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 18, 2019**

CHEMEKETA COMMUNITY COLLEGE  
4000 Lancaster Drive NE  
Salem, Oregon

**BOARD OF EDUCATION**





- |    |                                                                                                                                                                                                                                 |       |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 3. | College Policies #1530—Budget Officer; #1540—Custodian of Funds; #1610— <u>Chemeketa Community College</u> Board of Education Member Travel; and #1620—Depository of Funds<br>Jessica Howard, President/Chief Executive Officer | 25–29 |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|

**H. Standard Reports**

- |    |                                                                                                                                                     |       |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1. | Personnel Report<br>David Hallett, Vice President—Governance and Administration                                                                     | 30–31 |
| 2. | Budget Status Report<br>Miriam Scharer, Vice President/Chief Financial Officer                                                                      | 32–36 |
| 3. | Purchasing Report<br>Miriam Scharer, Vice President/Chief Financial Officer                                                                         | 37–38 |
| 4. | Capital Projects Report<br>Miriam Scharer, Vice President/Chief Financial Officer                                                                   | 39    |
| 5. | Chemeketa Cooperative Regional Library Service Report<br>Jim Eustrom, Vice President—Instruction and Student Services/<br>President, Yamhill Valley | 40–41 |
| 6. | Recognition Report<br>Jessica Howard, President/Chief Executive Officer                                                                             | 42–44 |

**I. Separate Action**

- |    |                                                                                                                                                                                             |                   |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1. | Approval of Revision of the Administrative Handbook for Exempt Employees<br>David Hallett, Vice President—Governance and Administration                                                     | [19-20-106] 45–62 |
| 2. | Approval of Appointment of Budget Committee Members for Zone 4, Resolution No. 19-20-06, and Zone 6, Resolution No. 19-20-07<br>David Hallett, Vice President—Governance and Administration | [19-20-107] 63    |

**J. Action**

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

- |    |                                                                                                                                                                                                                                                                                                                                                                                              |                   |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1. | Approval of College Policies #2230—Animals/Pets On College Facilities and #2240—Solicitation of Funds<br>Jessica Howard, President/Chief Executive Officer                                                                                                                                                                                                                                   | [19-20-108] 64–66 |
| 2. | Approval of College Policies #1150—Duties and Responsibilities of the <u>Chemeketa Community College</u> Board of Education; #1160— <u>Chemeketa Community College</u> Board of Education Delegation of Administrative Authority; #1510—Auditor for the <u>Chemeketa Community College</u> Board of Education; and #1520—Legal Counsel;<br>Jessica Howard, President/Chief Executive Officer | [19-20-109] 67–72 |
| 3. | Approval of Contract Award for On Call Painting Services<br>Miriam Scharer, Vice President/Chief Financial Officer                                                                                                                                                                                                                                                                           | [19-20-110] 73    |

<b>K. Appendices</b>	
1. Mission – Vision – Values – Core Themes	74
2. Campus Map	75–76
3. District Map	77
<b>L. Future Agenda Items</b>	
<b>M. Board Operations</b>	
<b>N. Adjournment</b>	

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

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

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

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

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

**Chemeketa Community College**  
**Woodburn Center**  
**120 East Lincoln Street**  
**Woodburn, OR 97071**



<b>Driving directions from Chemeketa Salem Campus, 4000 Lancaster Drive NE, via Or-99E N/Portland Rd. NE</b>	Total: 22 minutes/ 13.9 miles
Take Lancaster Drive NE <b>North</b> to OR-99E N/Portland Rd NE	1 mile
Turn right on OR-99E N/Portland Rd NE. Continue <b>North</b> on OR-99E N	10.3 miles
Turn left onto NE Boones Ferry Rd; it becomes S Boones Ferry Rd	1.6 miles
Turn right onto S Front St/Parr Rd NE	0.8 mile
Turn right onto E Lincoln Street going over Railroad Crossing. Woodburn Center will be on the right.	177 feet

<b>Driving directions from Chemeketa Salem Campus, 4000 Lancaster Drive NE, via I-5 N</b>	Total: 21 minutes/ 16 miles
Get on I-5 N in Salem from Ward Dr NE	1.5 miles
Follow I-5 N to OR-214 S/Hillsboro-Silverton Hwy NE in Woodburn. Take exit 271 from I-5 N	12.9 miles
Continue on OR-214 S/Hillsboro-Silverton Hwy NE.	2.5 miles
Turn right onto N Settlemier Ave.	0.2 miles
Turn left onto W. Lincoln St. Continue until you reach the intersection of N Front St.	0.4 mile
At the intersection of N Front St, W Lincoln becomes E Lincoln St. Continue through the intersection over Railroad Crossing. Woodburn Center will be on the right.	177 feet

## UPDATES FOR WOODBURN CENTER

### Prepared by

Elias Villegas, Dean—Woodburn Center  
Holly Nelson, Executive Dean—Regional Education and Academic Development  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley

---

Chemeketa Woodburn Center is focused on meeting the educational, training and personal enrichment needs of the communities in north Marion County. The center houses Worksource Oregon Woodburn Center, Department of Human Services and other area support agencies in order to provide convenient services for students, employers and job seekers.

The center's programs, services, and support systems are designed to meet the educational needs of the populations served. Student services include: advising and counseling, testing, financial aid information, registration and administrative services, tutoring, and computer lab access.

The center is offering an annual schedule of courses based on the Associate of Arts Oregon Transfer (AAOT) degree to provide college transfer opportunities for students. Developmental education offerings include Adult Basic Education and General Education Diploma (ABE/GED) in English and Spanish, and English Language Learner classes as well as personal enrichment classes. A GED option program has developed collaborative partnerships with neighboring high schools.

Woodburn Center collaborates with the Woodburn Chamber of Commerce, businesses, area schools and a wide array of agencies and non-profit organizations to provide services for employment readiness, continuing education, and English language acquisition. Classes are held at a variety of sites in the Woodburn area including area high schools, City of Woodburn facilities, Pacific University, MacLaren Youth Correctional Facility and businesses.

Chemeketa Center for Learning in Retirement continues to prosper with over 30 members regularly attending classes of their own design. This program has brought more seniors into the Woodburn Center and provided a much-needed expansion of services for the Woodburn senior community.

Woodburn Center staffing includes a full-time dean, two full-time office staff, a full-time advising specialist, 1.5 full-time faculty, 40–50 adjunct instructors are employed per year to teach a range of subjects and 12 part-time hourly staff provide additional support.

Chemeketa Woodburn Center will provide an update on the programs, services, demographics, enrollment and offerings that serve all residents of Woodburn and surrounding communities. The presentation will highlight the bi-lingual Education program. Woodburn Center students will share testimonials on their educational experience at Chemeketa.

Minutes  
September 18, 2019

**APPROVAL OF BOARD MINUTES**

**Prepared by**

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

---

Minutes of the board meeting of July 24, 2019, and the board work session of September 5, 2019, are submitted for review by the board.

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



Minutes  
September 18, 2019

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

July 24, 2019

**I. WORKSHOP**

Diane Watson, Chair, called the workshop to order at 4:30 pm. The workshop was held at the Polk Center, 1340 SE Holman Avenue, Dallas, in Room 104.

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

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

**A. Polk Center Update**

Jim Eustrom introduced Glen Miller, director of the Polk Center. Glen used PowerPoint to guide the presentation which covered programs offered at the Polk Center, enrollment and FTE, staff introductions and demographics, marketing and promotion, the Building Inspection Technology program, ABE/GED statistics, high school partnership with Dallas High School to expand CTE offerings, and facilities improvements. Two Building Inspection students, Al Rossi and Daman Lambert, and ABE/GED student, Rochelle Morris Wood, shared their background and positive experiences at the Polk Center.

The workshop ended at 5:25 pm, and a recess was taken.

**II. A. THERE WAS NO EXECUTIVE SESSION**

**II. B. ADMINISTRATION UPDATES**

Diane Watson, Chair, reconvened the open meeting at 5:30 pm at the Polk Center, 1340 SE Holman Avenue, Dallas, in Room 103.

**Members in Attendance:** Ed Dodson, Vice Chair; Betsy Earls (arrived at 5:45 pm); Ken Hector; Ron Pittman; Diane Watson, Chair. Absent: Jackie Franke and Neva Hutchinson.

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

Updates were shared or discussed on the September 5 Board Work Session; Association of Community College Trustees (ACCT) 2020 Associate Committee Interest Forms; board calendar; president's updates; diesel program; Ag Complex; staffing; agenda preview and quarterly monitoring of board guiding principles.

A recess was taken at 6:45 pm.

Minutes  
September 18, 2019

Meeting Minutes  
College Board of Education  
July 24, 2019  
Page 2

### III. REGULAR SESSION

#### A. CALL TO ORDER

Diane Watson, Chair, reconvened the board meeting at 7 pm. The meeting was held at the Polk Center, 1340 SE Holman Avenue, Dallas, in Room 103.

#### B. PLEDGE OF ALLEGIANCE

Diane Watson led the group in the Pledge of Allegiance.

#### C. ROLL CALL

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

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

**Board Representatives in Attendance:** Mary Schroeder, Chemeketa Classified Association; and Adam Mennig, Chemeketa Exempt Association. **Absent:** Riley Dunagan, Associated Students of Chemeketa (ASC), and Justus Ballard, Chemeketa Faculty Association.

#### D. COMMENTS FROM THE AUDIENCE

None were heard.

#### E. APPROVAL OF MINUTES

Ken Hector moved and Ron Pittman seconded a motion to approve the board minutes of June 26, 2019, and the special board meeting of July 11, 2019.

The motion CARRIED.

#### F. REPORTS

##### Reports from the Associations

There was no report from the Associated Students of Chemeketa (ASC); and the written report from the Chemeketa Faculty Association was accepted as written. Mary Schroeder and Adam Mennig said the classified and exempt reports stand as written.

##### Reports from the College Board of Education

Betsy Earls attended Jessica's welcome coffee on July 8—her first day at Chemeketa—two West Salem Rotary meetings, and Julie's retirement dinner at Diane Watson's house.

Ed Dodson attended Jessica's welcome coffee, Julie's retirement dinner at Diane's house, Jessica's community reception, and Representative Kurt Schrader's town hall at the 50+ Center.

Ken Hector attended the retirement celebration for Marion County Sheriff Jason Myers; Jessica's meet-and-greet welcome coffee, the monthly Silverton Fire District Emergency

Minutes  
September 18, 2019

Meeting Minutes  
College Board of Education  
July 24, 2019  
Page 3

meeting, Julie Huckestein's retirement celebration at Diane's house; a Foundation board meeting; and Jessica's community reception at the Center for Business & Industry (CCBI).

Diane Watson hosted Julie's retirement dinner, attended Jessica's welcome coffee and her community reception at CCBI, and attended a Keizer Library Task Force meeting.

### **Reports from the Administration**

Jim Eustrom reported the college is in the third week of the six-week iSTART summer bridge program. This is the second year of the program; 48–50 recent high school graduates come to Chemeketa for a week to get a jumpstart on fall term. Students get assistance with enrolling at the college, are introduced to campus services and resources, and earn one free college credit. Jim acknowledged Mike Evans, dean of Student Retention and College Life and his staff and others for organizing, presenting, and creating a positive experience for the students.

### **G. INFORMATION** **2019 Fall Kickoff**

David Hallett reported Fall Kickoff day is Tuesday, September 10, starting at 8:45 am in the Building 7 gym. The schedule and more information will be shared with the board. Family night has been added which will include a trivia team contest and the board was encouraged to sign up as a team and join the fun.

### **College Policies #2230, Animals/Pets on College Facilities and #2240, Solicitation of Funds**

Rebecca Hillyer shared the two policies that were reviewed by the President's Advisory Council. Board action will be requested in September.

### **College Policies #1150, Duties and Responsibilities of the Chemeketa Community College Board of Education; #1160, Chemeketa Community College Board of Education Delegation of Administrative Authority; #1510, Auditor for the Chemeketa Community College Board of Education; and #1520, Legal Counsel**

Rebecca Hillyer summarized the minor changes in the four board policies that were reviewed by a subcommittee made up of Ed Dodson, Jackie Franke, and Diane Watson. Board action will be requested in September.

### **Equity Scorecard**

Vivi Caleffi Prichard reviewed the 2018–2019 Equity Scorecard which has a focus on Hispanic students or other minorities. The data for the scorecard is monitored and maintained by the Diversity Advisory Council based on the strategic plan and initiatives. Next year Tableau will be used to present the data. Vivi reviewed three of the 14 measures that had gaps which included district population comparison of credential-seeking students who are Hispanic or other minority; percentage of students with an annual GPA of 2.0 or higher; and transfer out rate of Hispanic or other minority students who do not graduate from Chemeketa but transfer.

Alice Sprague shared plans for next year include surveying applicants to identify barriers in the NEO-Gov application process; removing the applicant name when screening applications; add demonstrated cultural competency questions for interviews; develop internships; annual review

Minutes  
September 18, 2019

Meeting Minutes  
College Board of Education  
July 24, 2019  
Page 4

of hiring guidelines; continuous work with hiring committees related to posting position descriptions and language; and cultural competency training for all employees.

## **H. STANDARD REPORTS**

### **Personnel Report**

David Hallett said the report stands as written.

### **Budget Status Report**

Miriam Scharer reported there is no budget status report since preparation for the annual audit report is underway. However, an in-progress fiscal-end budget update will be shared in September, and the final audit report will be shared in December. There was nothing significant to report on the Status of Investments.

### **Purchasing Report**

Miriam Scharer reviewed two items. She reported an Invitation to Bid (ITB) will be released for On Call Painting Services. A contract award will be made at the September board meeting.

The second purchasing item is a subsequent notice to the board for On Call Heating and Cooling (Mechanical) System Commissioning and Consulting Services with R Anderson Control Inc. (RACI). Miriam reviewed the findings that are required for a sole source provider and the college's intent to renegotiate and extend the current non-competitive services with RACI of Philomath, Oregon, contingent on successful contract negotiations through August 15, 2020, and annual renegotiated one-year contract extensions thereafter for up to an additional four years with an estimated contract award of \$50,000. Board approval is not required.

### **Capital Projects Report**

Rory Alvarez said the report stands as written with one addition. Coating on the Building 9 roof will start next week, and work continues on the replacement of the Building 2 roof. Miriam reminded the board the two roofing projects were cooperative agreements with the state or other procurement agreements which did not need board approval. The terms and conditions were pre-negotiated so the competitive process has been done.

### **College Advancement Report April 2019–June 2019**

David Hallett introduced Julie Peters, director of Organizational Effectiveness, which now oversees grants. Julie Peters noted the Grant Activities report has been modified slightly with the addition of the date when the grant was submitted or when the college was notified of the grant being declined or awarded. A section was added for grants that were submitted prior to the current quarter and are still pending notification.

David introduced Phillip Hudspeth, director of development. Phillip said the Foundation Quarterly Report stands as written with one addition that relates to grants. Wells Fargo foundation funded a \$12,000 grant for the Student Relief Fund in May. Ken Hector asked about the wine sales at Julie Huckestein's Party with Purpose. Phillip said the donations have increased to around \$15,000, which will be split between the Student Relief Fund and the Huckestein Education scholarship. Phillip did not have the exact amount of the net wine sales.

Minutes  
September 18, 2019

Meeting Minutes  
College Board of Education  
July 24, 2019  
Page 5

Miriam was asked to check and report back. Holly noted costs to make the wine (bottles, label, corks) were covered first and the remainder went to the AI McDonald Wine Studies scholarship.

### **Spring Term Enrollment Report**

David Hallett introduced Fauzi Naas, director of Institutional Research. Fauzi reviewed the headcount and FTE tables, pie charts, bar and line graphs. Spring reimbursable FTE was down 6.2 percent from last spring and unduplicated headcount was down 9.6 percent; year-to-date reimbursable FTE was down 3.3 percent and year-to-date unduplicated headcount was down 8.9 percent from last year.

### **Recognition Report**

Jessica Howard acknowledged the employees and events/activities in the written report. Jessica especially thanked the classified negotiations team of Kyle Anderson, Terry Rohse, Mary Schroeder and Gail Williams Pickett and the administration negotiations team of Manuel Guerra, David Hallett, Brian Knowles, Heather McDaniel, Miriam Scharer, Alice Sprague, and J.D. Wolfe for negotiating a new three-year classified contract.

### **I. SEPARATE ACTION**

**Approval of Retirement Resolution No. 19-20-01, Victor D. Hamm; Resolution No. 19-20-02, Vonda L. Burk; Resolution No. 19-20-03, James A. Finholt; Resolution No. 19-20-04, Darrel E. Karbginsky; and Resolution No. 19-20-05, Rhonda L. Wood**  
Board members read each individual retirement resolution.

Ken Hector moved and Betsy Earls seconded a motion to approve the five retirement resolutions.

The motion CARRIED.

### **J. ACTION**

Ken Hector moved and Ron Pittman seconded a motion to approve action items No.1–5.

1. Approval of College Policies #2220, Political Activity of Employees; #2310, Closure/Delayed Openings; #3071, Inquiries for Employment References (including Student Employees) [19-20-101]
2. Approval of College Policy #4080, Alternate Approaches to College Credit Transfer of Previous Credit and Alternate Approaches to College Credit [19-20-102]
3. Approval of Adult High School Diploma Plan Update for 2019–2020 [19-20-103]
4. Approval of Grants Awarded April 2019–June 2019 [19-20-104]
5. Acceptance of Program Donations April 1, 2019 [19-20-105]

The motion CARRIED.

### **K. APPENDICES**

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

Minutes  
September 18, 2019

Meeting Minutes  
College Board of Education  
July 24, 2019  
Page 6

**L. FUTURE AGENDA ITEMS**

None were heard.

**M. BOARD OPERATIONS**

None were heard.

**N. ADJOURNMENT**

The meeting adjourned at 7:50 pm.

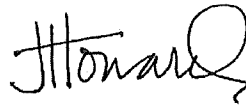
Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer



Date

Minutes  
September 18, 2019

**MINUTES OF BOARD WORK SESSION**

CHEMEKETA COMMUNITY COLLEGE  
4000 Lancaster Drive NE  
Salem, Oregon

September 5, 2019

The summer Board Work Session was held at Chemeketa Eola/NW Wine Studies Center, in the Chardonnay/Riesling Rooms, 215 Doaks Ferry Road, NW, Salem. Diane Watson, Chair, called the meeting to order at 9 am.

**Members in Attendance:** Ed Dodson, Vice Chair; Betsy Earls (left at 12:30 pm); Jackie Franke (left at 1:37 pm); Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson, Chair.

**College Administrators in Attendance:** Jessica Howard, President/CEO; Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus; David Hallett, Vice President, Governance and Administration; Miriam Scharer, Vice President, College Support Services; and Jeannie Odle, Board Secretary.

**Guests:** Fauzi Naas, Julie Peters, Gary West, and Patrick O'Connor, Oregon Department of Employment.

**Review Agenda and Board Notebook**

The agenda was reviewed and three updates were shared.

- Ag Complex – The college is waiting for final approval of the building site from the U.S. Army Corp of Engineers for the Ag Complex and then it goes to Marion County. There is a wetland issue. Site work won't begin until February or March 2020.
- Diesel Program – Several visits have been made with Red Steer Glove Company in Brooks, and a meeting was held with Marion County to determine zoning, permit requirements, as well as tenant improvements they would have to make. The property adjoins the Brooks Center, and Red Steer has space that could be leased. Red Steer is meeting with their legal counsel on lease rates.
- Building 5 HVAC – One of the three HVAC units is dead and the other two are operating at 60 percent. It currently impacts the Community Education staff office and four classrooms and they will have to be relocated fall term. The classrooms for the music program on the second floor and rooms on the first floor may be able to be utilized. The estimated cost to replace the units is \$1.5–\$2 million. Facilities is working with engineers, architects and HVAC experts to assess the needs and develop a plan.

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

- Tab 4 – There are five board policies, # 1610, 1620, 1630, 2010 and 2110, will need to be reviewed and revised. David will follow-up with the Board Policies Committee (Diane, Jackie, Betsy). It was noted that five procedures, 1170, 1310, 1610, 1620, and 2010 need to be updated by administrative staff.
- Tab 7 – On Kickoff day, September 10, 8:45 am, seven chairs up front will be reserved for board members in the Building 7 gym. Each board member received a "50 year" t-shirt and was asked to wear it along with their nametag. Board members were invited to all the

Minutes  
September 18, 2019

Minutes of Summer Work Session  
College Board of Education  
September 5, 2019  
Page 2

inservice events but were highly encouraged to attend Family Night on Thursday, September 12, and participate in the team trivia or Cornhole contests.

- Tab 9 – The org charts for 2019–2020 were reviewed; David, Miriam and Jim briefly reviewed the changes in their areas which were highlighted in yellow.
- Tab 10 – The date of the 2020 graduation will be on WEDNESDAY, June 10, 2020.

### **Board Committee Assignments**

The 2019–2020 Board Committee Assignments were reviewed and affirmed as noted on the proposed list.

### **2018–2019 Board Self-Assessment**

The board reviewed the compiled ratings and comments and discussed a few areas on the self-assessment form. Overall, most ratings on Part 1, Characteristics of an Effective Board, and Part 2, Board Performance, were rated 2-Meets Expectations or 3-Consistently Exceeds Expectations. Areas that were discussed were Questions 10, 13, 14, and 16.

After lengthy discussion, the following was suggested:

- Question 10 – While there were no negative comments, the desire to do more was noted. Gap analysis may help identify connections to explore; share newsworthy items with community (e.g., Chamber websites) to help build connections. Many people still don't know about the college.
- Question 13 – Broaden the scope to not just board and budget committee; diverse members on advisory committees; board values and supports diversity and equity opportunities.
- Question 14 – Improvements have been made in sharing reports and getting information ahead of time and the board hopes this will continue. With Jessica being new, it was suggested keeping this goal, or something similar, for another year as she builds her understanding of these areas and the role and expectations of board members.
- Question 16 – Reword to work with and support the new president as she completes her first year.

### **Board Goals for 2019–2020**

Based on the board assessment discussion, David Hallett will develop a draft of board goals for next year and will share them with the Board Goals Committee (Ed, Neva, and Diane), and then bring to the board as an administrative update. If board members have other board goals as well as their individual goals for the year, please send David or Jeannie by Sept 16. A draft of the board goals will be shared at the September or October board dinner.

### **Board Guiding Principles and Monitoring System Review**

The board re-affirmed that the current guiding principles were still relevant and made no changes.

