faculty Grade Input Period | May 3–Jun 20, 2023 (10 am) | May 1–Jun 17, 2024 (10 am) | Apr 30–Jun 16, 2025 (10 am) |
| College-wide Inservice (closed to the public) | Apr 28, 2023 | Apr 26, 2024 | Apr 25, 2025 |
| College Closures & Holidays (Memorial Day) | May 29, 2023 | May 27, 2024 | May 26, 2025 |
| Graduation | TBD | TBD | TBD |

All holidays are subject to bargaining agreements.

Updated 8/3/2022: removed closure day in December to reflect change in classified bargaining agreement.

2022-2023 ACADEMIC CALENDAR

PENDING Board of Education Approval

June 2022

| wk | Su | M | T | W | R | F | S |
|----|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 | |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 1 | 19 | H | 21 | 22 | 23 | 24 | 25 |
| 2 | 26 | 27 | 28 | 29 | 30 | | |

July 2022

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 3 | H | 5 | 6 | 7 | 8 |
| 4 | 10 | 11 | 12 | 13 | 14 | 15 |
| 5 | 17 | 18 | 19 | 20 | 21 | 22 |
| 6 | 24 | 25 | 26 | 27 | 28 | 29 |
| 7 | 31 | | | | | |

August 2022

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 7 | | 1 | 2 | 3 | 4 | 5 |
| 8 | 7 | 8 | 9 | 10 | 11 | 12 |
| 9 | 14 | 15 | 16 | 17 | 18 | 19 |
| 10 | 21 | 22 | 23 | 24 | 25 | 26 |
| | 28 | 29 | 30 | 31 | | |

September 2022

| wk | S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 | |
| | 4 | H | 6 | 7 | 8 | 9 | 10 |
| | 11 | 12 | I | 14 | 15 | 16 | 17 |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 1 | 25 | 26 | 27 | 28 | 29 | 30 | |

October 2022

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| 1 | | | | | | 1 |
| 2 | 2 | 3 | 4 | 5 | 6 | 7 |
| 3 | 9 | 10 | 11 | 12 | 13 | 14 |
| 4 | 16 | 17 | 18 | 19 | 20 | 21 |
| 5 | 23 | 24 | 25 | 26 | 27 | 28 |
| 6 | 30 | 31 | | | | |

November 2022

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 6 | | | 1 | 2 | 3 | 4 |
| 7 | 6 | 7 | 8 | 9 | 10 | H |
| 8 | 13 | 14 | 15 | 16 | 17 | 18 |
| 9 | 20 | 21 | 22 | 23 | H | H |
| 10 | 27 | 28 | 29 | 30 | | |

December 2022***

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 10 | | | | 1 | 2 | 3 |
| 11 | 4 | 5 | 6 | 7 | 8 | 9 |
| | 11 | 12 | 13 | 14 | 15 | 16 |
| | 18 | 19 | 20 | 21 | 22 | H |
| | 25 | H | 27 | 28 | 29 | H |

SUMMER TERM 2022

| | Intensive 5-weeks | Standard 8-weeks | Specific Programs 10-weeks |
|--|--|--|--|
| Beginning of Term* | June 21 (Tues) | June 21 (Tues) | June 21 (Tues) |
| End of Term | July 23 | August 13 | August 27 |
| Final Exams | During last class | During last class | During last class |
| Faculty Grade Input Period | July 20–Aug 29 (10 am) | July 20–Aug 29 (10 am) | July 20–Aug 29 (10 am) |
| Summer Friday Closure | Fridays, Jul 1–Aug 26 | Fridays, Jul 1–Aug 26 | Fridays, Jul 1–Aug 26 |
| College Closures & Holidays | June 20 (Juneteenth) July 2 (Saturday)** July 4 (Independence Day) | June 20 (Juneteenth) July 2 (Saturday)** July 4 (Independence Day) | June 20 (Juneteenth) July 2 (Saturday)** July 4 (Independence Day) |

FALL TERM 2022

| | |
|--|--|
| Beginning of Term | September 26 |
| End of Term | December 10 |
| Final Exams | December 5–10 |
| Faculty Grade Input Period | October 26–December 12 (10 am) |
| Employee Inservice | September 12-23 |
| College-wide Inservice | September 13 (closed to the public) |
| Winter Break | December 12–Jan 6 |
| College Closures & Holidays | September 5 (Labor Day) November 11 (Veterans' Day) November 24 & 25 (Thanksgiving/Day After) November 26 (Saturday)** December 23 & 26 (Christmas Eve/Day) December 30 & January 2 (New Years Eve/Day) |

WINTER TERM 2023

| | |
|--|--|
| Beginning of Term | January 9 |
| End of Term | March 25 |
| Final Exams | March 20–25 |
| Faculty Grade Input Period | February 8–March 27 (10 am) |
| Spring Break | March 27–31 |
| College Closures & Holidays | January 16 (Martin Luther King Jr Day) February 20 (Presidents Day) |

SPRING TERM 2023

| | |
|--|---------------------------------|
| Beginning of Term | April 3 |
| End of Term | June 17 |
| Final Exams | June 12–17 |
| Faculty Grade Input Period | May 3–June 20 (10 am) |
| College-wide Inservice | April 28 (closed to the public) |
| College Closures & Holidays | May 29 (Memorial Day) |
| Graduation | TBD |