### **2019–2020 Strategic Plan**

Julie Peters and Gary West from the Organizational Effectiveness office and Fauzi Naas from Institutional Research joined the work session to share updates on the strategic plan and measures. Julie Peters referred to the Wrap-up of the 2018–2019 Placemat that was in the



Minutes  
September 18, 2019

Minutes of Summer Work Session  
College Board of Education  
September 5, 2018  
Page 3

board notebook. Julie noted most of the activities are ongoing and will move to the main Strategic Plan, but may not show up on the new Placemat. Julie reviewed the format of the report-out on each of the 16 strategic initiatives which included the description, objective(s) and tasks completed, and the Initiative Status, which clearly indicates if it will continue on in the Placemat, be moved into the Strategic Plan, or if it has been completed.

Julie Peters referred to the 11x17 handout in the board notebook, the 2019–2020 Placemat, which was also projected on the big screen. The most noticeable changes are the number of initiatives has been reduced from 16 to 6; and visually, it is presented in a circular view rather than linear with the main focus on the college's mission. It was noted that accreditation is moving away from core themes. Julie reviewed and explained the six initiatives:

1. Learning Outcomes and Assessment
2. Access and Equity
3. Strategic Enrollment Management
4. Guided Pathways
5. Workforce Development
6. Targeted Outreach

On the reverse side were the activities, executive sponsors, and annual milestones which Julie briefly reviewed.

Fauzi Naas reviewed and explained the six Key Institutional Measures on the right-hand side of the front page of the Placemat, which the college will be monitoring this year. The Leading Measures are Course Completion, High Enrollment Courses, Persistence (1<sup>st</sup> to 2<sup>nd</sup> term), and Retention (fall to fall); the Lagging Measures are Graduation and Transfer. Each measure will be based on the 2018–2019 data and the 3-Year Average. A Tableau report has been developed for each measure and staff will be able to drill-down and apply various filters. Fauzi pulled up Distribution of Pass Rates and Graduation Rates and applied filters to each.

### **Local Industry Profile**

Patrick O'Connor, regional economist with the Oregon Employment Department, used a PowerPoint presentation to share information on "A Look at the Mid-Valley and Future Workforce Needs." Copies of the slides were in the board notebook. Patrick shared a multitude of interesting graphs, pie and bar charts showing comparisons, historical trends, etc., covering local unemployment statistics for the college's tri-county district (Marion, Polk, Yamhill) and statewide; labor force participation; job growth by industry; workforce needs; and demographics in the college's district. There was lively conversation and discussion around the information presented.

### **Transfer of Previous Credit/Alternate Approaches to College Credit**

Jim distributed a copy of Procedure #4080, Transfer of Previous Credit and Alternate Approaches to College Credit; the board approved the revised policy in July. The procedure describes how the college accepts the different types of previous or alternate credit. HECC developed some new legislation, and the policy was revised based on those changes. Jim noted the college was already doing most of the requirements. The college was commended for the work it has done with veterans' military service credit. Jim briefly reviewed the different types of credit, and noted military service credit is most requested, followed by Credit for Prior

Minutes  
September 18, 2019

Minutes of Summer Work Session  
College Board of Education  
September 5, 2018  
Page 4

Learning (CPL) in the areas of Emergency Services, Early Childhood Education, and Apprenticeship. Diane asked what is charged for taking challenge exams. Jim said the cost is based on the number of credits. Diane asked if a reduced rate could be considered since other colleges charge 50 percent and high school students are only charged \$25 per course. Jim will verify and report back on what is financial aid eligible, costs, and how many pay the full price.

There was some discussion on the Proficiency/Assessment Based Learning Transfer Credit which is the Willamette Promise. The college automatically transcripts these credits from WOU and OIT with a notation that it is proficiency-based credits. However, the four-year universities do not count these credits towards a degree.

### **Accelerated Learning**

A one-page Accelerated Learning Options handout was distributed. These are the five official accelerated learning options high school students have to get college credit. However, not all high schools have to offer all five options, nor do colleges have to offer all five options. Jim briefly reviewed each option. Jim shared an example of Sponsored Dual Credit. He explained a Chemeketa math faculty member, Lisa Healy, worked with a teacher at Central High School who was not qualified to teach college level courses but was interested in pursuing a masters. Lisa worked and mentored the high school teacher by reviewing the classes, assignments and tests and the teacher did earn her masters' degree. This year the Sponsored Dual Credit model will be done in machining and math with Salem-Keizer School District. This option is helpful for the smaller high schools who don't have teachers with masters or high numbers of students.

Jim, again, shared the issue of high school students taking too many college credits in high school which do not count towards a college degree or certificate but counts against the 90 credit limit which impacts the Oregon Promise awards, as well as financial aid and Pell. As a result, Chemeketa has looked at the most valuable/usable courses and will limit what courses are offered through College Credit Now. Diane asked if this issue is communicated with high school counselors, teachers, principals and superintendents. Jim said meetings have occurred yearly and this information is shared, but they are just starting to understand the impact. Continued communication will be made with them, as well as with students in their junior year and their parents.

Ken asked if the college can send out an information packet to the student and parents that includes information explaining potential pitfalls including loss of credits, credits not accepted at universities, and the 90 credit limitation for financial aid, Pell, and the Oregon Promise. Jim will check on what is sent out and if it goes to the student or parents.

A spiral-bound booklet entitled "2018–2019 College Credit Now Annual Report" was distributed. The booklet lists all the high schools who offer CCN courses with a summary of courses offered, number of students, credits earned and how much money was saved by taking CCN courses.

### **Applied Baccalaureate**

HECC is charged with developing guidelines and a process for the Applied Baccalaureate with a deadline of February 2020. There is strong push-back from four-year universities on what community colleges can or cannot offer. Community colleges presidents have asked that

Minutes  
September 18, 2019

Minutes of Summer Work Session  
College Board of Education  
September 5, 2018  
Page 5

research be done to look at Washington and California who have successfully implemented applied baccalaureate programs. Two trains of thought around applied baccalaureate are being discussed: 1) Every community college is on their own and can propose applied baccalaureate programs based on the needs of their community; or 2) take a regional or statewide approach where community colleges agree to offer different programs (no duplication) and the program be open and offered as hybrid or online so students from other community colleges can go through the program. In this way, the market will not be flooded with the same programs.

Based on local data and needs of the Chemeketa community, four programs were identified to be offered as applied baccalaureate: Business Management, BS/Nursing, Early Childhood Education, and Cybersecurity. Western Oregon currently does not offer programs in these areas. Executive deans, deans, and faculty will be looking at what needs to be done, including implication on facilities, teaching, and financial aid (must be approved and accredited through the federal government). It will be two years before an applied baccalaureate program can be started at community colleges.

**Adjournment**

Meeting adjourned at 3 pm.

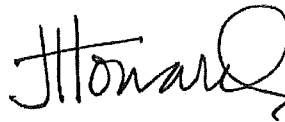
Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

September 18, 2019

Date

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

**Prepared by**

Justus Ballard, President—Chemeketa Faculty Association

---

**UPDATE FROM OREGON EDUCATION ASSOCIATION COMMUNITY COLLEGE COUNCIL**

The Oregon Education Association Community College Council (OEA-CCC) held its summer meeting in Bend over the last weekend in August. Chemeketa's Traci Hodgson (History) is serving as the President of the council, and the meeting was also attended by Chemeketa faculty members Kevin Furey (Economics) and Matt Davies (Philosophy & Religion).

Although the bill to create a state pool to fund subsidized health insurance options for part-time faculty did not pass in last year's legislative session, it is still a priority and is something the OEA and its local community college affiliates will be advocating for in the upcoming short session.

Another thing that community college locals are examining is the concept of pay equity and how that concept applies to part-time faculty. In the K-12 world, someone who works a half or three-quarters schedule gets paid half or three-quarters of the applicable salary for that position. In higher education, that is not the case, and members of the OEA-CCC are thinking about ways to map the work of part-time and adjunct faculty in terms of a percentage of the work expected of full-time faculty at community colleges.

## CHEMEKETA COMMUNITY COLLEGE CLASSIFIED EMPLOYEES ASSOCIATION (CCA)

### Prepared by

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

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

Terry Rohse, President—Chemeketa Community College Classified Employees Association

---

### WELCOME NEW CLASSIFIED EMPLOYEES AND NEW POSITIONS

- Kelly Brader is the new Instructional Specialist in the Early Childhood Development department as of September 3, 2019. She replaces Heather Hannan. Prior to coming to Chemeketa, Kelly was working for the Oregon Child Development Coalition in Woodburn. She is interested in watching the progression of both the children at the center and the college students as they move through the program, and states, "I'm excited to see the creative ways in which students apply what they are learning to their work with the children." Kelly loves animals and being outdoors. Most of her free time is spent with her family and playing with a menagerie of animals on "our little farm".
- Donald Twist was hired as Public Safety Officer I on July 15th, 2019.
- Elaine Kevorkian has repositioned to Department Technician I in the Vice President's office. Elaine previously worked in the Science Faculty office for many years.
- Laura Chappell was originally on layoff status; however, the board is pleased to announce she was able to secure a new position as a Department Technician II in the General Education and Transfer Studies department.

### CCA BOARD ANNUAL RETREAT

The CCA Executive Board held its annual planning retreat on August, 16, 2019. The retreat was held at Broadway Commons. CCA attorneys, Kevin Keaney and John Sutter, provided training in Rights and Responsibilities of Board Members, Grievances, Arbitrations and the Union Steward Network. Meeting dates for monthly board meetings, new employee welcoming, learning opportunities, and special member events were scheduled for the 2019–2020 academic year.

### CLASSIFIED EMPLOYEE RETREAT

Classified employees attended a retreat during the afternoon of Inservice Kickoff Day on September 10, 2019, with a theme of Moving Forward. After a welcome by CCA President, Terry Rohse, Vice President of Instruction, Jim Eustrom, and College President, Jessica Howard, the keynote speaker was Ted Ma from the California Bay Area.

Ted Ma is an international speaker, author and leadership expert. The keynote was "Creating a Collaborative Team Culture" and challenged employees to build a highly effective team by understanding different communication styles and preventing conflict by clarifying questioning techniques. Four additional workshops were offered covering various topics: Building Human Connection for a Greater Workforce; Looking Forward: Discovering Opportunities for Growth;

## CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

### Prepared by

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

---

The 2019–2020 Exempt Association Board has submitted biographies for the board's information.

### ADAM MENNIG, PRESIDENT



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 an Academic Coordinator focused on Vocational ESOL and other Integrated Education and Training programs.

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. Before moving to Oregon, Adam taught at-risk high school students in Iowa, helping students to graduate and connect with education and the workforce. A bit of a political junkie, Adam worked on several local, state and national campaigns, and himself was elected to two terms on the K-12 Board of Education in Dubuque, Iowa.

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.

MARSHALL ROACHE, PRESIDENT-ELECT



Marshall Roache came to Chemeketa in 2011 as an adjunct instructor in Criminal Justice. Since that time, he has served as adjunct, faculty, program chair and currently as the Dean of the Brooks Regional Training Center. Marshall is committed to student success and employee development. He is married to Leslie Roache who is the Principal of Robert Frost Elementary in Silverton. He is the father of two children, Lucy who is 16 and Caymus who is 15. Marshall is an avid Oregon duck fan and a former wrestler for the university. When not at Chemeketa Marshall enjoys watching his children participate in sports and farming. He lives on a small farm outside Salem where he grows Christmas trees and raises chickens and turkeys. Marshall and Leslie are avid wine collectors and enjoy visiting the local vineyards in the area.

RORY ALVAREZ, PAST-PRESIDENT



Report-1d  
September 18, 2019

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

Rory has spent many years in the electrical field as an estimator/job superintendent. He has spent a lot of time building relations in the community through his work and his volunteer endeavors. Rory has coached varsity football, girls, and boys' basketball (all levels) as well as varsity girls' softball. He has also been on the school board as well as the planning commission for numerous years. Rory also spent four years in the United States Army stationed at Fort Bragg North Carolina. In the Army, he was an airborne infantryman in the 82<sup>nd</sup> Airborne Division.

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

LYNN IRVIN, VICE PRESIDENT



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

An outgoing and very social person, she takes great pride in the many college endeavors and activities she has been involved in since coming to work at the college. She is especially proud to be involved in the American Association for Women in Community Colleges (AAWCC) organization and currently serves as president of the statewide chapter and was recently elected to the national board. She helped establish a chapter at Chemeketa that annually awards a student scholarship and offers professional development opportunities to employees. She coordinates the selection committee for the student scholarships for the exempt association and has served on the board for 17 years in every role, except treasurer.



Report-1d  
September 18, 2019

She loves the lifelong learning environment that is a part of the college. She was honored to be selected as the American Association of University Women's Outstanding Graduate while attending Chemeketa.

Lynn is married to Bruce Irvin, who works at the college as the Veterans' Certifying Official and is extremely proud of her two children. Her son, Ross, graduated from Chemeketa's automotive program. He has a great career in the industry. He is married with three children and four grandchildren. Her daughter, Sara, is attending graduate school at Vanderbilt College in Nashville. Lynn has four great granddaughters and one more on the way! In her spare time, you will find her gardening, entertaining, or at the gym lifting weights and dancing her heart out in an aerobics dance class.

GLORIA PHIPPS, TREASURER



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

She is committed to a lifetime of learning and has kept her certification current by participating in educational opportunities that increase her knowledge and skills in the payroll profession. She is actively involved in the Heart of Oregon local chapter of the APA, currently serving as the chapter meeting coordinator and past treasurer. She is committed to teaching others about the payroll profession by participating in APA's Money Matters National Education Day that connects local payroll professionals with teenagers to promote education on financial literacy.

Gloria and her husband Gary have one daughter, Gina. Gina attended the High School Program at Chemeketa and graduated with her AAOT. She then obtained her Bachelor's in Computer Science from OSU and is currently working as a software engineer in Maryland. They are very grateful for the opportunities offered at Chemeketa for teenagers to be successful outside of the normal high school environment. They enjoy traveling Oregon and have a small garden each summer.

**KAREN ALEXANDER, MEMBER-AT-LARGE**



Karen Alexander began working at Chemeketa in 2016. She is originally from Illinois, where she earned her MA in Psychology from National Louis University. Karen currently serves as the Director of Student Accessibility Services and the Testing Center. Karen is passionate about providing access and support services to all students and is the current president of the Oregon Association for Higher Education and Disability (ORAHEAD). When not at Chemeketa Karen enjoys walking, Tai Chi, cooking, and spending time with family.

**ALLISON STEWART HULL, MEMBER-AT-LARGE**



Allison Stewart Hull (Alli) enjoys family history and building community. She had a personal goal to meet up with as much family as possible over the last year. The image is from a family night out in Portland. Alli also adopted another pet so she could teach her daughter another level of responsibility. She is excited to be on the board again this year.

**JULIE PETERS, MEMBER-AT-LARGE**



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

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

**ANGIE MILLER, MEMBER-AT-LARGE**



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

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

Report-1d  
September 18, 2019

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

ANGELA ARCHER, MEMBER-AT-LARGE



Angela Archer began working at Chemeketa in December, 2015, as the TRIO SSS and DSSS Director. Angela grew up in Klamath Falls, Oregon, and while there earned a BS in Biology, later earning her Masters in Academic Advising from Kansas State University. She has a passion for working with TRIO students. As a former TRIO student herself, she understands the barriers that come with being first generation, low-income and a student with a disability, and is excited to help empower students to achieve their goals. Angela has three children, all grown and in college. Her children are her passion, but she also enjoys being in the outdoors, playing games and spending time with family.

## **RISK MANAGEMENT/INSURANCE REPORT**

### **Prepared by**

Rebecca Hillyer, General Counsel  
JD Wolfe, Associate Vice President/Chief Information Officer  
Miriam Scharer, Vice President/Chief Financial Officer

---

Rebecca Hillyer, the college's general counsel, and Kathy Bowen, Senior Account Executive of USI Insurance Services, the college's Agent of Record, will make a presentation on college insurance coverage. Topics to be discussed will include an overview of current property and casualty coverage, renewal highlights and a claims overview.

**2019 iSTART HIGHER EDUCATION COORDINATING  
COMMISSION (HECC) SUMMER BRIDGE**

**Prepared by**

Mike Evans, Dean—Student Retention and College Life  
Manuel Guerra, Executive Dean—Student Development and Learning Resources  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley

---

Chemeketa received a second year of funding from the Higher Education Coordinating Commission (HECC) for the “First Generation Student Success Grant” to continue assisting students to transition successfully from high school to Chemeketa. The program was rebranded from “Chemeketa Summer Bridge” to iSTART. The grant amount of \$62,420 was half of the amount received for 2018 and the number of students proposed to serve doubled from 150 to 300.

With reduced funding, iSTART had to eliminate the scholarship component of the program which awarded 75 students each a \$1,200 scholarship last year. This year, the program focused on three main components which included recruitment of first-generation college students from the graduating senior class in our local high schools, providing a summer bridge experience for these students, and providing ongoing support services to increase persistence.

The Student Recruitment Office and Chemeketa Accelerated Pathways to Success (CAPS) Navigators conducted a recruitment campaign inviting recent high school graduates who appeared to meet the target population to participate in iSTART. This included 7,699 email invitations to 1,871 potential participants as well as 1,597 text invitations. In all, 529 students registered for iSTART and 359 students attended.

Students attending iSTART participated in a four day, 20 hour experience designed to create a sense of belonging while helping them complete all of the “Getting Started” steps they were missing and earn one free CG 100 “Preparing for College” credit. They chose from six weeks on the Salem campus and one week each on Yamhill campus and Woodburn Center.

During iSTART, students learned about financial aid and scholarships, applied for College Access Programs cohorts (TRIO, CCP, CAMP), experienced lectures in writing, and biology, took placement tests, engaged in civil discourse, participated in theater improv sessions, learned about note taking and time management, received academic advising and registered for classes. Along the way, they resolved many of their concerns and gained confidence in their preparation for fall, found out Chemeketa Community College staff cares about them, and made new friends.

Of the 359 students who attended iSTART, 327 are currently registered in credit bearing courses for fall 2019, a yield of 85 percent. This compares to only 55 of the 152 students (36 percent) who registered but did not attend iSTART.

**COLLEGE POLICIES #1530—BUDGET OFFICER; #1540—CUSTODIAN OF FUNDS;  
#1610—CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION  
MEMBER TRAVEL; AND #1620—DEPOSITORY OF FUNDS**

**Prepared by**

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

---

**BUDGET OFFICER—POLICY #1530**

This policy was last reviewed by the board in March 2015. The main change makes the gender designation neutral. The statutory reference is also updated.

**CUSTODIAN OF FUNDS—POLICY #1540**

This policy was last reviewed by the board in March 2015. The only change makes the gender designation neutral.

**CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION MEMBER TRAVEL—  
POLICY #1610**

This policy was last reviewed by the board in March 2015. Several changes to this policy reflect actual current practices. In the first paragraph, the College Board of Education is given its formal name since it is the first time referenced in the policy. In the second paragraph, the need for the chair and vice chairperson approval is eliminated and allows the board to make these decisions. In the third paragraph, the board chair and vice chair approval is eliminated, again giving the authority to the board as a whole. Since the board will be making the decision in the first place, the appeal process was eliminated. The last paragraph expands travel reimbursement, at the current college rate, to and from all meetings where the board member is representing the college and not just college board meetings.

**DEPOSITORY OF FUNDS—POLICY #1620**

This policy was last reviewed by the board in March 2015. The only suggested edit to this policy is changing the wording “depositories” to “banks”.

These policies will be recommended for approval by the College Board of Education at the October board meeting.

College Board of Education Series—1000

**BUDGET OFFICER**

The Chemeketa Community College Board of Education shall designate the college president/chief executive officer or ~~his/her~~ their designee as the district budget officer and supervise the preparation of the annual college budget.<sup>1</sup>

June 26, 1991

---

*Adopted Board of Education*

February 15, 2006; September 23, 2009;  
March 18, 2015

---

*Revised*

---

<sup>1</sup> ORS 341.703(1)



College Board of Education Series—1000

### **CUSTODIAN OF FUNDS**

The Chemeketa Community College Board of Education shall designate the college president/chief executive officer or ~~his/her~~ their designee to serve as custodian of funds of the district. It shall be the duty of the custodian of funds to administer, dispose, and invest said funds in accordance with Oregon law. The custodian of funds shall report monthly to the College Board of Education the status of all college funds and the investments thereof.<sup>1</sup>

June 26, 1991

---

*Adopted Board of Education*

February 15, 2006; September 23, 2009;  
March 18, 2015

---

*Revised*

---

<sup>1</sup> ORS 341.703

College Board of Education Series—1000

**CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION MEMBER TRAVEL**<sup>1</sup>

Members of the Chemeketa Community College Board of Education are authorized to attend and participate in meetings and conferences of organizations of which ~~the college~~ Chemeketa Community College is a member or has related educational and business interests.

Requests for out-of-state travel for college purposes shall be discussed and approved by the College Board of Education ~~chair and vice chairperson in advance~~, except where emergency travel might be necessary.

Reimbursement for in-state and out-of-state travel expenses relating to College Board of Education matters, by members shall not exceed budgeted travel funds. Cost will be monitored and when appropriate prior approval for travel may be required. The College Board of Education ~~chairperson and vice chairperson are~~ is authorized to make decisions necessary regarding travel cost. ~~Any appeal of their decision may be forwarded to the entire College Board of Education for review and final determination.~~

~~Upon request, reimbursement for travel to and from College Board of Education meetings will be made at the current college rate.~~

Upon request, reimbursement for travel to and from meetings representing the College Board of Education will be made at the current college rate.

June 26, 1991

---

*Adopted Board of Education*

February 15, 2006; September 23, 2009;  
March 18, 2015

---

*Revised*

---

<sup>1</sup> ORS 341.283(6) (See also Policy #1110.)

College Board of Education Series—1000

**DEPOSITORY OF FUNDS**

The Chemeketa Community College Board of Education shall designate a qualified ~~depositories~~  
bank for college funds.<sup>1</sup>

June 26, 1991

---

*Adopted Board of Education*

February 15, 2006; September 23, 2009;

March 18, 2015

---

*Revised*

---

<sup>1</sup> ORS 295.008 and Policy #6040

## PERSONNEL REPORT

### Prepared by

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

---

### NEW HIRES AND NEW POSITIONS

Gregori “Grisha” Alpernas, Director-Information Technology—Information Technology, College Support Services Division, replacement, 100 percent, 12-month assignment, Range D-5, Step 9.

Johnathan M. “Johnny” Brose, Instructor-Winemaking-11 month—Agricultural Sciences and Wine Studies, Regional Education and Academic Development Division, replacement, 100 percent, 195 duty-day annualized assignment, Range F-1, Step 4.

Kelly B. Brader, Instructional Specialist-10 months—Business, Technology, Early Childhood Education and Visual Communications, Career and Technical Education Division, replacement, 100 percent, 10-month assignment, Range B-3, Step 4.

Marie L. “Murry” Gabbard, Dean-Life and Physical Science—General Education and Transfer Studies Division, new position, 100 percent, 12-month assignment, Range D-4, Step 4.

Marie T. Hulett, Executive Director-Foundation, Marketing and Public Relations—Governance and Administration, President’s Office Division, replacement, 100 percent, 12-month assignment, Range D-3, Step 7.

Kristene A. Jackson, Instructor-Emergency Medical Technology—Emergency Services, Career and Technical Education Division, replacement, 100 percent, 10-month annualized assignment, Range F-9, Step 7.

Christopher I. “Chris” Potts, Associate Dean-Counseling and Career Services—Student Development and Learning Resources Division, new position, 100 percent, 12-month assignment, Range D-2, Step 4.

Timor Saffary, Dean-Math, Engineering and Computer Science—General Education and Transfer Studies Division, replacement, 100 percent, 12-month assignment, Range D-4, Step 3.

Donald M. Twist, Public Safety Officer I—Public Service, College Support Services Division, new position, 100 percent, 12-month assignment, Range B-2, Step 3.

### POSITION CHANGES

Jorge Anaya, Student Services Specialist—Academic Development, Regional Education and Academic Development Division, replacement, 100 percent, Range B-3, Step 7, from Student Services Specialist—Yamhill Valley campus, Regional Education and Academic Development Division.

Standard Report-1  
September 18, 2019

Laura G. Chappell, Department Technician II—Math, Engineering and Computer Science, General Education and Transfer Studies Division, replacement, 100 percent, Range B-2, Step 11, from Department Technician II—Health Sciences, Career and Technical Education Division.

Meghan A. Gallop, Instructional Coordinator/Analyst II—Chemeketa Center for Business and Industry, Career and Technical Education Division, replacement, 100 percent, Range C-2, Step 5, from Department/Project Coordinator/Analyst — Foundation, Marketing and Public Relations, Governance and Administration Division.

Alice M. Sprague, Associate Vice President of Human Resources—Governance and Administration Division, changes within the position, 100 percent, from Director-Human Resources—Governance and Administration Division.

#### SEPARATIONS

Aisulu T. Baisalova, Financial Services Technician I—Business Services, College Support Services Division, effective September 5, 2019.

Erica K. Chernoh, Instructor-Horticulture OSU/Chem-12 month—Agriculture Sciences and Wine Studies, Regional Education and Academic Development Division, effective August 19, 2019.

Margarita S. Diaz Duarte, Department Technician I-11 month—Academic Development, Regional Education and Academic Development Division, effective August 8, 2019.

Sheila R. Lorance, Interim Director-Public Safety—College Support Services Division, effective June 18, 2019.

## BUDGET STATUS REPORT

### Prepared by

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

---

The financial reports of the general fund and investments for the period from July 1, 2019, through August 31, 2019, are attached.

The following items are included in the report:

- General Fund Revenue and Expense Statement
- General Fund Budget Status Report
- Status of Investments as of August 31, 2019

In addition, attached is the General Fund Revenue and Expense statement In-Progress for the period ending June 30, 2019.

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

Fund 100000 - General Fund Unrestricted

	<u>ADJUSTED BUDGET</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>% OF BUDGET</u>	<u>VARIANCE TO BUDGET</u>
<b>Resources:</b>				
Property Taxes	22,320,000	136,299	0.61%	(22,183,701)
Tuition and Fees	23,290,000	7,287,719	31.29%	(16,002,281)
State Appropriations - Current	33,800,000	16,390,583	48.49%	(17,409,417)
Indirect Recovery	1,900,000	254,012	13.37%	(1,645,988)
Interest	1,200,000	86,648	7.22%	(1,113,352)
Miscellaneous Revenue	450,000	184,967	41.10%	(265,033)
Transfers In	200,000	-	0.00%	(200,000)
Fund Balance	9,000,000	-	0.00%	(9,000,000)
<b>Total Resources</b>	<b><u>92,160,000</u></b>	<b><u>24,340,228</u></b>	<b>26.41%</b>	<b><u>(67,819,772)</u></b>
<b>Expenditures:</b>				
Instruction	36,213,472	2,308,386	6.37%	33,905,086
Instructional Support	12,135,230	1,707,507	14.07%	10,427,723
Student Services	8,046,374	1,190,523	14.80%	6,855,851
College Support Services	16,534,341	2,846,232	17.21%	13,688,109
Plant Operation and Maintenance	6,930,583	750,039	10.82%	6,180,544
Transfers and Contingency	10,800,000	790,160	7.32%	10,009,840
<b>Total Expenditures</b>	<b><u>90,660,000</u></b>	<b><u>9,592,847</u></b>	<b>10.58%</b>	<b><u>81,067,153</u></b>
<b>Unappropriated Ending Fund Balance</b>	<b>1,500,000</b>			

**Chemeketa Community College**  
**Budget Status Report**  
**As of August 31, 2019**

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	8,167,151.00	1,281,253.39	6,282,768.50	603,129.11
6120	Classified Salaries	12,272,459.00	1,837,773.28	9,039,454.70	1,395,231.02
6124	Part-Time Hourly & Student Wages	1,447,065.00	159,307.96	-	1,287,757.04
6130	Faculty Salaries	17,004,758.00	512,020.07	15,565,992.12	926,745.81
6132	Part-Time Faculty	7,000,000.00	662,383.25	60,054.48	6,277,562.27
6510	Fixed Fringe Benefits	9,419,102.00	1,455,221.97	-	7,963,880.03
6511	Variable Fringe Benefits	14,768,087.00	1,481,459.36	-	13,286,627.64
6512	Other Fringe Benefits	380,000.00	69,615.00	-	310,385.00
	<b>Subtotal Personnel Services</b>	<b>70,458,622.00</b>	<b>7,459,034.28</b>	<b>30,948,269.80</b>	<b>32,051,317.92</b>

**10.59%**

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,736,421.00	83,080.31	-	1,653,340.69
720	Equipment \$500-\$4,999	270,530.00	1,375.60	17,549.21	251,605.19
7300	Legal Services	106,176.00	630.00	40,600.00	64,946.00
7310	Insurance	619,162.00	505,404.82	-	113,757.18
7320	Maintenance	445,720.00	8,831.93	52,000.00	384,888.07
7330	Communications	873,853.00	78,843.69	-	795,009.31
7340	Space Costs	1,887,134.00	98,267.88	39,960.00	1,748,906.12
7350	Staff Development	128,491.00	26,557.86	-	101,933.14
7360	Travel	372,140.00	38,851.77	-	333,288.23
7370	Other Services	2,799,881.00	500,610.82	322,556.49	1,976,713.69
7550	Capital Outlay	161,870.00	1,197.92	-	160,672.08
8150	Transfers Out	4,800,000.00	790,160.00	-	4,009,840.00
8500	Contingency	6,000,000.00	-	-	6,000,000.00
	<b>Subtotal Non-Personnel Services</b>	<b>20,201,378.00</b>	<b>2,133,812.60</b>	<b>472,665.70</b>	<b>17,594,899.70</b>
	<b>Report Totals</b>	<b>90,660,000.00</b>	<b>9,592,846.88</b>	<b>31,420,935.50</b>	<b>49,646,217.62</b>

**10.58%**



**STATUS OF INVESTMENTS AS OF AUGUST 31, 2019**

<u>Oregon State Treasurer Investments</u>	<u>Investment Ending Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Rate as of 8-31-2019</u>
Oregon Short-Term Fund - General	8-31-2019	On demand	\$19,920,118.90	2.60%
Oregon Short-Term Fund - Capital	8-31-2019	On demand	\$10,078,406.74	2.60%
 <u>Other Investments</u>				
	<u>Investment Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Yield</u>
Discount Note – Federal Natl Mtg Assn	09-14-2018	09-12-2019	\$2,980,221.67	2.435%
Discount Note – Federal Natl Mtg Assn	09-14-2018	10-24-2019	\$2,964,416.67	2.445%
Discount Note – Federal Home Loan Bank	09-14-2018	11-15-2019	\$2,975,775.42	2.476%
Corporate Note – Wells Fargo Bank	09-14-2018	12-06-2019	\$2,997,065.83	2.737%
Corporate Note – Toyota Motor Credit Corp.	09-14-2018	01-10-2020	\$2,993,053.33	2.699%
Discount Note – Federal Home Loan Bank	09-14-2018	02-11-2020	\$2,986,763.75	2.587%
Discount Note – Federal Farm Credit Bank	09-14-2018	03-05-2020	\$2,953,665.00	2.600%
Corporate Note – Bank of America	11-20-2018	04-21-2020	\$2,968,206.76	3.150%
Corporate Note – Westpac Banking Corp.	11-26-2018	05-26-2020	\$2,962,740.00	3.154%
Corporate Note – JP Morgan Chase	01-11-2019	06-23-2020	\$1,991,610.00	3.145%
Corporate Note – Bank of Nova Scotia	02-08-2019	07-14-2020	\$2,974,840.00	2.853%
Corporate Note – Australia & New Zealand Bank Group	03-22-2019	08-19-2020	\$1,989,177.78	2.655%
Corporate Note – Toronto Dominion Bank	04-24-2019	09-17-2020	\$2,022,035.00	2.578%
Corporate Note – JP Morgan Chase	02-08-2019	10-15-2020	\$2,069,732.57	2.930%

13 week Treasuries 1.95% as of 8/30/2019

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

**Chemeketa Community College**  
**Statement of Resources and Expenditures**  
**Year Ended June 30, 2019 (Preliminary Progress Report) \***

Fund 100000 - General Fund Unrestricted

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET	VARIANCE TO BUDGET
<b>Resources:</b>				
Property Taxes	21,250,000	22,705,871	106.85%	1,455,871
Tuition and Fees	20,200,000	20,805,976	103.00%	605,976
State Appropriations - Current	23,751,162	23,660,247	99.62%	(90,915)
State Appropriations - Carryover from FY18	8,028,838	8,028,838	-	-
Indirect Recovery	1,970,000	1,804,059	91.58%	(165,941)
Interest	440,000	901,762	204.95%	461,762
Miscellaneous Revenue	200,000	151,944	75.97%	(48,056)
Transfers In	500,000	200,000	40.00%	(300,000)
Fund Balance	10,000,000	9,921,723	99.22%	(78,277)
<b>Total Resources</b>	<b>86,340,000</b>	<b>88,180,420</b>	<b>102.13%</b>	<b>1,840,420</b>
<b>Expenditures:</b>				
Instruction	34,011,877	32,940,496	96.85%	1,071,381
Instructional Support	12,047,538	11,635,846	96.58%	411,692
Student Services	7,620,513	7,436,988	97.59%	183,525
College Support Services	16,230,617	15,237,708	93.88%	992,909
Plant Operation and Maintenance	6,654,455	6,375,588	95.81%	278,867
Transfers and Contingency	8,275,000	4,571,488	55.24%	3,703,512
<b>Total Expenditures</b>	<b>84,840,000</b>	<b>78,198,114</b>	<b>92.17%</b>	<b>6,641,886</b>
<b>Preliminary Ending Fund Balance</b>		<b>9,982,306</b>		

\* As of September 9, 2019 - Fiscal year closeout still in process.

## **PURCHASING REPORT**

### **Prepared by**

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

---

### **ON CALL GENERAL CARPENTRY SERVICES**

An Invitation to Bid for On Call General Carpentry Services was advertised on the college's Procurement Services Website, the State of Oregon Procurement Information Network (ORPIN), and in the Daily Journal of Commerce on September 4, 2019. A recommendation for contract awards will be made to the College Board of Education at its October 2019 meeting.

### **BUILDING 5 HVAC UNITS**

An Invitation to Bid for 3 HVAC Units (units) for Building 5 will be advertised on the college's Procurement Services Website, the State of Oregon Procurement Information Network (ORPIN), and in the Daily Journal of Commerce in September of 2019. A recommendation for contract award will be made to the College Board of Education at its October 2019 meeting.

### **BUILDING 5 HVAC AND DUCTWORK INSTALLATION**

An Invitation to Bid for the Building 5 HVAC and Ductwork Installations will be advertised on the college's Procurement Services Website, the State of Oregon Procurement Information Network (ORPIN), and in the Daily Journal of Commerce in September of 2019. A recommendation for contract award will be made to the College Board of Education at its October 2019 meeting.

### **BUILDING 5 HVAC, DUCTWORK AND CONTROL SYSTEM REPLACEMENTS ARCHITECTURAL AND ENGINEERING SERVICES (A&E) EMERGENCY CONTRACT DECLARATION FINDINGS**

Pursuant to OAR 137-048-0200, the college may, at its discretion, enter into a public contract for A&E services without a competitive solicitation if an emergency exists. Emergency means circumstances that could not have been reasonably foreseen which create a substantial risk of loss, damage, interruption of services or threat to public health, welfare, or safety, and require prompt execution of a contract to remedy the condition.

Pursuant to #CCR.207, if the total contract award exceeds the threshold for formal public bidding, the board shall be notified at its next available public meeting and provided with an opportunity to discuss the emergency, the award, and ratification thereof. The following findings support the college's decision to enter into an emergency contract with FFA Architecture & Interiors, Incorporated (FFA) to provide A&E services for the Building 5 HVAC, ductwork & control systems replacements:

Standard Report-3  
September 18, 2019

- 1) Substantial risk of loss or damage: One of the three HVAC units on Building 5 has broken down. An inspection determined that the unit is unrepairable. Due to the age of the system, if any single HVAC unit fails, all three units must be replaced simultaneously. There was an immediate need to assess the type of replacement units needed, the structural renovation requirements, plan revisions, specification development, the repair timeline, and the budgetary impact of replacing the entire HVAC system before the other two units fail.

The archived drawings for Building 5 are in pdf format. Architects, engineers and construction contractors cannot work with the drawings in this format. Working drawings must quickly be re-created before the construction drawings can be finalized, the engineering specifications defined, and the project competitively bid;

- 2) Interruption of services: The availability of Building 5 is critical to numerous academic programs. There is not a readily available and suitable campus location to which the Music, Arts, Film and Ceramics programs can be relocated. Four general classrooms have been taken off-line as a direct result of the unit failure and the college is working to find alternate locations for several offices currently housed in the building. In addition, this building is an integral part of our skybridge loop and a closure of this building would hinder the general flow of students and employees between buildings. The disruption of academic programs and services could negatively affect enrollment and would reduce financial resources;
- 3) Threat to public health, welfare, and safety: Waiting to replace the broken HVAC unit can result in infrastructure deterioration. The affected areas could experience broken pipes, water damage, electrical malfunctions, mold growth, and peeling paint if the situation is not remedied quickly. At a minimum, safety concerns include extreme temperature fluctuation, slips and falls, and a reduction in air quality;
- 4) Encourage competition to the extent reasonable: The immediate availability of qualified architectural firms in the Salem area is minimal due to the influx of Salem-Keizer School District bond construction projects. FFA has been working on the Agricultural Complex project, is familiar with Chemeketa's construction processes and procedures, and has the capacity to perform the work within the accelerated timeline. PAE Engineers is providing the engineering services as a subcontractor for FFA. Both firms have completed numerous successful projects on campus and can begin the work immediately.

Upon completion of the specification documents and construction drawings, the college will use a combination of competitively bid contracts for painting and carpentry services and issue an Invitation to Bid for the services of a general contractor to perform the HVAC and ductwork installation.

Pursuant to ORS 279B.080 and #CCR.207, notice is hereby given to the College Board of Education that the college has entered into an emergency contract for the provision of A&E services for the replacement of three HVAC units, ductwork and control systems in Building 5 with FFA Architectural & Interiors, Incorporated, of Portland, OR. The estimated emergency contract amount is \$276,700.

## CAPITAL PROJECTS REPORT

### Prepared by

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

---

### PLANNING AND PRE-PLANNING CAPITAL PROJECTS

- **Agricultural Complex**  
Work continues with partners on the final design. The design team is working with the college to identify areas for cost savings while maintaining all essential functions of the program. Upon approval of these changes, and the associated cost analysis, the design team will begin creating construction documents.
- **Building 2 Roof Replacement**  
Removal and replacement of the Building 2 roof has been in progress since July 12. The project is still on schedule and the expected substantial completion date is September 18 (corrected from September 13 as reported previously).
- **Building 9 Roof Coating**  
The roof coating on Building 9 was completed on August 31 after a delay caused by material shortages.
- **Asphalt Crack Seal**  
Cracks have been sealed in the yellow, red, brown, and teal parking lots. Additionally, the blue, purple, and fleet parking lots are planned to be sealed before the winter weather arrives. Sealing the blue parking lot will temporarily extend the life of the lot, but extensive subgrade improvements will be required in the future.
- **Building 5 Heating, Ventilation and Air Conditioning (HVAC)**  
Building 5 HVAC failed in August. Facilities is working with procurement and a design team on a new plan that would consist of HVAC, controls and new grid throughout building.

See Appendix–2; Campus Map pages 75–76.

## **CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE REPORT**

### **Prepared by**

John Goodyear, Executive Director—Chemeketa Cooperative Regional Library Service  
Manuel Guerra, Executive Dean—Student Development and Learning Resources  
Jim Eustrom, Vice President—Instruction and Student Services/  
Campus President, Yamhill Valley

---

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

### **COUNCIL ACTIVITIES**

CCRLS Advisory Council met September 11, on the Chemeketa Salem campus where project and budget reports were reviewed. New Rural Lay member Tracy Dillon was welcomed.

### **PYM LIBRARIANS' ACTIVITIES**

Polk, Yamhill, and Marion (PYM) Library Directors met on a reschedule date, September 13, at Woodburn Public Library. Will Worthey, formerly director of North Plains Public Library, was welcomed as Director at Newberg Public Library and Dillon Peck, formerly on staff at Salem Public Library, was welcomed as director at Jefferson Public Library. Another successful summer reading club took place this year. Attendance at CCRLS programs was up.

### **CCRLS ADMINISTRATIVE OFFICE**

Regular meetings have resumed with the Keizer Library Task Force. A grant application has been submitted to the Autzen Foundation to survey the community to determine the desire for public library service and the willingness to fund that service. Diane Watson's participation with the task force is most appreciated.

Grand Ronde Tribal Library has submitted their application for CCRLS membership. CCRLS will prepare an impact report which will be presented along with the application to PYM library directors and then on to the Advisory Council.

### **AUTOMATION**

Progress with the portable RFID shelf readers continues at a very slow pace. One has been in and out of McMinnville library for testing, the other is still waiting for vendor support.

CCRLS is in the process of replacing all 60 PAC computers that connect only to the online catalog in the libraries. These will be faster, cleaner, with larger screens, and updated Windows software.

Standard Report-5  
September 18, 2019

SPRING 2019 QUARTER 4 (APRIL, MAY, JUNE)					
		Spring 2019 Quarterly	Spring 2018 Quarterly	Quarterly % change	FY 2018- 2019 totals
<b>Counts</b>					
Patron		250,489	233,902	7.09%	-
Non-resident		40,653	37,310	8.96%	-
CARE cards		18,976	17,508	8.38%	-
Total Items		1,072,758	1,107,545	-3.14%	-
<b>Circulation Statistics</b>					
Checkouts	100%	875,543	686,427	27.55%	3,033,437
Self-Check	31%	268,121	243,014	10.33%	1,067,524
Non-resident cards	14%	118,217	90,849	30.12%	411,972
CARE card	7%	62,916	47,936	31.25%	211,489
Small library collection		1,038	680	52.65%	3,734
Active patrons		45,884	47,419	-3.24%	-
Holds Filled		116,222	107,510	8.10%	462,101
<b>Interlibrary Loan</b>					
Borrowed from outside		619	447	38.48%	2,162
Loaned outside		1,366	924	47.84%	4,819
Borrowed/Loaned within CCRLS		83,274	75,765	9.91%	333,066
<b>Online</b>					
Telephone renewal logins		549	1,014	-45.86%	3,270
Mobile app catalog visits		47,863	-	-	144,605
Internet initiated catalog visits		6,183	2,721	127.23%	8,621
CCRLS Catalog visits/sessions		187,306	178,316	5.04%	735,347
CCRLS Catalog users		71,238	59,598	19.53%	-
CCRLS Catalog searches		365,847	360,501	1.48%	1,455,569
CCRLS Database use		12,813	13,414	-4.48%	45,486
CCRLS provided eVideo use		2,031	-	-	7,047
CCRLS provided eBook use		99,688	79,912	24.75%	375,346
<b>Administrative</b>					
Telephone notices delivered		12,067	14,820	-18.58%	57,009
Text notices		23,493	30,871	-23.90%	101,365
Printed notices		1,042	1,501	-30.58%	5,493
CCRLS Help desk resolution		400	123	225.20%	1,276
CCRLS Courier Deliveries		218,507	204,473	6.86%	875,263

Ready to Read	2019	2018	% change
Performances	80	69	15.94%
Attendance	9,680	5,963	62.33%

## 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.

Congratulations to the Chemeketa Polk Center who won First Place and Best in Show for their “Buzz into Chemeketa” bee-themed float at the annual Dallas Krazy Dayz parade. Chemeketa employees who created the float and/or participated in the parade were MICHELLE CARLSON, DENNIS CREPEAUX, NANCY HARPER, CY HILL, BRAD JOHNSON, GLEN MILLER, HOLLY NELSON, ALICE SPRAGUE, KELLI STAHR, EMILY SYGNEY, and many family members. *(Core Theme: Community Collaborations: Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

ELIAS VILLEGAS, director of the Woodburn Center was selected as this year’s Grand Marshall to lead the 2019 Fiesta Mexicana parade and represent the Woodburn community and Chemeketa. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

REBECCA HILLYER, general counsel, participated in a Women’s and Success Leadership Program at Tokyo University in Salem on July 30. This is part of a two-week camp for 15-year old girls from Japan. The goal is to teach leadership and empowerment. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

The CHEMEKETA COMPLETION PROGRAM (CCP), coordinated by YESICA NAVARRO, received national recognition as one of the “Programs to Watch in the West” by *Excelencia! In Education*. *Excelencia! In Education* is the nation’s premier authority in driving change to accelerate Latino success in higher education. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

CHEMEKETA COMMUNITY COLLEGE received a Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States (GFOA) for its comprehensive annual financial report (CAFR) for fiscal year ending June 30, 2018. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting and its attainment represents a significant accomplishment by a government and its management. Thanks to KATIE BUNCH, BRAD TEDROW, the BUSINESS SERVICES ENTIRE ACCOUNTING UNIT and the MANY OTHERS WHO CONTRIBUTED. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