January 2023

| wk | S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|----|
| | 1 | H | 3 | 4 | 5 | 6 | 7 |
| 1 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 2 | 15 | H | 17 | 18 | 19 | 20 | 21 |
| 3 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 4 | 29 | 30 | 31 | | | | |

February 2023

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| 4 | | | | 1 | 2 | 3 |
| 5 | 5 | 6 | 7 | 8 | 9 | 10 |
| 6 | 12 | 13 | 14 | 15 | 16 | 17 |
| 7 | 19 | 20 | 21 | 22 | 23 | 24 |
| 8 | 26 | 27 | 28 | | | |

March 2023

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 8 | | | | 1 | 2 | 3 |
| 9 | 5 | 6 | 7 | 8 | 9 | 10 |
| 10 | 12 | 13 | 14 | 15 | 16 | 17 |
| 11 | 19 | 20 | 21 | 22 | 23 | 24 |
| | 26 | 27 | 28 | 29 | 30 | 31 |

April 2023

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| | | | | | | 1 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2 | 9 | 10 | 11 | 12 | 13 | 14 |
| 3 | 16 | 17 | 18 | 19 | 20 | 21 |
| 4 | 23 | 24 | 25 | 26 | 27 | I |
| 5 | 30 | | | | | |

May 2023

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| 5 | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 7 | 14 | 15 | 16 | 17 | 18 | 19 |
| 8 | 21 | 22 | 23 | 24 | 25 | 26 |
| 9 | 28 | H | 30 | 31 | | |

June 2023

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 9 | | | | 1 | 2 | 3 |
| 10 | 4 | 5 | 6 | 7 | 8 | 9 |
| 11 | 11 | 12 | 13 | 14 | 15 | 16 |
| | 18 | H | 20 | 21 | 22 | 23 |
| | 25 | 26 | 27 | 28 | 29 | 30 |

Registration and other key dates available at: [Enrollment Services SharePoint Site](#)

Calendar Legend

| | | | | | |
|--|---------------|--|-------------------------------------|--|----------------|
| | Start of Term | | Summer Friday college closure | | Inservice days |
| | End of Term | | Other college closure day | | Term days |
| | Spring Break | | College closed for observed holiday | | |

*Due to Juneteenth holiday, summer classes will start on Tuesday.

**Due to Independence Day and Thanksgiving Day Holidays, Saturday classes will not be held July 2 and November 26.

All holidays are subject to bargaining agreements.

Updated 8/3/2022: removed closure day in December to reflect change in classified bargaining agreement.

2023-2024 ACADEMIC CALENDAR

PENDING Board of Education Approval

June 2023

| wk | Su | M | T | W | R | F | S |
|----|----|----|----|----|----|----|---|
| | | | | 1 | 2 | 3 | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| 18 | H | 20 | 21 | 22 | 23 | 24 | |
| 1 | 25 | 26 | 27 | 28 | 29 | 30 | |

July 2023

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| 1 | | | | | | 1 |
| 2 | 3 | H | 5 | 6 | 7 | 8 |
| 3 | 9 | 10 | 11 | 12 | 13 | 14 |
| 4 | 16 | 17 | 18 | 19 | 20 | 21 |
| 5 | 23 | 24 | 25 | 26 | 27 | 28 |
| 6 | 30 | 31 | | | | 29 |

August 2023

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 6 | | | 1 | 2 | 3 | 4 |
| 7 | 6 | 7 | 8 | 9 | 10 | 11 |
| 8 | 13 | 14 | 15 | 16 | 17 | 18 |
| 9 | 20 | 21 | 22 | 23 | 24 | 25 |
| 10 | 27 | 28 | 29 | 30 | 31 | 19 |

September 2023

| wk | S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|----|
| 10 | | | | | | 1 | 2 |
| 3 | H | 5 | 6 | 7 | 8 | 9 | |
| 10 | 11 | I | 13 | 14 | 15 | 16 | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| 1 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |

October 2023

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| 2 | 1 | 2 | 3 | 4 | 5 | 6 |
| 3 | 8 | 9 | 10 | 11 | 12 | 13 |
| 4 | 15 | 16 | 17 | 18 | 19 | 20 |
| 5 | 22 | 23 | 24 | 25 | 26 | 27 |
| 6 | 29 | 30 | 31 | | | |

November 2023

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 6 | | | 1 | 2 | 3 | 4 |
| 7 | 5 | 6 | 7 | 8 | 9 | H |
| 8 | 12 | 13 | 14 | 15 | 16 | 17 |
| 9 | 19 | 20 | 21 | 22 | H | H |
| 10 | 26 | 27 | 28 | 29 | 30 | 25 |

December 2023

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 10 | | | | | 1 | 2 |
| 11 | 3 | 4 | 5 | 6 | 7 | 8 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | H | H | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

SUMMER TERM 2023

| | Intensive 5-weeks | Standard 8-weeks | Specific Programs 10-weeks |
|--|---|---|---|
| Beginning of Term | June 26 | June 26 | June 26 |
| End of Term | July 29 | August 19 | September 2 |
| Final Exams | During last class | During last class | During last class |
| Faculty Grade Input Period | Jul 26–Sep 5 (10 am) | Jul 26–Sep 5 (10 am) | Jul 26–Sep 5 (10 am) |
| Summer Friday Closure | Fridays, Jul 7–Sep 1 | Fridays, Jul 7–Sep 1 | Fridays, Jul 7–Sep 1 |
| College Closures & Holidays | June 19 (Juneteenth) July 4 (Independence Day) | June 19 (Juneteenth) July 4 (Independence Day) | June 19 (Juneteenth) July 4 (Independence Day) |