PATRICK McELLIGOT, part-time wine studies instructor, served as a judge at the Amateur Wine Competition at the Oregon State Fair. The event featured 91 wines submitted by amateur winemakers from Oregon, Washington, Louisiana and Ohio. Winners were revealed on



Standard Report-6  
September 18, 2019

August 16 at the Oregon State Fair's 40<sup>th</sup> annual Pairings event. *(Core Theme: Community Collaborations: Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

Thanks to Corrections employees SANDRA AGUINAGA, JORDAN BERMINGHAM, MICHAEL BUDKE, LINDA LACY, and HELENA NAJAR, for organizing two College Inside and GED graduations for the Santiam Correctional Institution (SCI) on July 26, and the Oregon State Penitentiary (OSP) on August 9. Thirty-four (34) students received degrees/post-secondary certificates and 60 students earned GEDs. Chemeketa is the only institution in Oregon to offer a complete two-year degree to students currently housed in correctional facilities. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

MICHAEL BUDKE, coordinator in Corrections Education, spoke at the Vera Institute of Justice Conference in Washington DC this past July to help train other schools on getting incarcerated students through the financial aid process. Vera Institute of Justice is an independent nonprofit national research and policy organization with a mission to tackle the most pressing injustices of our day—from the causes and consequences of mass incarceration, racial disparities, and the loss of public trust in law enforcement, to the unmet needs of the vulnerable, the marginalized, and those harmed by crime and violence. *(Core Theme: Community Collaborations: Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

MEGAN COGSWELL, director of Apprenticeship, had an article published in the September 2019 edition of *Techniques Magazine*. The article was entitled "Planting Seeds: Recruiting Strategies and Barriers for the Skilled Trades". A copy of the article is in the board folder. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

The CHEMEKETA STORM CHASERS Hood-to-Coast running team participated in the 38<sup>th</sup> Annual Hood-to-Coast Relay run on August 23–24. The team of 12 runners finished the 197-mile race in 34 hours, 21 minutes and 36 seconds. Chemeketa runners were BECKY BEGGS, AILEEN COLLINS, MEEMEE CROSSLER-LAIRD, KALA GARIBAY, BEN GORT, BRIAN KEECHLE, JON MATHIS, JULIE SCHONBACHLER, MONICA VALDIVIA, SAUL VALLEJO, RICKY WHITAKER, and JESSICA WRIGHT; van drivers were GARTH FLEMING, ADAM MENNIG and BRYAN ROLLINS; course volunteers were TERRY CHRISTENSON, MARIA SOLIS, and CINDY WRIGHT; LIZ GOULARD (retired) provided a rest stop for Van 1; and CLEO ALVAREZ and IRMA GUZMAN were the support crew at Seaside. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

KERRY BURTIS, ALEXIS BUTZNER, JONATHAN CHRISTIE, PETER DAVIS, HEATHER GOLDBLATT, BENJAMIN GORT, HEIDI GREW, HERBERT GROTEWOHL, GENEVIEVE HALKETT, JONATHAN HIATT, MATTHEW HODGSON, MARY HUGHES, MATTHEW KEELING, LESLIE MAKSUN, DANA NOLAN, SHANNON OTHUS GAULT, NANCY STEPHENS, and KATHLEEN TORRESDAL were honored at the 12<sup>TH</sup> annual Faculty Celebration on September 12. This event recognizes probationary faculty moving to regular status. Thanks to JEANNIE ODLE for organizing the event, TERRI JACOBSON for graphics and ROBERT LAHUE for photography services. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Standard Report-6  
September 18, 2019

The theme for this year's fall kickoff was "Looking Back, Moving Forward". Thanks to the Fall Kick-off Committee for putting together two weeks of events, sessions, and gatherings to start off the new academic year. Members included SHEILA BROWN, DEE DIXON, SAGE FREEMAN, LYNN IRVIN, JOHNNY MACK (co-chair), KRISTINE MEDYANIK, SHERRIE OSBORN, AMANDA PATRICK, MARY SCHROEDER, MEREDITH SCHREIBER (co-chair), DENISE THOMPSON, and GARY WEST. Also thanks to the many staff in NORTHWEST INNOVATIONS, MEDIA SERVICES, and FACILITIES.

Special thanks to DOUG MOXLEY for spending countless hours combing through all the old videos clips and photos to develop the historical montage of the college facilities and faces that was shown at the fall kickoff! *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.) Value: Collaboration.*

Thanks to employees who submitted artwork for the 6<sup>th</sup> Annual Employee Art Show. The 27 employees who participated were TERESA BELL, STACIE CLARK, JASON COLLMAN, MIKE DAHL, NANCY ESPINOSA, MINNA GELDER, HEIDI GREW, DAVID HALLETT, TEKA HARP, REBECCA HILLYER, MARIE HULETT, LYNN IRVIN, TERRI JACOBSON, KIMBERLY JENSEN, AARON MARLING, RETT MATTI, AMY MCKINLEY, MICHAEL MILHAUSEN, BRYAN MONSON, DOUG ROGERS, TERRY ROHSE, JASON ROSS, SHEILA RUNKLE, COLIN STAPP, ALLISON STEWART-HULL, and JOYCE VAUGHAN. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

Separate Action-1  
September 18, 2019

**APPROVAL OF REVISION OF THE ADMINISTRATIVE  
HANDBOOK FOR EXEMPT EMPLOYEES  
[19-20-106]**

**Prepared by**

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

---

College administration and exempt association representatives conducted a biennial review of the Administrative Handbook for Exempt Employees. Exempt association representatives recommended revisions that have been discussed with college administration. It is recommended that the College Board of Education approve the revised Administrative Handbook for Exempt Employees for 2019-2021.

Separate Action-1  
September 18, 2019

**ADMINISTRATIVE  
HANDBOOK  
FOR  
EXEMPT EMPLOYEES**

**CHEMEKETA COMMUNITY COLLEGE  
AND THE  
COLLEGE BOARD OF EDUCATION**

**July 1, ~~2017~~ 2019–June 30, ~~2019~~ 2021**

Separate Action-1  
September 18, 2019

**Table of Contents**

<b><u>Section Title</u></b>	<b><u>Section Number</u></b>	<b><u>Page</u></b>
Bereavement Leave.....	24	9
Civil Duty Leave.....	25	9
Classification, Reclassifications and Appeals .....	11	5
Complaint Procedure .....	33	11
Copyrights—Patents .....	18	7
Definitions of Exempt Employees .....	2	2
Employee Benefits .....	19	8
Employment Status .....	9	4
Evaluation .....	10	4
Family Medical Leave .....	29	10
Hiring.....	6	3
Holidays .....	20	8
Job Classification and Banding.....	3	2
Job Descriptions.....	5	3
Leave of Absence Without Pay.....	27	9
Military Leave.....	32	11
Official Personnel Files.....	17	7
Organizational Mobility.....	12	6
Parental Leave.....	28	10
Personal Business Leave .....	26	9
Placement.....	7	3
Political Leave .....	30	10
Procedural Due Process .....	13	6
Professional Renewal Leave.....	31	11
Purpose and Revisions .....	1	2
Recall Rights.....	16	7
Responsibilities of Exempt Employees .....	4	3
Retrenchment .....	15	6
Salary .....	8	3
Sick Leave.....	23	9
Termination.....	14	6
Tuition Waiver.....	21	8
Vacation Leave .....	22	8
Appendix A Salary Schedule.....		12
Appendix B Insurance Benefits.....		13

## 1. PURPOSE AND REVISIONS

The purpose of this handbook is to define college policy governing the terms and conditions of employment for exempt employees under general fund money contracts. Non-general fund employees may have special terms and conditions due to their funding source and/or contract period; however, this handbook will be followed as closely as possible.

A committee representing all exempt employees appointed by the Exempt Association's president shall review this handbook at least every two years. This committee shall make recommendations to the college president/chief executive officer. Any revisions, deletions, or additions must receive Chemeketa Community College Board of Education approval upon the recommendation of the college president/chief executive officer or designee.

## 2. DEFINITIONS OF EXEMPT EMPLOYEES

Exempt are the group of employees, defined below, that are excluded from collective bargaining by provisions of the collective bargaining law, Oregon Employment Relations Board rulings, or college recognition. The terms and conditions for the college president are governed by a contract between the board and president, not this handbook. The following are classifications of exempt employees:

**Administrator:** An annually contracted employee designated by the college as one who performs executive duties, prepares and administers budgets, and/or formulates college administrative policy.

**Confidential:** "Confidential employee" means one who assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining. (ORS 243.650)

**Manager or Coordinator:** "Managerial employee" means an employee who possesses authority to formulate and carry out management decisions or who represents management's interest by taking or effectively recommending discretionary actions that control or implement employer policy, and who has discretion in the performance of these management responsibilities beyond the routine discharge of duties. A "managerial employee" need not act in a supervisory capacity in relation to other employees. (ORS 243.650)

**Supervisor:** "Supervisory employee" means any individual having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action, if in connection therewith, the exercise of the authority is not of a merely routine or clerical nature but requires the use of independent judgment.  
(ORS 243.650)

### **3. JOB CLASSIFICATION AND BANDING**

The college shall maintain a classification system for all exempt employees. Refer to the college Human Resources office for further information. Job classification for exempt employees ranges from B-2 to F-1.

### **4. RESPONSIBILITIES OF EXEMPT EMPLOYEES**

The responsibility of the exempt employee shall be to effectively represent the interests of the college by providing leadership and support of the college mission and to administer college ~~rules policies~~ and procedures adopted by the college president/chief executive officer and policies ~~set forth~~ approved by the College Board of Education.

### **5. JOB DESCRIPTIONS**

The college president/chief executive officer has authority to determine the staffing requirements of the college. By authority of the president/chief executive officer, positions shall be defined and job descriptions shall be developed setting forth duties, responsibilities, and minimum qualifications for entry-level positions. Job descriptions shall be maintained by the college Human Resources office for each college position.

### **6. HIRING**

The recruitment and hiring of all exempt staff employees shall be done in accordance with the college's personnel practices and recruitment guidelines, affirmative action policy, and the Affirmative Action Plan.

### **7. PLACEMENT**

New exempt staff employees shall be placed on the appropriate salary schedule at the entry-level salary for that position. Initial salary placement will be made in accordance with pay equity. ~~above entry level may be made at the discretion of the college president/chief executive officer or designee, when a new employee's experience or qualifications exceed the entry-level requirements of the position.~~

The current salary of a new exempt staff member transferring from a bargaining unit within the college may be considered when determining initial placement.

### **8. SALARY**

A salary schedule shall be maintained for exempt employees. (See Appendix A). Employees working less than 1.0 FTE shall be prorated according to FTE/months worked.

The college president/chief executive officer, or designee, shall require an annual review of the salary schedule for exempt employees. This review shall include an opportunity for input from representatives of the exempt employees. Recommendations

Separate Action-1  
September 18, 2019

for changes shall be made to the College Board of Education through the college president/chief executive officer.

During the annual review, adjustments to the salary schedule and salary step movement shall be considered.

When salary step movement is approved, increases for exempt employees on ranges B-2 through D-5 who have continued satisfactory performance, who are not at the top of their salary range, and who are offered a one (1) year contract, shall be awarded a step at the beginning of the contract year. Probationary employees hired before March 1 of any fiscal year (July 1– June 30) who are performing satisfactorily and receive a probationary contract are eligible for salary step increases.

Salary increases or decreases for exempt employees on ranges E-1 to F-1 who are offered a new one (1) year contract are subject to the evaluation process and shall be assigned at the beginning of the contract year.

As provided by law<sup>1</sup>, certain exempt employees shall receive compensation, or compensatorytime off, for overtime hours worked. The college will not compensate any other exempt employees for overtime.

Under special conditions, a bonus may be awarded for exemplary performance at the discretion of the Executive Team.<sup>1</sup>

## **9. EMPLOYMENT STATUS**

Exempt employees shall serve a minimum twelve (12) month probationary employment period. Supervisors shall evaluate the performance of the exempt employee prior to the completion of the probationary period. The supervisor may elect to extend the probationary period up to an additional six (6) months. At the end of a successful probationary period, the supervisor shall authorize the completion of a contract up to the end of the fiscal year. At any time during the probationary period, exempt employees whose performance is unsatisfactory may be terminated from employment.

Exempt employees shall be provided notice concerning their employment status not later than March 15 of each year. A notice of renewal shall include the number of months to be worked in the forthcoming fiscal year, starting date, percentage of assignment, and salary placement. A notice of non-renewal shall confirm the final date to complete the current contract.

Exempt employees who have satisfactorily completed their probationary period may obtain up to a one (1) year contract based on the fiscal year. There is no automatic renewal of one (1) year contracts.

---

<sup>1</sup> Fair Labor Standards Act (federal-29 CFR 541.00 et al) (Oregon-OAR839-020-0320 et al)



Separate Action-1  
September 18, 2019

College notice of renewal shall be considered accepted by the exempt employee unless on or before April 1, the exempt employee notifies the college Human Resources office in writing, rejecting the terms of the notice. Some exempt employees will be required to sign their notices by April 1 for certain special circumstances.

Employment as an exempt employee of the college can be terminated in the following manner:

- (A) An exempt probationary employee may be terminated at any time for any reason deemed by the college to be sufficient.
- (B) A confidential employee may be reclassified as a classified employee whenever appropriate as determined by statute and the college, or may complete the contract and not be renewed for any reason, or may be terminated in mid-contract for just cause (see Section 14), or may be retrenched as needed (see Section 15).
- (C) Any other exempt employee may complete the contract and not be renewed for any reason, or may be terminated in mid-contract for just cause (see Section 14), or may be retrenched as needed (see Section 15).

## **10. EVALUATION**

The evaluation of an exempt employee's performance may serve several purposes. Evaluation may be used as:

- (1) motivation to improve an employee's performance and as a basis for salary increases;
- (2) a source of information for concern about work performance;
- (3) a source of documentation to support disciplinary actions, including employee termination;
- (4) a basis for determining individual and organizational needs;
- (5) an aid in preparing a work plan to strengthen employee qualifications and/or performance;
- (6) an aid in setting specific work objectives;
- (7) a basis for identifying an employee who deserves promotion; and
- (8) continuing documentation of an employee's work history.

Performance appraisal shall be based on the employee's job description, specifications, and activities related to the individual's professional goals and objectives. Optionally, the employee may request that items beyond the supervisor's observation be considered in the performance appraisal. Those items might include self-evaluation, subordinate evaluation, peer evaluation, advisory group and consideration of special assignments or projects, etc., if such items have been agreed upon as a part of the evaluation.

An annual written evaluation shall contain recommendations regarding salary placement, retention, promotion, termination, or benefits such as professional renewal leave. If the employee has worked for at least six (6) months, the evaluation shall be completed on the approved evaluation forms by September 1. Additional evaluations

Separate Action-1  
September 18, 2019

on any form consistent with the above purposes may be completed whenever the supervisor determines it is appropriate.

## 11. CLASSIFICATION, RECLASSIFICATIONS AND APPEALS

Exempt employees may request a review of their job descriptions for the purposes of consideration for reclassification or the clarification of performance expectations. Requests are submitted in writing through an employee's immediate supervisor to the appropriate department and/or division administrator. All position reclassifications require the approval of Executive Team.

Requests from employees in levels B-2 to C-3 will be forwarded to the college Human Resources office with the immediate supervisor's written recommendation for approval or disapproval within fifteen (15) working days. The college Human Resources staff shall review the employee's request and the immediate supervisor's recommendation and make a written determination within thirty-five (35) working days. If the college Human Resources office determines that a reclassification is justified, they will inform the immediate supervisor of the decision. The immediate supervisor will forward the justification to the appropriate executive dean or vice president for review and approval or disapproval by Executive Team. If the employee does not agree with the findings of the college Human Resources office, the Executive Team shall make a final determination within an additional ten (10) working days.

Requests from employees in levels C-4 and above will be forwarded to the appropriate executive dean or vice president. The appropriate executive dean or vice president shall review the employee's request with consultation from the college Human Resources office which will make a written determination within thirty-five (35) working days. If the college Human Resources office determines that the position should be reclassified, the appropriate executive dean or vice president will forward the justification for review and approval or disapproval and placement by Executive Team. If the employee does not agree with the findings, the employee may then make a written appeal to the Executive Team who shall make a final determination within an additional ten (10) working days.

The implementation date for a classification change shall be the date that the new job description, properly signed by all authorizing parties, is submitted to the college Human Resources office for review. Those individuals receiving an upward classification change will be placed at the new range and step ~~or column~~ representing the dollar value nearest to the dollar value of the next higher step at their current range ~~or be placed at step one (1) of the new range, whichever is greater.~~ If the new placement results in an increase of less than at least 3.5 percent greater than the ~~of the~~ individual's current salary or as determined by pay equity. ~~the individual will be placed at the next step or column on the new range.~~ Those individuals whose positions are reclassified downward will be placed on the new range based on pay equity. at an equivalent salary on the new range or will be placed at the top of the new range if their current earnings are more than the new salary range allows.

## **12. ORGANIZATIONAL MOBILITY**

Exempt employees may apply for any college recruited position and will be considered on the basis of qualifications.

## **13. PROCEDURAL DUE PROCESS**

Regular non-probationary exempt employees shall be afforded due process in any action to demote, retrench, or terminate them from employment with the college. Due process procedures shall be defined as an employee receiving (1) advance notice of the reasons for the action, (2) an opportunity to respond to a college official with the authority to effectively recommend action, and (3) an opportunity to ~~have a hearing~~ for an appeal in front of the decision maker or designee after a decision has been made.

## **14. TERMINATION**

Termination is defined as a dismissal in mid-contract.

Exempt employees in probationary status may be terminated at any time (see Section 9) for any reason deemed by the college to be sufficient.

An exempt employee in regular status may be terminated during the term of their contract for just cause. If the employee disagrees with the action, the exempt employee shall use the complaint procedure (Section 33) to appeal the termination with the appropriate executive dean or vice president, and the college president/chief executive officer. In cases where the college president/chief executive officer is the immediate supervisor, the exempt employee may appeal the termination to the College Board of Education. If the appeal is reviewed by the College Board of Education, the exempt employee has the right to determine whether the board session is in open or executive session. The decision of the College Board of Education shall be final.

## **15. RETRENCHMENT**

If a position is eliminated in mid-contract due to reorganization, maximum notice (but not less than 90 calendar days) shall be given each employee affected. If a position is eliminated due to financial exigency, the college shall provide the employee a 30 working day written notice before the end of service. In the event of an exempt employee's retrenchment due to reorganization or financial exigency, the employee shall have the opportunity to apply for any job openings that may occur. Reassignment of an exempt employee shall be subject to the applicable provisions of current faculty and classified collective bargaining agreements.

## **16. RECALL RIGHTS**

Retrenched employees will be allowed to apply for all internally recruited positions for a period of up to two (2) years. Qualifications for these positions shall be no more than what would normally be required of new hires. Affected employees may notify the college Human Resources office of any change in their present address or availability.

Separate Action-1  
September 18, 2019

Nothing in this handbook shall prevent the college from offering an employee another position at the college provided he/she possesses the qualifications, aptitude and ability to perform the work available. ~~If retraining is necessary, any costs associated with such retraining may be borne by the college, loaned by the college, or be the responsibility of the employee.~~

## 17. OFFICIAL PERSONNEL FILES

The college shall maintain for college use official personnel files in the college Human Resources office for each employee. These shall be the official personnel files maintained for each employee for purposes of retention, promotion, or discipline. These files shall contain copies of evaluations, commendations, letters, or other materials deemed appropriate by the college. All entries must be dated and signed by the submitting party.

Any materials placed in these personnel files shall be placed there within a period of time not to exceed forty-five (45) working days of the date the action was taken. The employee shall be notified of the placement of new material in the personnel files within ten (10) working days of its placement and shall be allowed an opportunity to respond to that material. Any written response from the employee shall also be placed in the personnel files, provided that the response is received by the college Human Resources office within ten (10) working days following the date of employee notification.

Employees' personnel records shall not be made available to any individual or organization, except for college officials with a bona fide need to know or court order, without a signed authorization statement from the affected employee. Materials that are obtained confidentially by the college during the hiring process shall not be made a part of the personnel files. Materials may be expunged from the files by mutual consent of the college president/chief executive officer and the employee. Employees shall have reasonable opportunities to inspect their personnel files. Other working files are maintained as needed.

## 18. COPYRIGHTS—PATENTS

The ownership of any materials, processes, or inventions developed solely by an employee's effort and expense shall vest in the employee and be copyrighted or patented, if at all, in the employee's name.

The ownership of any materials, processes, or inventions produced solely for the college and at college expense shall vest in the college and be copyrighted or patented, if at all, in its name.

In those instances where materials, processes, or inventions are produced by an employee with college support, by way of the use of significant personnel time, facilities or other college resources, the ownership of the materials, processes, or invention shall vest in the person(s) designated by written agreement between the parties entered into prior to the production. If the materials, processes, or inventions are copyrighted or

patented, it will also be in the name of the person(s) designated by written agreement between the parties entered into prior to the production. In the event there is no such written agreement entered into, the ownership shall vest in the college.

## 19. EMPLOYEE BENEFITS

The college shall provide to exempt employees a comprehensive program of benefits (see Appendix B). Benefits shall be prorated for employees with less than 100 percent assignments. The college president/chief executive officer shall require an annual review of exempt employee benefits. This review shall include an opportunity for input from representatives of exempt employees.

## 20. HOLIDAYS AND PAID NON-DUTY DAYS

The following days will be paid holidays or paid non-duty days for exempt employees when the holidays occur during an employee's scheduled term of employment:

Two New Year's days	Veterans Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	The day after Thanksgiving Day
Independence Day	Two Christmas
days Labor Day	

Presidents Day is a paid non-duty day.

## 21. TUITION WAIVER

- A. The college agrees to waive tuition for any employee or qualifying member of their immediate family who enrolls in classes at Chemeketa Community College. Such classes may be taken for credit or audited ~~either with or without credit~~; however, tuition waiver shall apply to a maximum of sixty-four (64) credit hours annually for the employee and/or family. Full-time here is defined as 100 percent employment annually contracted for twelve (12) months. Community Education classes are not eligible for tuition waiver.

For this purpose, immediate family shall include spouse, children, stepchildren, or eligible domestic partner. Children and stepchildren are eligible until age 25. Legal dependents who meet the IRS dependent definition also qualify up until age 25. Annual allotment shall start with summer term and run through spring term.

- B. An employee may enroll in a class providing the following: (1) attendance does not interfere with the employee's regular responsibilities, and (2) they have first received permission from their supervisor if the class is taken during their normal workday.
- C. In no instance shall the employee or family member taking tuition-free classes be counted toward making minimum enrollment for self-support classes.
- D. All tuition and fees not covered by tuition waivers must be paid by the employee within the college and payment policies deadlines.