FALL TERM 2023

| | |
|--|--|
| Beginning of Term | September 25 |
| End of Term | December 9 |
| Final Exams | December 4–9 |
| Faculty Grade Input Period | October 25–December 11 (10 am) |
| Employee Inservice | September 11–22 |
| College-wide Inservice | September 12 (closed to the public) |
| Winter Break | December 11–Jan 5 |
| College Closures & Holidays | September 4 (Labor Day) November 10 (Veterans' Day) November 23 & 24 (Thanksgiving/Day After) November 25 (Saturday)** December 25 & 26 (Christmas Day/Day After) January 1 & 2 (New Years Day/Day After) |

WINTER TERM 2024

| | |
|--|--|
| Beginning of Term | January 8 |
| End of Term | March 23 |
| Final Exams | March 18–23 |
| Faculty Grade Input Period | February 7–March 25 (10 am) |
| Spring Break | March 25–29 |
| College Closures & Holidays | January 15 (Martin Luther King Jr Day) February 19 (Presidents Day) |

SPRING TERM 2024

| | |
|--|---------------------------------|
| Beginning of Term | April 1 |
| End of Term | June 15 |
| Final Exams | June 10–15 |
| Faculty Grade Input Period | May 1–June 17 (10:00 am) |
| College-wide Inservice | April 26 (closed to the public) |
| College Closures & Holidays | May 27 (Memorial Day) |
| Graduation | TBD |

Registration and other key dates available at: [Enrollment Services SharePoint Site](#)

Calendar Legend

| | | |
|---------------|-------------------------------------|----------------|
| Start of Term | Summer Friday college closure | Inservice days |
| End of Term | Other college closure day | Term days |
| Spring Break | College closed for observed holiday | |

**Due to Thanksgiving Day Holiday, Saturday classes will not be held November 25.

All holidays are subject to bargaining agreements.

Updated 8/3/2022: removed closure day in December to reflect change in classified bargaining agreement.

January 2024

| wk | S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|----|
| | | H | H | 3 | 4 | 5 | 6 |
| 1 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 2 | 14 | H | 16 | 17 | 18 | 19 | 20 |
| 3 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 4 | 28 | 29 | 30 | 31 | | | |

February 2024

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| 4 | | | | 1 | 2 | 3 |
| 5 | 4 | 5 | 6 | 7 | 8 | 9 |
| 6 | 11 | 12 | 13 | 14 | 15 | 16 |
| 7 | 18 | 19 | 20 | 21 | 22 | 23 |
| 8 | 25 | 26 | 27 | 28 | 29 | |

March 2024

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 8 | | | | | 1 | 2 |
| 9 | 3 | 4 | 5 | 6 | 7 | 8 |
| 10 | 10 | 11 | 12 | 13 | 14 | 15 |
| 11 | 17 | 18 | 19 | 20 | 21 | 22 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | 23 |

April 2024

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| 1 | | 1 | 2 | 3 | 4 | 5 |
| 2 | 7 | 8 | 9 | 10 | 11 | 12 |
| 3 | 14 | 15 | 16 | 17 | 18 | 19 |
| 4 | 21 | 22 | 23 | 24 | 25 | I |
| 5 | 28 | 29 | 30 | | | |

May 2024

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| 5 | | | 1 | 2 | 3 | 4 |
| 6 | 5 | 6 | 7 | 8 | 9 | 10 |
| 7 | 12 | 13 | 14 | 15 | 16 | 17 |
| 8 | 19 | 20 | 21 | 22 | 23 | 24 |
| 9 | 26 | H | 28 | 29 | 30 | 31 |

June 2024

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 9 | | | | | | 1 |
| 10 | 2 | 3 | 4 | 5 | 6 | 7 |
| 11 | 9 | 10 | 11 | 12 | 13 | 14 |
| 16 | 17 | 18 | H | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

2024-2025 ACADEMIC CALENDAR

PENDING Board of Education Approval

June 2024

| wk | Su | M | T | W | R | F | S |
|----|----|----|----|----|----|----|----|
| | | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| 16 | 17 | 18 | H | 20 | 21 | 22 | |
| 1 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 2 | 30 | | | | | | |

July 2024

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| | | | | | | |
| 2 | 1 | 2 | 3 | H | 5 | 6 |
| 3 | 7 | 8 | 9 | 10 | 11 | 12 |
| 4 | 14 | 15 | 16 | 17 | 18 | 19 |
| 5 | 21 | 22 | 23 | 24 | 25 | 26 |
| 6 | 28 | 29 | 30 | 31 | | |

August 2024

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| 6 | | | | 1 | 2 | 3 |
| 7 | 4 | 5 | 6 | 7 | 8 | 9 |
| 8 | 11 | 12 | 13 | 14 | 15 | 16 |
| 9 | 18 | 19 | 20 | 21 | 22 | 23 |
| 10 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | 31 |

September 2024

| wk | S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|---|
| 1 | H | 3 | 4 | 5 | 6 | 7 | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 15 | 16 | I | 18 | 19 | 20 | 21 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 1 | 29 | 30 | | | | | |