## **22. VACATION LEAVE**

Exempt employees shall earn vacation credit at the rate of two (2) days for each month scheduled for work. Employees may accumulate vacation credits to a maximum of thirty-five (35) days (280 hours). Upon reaching the maximum time, employees must either use time or forfeit those hours beyond the 280-hour limit. Use of vacation time shall be scheduled in advance and approved by the employee's immediate supervisor. Vacations shall be scheduled so as not to interfere with the operational requirements of the college.

Upon separation from employment with the college, earned but unused vacation credits shall be paid to the employee.

## **23. SICK LEAVE**

Exempt employees are granted eight (8) hours of sick leave for each month scheduled to work. The unused portion of sick leave shall accumulate for an unlimited number of days. (See Section 29)

Exempt employees who are absent due to illness or injury are required to keep their supervisor(s) informed as to their return to work status.

No compensation for accrued sick leave shall be allowed during the term of employment or upon separation from the college, except as provided by Public Employees Retirement System (PERS) statute.

## **24. BEREAVEMENT LEAVE**

In case of death in the employee's immediate family or of a close personal friend, the employee shall be granted up to seven (7) days leave with pay for the purposes of attending the funeral or making the necessary arrangements. Extended time may be granted, using accrued sick leave, personal leave, vacation, or time off without pay as agreed to by the college or in accordance with OFLA regulations. Bereavement leave shall not accumulate from year to year.

For the purposes of bereavement leave, "immediate family" includes: parent, child, spouse, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, grandparent, grandchild, eligible domestic partner or a dependent who lives in the household.

## **25. CIVIL DUTY LEAVE**

An exempt employee shall be granted leave with pay for service upon a jury or when subpoenaed as a witness; however, such compensation shall be reduced by the amount the employee received for such jury services or as a witness, excluding compensation for travel and expenses.

**26. PERSONAL BUSINESS LEAVE**

Exempt employees are granted two (2) days leave with pay for personal business each year. The employee shall communicate with the immediate supervisor prior to taking personal business leave. Personal business leave shall not accumulate from year to year.

**27. LEAVE OF ABSENCE WITHOUT PAY**

Leave of absence without pay may be granted for up to one (1) year. ~~The employee shall direct a written request for leave without pay to the immediate supervisor.~~

~~Leave of absence without pay for two (2) weeks or less shall require approval of the appropriate executive dean or vice president. If approved, the appropriate executive dean or vice president shall forward notification to the college Human Resources office.~~

~~Leave of absence without pay for more than two (2) weeks shall require the approval of the college president/chief executive officer, with notification to the college Human Resources office. Requests for longer leaves of absence without pay will require the approval of the College Board of Education.~~

Request for such leave must be in writing and must establish reasonable justification for approval for the request. Approval requirements are as follows:

**Length of Leave**

0 through 10 working days

11 through 60 working days

VP

61 and more working days

**Approvals required**

Supervisor

Supervisor and Dean/Director and Exec Dean or

Supervisor and Dean/Director and Exec Dean or  
VP and President

During such leaves which exceed one (1) month, the employee shall not accrue or receive any benefits. Arrangements may be made with the college for the employee to pay the costs of group insurance benefits, if approved by the college insurance carrier, for the duration of the leave.

Employees returning from leave without pay shall be returned to their previous position (same range and step) provided that the position has not been eliminated. If the position has been eliminated in mid-contract, retrenchment procedures will be followed. The employee shall be provided written notification of the retrenchment decision.

**28. PARENTAL LEAVE**

A pregnant exempt employee shall be granted unpaid parental leave commencing from any time in the pregnancy with a physician's recommendation.

An exempt employee will be paid for parental leave only when using accumulated leave (see also Article 23), in conformance with the conditions listed in this handbook for the

Separate Action-1  
September 18, 2019

use of sick leave, and/or when the employee elects to use accrued vacation leave. The conditions of parental leave shall be consistent with federal and state statutes. Check with the college Human Resources office for details.

An exempt employee who is an adoptive parent or the parent of an unborn or newly-born child may use any leave provided for in this handbook for the performance of parental responsibilities if the procedural conditions listed for the leave are met.

**29. FAMILY MEDICAL LEAVE**

Employees may take family leave in accordance with FMLA and/or OFLA. Employees shall use any accrued vacation or sick leave while on FMLA and/or OFLA. Check with the college Human Resources office for details.

**30. POLITICAL LEAVE**

An exempt employee who is elected or appointed to a full time or part time public office which requires absence from duty with the college for an extended period of time may be granted a political leave of absence without pay. For the duration of such public service, the provisions of Section 27 shall apply.

Upon return, the employee shall be placed at no less than the same position on the salary schedule as at the time the leave was granted. If the employee's position is eliminated during the employee's absence, retrenchment procedures shall be followed. The employee on political leave shall be provided written notification of the retrenchment decision.

**31. PROFESSIONAL RENEWAL LEAVE**

Exempt employees who have completed three (3) years of continuous service with the college are eligible for professional renewal leave. Application for leave shall be prepared by the exempt employee requesting leave and be submitted to the immediate supervisor no later than six (6) months preceding the date the leave is to begin. Leave applications shall include the purpose of the leave, time the leave would take place, and the expectation of the value the leave will have to the college.

Leaves are usually for up to three academic terms and must be directly related to the exempt employee's job responsibilities (exceptions must be granted by the college president/chief executive officer).

Professional renewal leave applications recommended by the supervisor and appropriate division administrator shall be submitted to the Executive Team for consideration.

The Executive Team shall review leave applications and recommend approval or disapproval to the college president/chief executive officer. The president/chief executive officer shall review all applications and forward to the College Board of Education those recommended for approval.



Separate Action-1  
September 18, 2019

College compensation for persons granted leave shall be set by the college president/chief executive officer. During an approved leave, the employee may be required to make reports to the immediate supervisor on accomplishments and/or progress. The timetable for such reports shall be set by the supervisor before the leave commences.

An employee on approved professional renewal leave shall enter into an agreement with the college that upon completion of the leave the employee shall return to employment of the college for at least twice the length of the leave. If the employee fails to return to the employment of the college, the employee may be required to return any or all of the compensation received from the college during the leave. Employees on leave who do not comply with intent of the leave shall forfeit leave pay.

### **32. MILITARY LEAVE**

Employees shall be granted military leave in accordance with state and federal law.

### **33. COMPLAINT PROCEDURE**

It is the purpose of this procedure to provide an effective and acceptable means for employees to bring problems and complaints concerning the terms and conditions of their employment to the attention of the college in an attempt to resolve them.

When an exempt employee believes a condition affecting him/her is unjust, inequitable, or a hindrance to effective operation, the employee will immediately discuss the situation with their supervisor.

If the employee believes the complaint has not resolved informally, then within ten (10) working days, it shall be expressed in writing to the supervisor with a formal request to initiate this complaint procedure. The written complaint shall give a clear and concise statement of the complaint including the facts upon which the complaint is based, the issues involved, and resolution sought.

A written reply shall be given to the employee within ten (10) working days of the employee's written complaint.

If the employee believes that the answer given by the supervisor did not resolve the concern or problem, the employee may submit a written complaint to the appropriate executive dean or vice president within ten (10) working days of the supervisor's response, with copies directed to the supervisor and the Director of Human Resources. The appropriate executive dean or vice president shall meet with the employee and with the supervisor to discuss the complaint. The executive dean or vice president may wish to meet with both the employee and the supervisor simultaneously. In any event, the executive dean or vice president shall reply in writing to the employee and the supervisor not later than ten (10) working days after the last meeting.

Separate Action-1  
September 18, 2019

Should the employee believe that the reply from the division administrator does not remedy the complaint, the employee may direct an appeal to the college president/chief executive officer. The appeal shall be submitted in writing to the president/chief executive officer with a copy to the employee relations representative within ten (10) working days after the reply is received from the division administrator.

The president/chief executive officer or designee shall conduct interviews as deemed appropriate and shall submit a written decision to the employee, ~~the employee relations~~ their legal representative, executive dean or vice president and supervisor not later than ten (10) working days after the last meeting/interview. The president/chief executive officer's decision shall be final except as allowed under Section 14.

Failure at any step of the procedure to communicate the decision in writing within the specified timelines shall permit the employee to proceed to the next step. Failure at any step of this procedure to appeal a complaint to the next step within the specified timeline shall be deemed to be acceptance of the decision rendered at that step.

Separate Action-1  
September 18, 2019

APPENDIX A  
CHEMEKETA COMMUNITY COLLEGE  
EXEMPT SALARY SCHEDULE  
B-2 TO F-1  
EFFECTIVE JULY 1, 2019

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5		RANGE
	ANNL.	MO.	ANNL.	MO.	ANNL.	MO.	ANNL.	MO.	ANNL.	MO.	
B-2	35,208	2,934	36,696	3,058	38,244	3,187	39,900	3,325	41,544	3,462	B-2
B-3	42,252	3,521	44,100	3,675	45,996	3,833	47,988	3,999	50,100	4,175	B-3
B-4	44,784	3,732	46,752	3,896	48,864	4,072	51,036	4,253	53,340	4,445	B-4
C-1	53,496	4,458	56,016	4,668	58,740	4,895	61,572	5,131	64,488	5,374	C-1
C-2	56,772	4,731	59,568	4,964	62,496	5,208	65,544	5,462	68,784	5,732	C-2
C-3	59,076	4,923	61,980	5,165	64,992	5,416	68,172	5,681	71,568	5,964	C-3
C-4	71,220	5,935	74,676	6,223	78,156	6,513	81,612	6,801	85,080	7,090	C-4
D-1	74,052	6,171	77,652	6,471	81,276	6,773	84,864	7,072	88,476	7,373	D-1
D-2	77,016	6,418	80,760	6,730	84,516	7,043	88,272	7,356	92,028	7,669	D-2
D-3	80,124	6,677	83,988	6,999	87,900	7,325	91,788	7,649	95,700	7,975	D-3
D-4	82,512	6,876	86,508	7,209	90,552	7,546	94,524	7,877	98,568	8,214	D-4
D-5	84,144	7,012	88,248	7,354	92,352	7,696	96,468	8,039	100,560	8,380	D-5
E-1	101,508	8,459									
E-2	113,712	9,476									
F-1	127,356	10,613									

\* Performance based after initial step

RANGE	STEP 6		STEP 7		STEP 8		STEP 9		STEP 10		STEP 11		RANGE
	ANNL.	MO.	ANNL.	MO.	ANNL.	MO.	ANNL.	MO.	ANNL.	MO.	ANNL.	MO.	
B-2	43,356	3,613	45,144	3,762	47,148	3,929	49,128	4,094	51,192	4,266	53,508	4,459	B-2
B-3	52,308	4,359	54,552	4,546	56,952	4,746	59,388	4,949	61,932	5,161	64,728	5,394	B-3
B-4	55,728	4,644	58,212	4,851	60,864	5,072	63,432	5,286	66,132	5,511	69,120	5,760	B-4
C-1	67,632	5,636	70,884	5,907	74,280	6,190	77,412	6,451	80,700	6,725	84,348	7,029	C-1
C-2	72,204	6,017	75,720	6,310	79,476	6,623	82,836	6,903	86,352	7,196	90,240	7,520	C-2
C-3	75,084	6,257	78,720	6,560	82,656	6,888	86,184	7,182	89,808	7,484	93,852	7,821	C-3
C-4	88,716	7,393	92,448	7,704	96,612	8,051	100,008	8,334	102,012	8,501	104,064	8,672	C-4
D-1	92,256	7,688	96,168	8,014	100,488	8,374	104,016	8,668	106,116	8,843	108,228	9,019	D-1
D-2	95,940	7,995	100,008	8,334	104,520	8,710	108,180	9,015	110,352	9,196	112,560	9,380	D-2
D-3	99,756	8,313	104,016	8,668	108,684	9,057	112,488	9,374	114,732	9,561	117,048	9,754	D-3
D-4	102,756	8,563	107,136	8,928	111,948	9,329	115,884	9,657	118,188	9,849	120,576	10,048	D-4
D-5	104,796	8,733	109,248	9,104	114,168	9,514	118,176	9,848	120,564	10,047	122,988	10,249	D-5

## APPENDIX B

### **FY ~~2017-2019~~ 2019-2021 EXEMPT EMPLOYEE INSURANCE BENEFITS**

- Medical, Dental and Vision Insurance for employee and immediate family\* (spouse, domestic partner, children, or legal dependents under age 26). Effective ~~July 1, 2016~~ September 1, 2019, the college will pay a maximum of ~~\$1,350.~~ \$1490.63 per month for combined medical insurance. ~~This amount will be increased every subsequent December 1 by the Portland/Salem CPI-U annualized average for the previous year. This will be increased by 3 percent on September 1, 2020 and 3 percent on September 1, 2021.~~ In the event the college and faculty or classified employees negotiate an adjustment in fringe benefits (insurance benefits), exempt employees may be subject to the same adjustment.
- \* The college will provide coverage for only one spouse (partner) if both parties are employed by the college. Employees with a spouse (partner) with college coverage will decide which employee will carry coverage or the college will choose. The college will pay a \$100 per month stipend to employees who are required to waive dual coverage because both spouses/domestic partners are employed by the college. Only the spouse waiving coverage will receive the stipend.
- Group Life Insurance for employee (one and one-half times employee's annual salary, rounded up to the nearest thousand dollars) plus an additional life policy in the amount of \$6,000. [Note: Any insured value over \$50,000 is taxable.] Upon written request and a signed waiver form, the portion of insurance above \$50,000 in value may be waived by an employee.
- Group Term Life Insurance for employee's spouse, domestic partner and dependent children.
- Accidental Death and Dismemberment Insurance for employee only.
- Long Term Disability Insurance (LTD) for the employee, first ninety (90) calendar days of disability excluded. Employees on LTD leave shall retain all benefits for only the thirteen (13) months of absence from work. Life insurance benefits shall continue at the same level as regular employees for as long as disability payments continue (subject to the waiver of insurance premiums by the life insurance carrier). Mandatory employee paid deductions will be made to pay the premium for this coverage.
- Short Term Disability—optional employee paid deduction.
- Upon early retirement, arrangements may be made for eligible exempt employees who have been employed at the college for at least five years to pay the costs of group insurance benefits until age 65 or eligibility for Medicare, whichever occurs first, as allowed by group insurance provider.
- Insurance benefits for employees working less than 1.0 FTE shall be prorated based on FTE.

Separate Action-2  
September 18, 2019

**APPROVAL OF APPOINTMENT OF BUDGET COMMITTEE MEMBERS  
FOR ZONE 4, RESOLUTION NO. 19-20-06 AND ZONE 6, RESOLUTION NO. 19-20-07  
[19-20-107]**

**Prepared by**

David Hallett, Vice President—Governance and Administration

---

Budget committee positions for Zones 4 and 6 expired June 30, 2019. In compliance with Board Policy No. 1170, an incumbent committee member who has served four years or less may be reappointed without advertising for additional applicants.

Citizens were informed of the Budget Committee vacancy for Zone 4 by Public Notice. No applications were submitted for the Zone 4 vacancy. The incumbent for Zone 4, Mike Stewart, has indicated a willingness to serve another three-year term.

The incumbent for Zone 6, Gustavo Gutierrez-Gomez, has indicated a commitment to serve another three-year term.

It is recommended that the College Board of Education reappoint Mike Stewart, Zone 4, Resolution No. 19-20-06, and Gustavo Gutierrez-Gomez, Zone 6, Resolution No. 19-20-07, each to a three-year term as representatives to the budget committee.

Action-1  
September 18, 2019

**APPROVAL OF COLLEGE POLICIES  
#2230—ANIMALS/PETS ON COLLEGE FACILITIES  
AND #2240—SOLICITATION OF FUNDS  
[19-20-108]**

**Prepared by**

Donna Bernhisel, Chair—President's Advisory Council  
Rebecca Hillyer, General Counsel  
David Hallett, Vice President—Governance and Administration  
Jessica Howard, President/Chief Executive Officer

---

**ANIMALS/PETS ON COLLEGE FACILITIES—POLICY #2230**

This policy was last reviewed by the College Board of Education in April 2016. The term approval has been changed to preapproval to more accurately represent the college's processes. Service animals or animals have been broadened to Animals/pets or service animals. The last sentence is split into two sentences at the bottom of the policy to make it stand out as a clear directive.

**SOLICITATION OF FUNDS—POLICY #2240**

This policy was last reviewed by the College Board of Education in June 2016. The change to this policy is the requirement that an individual must have written permission from the college to solicit funds or donations on behalf of the college.

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

It is recommended that the College Board of Education adopt college policies #2230—Animals/Pets On College Facilities and #2240— Solicitation of Funds to become effective immediately.

Administrative Series—2000

## **ANIMALS/PETS ON COLLEGE FACILITIES**

In order to provide for the health, safety, and welfare of all persons at Chemeketa Community College, no animals/pets, with the exception of trained and in training service animals, or animals used for ~~approved~~ purposes preapproved by the college, shall be permitted inside college-owned and/or controlled buildings or on outdoor college athletic facilities.<sup>1</sup>

~~Service animals or animals~~ Animals/pets or service animals used for preapproved purposes must be under the control of the handler at all times and must be house broken.<sup>2</sup>

Leashed animals/pets are permitted outside on college facility grounds as long as they are not disruptive or ~~create~~ creating a real or perceived safety concern.

The person responsible for any animal/pet, including service animals, on college-owned and/or controlled property shall be responsible for any damage to college property and litter removal and clean-up.

No animal/pet shall be left unattended on college facilities, including inside parked vehicles, for any period of time without the public safety director's approval.

Animals/pets, including service animals, may be excluded from college-owned and/or controlled property when the animal's behavior poses a direct threat to the health or safety of others.<sup>3</sup>

~~No person shall bring an animal/pet to college property and abandon it, nor feed and provide shelter to animals/pets on college property, without the college executive administration's permission.~~

No person shall bring an animal/pet to college property and abandon it.

No person shall feed and provide shelter to animals/pets abandoned on college property without the college's prior written approval.

October 23, 1991

Adopted College Board of Education

March 15, 2006; April 21, 2010;

December 18, 2013; April 20, 2016

Revised College Board of Education

---

<sup>1</sup> See also Chemeketa Community College Policy #2235—Service Animal Policy

<sup>2</sup> ADA, Title II § 35.136(b)

<sup>3</sup> U.S. Department of Justice, Civil Rights Division, Disability Rights Commonly Asked Questions Section

Administrative Series—2000

**SOLICITATION OF FUNDS**

Persons shall not solicit for a fund drive or other donations on behalf of Chemeketa Community College without prior written approval by the college president/chief executive officer or designee.

April 15, 1992  
*Adopted College Board of Education*  
March 15, 2006; March 17, 2010;  
May 15, 2013; June 22, 2016  
*Revised College Board of Education*



**APPROVAL OF COLLEGE POLICIES #1150—DUTIES AND RESPONSIBILITIES OF  
THE CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION;  
#1160—CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION DELEGATION OF  
ADMINISTRATIVE AUTHORITY; #1510—AUDITOR FOR THE CHEMEKETA COMMUNITY  
COLLEGE BOARD OF EDUCATION; AND #1520—LEGAL COUNSEL  
[19-20-109]**

**Prepared by**

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

---

DUTIES AND RESPONSIBILITIES OF THE CHEMEKETA COMMUNITY COLLEGE BOARD  
OF EDUCATION—POLICY #1150

This policy was last reviewed by the board in July 2016. The board's full title is added to the policy title. The reference to the President serving as the "clerk to the Board of Education" is stricken since it has been taken out of the Oregon Revised Statute.

CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION DELEGATION OF  
ADMINISTRATIVE AUTHORITY—POLICY #1160

This policy was last reviewed by the board in July 2016. The only change is the addition of the board's full title to the policy's title.

AUDITOR FOR THE CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION—  
POLICY #1510

This policy was last reviewed by the board in March 2015. The only change is the addition of the board's full title to the policy's title.

LEGAL COUNSEL—POLICY #1520

This policy was last reviewed by the board in March 2015. The only change to this policy is the addition of the words "if needed" to the first sentence.

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

It is recommended that the College Board of Education adopt college policies #1150—Duties and Responsibilities of the Chemeketa Community College Board of Education; #1160—Chemeketa Community College Board of Education Delegation of Administrative Authority; #1510—Auditor for the Chemeketa Community College Board of Education; and #1520—Legal Counsel to become effective immediately.

College Board of Education Series—1000

**DUTIES AND RESPONSIBILITIES OF THE CHEMEKETA COMMUNITY COLLEGE  
BOARD OF EDUCATION**

The duties of the Chemeketa Community College Board of Education will be as follows:<sup>1</sup>

1. Select, appoint, and evaluate the college president/chief executive officer, ~~who also serves as clerk to the College Board of Education.~~
2. Adopt policies which will govern the operation of the college and to review them periodically.<sup>2</sup>
3. Honor principles of ethics as adopted by policy or in statute.<sup>3</sup>
4. Consider recommendations of the college president/chief executive officer in all matters of policy and administration pertaining to the welfare of the district.
5. Serve on the college's budget committee.
6. Set tuition rates.
7. Conduct a public hearing, adopt and oversee expenditure of the annual budget upon recommendation of the college president/chief executive officer.<sup>4</sup>
8. Adopt employee salary schedules and collective bargaining agreements.
9. Consider and act upon recommendations of the college president/chief executive officer on site acquisition, utilization, and physical plant development.
10. Consider and act upon recommendations of the college president/chief executive officer on matters of capital outlay and on major repair and maintenance of buildings, grounds, and equipment.
11. Serve as Local Contract Review Board for the college.<sup>5</sup>
12. Require, consider, and act upon reports from the college president/chief executive officer considering the programs and conditions of the college.
13. Consider and act upon the curricular offerings of the college district on the recommendation of the college president/chief executive officer.<sup>6</sup>

---

<sup>1</sup> ORS 341

<sup>2</sup> ORS 341.009

<sup>3</sup> ORS Chapter 244

<sup>4</sup> ORS 294.305-294.565

<sup>5</sup> ORS 279A.060 (See also Policy #6210)

<sup>6</sup> ORS 341.425

College Board of Education Series—1000

**DUTIES AND RESPONSIBILITIES OF THE CHEMEKETA COMMUNITY COLLEGE  
BOARD OF EDUCATION (Continued)**

14. Adopt graduation standards for all certificate and degree programs that are consistent with academic and regulatory requirements.<sup>7</sup>
15. Adopt the academic calendar.
16. Make provisions for proper accounting of receipts and disbursements of college funds and those of student organizations and other funds under the supervision of the college.
17. Levy taxes as authorized by law and by vote of the citizens of the district.<sup>8</sup>
18. Provide for the annual audit of all funds of the district, of student organizations, and other funds handled under the supervision of the district.<sup>9</sup>
19. Authorize elections on matters that call for a vote of the people.<sup>10</sup>
20. Consider communications and requests from citizens or organizations.
21. Authorize the college president/chief executive officer to establish citizen advisory committees and curricular or advisory committees.
22. Consider appeals from college employees and to consider the recommendation of the college president/chief executive officer in cases of dismissal, supervision, and discipline consistent with collective bargaining agreements and employee administrative handbooks. All appeals provided for in the negotiated contracts between the College Board of Education and employees shall be in accordance with the procedure established in the negotiated contract.
23. All other statutory duties of ORS 341 and related statutes.