October 2024

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| | | | | | | |
| 1 | | 1 | 2 | 3 | 4 | 5 |
| 2 | 6 | 7 | 8 | 9 | 10 | 11 |
| 3 | 13 | 14 | 15 | 16 | 17 | 18 |
| 4 | 20 | 21 | 22 | 23 | 24 | 25 |
| 5 | 27 | 28 | 29 | 30 | 31 | |

November 2024

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| | | | | | | |
| 5 | | | | | 1 | 2 |
| 6 | 3 | 4 | 5 | 6 | 7 | 8 |
| 7 | 10 | H | 12 | 13 | 14 | 15 |
| 8 | 17 | 18 | 19 | 20 | 21 | 22 |
| 9 | 24 | 25 | 26 | 27 | H | H |
| | | | | | | 30 |

December 2024***

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| 10 | 1 | 2 | 3 | 4 | 5 | 6 |
| 11 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | H | H | 26 | 27 | 28 |
| 29 | 30 | H | | | | |

SUMMER TERM 2024

| | Intensive 5-weeks | Standard 8-weeks | Specific Programs 10-weeks |
|--|--|--|--|
| Beginning of Term | June 24 | June 24 | June 24 |
| End of Term | July 27 | August 17 | August 31 |
| Final Exams | During last class | During last class | During last class |
| Faculty Grade Input Period | July 24–Sept 3 (10 am) | July 24–Sept 3 (10 am) | July 24–Sept 3 (10 am) |
| Summer Friday Closure | Fridays, Jul 5–Aug 30 | Fridays, Jul 5–Aug 30 | Fridays, Jul 5–Aug 30 |
| College Closures & Holidays | June 19 (Juneteenth) July 4 (Independence Day) July 6 (Saturday)** | June 19 (Juneteenth) July 4 (Independence Day) July 6 (Saturday)** | June 19 (Juneteenth) July 4 (Independence Day) July 6 (Saturday)** |

FALL TERM 2024

| | |
|--|--|
| Beginning of Term | September 30 |
| End of Term | December 14 |
| Final Exams | December 9–14 |
| Faculty Grade Input Period | October 30–December 16 (10 am) |
| Employee Inservice | September 16–27 |
| College-wide Inservice | September 17 (closed to the public) |
| Winter Break | December 16–Jan 3 |
| College Closures & Holidays | September 2 (Labor Day) November 11 (Veterans' Day) November 28 & 29 (Thanksgiving/Day After) November 30 (Saturday)** December 24 & 25 (Christmas Eve/Day) December 31 & January 1 (New Years Eve/Day) |

WINTER TERM 2025

| | |
|--|--|
| Beginning of Term | January 6 |
| End of Term | March 22 |
| Final Exams | March 17–22 |
| Faculty Grade Input Period | February 5–March 24 (10 am) |
| Spring Break | March 24–28 |
| College Closures & Holidays | January 20 (Martin Luther King Jr Day) February 17 (Presidents Day) |

SPRING TERM 2025

| | |
|--|---------------------------------|
| Beginning of Term | March 31 |
| End of Term | June 14 |
| Final Exams | June 9–14 |
| Faculty Grade Input Period | April 30–June 16 (10 am) |
| College-wide Inservice | April 25 (closed to the public) |
| College Closures & Holidays | May 26 (Memorial Day) |
| Graduation | TBD |

Registration and other key dates available at: [Enrollment Services SharePoint Site](#)

Calendar Legend

| | | |
|---------------|-------------------------------------|----------------|
| Start of Term | Summer Friday college closure | Inservice days |
| End of Term | Other college closure day | Term days |
| Spring Break | College closed for observed holiday | |

**Due to Independence Day and Thanksgiving Day Holidays, Saturday classes will not be held July 6 and November 30.
All holidays are subject to bargaining agreements.

Updated 8/3/2022: removed closure day in December to reflect change in classified bargaining agreement.

January 2025

| wk | S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|----|
| | | | | | H | 2 | 3 |
| 1 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 2 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 3 | 19 | H | 21 | 22 | 23 | 24 | 25 |
| 4 | 26 | 27 | 28 | 29 | 30 | 31 | |

February 2025

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| | | | | | | |
| 4 | | | | | | 1 |
| 5 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6 | 9 | 10 | 11 | 12 | 13 | 14 |
| 7 | 16 | 17 | 18 | 19 | 20 | 21 |
| 8 | 23 | 24 | 25 | 26 | 27 | 28 |

March 2025

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| 8 | | | | | | 1 |
| 9 | 2 | 3 | 4 | 5 | 6 | 7 |
| 10 | 9 | 10 | 11 | 12 | 13 | 14 |
| 11 | 16 | 17 | 18 | 19 | 20 | 21 |
| | | | | | | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 1 | 30 | 31 | | | | |

April 2025

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| | | | | | | |
| 1 | | 1 | 2 | 3 | 4 | 5 |
| 2 | 6 | 7 | 8 | 9 | 10 | 11 |
| 3 | 13 | 14 | 15 | 16 | 17 | 18 |
| 4 | 20 | 21 | 22 | 23 | 24 | I |
| 5 | 27 | 28 | 29 | 30 | | |