June 26, 1991

---

*Adopted College Board of Education*

February 23, 2005; February 15, 2006; July 15, 2009;

April 16, 2014; July 20, 2016

---

*Revised College Board of Education*

---

<sup>7</sup> ORS 341.465

<sup>8</sup> ORS 341.305

<sup>9</sup> ORS 341.709, Chapter 297

<sup>10</sup> ORS 225

College Board of Education Series—1000

**CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION DELEGATION  
OF ADMINISTRATIVE AUTHORITY**

The Chemeketa Community College Board of Education delegates to the college president/chief executive officer its authority for administering the laws and board policies governing the college.<sup>1</sup>

The following types of decisions shall be referred to the board:

1. Cases where the policy is not clear or there is no general policy governing a situation.
2. Awarding of contracts as required by Public Contracting Code.<sup>2</sup>
3. Adoption of salary schedules and contracts to be offered to personnel, or contracts that would otherwise bind the board in regard to personnel.

The College Board of Education delegates to the college president/chief executive officer the responsibility to develop and administer procedures necessary to the operation of the college. These procedures may be reviewed with the college president/chief executive officer at any regular board meeting.

June 26, 1991

---

*Adopted College Board of Education*

February 23, 2005; February 15, 2006;

July 15, 2009; April 16, 2014;

July 20, 2016

---

*Revised College Board of Education*

---

<sup>1</sup> ORS 341.290

<sup>2</sup> ORS Chapters 279A, 279B, and 279C

College Board of Education Series—1000

**AUDITOR FOR THE CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION**

The Chemeketa Community College Board of Education shall appoint an independent auditor to conduct an examination of the college district's financial affairs. The auditor appointed must be on the roster of accountants authorized by the Oregon State Board of Accountancy to conduct municipal audits and must otherwise qualify according to criteria which may be established by the board.<sup>1</sup>

**Function of the Auditor**

The auditor shall determine whether the statement of financial position and statement of revenues for the college district's funds, together with supporting schedules, fairly present the results and transactions for the fiscal year under review in accordance with generally accepted municipal accounting principles and requirements by the Secretary of State, tried on a basis consistent with the prior year.

**The Auditor's Examination**

The auditor's examination shall be:

Of the statement of financial condition and related statement of revenue and expenditures for each fund of the district at the end of each fiscal year.

Conducted in accordance with generally accepted auditing standards as promulgated by the American Institute of Certified Public Accountants and with the minimum standards of audit reports, certificates, and procedures for Oregon municipal corporations as prescribed by the Secretary of State.

**Auditor Recommendations**

Following discussion with the college president/chief executive officer and appropriate employees, the auditor may also provide as an additional product of his/her examination a management letter to the College Board of Education setting forth significant recommendations concerning the financial and accounting practices or procedures which should be brought to the College Board of Education's attention.

June 26, 1991

*Adopted Board of Education*

February 15, 2006; September 23, 2009;  
March 18, 2015

*Revised*

---

<sup>1</sup> ORS 341.709, 297.670 et al

College Board of Education Series—1000

## LEGAL COUNSEL

The Chemeketa Community College Board of Education shall select a qualified attorney, if needed to represent the College Board of Education and the college as general counsel. When appropriate, other attorneys may be used for unique situations. Any attorney being retained shall be available to attend any College Board of Education meeting upon request, counsel on specific issues, make recommendations for action/resolution, represent in negotiations for resolution, represent in court, or any other legal services deemed appropriate.<sup>1</sup>

June 26, 1991

---

*Adopted Board of Education*

February 15, 2006; September 23, 2009;  
March 18, 2015

---

*Revised*

---

<sup>1</sup> ORS 341.290 [1], ORS 243.782

Action-3  
September 18, 2019

**APPROVAL OF CONTRACT AWARD FOR  
ON CALL PAINTING SERVICES  
[19-20-110]**

**Prepared by**

Mariah Martínez, Procurement Analyst  
Miriam Scharer, Vice President/Chief Financial Officer

---

An Invitation to Bid for On Call Painting Services was advertised on July 26, 2019, on the college's Procurement Services website, the State of Oregon Procurement Information Network (ORPIN), and in the Daily Journal of Commerce. Bids were opened immediately following Bid Closing at 2 pm on August 14, 2019. Bids were received from the following contractors:

A & S Construction Corporation, Portland, OR  
Block99 Construction, Inc., Estacada, OR  
Dan Miller Painting, Salem, OR  
John Dom & Rich Construction, Salem, OR  
The Rodriguez Corporation, Portland, OR

As the solicitation afforded for multiple contract awards, it is recommended that the College Board of Education approve the award of five contracts to provide On Call Painting Services to A & S Construction Corporation, Portland, Oregon; Block99 Construction, Inc., Estacada, Oregon; Dan Miller Painting, Salem, Oregon; John Dom & Rich Construction, Salem, Oregon; and The Rodriguez Corporation, Portland, Oregon, the most responsible and responsive bidders, for a period not to exceed 5 years, for an estimated combined contract value of \$875,000.00.

# MISSION • VISION • CORE THEMES • VALUES

## **MISSION** *(Our purpose)*

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

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

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

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

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

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

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

**Student Success** – Students progress and complete their educational goals.

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

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

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

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

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

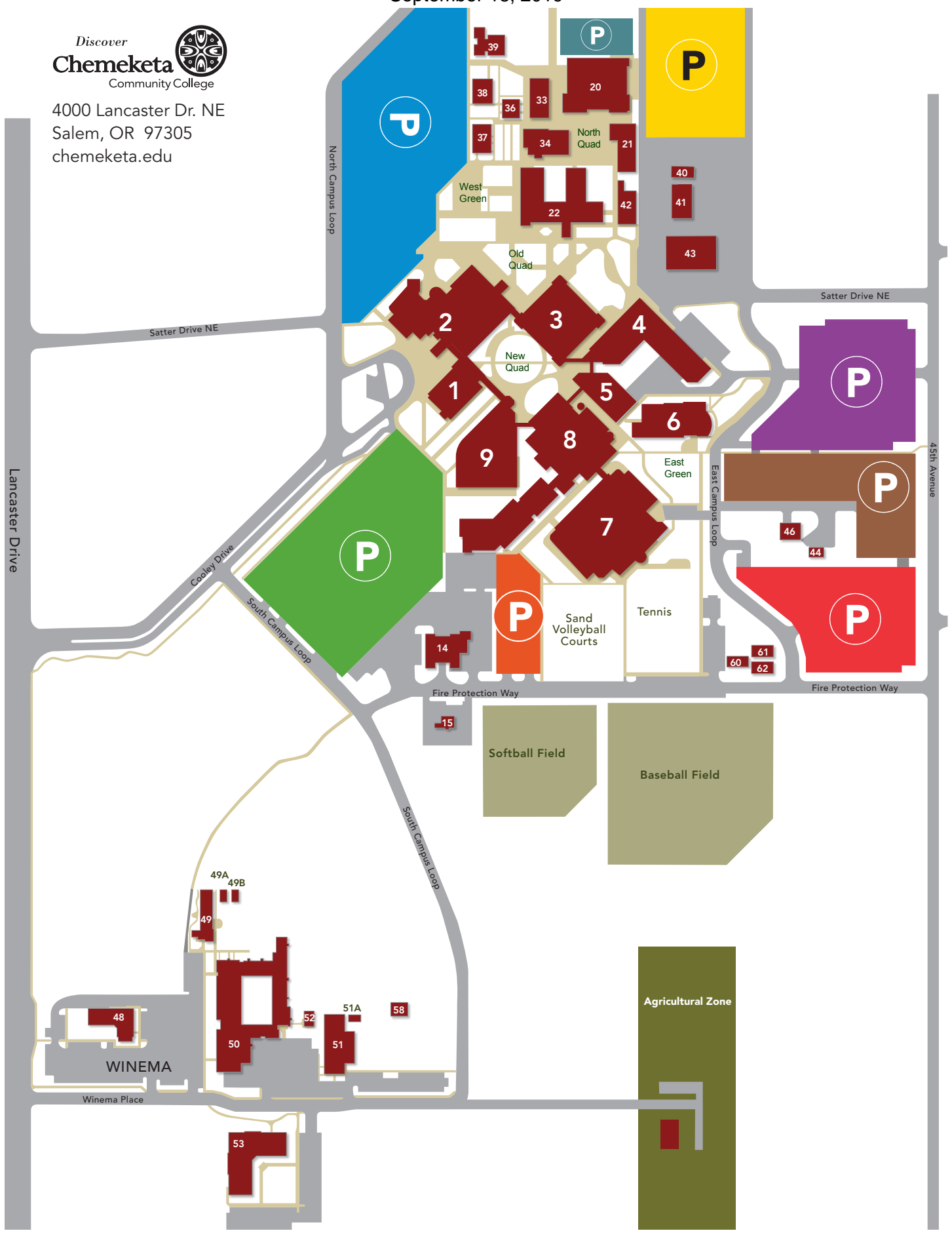
**Stewardship** – We act with personal and institutional accountability for the responsible use of environmental, financial, and human resources to meet the needs of current students without compromising the needs of future generations of students.



Appendix-2  
September 18, 2019



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



## Appendix-2 September 18, 2019

### Salem Campus

#### Building and Primary Function(s)

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

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

#### Area or Service—Building/Room

- General Information  
(Welcome Center)—2/110
- Public Safety—2/173—503.399.5023
- Academic Development—22/100
- Instructional & Student Services—3/272
- Admissions—2/200
- Advising—2/110
- Art Gallery—3/122
- Auditorium—6/115
- Boardroom—2/170
- Bookstore—1/First Floor
- Business Services—2/202
- Chemeketa Cooperative Regional Library  
Service—9/136
- Computer Labs, Library—9/Second Floor
- Convenience Store—2/180
- Cooperative Work Experience—38
- Dental Clinic—8/101
- Executive Dean of Students—3/272
- Disability Services—2/174
- Employee Development Center—6/218b
- English for Speakers of Other  
Languages—22/100
- Enrollment Center—2/200
- Extended Learning—3/252
- Financial Aid—2/200
- First Aid—2/173
- Food Service—2/First Floor, 8, & 48
- GED—22/100
- Gymnasium—7
- Human Resources—2/214
- International Programs and Study  
Abroad—2/174
- IT Help Desk—9/128
- Career Center—2/115
- Library—9/Second Floor
- Lost & Found—2/173
- Mail Room—43
- Multicultural Center—2/177A
- Northwest Innovations—42
- Online Courses—9/106
- Parking Permits—2/173
- Planetarium—2/171
- Posting Notices on Campus—2/176
- President's Office—2/216
- Public Information—2/208
- Registration—2/200
- Student Center—2/179
- Student Clubs—2/176
- Student Identification Cards—1/First Floor
- Student Accessibility Services—2/174**
- Study Skills—2/210
- Testing Center—2/101 (Testing  
Annex—3/267)
- Transcripts—2/200
- Transfer Information—2/110
- Tutoring Center—2/210
- Vending Machine Refunds—Bookstore
- Veterans' Services—2/200
- Writing Center—9/210

#### Instructional Department Offices

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

#### Restrooms

##### SINGLE OCCUPANCY

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

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

##### MOTHER'S ROOM

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





**Handouts**  
**September 18, 2019**



**Welcome!!!**

**Chemeketa Community College  
Woodburn Center**

## WOODBURN CENTER

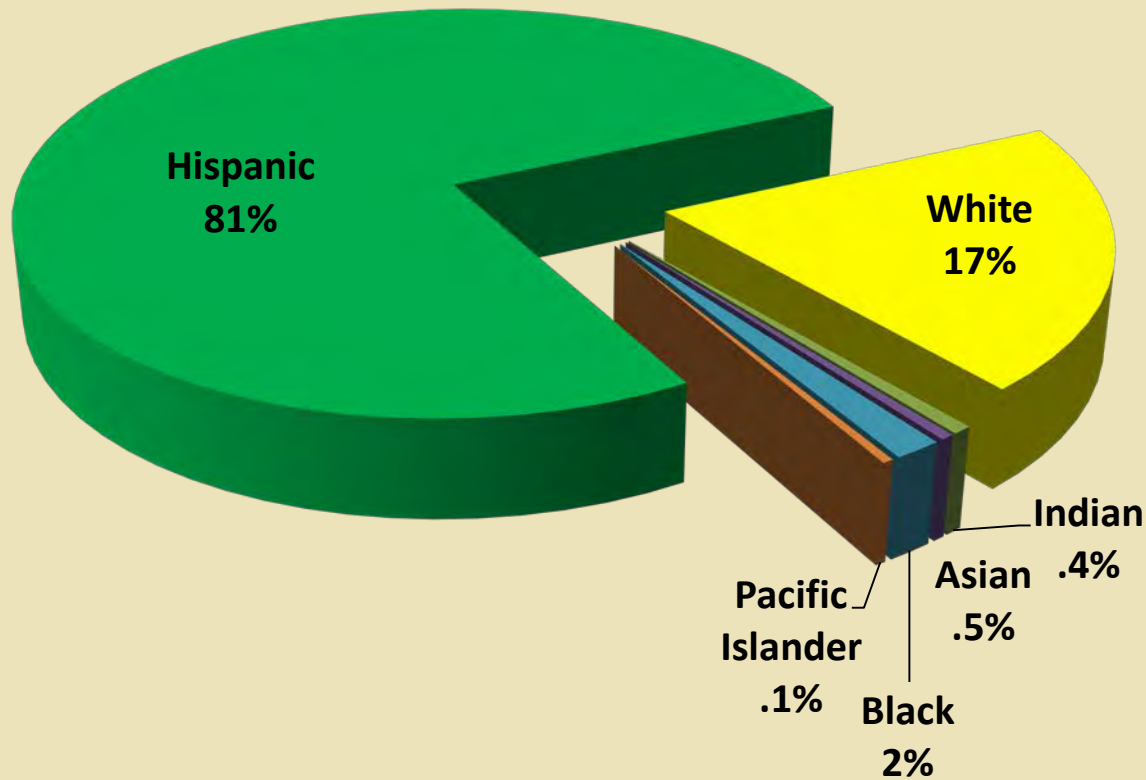
# The Woodburn Center is strongly defined by the immigration patterns of the region

- Over one-third of the city's population is foreign born (33.7%), compared with 9.8% in the state of Oregon
- More than half speak a language other than English at home (60.1%)
- The percentage of persons living below the poverty level (26%) far exceeds the state percentage (16.2%)

<http://www.cubitplanning.com/city/11552-woodburn-city-census-2010-population>

# WOODBURN CENTER

## Woodburn School District Racial Breakdown



# WOODBURN CENTER

## Our Diverse Student Body

- **Hispanic – 68%**
- **White – 16%**
- **American Indian – 1.1%**
- **Mixed – 1.5%**
- **Hawaiian – .9%**
- **African-American – .8%**
- **Not provided 12.9%**





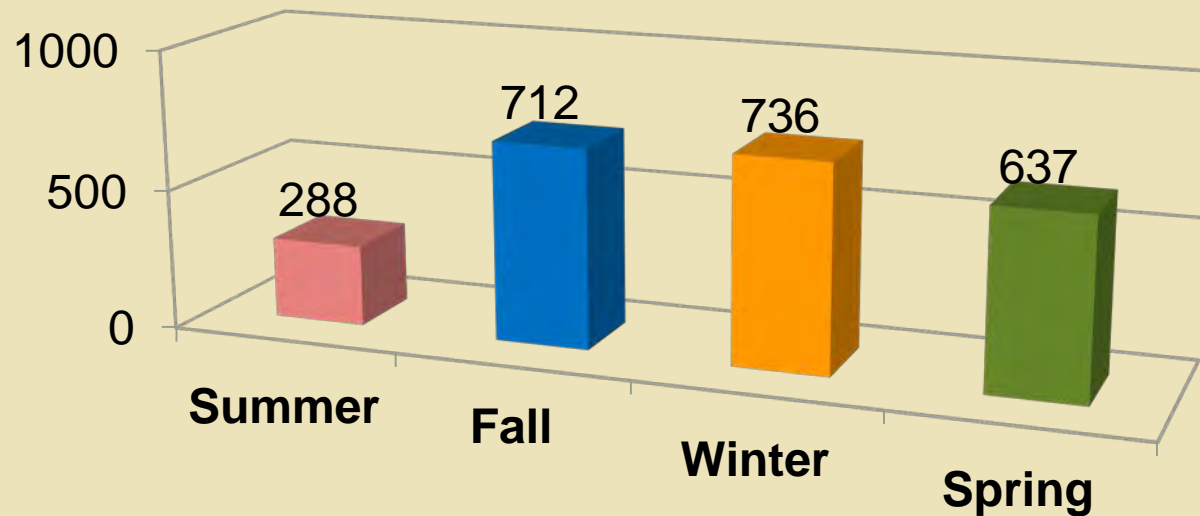
# WOODBURN CENTER

## Percentage of Hispanic students in select Oregon higher education institutions

<b>Institution/Center</b>	<b>% Hispanic students</b>
Woodburn (2018)	68%
Blue Mountain (2018)	27%
Treasure Valley (2018)	27%
Columbia Gorge (2018)	28%
Chemeketa (2018)	28%

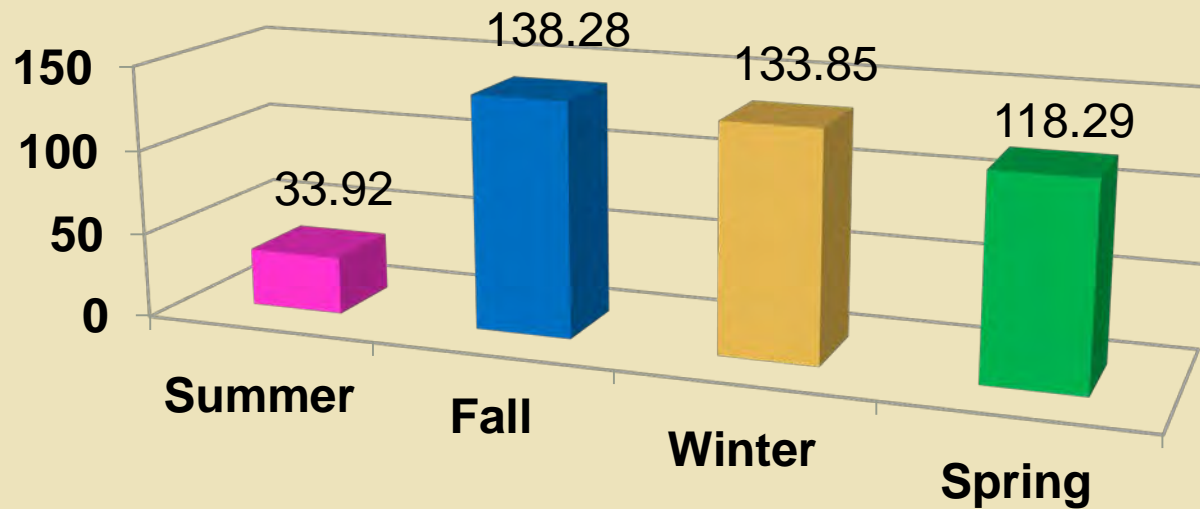
# WOODBURN CENTER

## Student Head Count 2018–2019



# WOODBURN CENTER

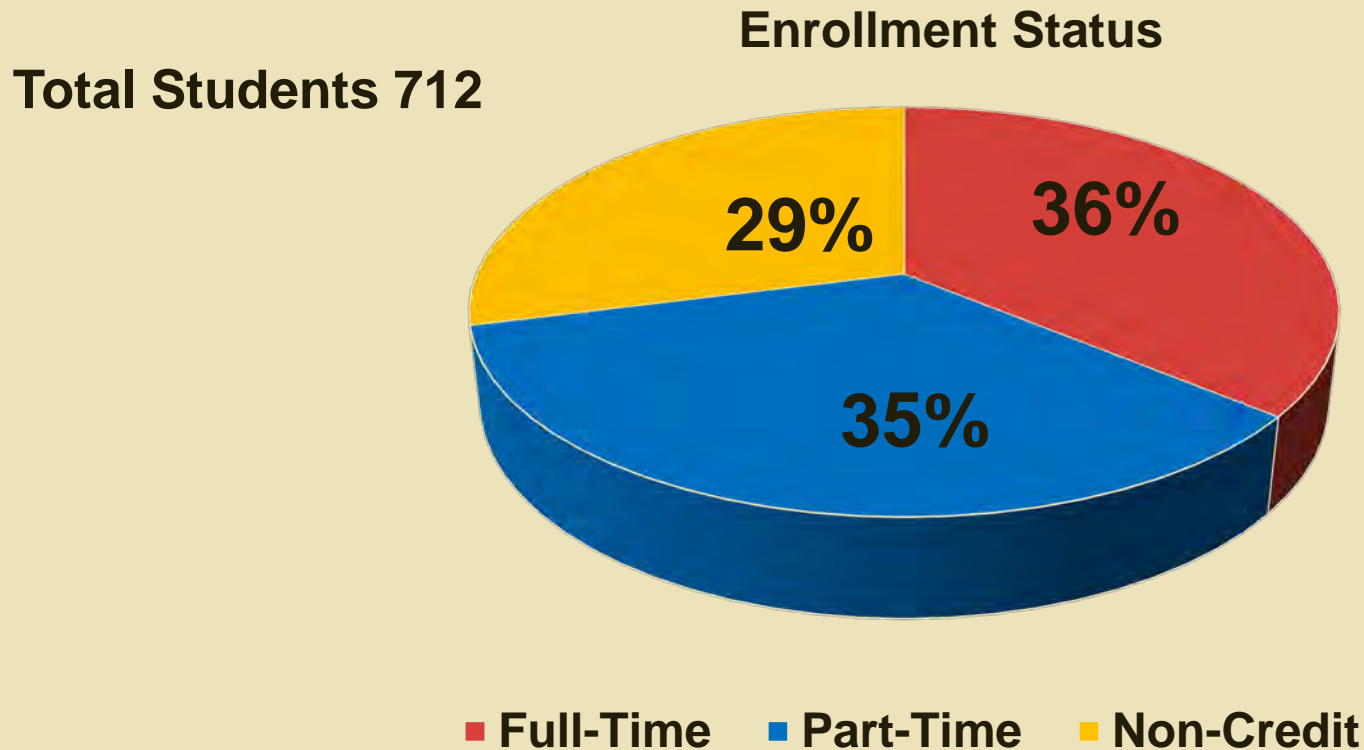
## Student Full-Time Equivalent 2018–2019



Total FTE  
424.34

# WOODBURN CENTER

## Woodburn Center Fall Term 2018 Student Profile



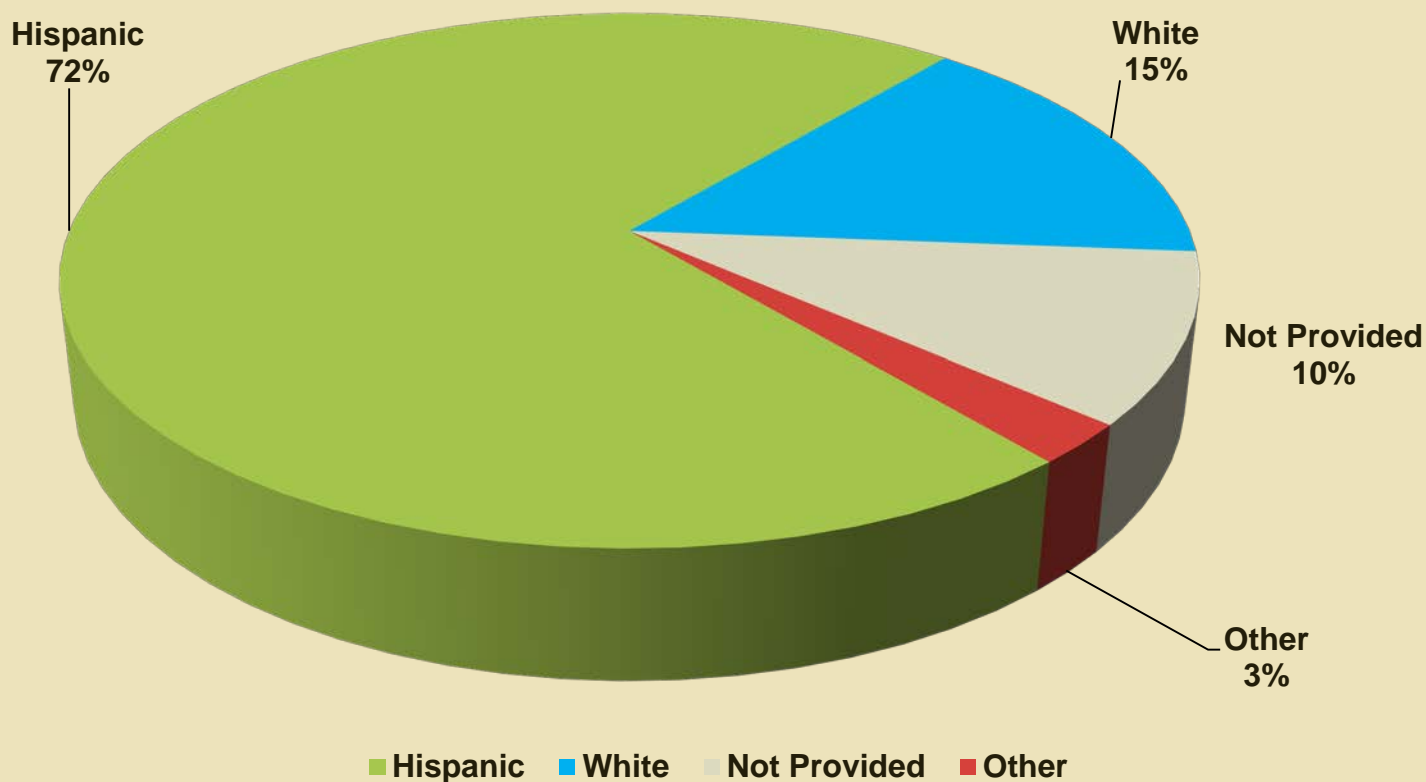
\*Enrollment status is based on total attempt credits at Chemeketa Community College for the selected term. Students may be taking courses at another location (other than Woodburn Center). Full-time is defined as attempting 12 or more credits. Part-time is defined as attempting between 1 and 11 credits. Non-credit means that the student is only taking non-credit courses.

# WOODBURN CENTER

## Race and Ethnicity

### Enrollment Status

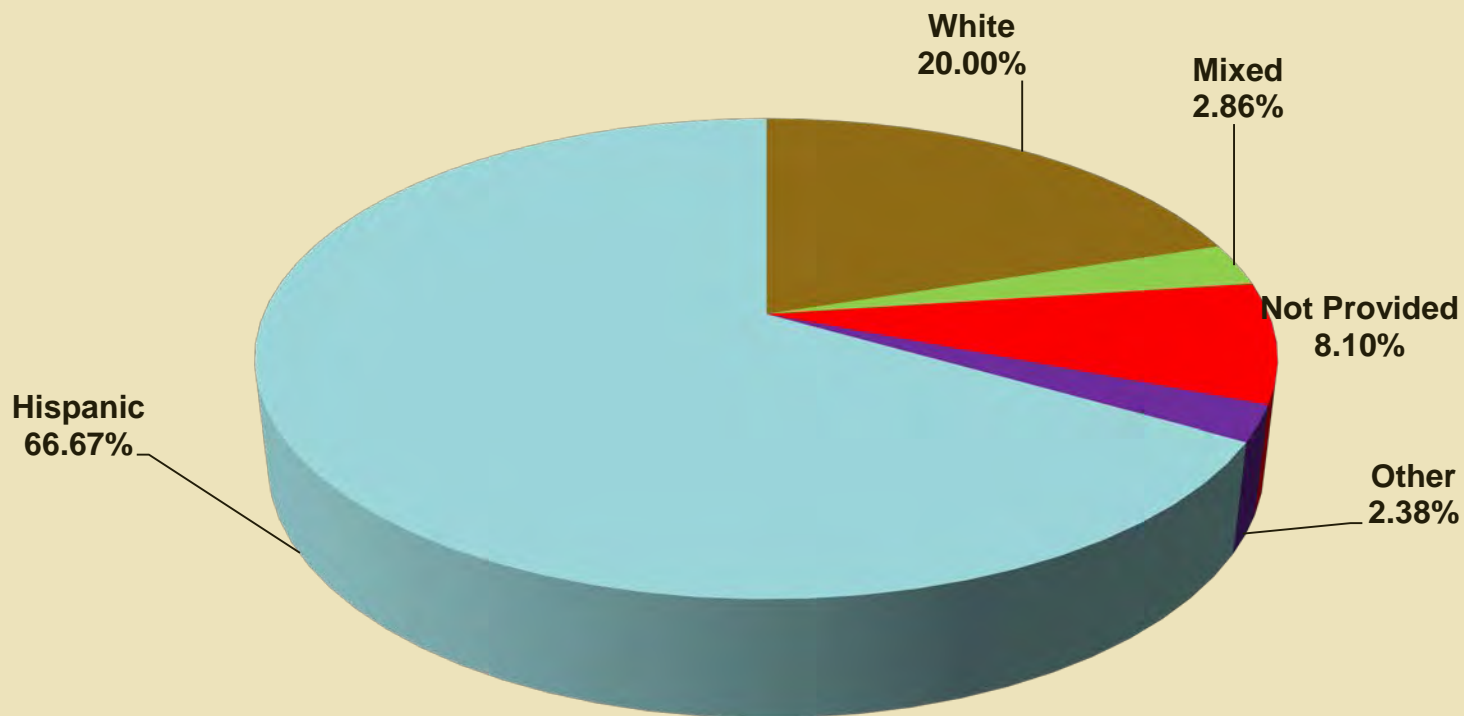
#### Full-time



# WOODBURN CENTER

## Race and Ethnicity Enrollment Status

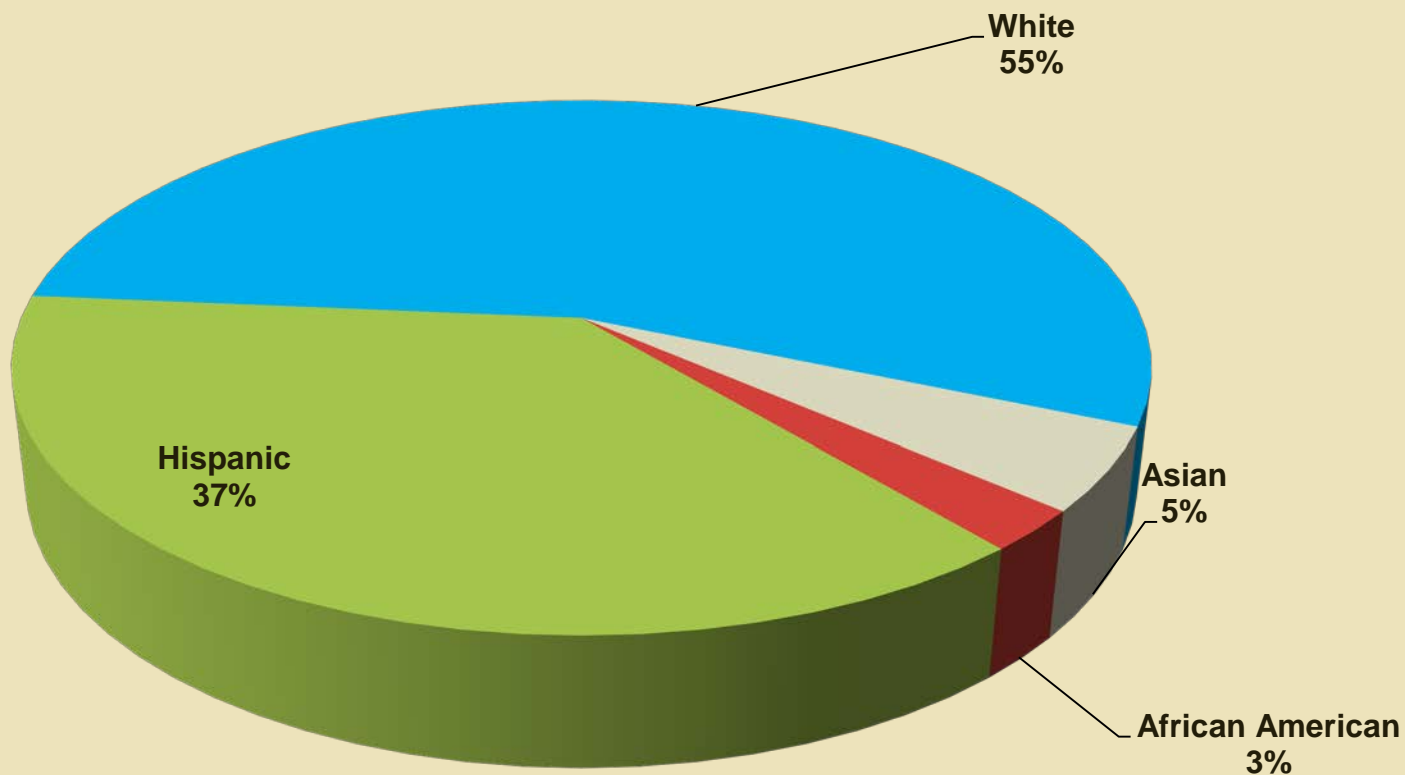
### Part-time



■ Hispanic ■ White ■ Mixed ■ Not Provided ■ Other

# WOODBURN CENTER

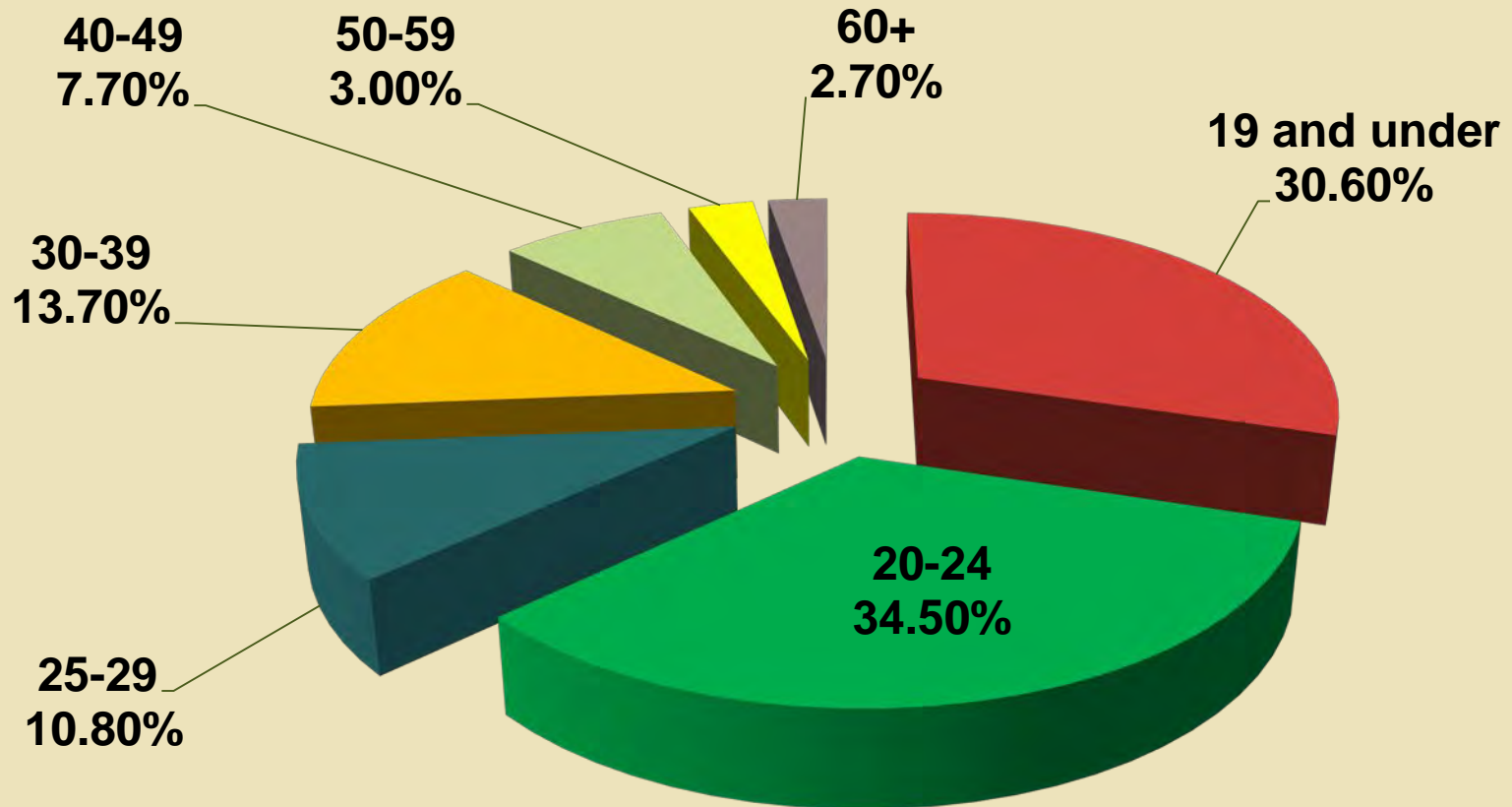
## Faculty Ethnicity



■ Hispanic ■ White ■ Asian ■ African American

# WOODBURN CENTER

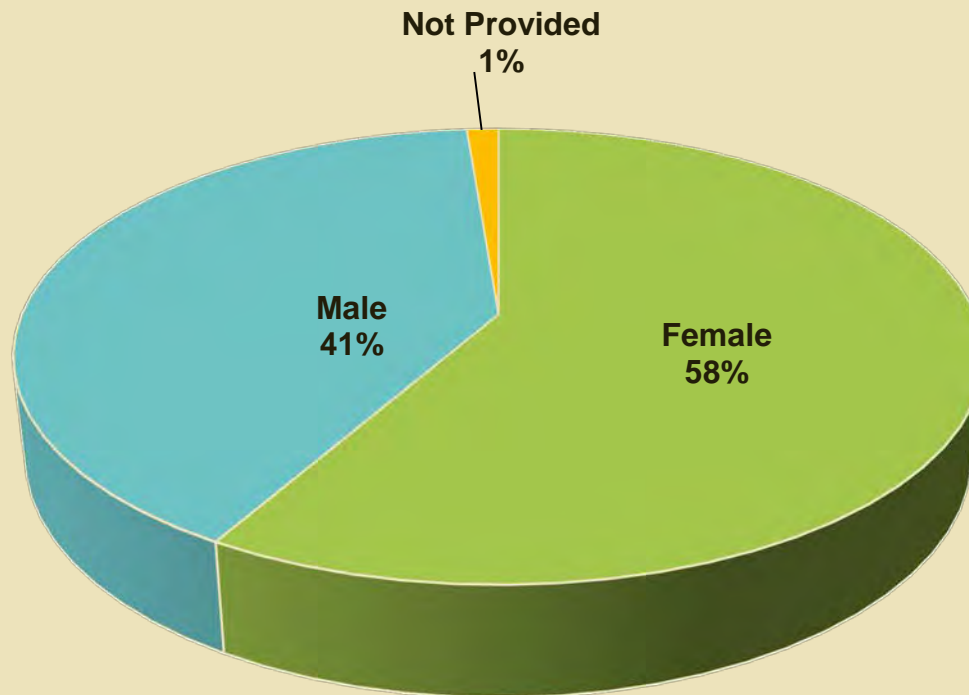
## Students Age Range 2018-2019





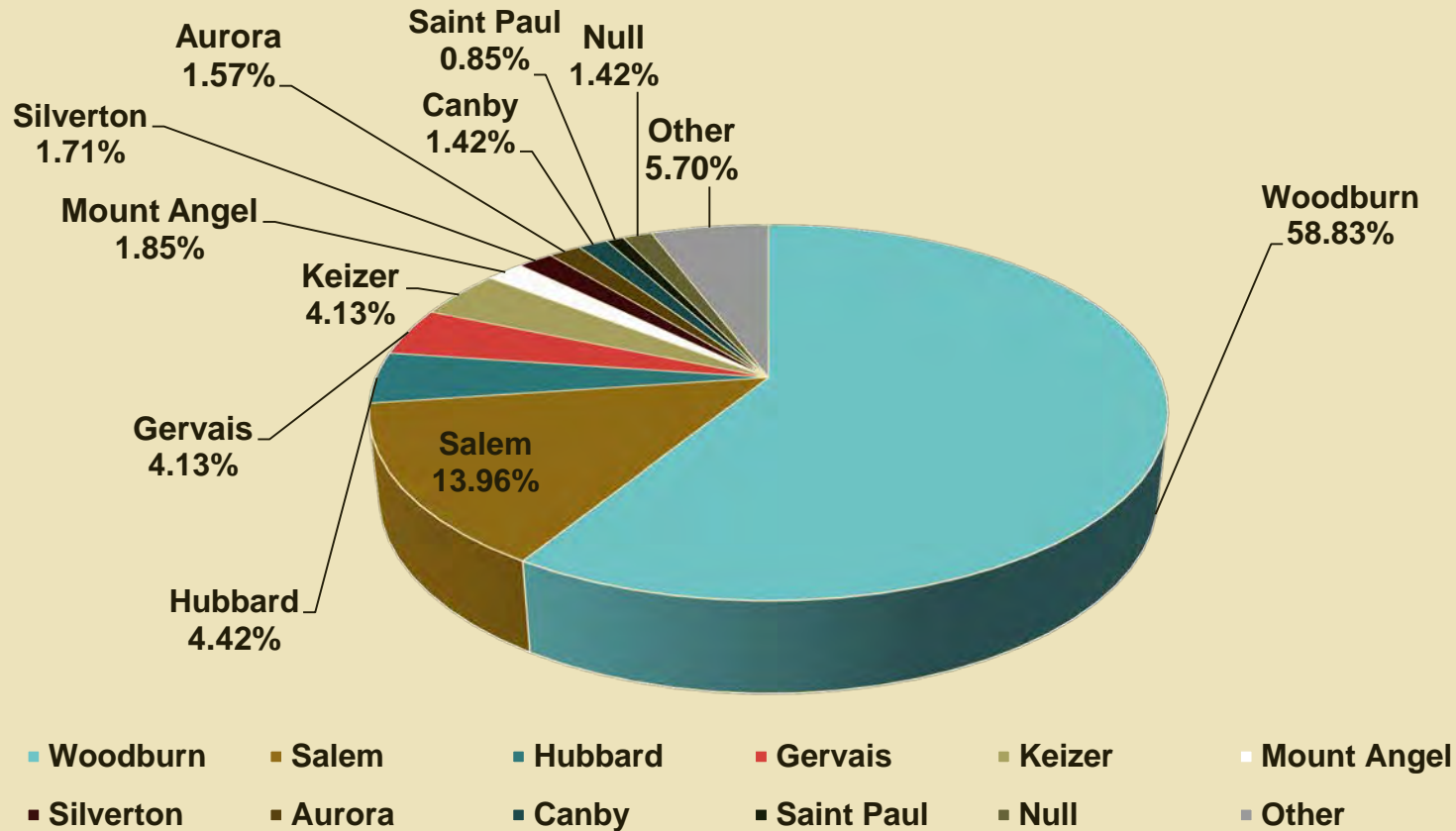
# WOODBURN CENTER

## Gender Distribution



# WOODBURN CENTER

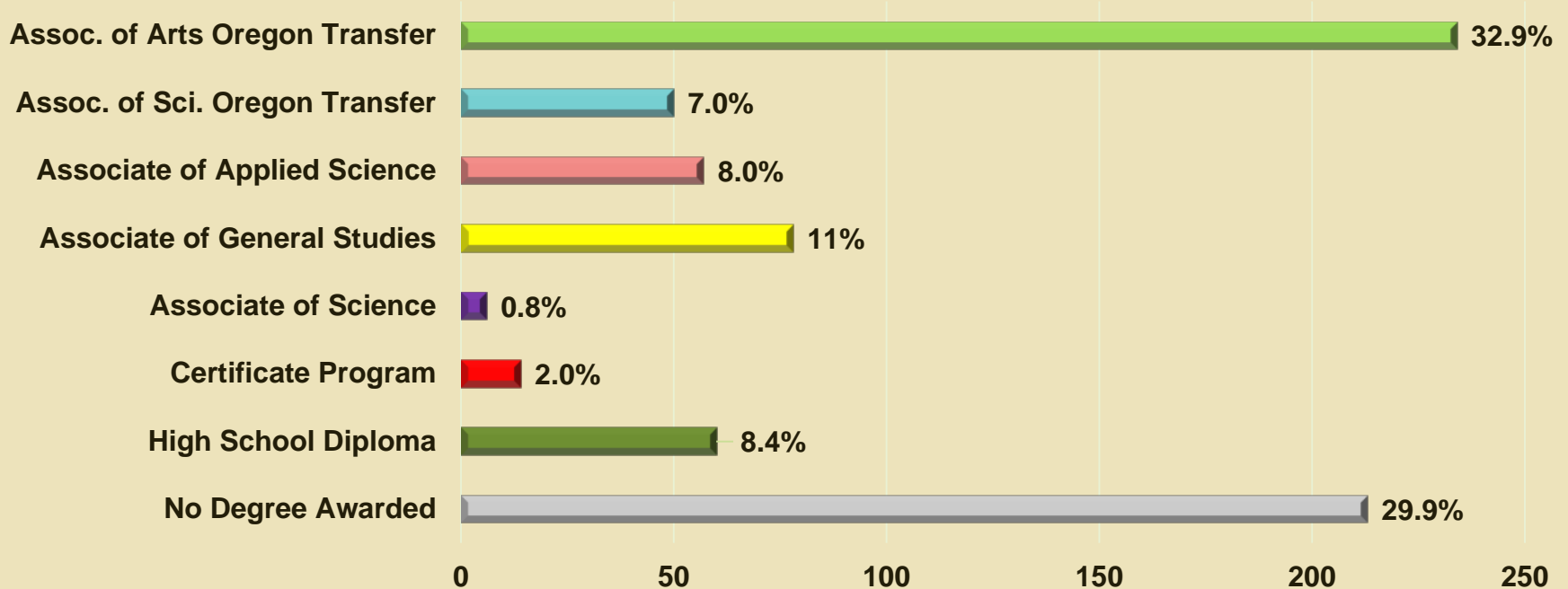
## Student Enrollment by City



# WOODBURN CENTER

## Degree Intent for Fall 2019 Woodburn Students

### Enrollment Status



# WOODBURN CENTER

## Associate of Arts Oregon Transfer Degree Offerings

Area	AAOT	Academic Transitions
Writing	Writing 121, 122, and 227	Academic Transitions Writing 80,90,115, Reading 80/90, GED
Math	Math 111, 112, 211, 212, 213, 241, 243	Transitions Math 60, 70 and 95
Oral Communication/Rhetoric	Comm. 111, 115, 219, 218	
Physical Education or Health	HPE 295, Swimming, Salsa Dancing, Conditioning	
Arts and Letters	Art, Philosophy, Russian, Spanish,	English Now!, ESOL
Social Sciences	Chicano Latino Studies, History, Psychology, Sociology, Women's Studies, Political Science, etc.	GED General Education Development
Science/Math/Computer Science	Biology, Geology, General Science, Astronomy, Chemistry	Computer Fundamentals
Electives	<b>Education</b> , Business Technology, Criminal Justice, Nutrition, Computers, Business Administration, Medical Terminology, FYE, etc.	Community Education, CCLR