May 2025

| S | M | Tu | W | Th | F | Sa |
|---|----|----|----|----|----|----|
| | | | | | | |
| 5 | | | | | 1 | 2 |
| 6 | 4 | 5 | 6 | 7 | 8 | 9 |
| 7 | 11 | 12 | 13 | 14 | 15 | 16 |
| 8 | 18 | 19 | 20 | 21 | 22 | 23 |
| 9 | 25 | H | 27 | 28 | 29 | 30 |

June 2025

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| 10 | 1 | 2 | 3 | 4 | 5 | 6 |
| 11 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | 14 |
| 15 | 16 | 17 | 18 | H | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Separate Action-2
September 21, 2022

**APPROVAL OF COLLEGE BOARD OF EDUCATION
RECOMMENDATION OF KEN HECTOR AS THE ACCT
PUBLIC POLICY AND ADVOCACY COMMITTEE ASSOCIATE**

Prepared by

Jessica Howard, President/Chief Executive Officer
Ron Pittman, Chair—College Board of Education

The Association of Community College Trustees (ACCT) is the voice of community college leaders. The ACCT Public Policy and Advocacy Committee is charged with reviewing public policy issues and recommending positions to the Board of Directors and, where appropriate, to the ACCT Executive Committee. Board of Education member, Ken Hector, has previously served a three-year term as an associate committee member on the Public Policy and Advocacy Committee. He is currently eligible to represent Chemeketa Community College and would like to serve again in this position.

It is recommended that the College Board of Education officially approve and make recommendation of Ken Hector as an associate committee member for the ACCT Public Policy and Advocacy Committee.

Separate Action-3
September 21,2022

**APPROVAL OF RETIREMENT RESOLUTION NO.
22-23-01, STEVEN P. "STEVE" KOHLMAYER**

Prepared by

David Hallett, Vice President—Governance and Administration

The College Board of Education honors employees who retire after years of service to the college. Attached is the resolution honoring Steven P. "Steve" Kohlmeyer who retires effective August 31, 2022.

It is recommended that the College Board of Education adopt Resolution No. 22-23-01, Steven P. "Steve" Kohlmeyer.

Separate Action-3
September 21,2022

**RETIREMENT RESOLUTION NO. 22-23-01,
STEVEN P. "STEVE" KOHLMYER**

WHEREAS, Steven P. "Steve" Kohlmeyer began his 13-year, 6-month association, as a salaried employee, with Chemeketa Community College in February, 2009; and

WHEREAS, Steven P. "Steve" Kohlmeyer gave dedicated service to Chemeketa Community College, currently as Custodian I, Capital Projects and Facilities of College Support Services Division; therefore,

BE IT RESOLVED, that upon his retirement date of August 31, 2022, the College Board of Education hereby honors and commends Steven P. "Steve" Kohlmeyer for his loyalty, dedication and personal commitment to Chemeketa Community College.

Ron Pittman

Ron Pittman
Board Chairperson

Jessica Howard

Jessica Howard
President/Chief Executive Officer

**APPROVAL OF CONTRACT AWARD
FOR CAMPUS FOOD SERVICES**

Prepared by

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

CAMPUS FOOD SERVICES

A Request for Proposal (RFP) for Campus Food Services, including catering services for college meetings and events, was advertised on the college's Procurement Services website, the OregonBuys website, and the Bid Locker website on May 16, 2022, and in the Statesman Journal on May 20, 2022.

Two Proposals were received and opened immediately following the solicitation closing on June 29, 2022, at 1:00 pm. The firms that submitted Proposals were:

Genuine Foods, Washington, D.C.
Northwest Innovations, Incorporated, Salem, OR

Two Proposals were determined to be responsive and subsequently evaluated in accordance with the solicitation document's evaluation criteria. Some of the evaluation criteria included: proposed financial arrangements; experience and references; quality assurance; staffing and personnel; nutrition and wellness; social justice and humanitarian efforts; and sustainability/carbon footprint.

It is recommended that the College Board of Education approve the award of the contract for Campus Food Services, to Genuine Foods, Washington, D.C., the most responsive and responsible Proposer, for a period of five years, contingent upon successful contract negotiations.

**APPROVAL OF STUDENT AND HOURLY, PART-TIME/TEMPORARY
SALARY SCHEDULES FOR 2022–2023**

Prepared by

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

STUDENT

Attached is the Student salary schedule for 2022–2023. The salary schedule reflects a 2.5 percent salary schedule adjustment. Effective: September 1, 2022

HOURLY, PART-TIME/TEMPORARY

Attached is the hourly, part-time/temporary salary schedule for 2022–2023. The salary schedule reflects a 2.5 percent salary schedule adjustment. Effective: September 1, 2022

It is recommended that the College Board of Education approve the Student and Hourly, Part-Time/Temporary Salary Schedules for 2022–2023.

Action-2
September 21, 2022

| CHEMEKETA COMMUNITY COLLEGE STUDENT SALARY SCHEDULE EFFECTIVE SEPTEMBER 1, 2022 | | | |
|--|---------------|---------------|---------------|
| CWS/FWS | STEP 1 | STEP 2 | STEP 3 |
| S1 | \$14.45 | \$15.07 | \$15.68 |
| S2 | \$14.53 | \$15.10 | \$15.72 |
| S3 | \$14.57 | \$15.16 | \$15.76 |
| S4 | \$19.00 | \$19.85 | \$20.70 |

CHEMEKETA COMMUNITY COLLEGE
HOURLY, PART-TIME/TEMPORARY SALARY SCHEDULE
EFFECTIVE SEPTEMBER 1, 2022

| | RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | RANGE |
|--|-------|--------|--------|---------|---------|---------|-------|
| | AA | | | \$14.45 | \$15.07 | \$15.68 | AA |
| | BB | | | \$14.53 | \$15.10 | \$15.72 | BB |
| | CC | | | \$14.57 | \$15.16 | \$15.76 | CC |
| | DD | | | \$14.74 | \$15.34 | \$15.92 | DD |
| | EE | | | \$14.81 | \$15.48 | \$16.10 | EE |
| | FF | | | \$16.04 | \$16.73 | \$17.40 | FF |
| | GG | | | \$19.00 | \$19.85 | \$20.70 | GG |
| | HH | | | \$20.12 | \$21.00 | \$21.93 | HH |
| | II | | | \$24.13 | \$25.32 | \$26.50 | II |

Note: Ranges JJ thru NN are Interpreters and Typewell Transcribers only

| POSITION | LEVEL | RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | RANGE |
|----------------|-------|-------|---------|---------|---------|---------|---------|-------|
| INTER. TRANSC. | | | | | | | | |
| HI410H | 1 | JJ | \$22.00 | \$22.93 | \$23.97 | \$24.97 | \$26.06 | JJ |
| HI420H | 2 | KK | \$26.99 | \$28.14 | \$29.42 | \$30.65 | \$31.99 | KK |
| HI430H | 3 | LL | \$33.11 | \$34.51 | \$36.09 | \$37.60 | \$39.25 | LL |
| HI440H | 4 | MM | \$40.48 | \$42.16 | \$44.10 | \$45.94 | \$47.96 | MM |
| HI450H | 5 | NN | \$49.45 | \$51.53 | \$53.90 | \$56.14 | \$58.61 | NN |

| LEVEL | INTERPRETERS | TYPEWELL TRANSCRIBERS |
|-------|--|--|
| 1 | ITP Graduate or 0-2 years of experience | Novice; 0-2 years experience |
| 2 | RID Written or BA Degree; and 2+ years experience | TCT: Level 1 Certification or BA/BS deg. & 2 yrs. exp. |
| 3 | CI or CT or NAD III or Masters Degree; and 2+ years experience | TCT: Level 2 Certification |
| 4 | CI & CT or NAD IV; and 2+ years experience | |
| 5 | CI & CT for 5 years OR NAD V; BA/BS Degree required | |

FOR RANGES JJ - NN ONLY:

Initial placement on the pay scale and step increases will be in accordance with personnel practices. Movement from one level to another may be made by request of the employee with verification of change in credential and approval by the Dept. manager and the Dir. of Human Resources. Any movement from one level to another level will take place at the time of any step increase. HR will work collaboratively with the Student Accessibility Services Director for placement of part-time employees on this scale (verification of certification, etc.)

TCT: Typewell Certified Transcriber

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.

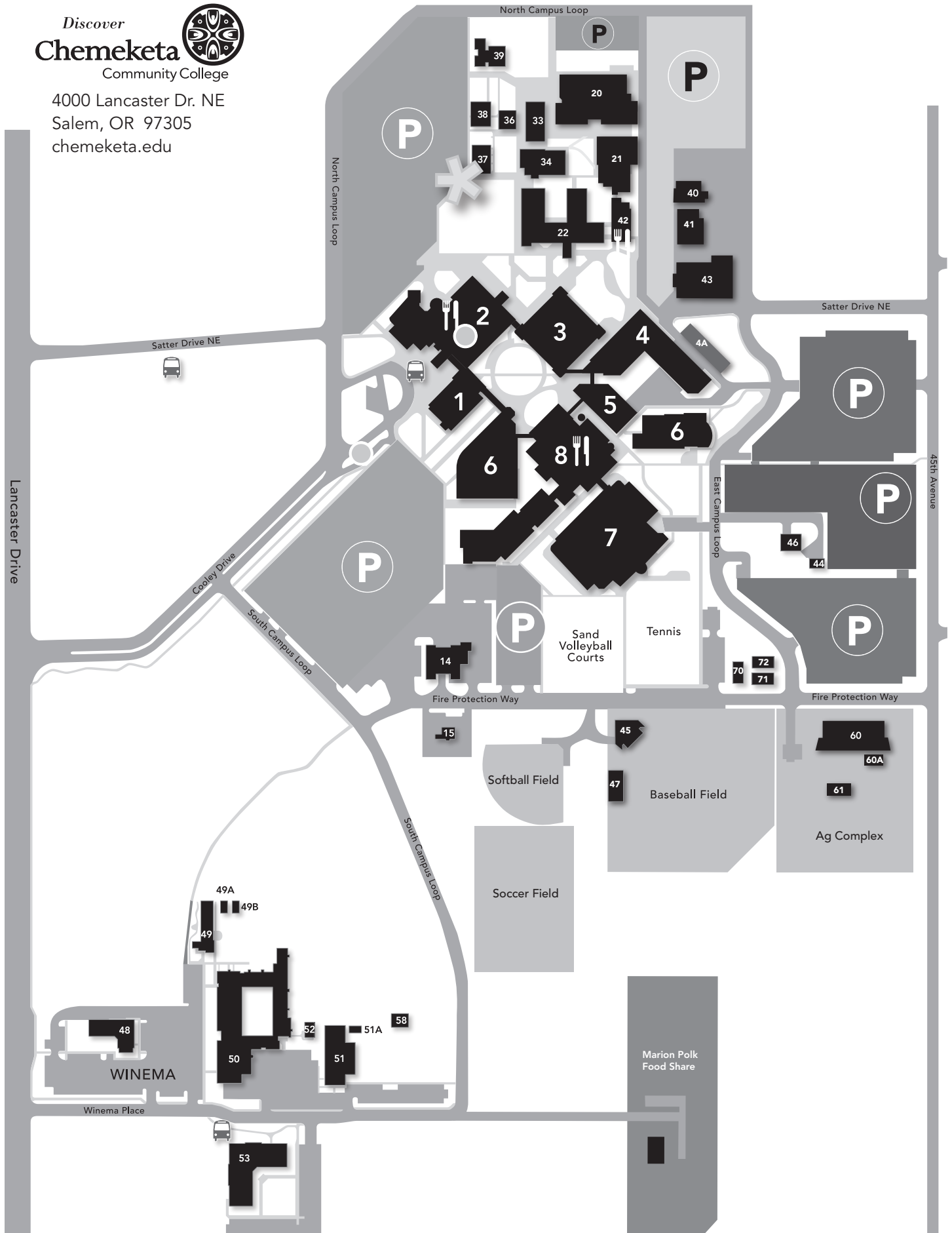
Equity – We promote a just and inclusive environment in which all individuals receive equitable support to reach their full potential. We do this through fair treatment, access, opportunity, and advancement for all, aiming to identify and eliminate barriers that have prevented the full participation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



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



Appendix-2 September 21, 2022

Building and Primary Function(s)

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

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

Area or Service—Building/Room

- Academic Development—22/100
- Admissions—2/200
- Advising—2/110
- Art Gallery—3/122
- Athletics—7/103
- Auditorium—6/115
- Boardroom—2/170
- Bookstore—1/First Floor
- Business Services—2/202
- Career Center—2/115
- Chemeketa Cooperative Regional Library
Service—9/136
- Chemeketa Online—9/106
- Computer Labs, Library—9/Second Floor
- Convenience Store—2/180
- Cooperative Work Experience—38
- Dental Clinic—8/101
- Executive Dean of Students—3/272
- Employee Development Center—6/218b
- English for Speakers of Other
Languages—22/100
- Enrollment Center—2/200
- Extended Learning—3/252
- Financial Aid—2/200
- First Aid—2/173
- Food Service—2/First Floor, 8, & 42
- GED—22/100
- General Information (Welcome
Center)—2/110
- Gymnasium—7
- Human Resources—2/214
- International Programs and Study
Abroad—2/174
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- Library—9/Second Floor
- Lost & Found—2/173
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- Parking Permits—2/173 Public Safety
- Placement Assessment—2/201
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- Pharmacy Technology—8/113

Restrooms

SINGLE OCCUPANCY

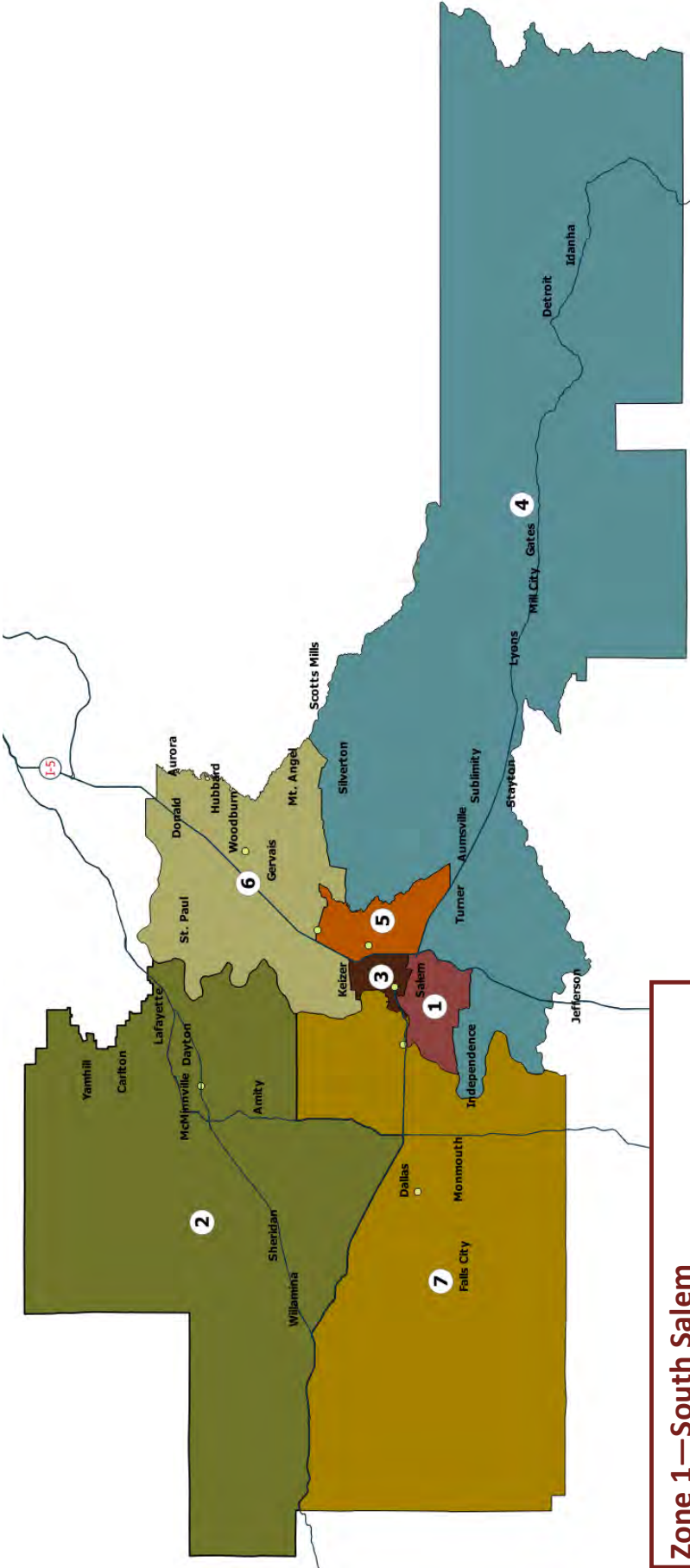
- Building 2—First floor, across from C-Store
- Building 4—Second floor
- Building 5—Second floor
- Building 6—First floor
- Building 8—First floor
- Building 20—First floor
- Building 36—First floor
- Building 37—First floor
- Building 38—First floor
- Building 40—Second floor
- Building 50—First floor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

MOTHER'S ROOM

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

Revised May 2021

Chemeketa Community College Board Zone Boundary Map



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

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

Handouts
September 21, 2022

Which Program is Right For You?

Dual Enrollment

With Dual Enrollment, you can enjoy being a student at both Western Oregon University and Chemeketa Community College at the same time! This means you will have full access to all student life at Western Oregon University (with payment of WOU student fees), including health services, gym use, sports events, living in the WOU dorms, and more.

PLUS - you will have access to advisors at both institutions, can take courses at the location of your choice, and enjoy student life at two campuses.

If the college experience and student life are important to you, the Dual Enrollment program may be exactly what you are looking for.

Visit (WOU website tbd) for more information and apply today at go.chemeketa.edu/apply



Western Oregon
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Which Program is Right For You?

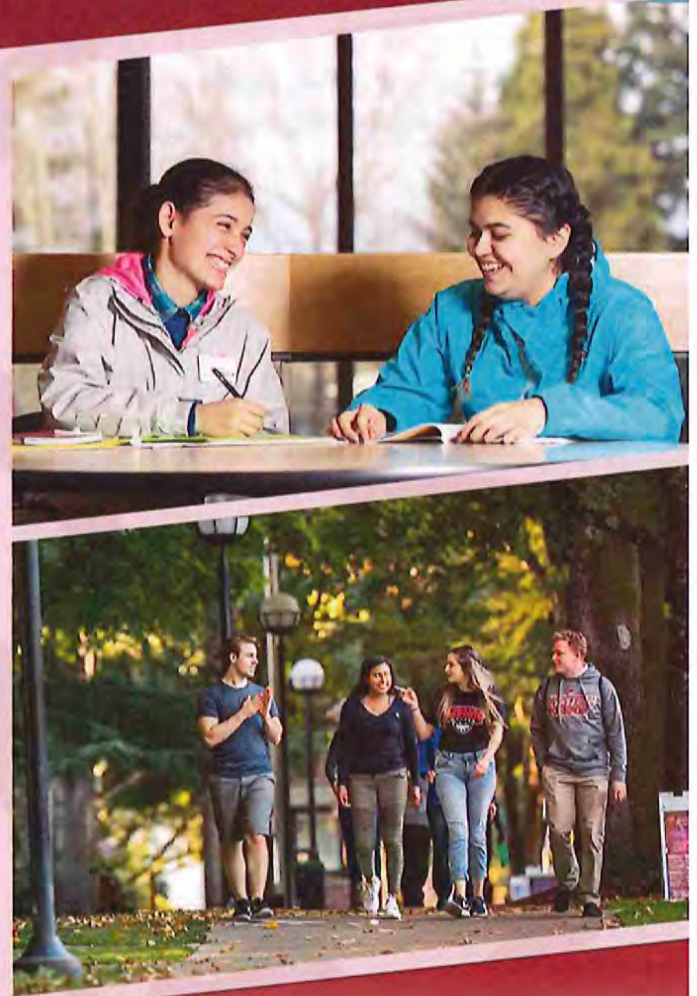
Direct Connect

With Direct Connect, you can get started at Chemeketa Community College to complete your first two years, then seamlessly transfer to Western Oregon University with guaranteed admission and complete your bachelor's degree in just two more years. *Check with your advisor about GPA requirements and other important information.*

- Complete your lower division requirements at Chemeketa Community College and enter Western Oregon University as a junior
- Access advising and support from BOTH institutions to ensure you stay on track
- Work with Dedicated Western Oregon University transfer support staff on site at Chemeketa Community College to guide you through your transfer experience

If earning a bachelor's degree is your educational goal, the Direct Connect program is for you.

Visit wou.edu/transferpathways/chemeketa-cc/ for more information and apply today at go.chemeketa.edu/apply.



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