# WOODBURN CENTER

## INSTRUCTIONAL SITES: 7

- Lincoln Street Building
- Harrison Street Building
- Woodburn Valor Middle School
- Woodburn Aquatic Center
- Anytime Fitness
- MacLaren YCF
- Pacific University



# WOODBURN CENTER

## Academic Support Services

- Advisement & Counseling
- Records & Registration Services
- Financial Aid Referrals
- Tutoring
- Disability Services
- GED Testing
- Peer Leader Program



Advising



Peer Leaders



Tutoring

# WOODBURN CENTER

## iStart Intake Program

Student orientation, assessment, advisement, and placement are integrated and mandatory.

*-Because students don't "do" optional...*



Class of 2019

# WOODBURN CENTER

## Career Days

- Over 40 companies and agencies seeking to hire students and veterans
- Over 200 students and community members

### Businesses Recruiting Students



### Non-Profit Orgs Recruiting Students



# WOODBURN CENTER

## Planting The Seeds For College

### Visiting Local Schools

- Student recruitment
- Ask and answer questions and plant seeds for attending college
- Career days
- Literacy day
- Student panels
- Parent meetings



# WOODBURN CENTER

## Working with Community Partners

- Pacific University
- Western Oregon University
- Woodburn Independent
- School Districts: Woodburn, Gervais, North Marion, Salem
- Chamber of Commerce
- Woodburn Rotary Club
- City of Woodburn



# WOODBURN CENTER

## Community Events Participation

- Distinguished Service Awards
- Taste of Woodburn
- Mexican Fiesta
- Woodburn Chamber Greeters



Scholarship Award



Chamber Greeters

# WOODBURN CENTER

## Cinco de Mayo Celebration

- Over 15,400 people
- 80 student volunteers
- Over 40 vendors
- Fundraiser for scholarships



# WOODBURN CENTER

## Student Life and Community Service



Woodburn Center Clean Up Day



Red Cross  
Blood Drive



Woodburn Proud

# WOODBURN CENTER

## Peer Mentor Program



- Peer mentors play a leadership role at the Woodburn Center and in the community
- 35 Mentors per term
- Over 1,000 hours of mentoring per term
- Woodburn middle schools and high school

# WOODBURN CENTER

## Peer Mentor Program Goals

- Recruit students to Chemeketa and into the teaching profession
- Reduce teacher shortages in our service district
- Diversify the teacher workforce in Oregon
- Improve the quality of teacher preparation and teaching in service area

# WOODBURN CENTER

## Bilingual Education Program/Degree

- Responds to a shortage of bilingual teachers in Oregon
- Two-year program focused on training future teachers
- 31 students enrolled last year in the Education program classes
- Partnership with Pacific University and Western Oregon University



Class of 2019



Class of 2018



## Students' Testimonials

- [Chemeketa Bilingual Teacher Graduates](#)
- Cameron Foster, student
- Berenice Santiago, student
- Gabriela Paniagua, student
- Clarissa Garcia, student



## 2019 ANNUAL INSURANCE AND RISK MANAGEMENT REPORT

# CHEMEKETA COMMUNITY COLLEGE

September 18, 2019

Mark McPike

Kathy Bowen

Risk Management Advisors

[www.usi.com](http://www.usi.com)

# Introduction

USI Insurance Services is pleased to present the annual Insurance and Risk Management Report to the Chemeketa Community College Board of Education.

This report provides an overview of the current Property & Casualty insurance program, the 2019 insurance renewal with the premium cost and a claims overview.

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

# Table of Contents

- Your USI Insurance service team
- Highlights of 2018 - 2019
- Current insurance program design
- 2019-2020 premium cost
- Premium history and Year over Year comparison
- Loss history – claims overview
- Overview of USI Insurance services to Chemeketa Community College and 2019-2020 objectives

# USI Insurance Client Service Team

Chemeketa Community College

**Mark McPike and Kathy Bowen**  
Risk Management Advisors

Day-to-Day  
services

**Elke Garcia**  
Account Manager

Risk Control

**Carol Sangster**  
Senior Risk Control  
Consultant

Claims

**Moira Watts**  
Claims Manager

**Teresa Pacelli**  
Work Comp Claims  
Solutions

Professional  
Risk

**Bryan Lorenz**  
Management &  
Professional  
Liability

Higher  
Education

**Robert  
Bookhammer**  
Senior Advisor

National  
Practice Leaders

**Steve Zimmer**  
Property

**Doug O'Brien**  
Casualty and  
Alternative Risk

**John Scales**  
International

**Janet Carl**  
Environmental

**Kathleen  
Mitchell**  
Surety

# 2019 Renewal Highlights

- In preparation for the 2019 renewal, Chemeketa and USI Insurance worked to achieve the following overall objective – maintain a comprehensive risk management program that is cost-effective and optimally structured in view of insurance market conditions and Chemeketa’s risk profile.
- Reviewed exposures and limit adequacy to consider and ensure the broadest available coverage terms for Chemeketa’s program.
- Explored carrier options for excess Property, excess Cyber Liability, a more comprehensive option for Deadly Assault/Deadly Weapon coverage. Premium indications were provided for excess Property and for Deadly Assault/Deadly Weapon. Obtaining options for the excess Cyber Liability is pending.
- Researched Crop Insurance coverage for the program at Eola. We will begin the submission process for the available federal program in November.
- PACE increased the Per Occurrence Limit on the Educators Liability from \$15,000,000 to \$20,000,000; the Aggregate Limit remained at \$30,000,000
- The Employment Practices Toolkit was completed last year which granted a credit of \$9,310 on the renewal premium.
- By renewing with PACE, Chemeketa would receive the first of three equity distributions based on the capital contribution made as an originating member of the Trust.

# Current Insurance Program Design

July 1, 2019 – July 1, 2020

# Current Insurance Program

- Property
  - \$267,947,441 – scheduled building value - \$10,000 deductible
  - \$48,442,963 – business personal property & electronic data processing equipment/media - \$10,000 deductible
  - Limit \$1,386,498 – inland marine scheduled items which include mobile equipment and fine arts - \$5,000 deductible
- Earth Movement
  - \$20,000,000 Limit – Per Participant; \$450,000,000 PACE Per Occurrence Aggregate Limit
  - 5% per occurrence subject to a maximum of \$50,000 of the value of damaged property on the property or inland marine scheduled; 72 hour waiting period
- Flood
  - \$20,000,000 Limit – Per Participant (other than in hundred year flood zone)
  - For locations within the 100 year flood zone, the deductible is \$500,000 per occurrence
  - For locations outside of the 100 year flood zone, the deductible is 5% of the actual cash value, per occurrence, subject to a maximum of \$50,000 of the value of damaged property on the property or inland marine scheduled



# Current Insurance Program

- Boiler & Machinery
  - Limit \$50,000,000 including \$5,000,000 for Business Income / Extra Expense
    - \$1,000 Deductible per occurrence – except motors greater than 500 horsepower
    - \$5,000 Deductible per occurrence – motors greater than 500 horsepower
    - 24 hour waiting period for business income and extra expense
- Crime
  - Limit \$250,000
  - \$2,500 Deductible per occurrence except \$25,000 for Impersonation Fraud
  - Includes: Theft, disappearance & destruction; forgery & alteration; computer fraud; funds transfer fraud; money orders & counterfeit money; and impersonation fraud

# Current Insurance Program

- Educator's Liability
  - \$20,000,000 Per Occurrence Limit of Liability
  - \$20,000,000 Per Wrongful Act Limit of Liability
  - \$30,000,000 Annual Aggregate limit of liability
  
- Automobile Liability
  - \$15,000,000 Per Occurrence Limit of Liability
    - \$500,000 Per Accident Limit of Liability
    - \$14,500,000 Excess Auto Liability per Occurrence
  - Includes Hired & Non-Owned Auto Liability and Auto Physical Damage

# Workers' Compensation Overview

Carrier	SAIF
Policy term	July 1, 2019 to July 1, 2020
Workers Compensation limit	Statutory (Medical and Indemnity as set by the state statute)
Employers Liability limits	<ul style="list-style-type: none"> <li>• \$500,000 Each Accident</li> <li>• \$500,000 Policy Limit</li> <li>• \$500,000 Each Employee</li> </ul> (\$14,500,000 Excess Liability Limits from PACE apply in addition to these limits)
Entity	Chemeketa Community College
Policy number	760991
Payroll	\$55,217,254 – SAIF (adjustable at audit) – a 2.25% increase over last year's estimated payroll
Premium	\$139,902 (includes pay in full discount of \$5,278)
Experience Mod Factor	2017 - 0.88      2018 – 0.76      2019 – 0.66

# PACE Year over Year Premium and Exposure Comparison

	2018-19 Policy Year			2019-20 Policy Year			Year over Year Changes		
Coverage	Premium	Exposure	Rate	Premium	Exposure	Rate	Exposure Change	% Premium Change	% Rate Change
Property	\$ 235,037	\$ 314,692,245	7.47	\$ 238,816	\$ 317,776,902	7.52	0.98%	1.61%	0.67%
Liability	\$ 167,390	\$ 53,839,070	0	\$ 170,588	\$ 53,967,880	0	0.24%	1.91%	
Automobile	\$ 39,633	114	347.66	\$ 44,309	117	378.71	2.63%	11.80%	8.93%
Crime	\$ 2,554			\$ 2,682				5.01%	
<b>Total</b>	<b>\$ 444,614</b>			<b>\$ 456,395</b>				2.65%	

# PACE Premium Historical Premium

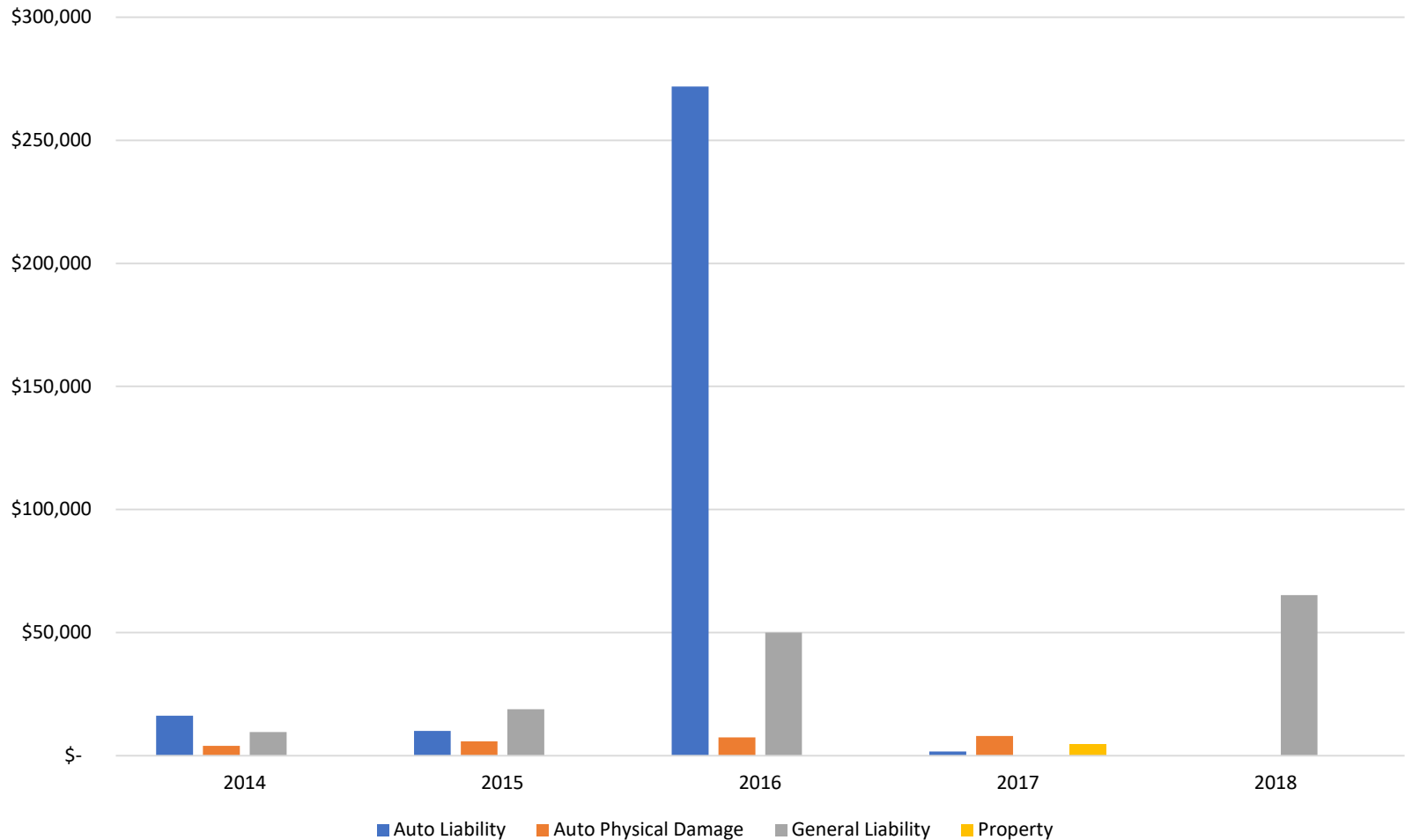
Total Premium (by policy year)	PACE Premium	% Premium Change
2013-2014	\$ 395,736	
2014-2015	\$ 404,876	2.31%
2015-2016	\$ 426,408	5.32%
2016-2017	\$ 452,165	6.04%
2017-2018	\$ 439,425	-2.82%
2018-2019	\$ 444,614	1.18%
2019-2020	\$ 456,395	2.65%

# Premium History

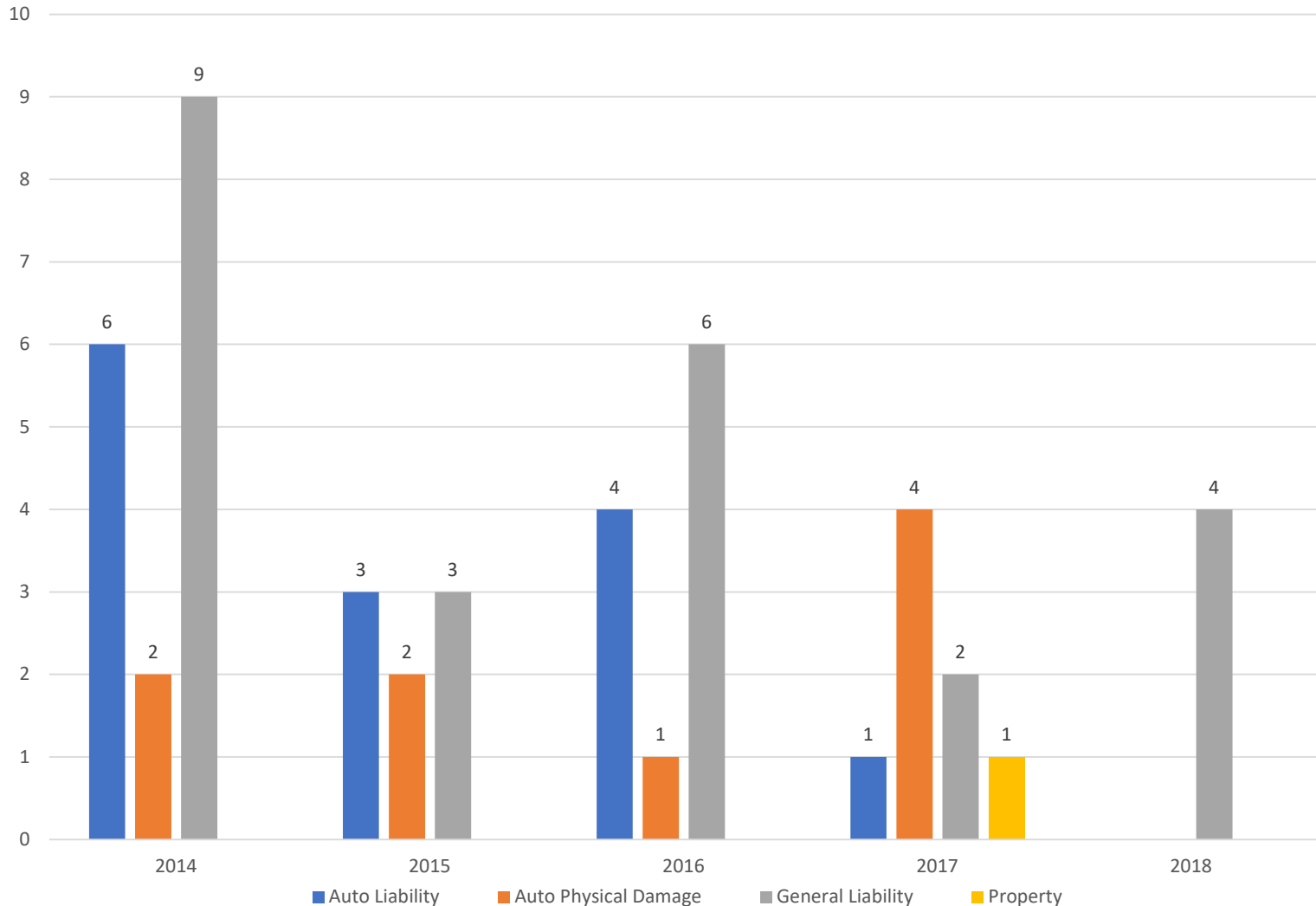
Policy Year	Coverage Line Limits	Premium
<b>Property</b>		
2016-2017	\$100 million loss limit / \$15 million Earthquake & Flood	\$232,491
2017-2018	\$100 million loss limit / \$20 million Earthquake & Flood	\$216,557
2018-2019	\$150 million loss limit / \$20 million Earthquake & Flood	\$220,573
2019-2020	\$150 million loss limit / \$20 million Earthquake & Flood	\$222,418
<b>General Liability &amp; Auto</b>		
2016-2017	\$500,000 per occurrence/\$20,000,000 Aggregate	\$195,175
2017-2018	\$500,000 per occurrence/\$20,000,000 Aggregate	\$187,112
2018-2019	\$750,000 per occurrence - Educators Liability / \$500,000 per occurrence - Automobile Liability \$30,000,000 Aggregate	\$186,367
2019-2020	\$750,000 per occurrence - Educators Liability / \$500,000 per occurrence - Automobile Liability \$30,000,000 Aggregate	\$196,434
<b>Excess Liability</b>		
2016-2017	\$9.5 million per occurrence	\$13,352
2017-2018	\$9.5 million per occurrence	\$17,163
2018-2019	\$14.25 million per occurrence - Educators Liability / \$14.50 million per occurrence - Automobile Liability	\$17,317
2019-2020	\$14.25 million per occurrence - Educators Liability / \$14.50 million per occurrence - Automobile Liability	\$18,463
<b>Equipment Breakdown</b>		
2016-2017	\$50 million	\$15,221
2017-2018	\$50 million	\$16,039
2018-2019	\$50 million	\$16,359
2019-2020	\$50 million	\$16,398
<b>International</b>		
2016-2017	\$1 million International Package + standalone \$2 million Special Risk	\$9,925
2017-2018	\$1 million International Package + standalone \$2 million Special Risk	\$9,736
2018-2019	\$1 million International Package + standalone \$2 million Special Risk w/DA	\$10,827
2019-2020	\$1 million International Package + standalone \$2 million Special Risk w/DA	\$10,443
<b>Crime</b>		
2016-2017	\$250,000 Limit	\$2,554
2017-2018	\$250,000 Limit	\$2,554
2018-2019	\$250,000 Limit	\$2,554
2019-2020	\$250,000 Limit	\$2,682

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

# Property & Casualty Claims Review Total Incurred

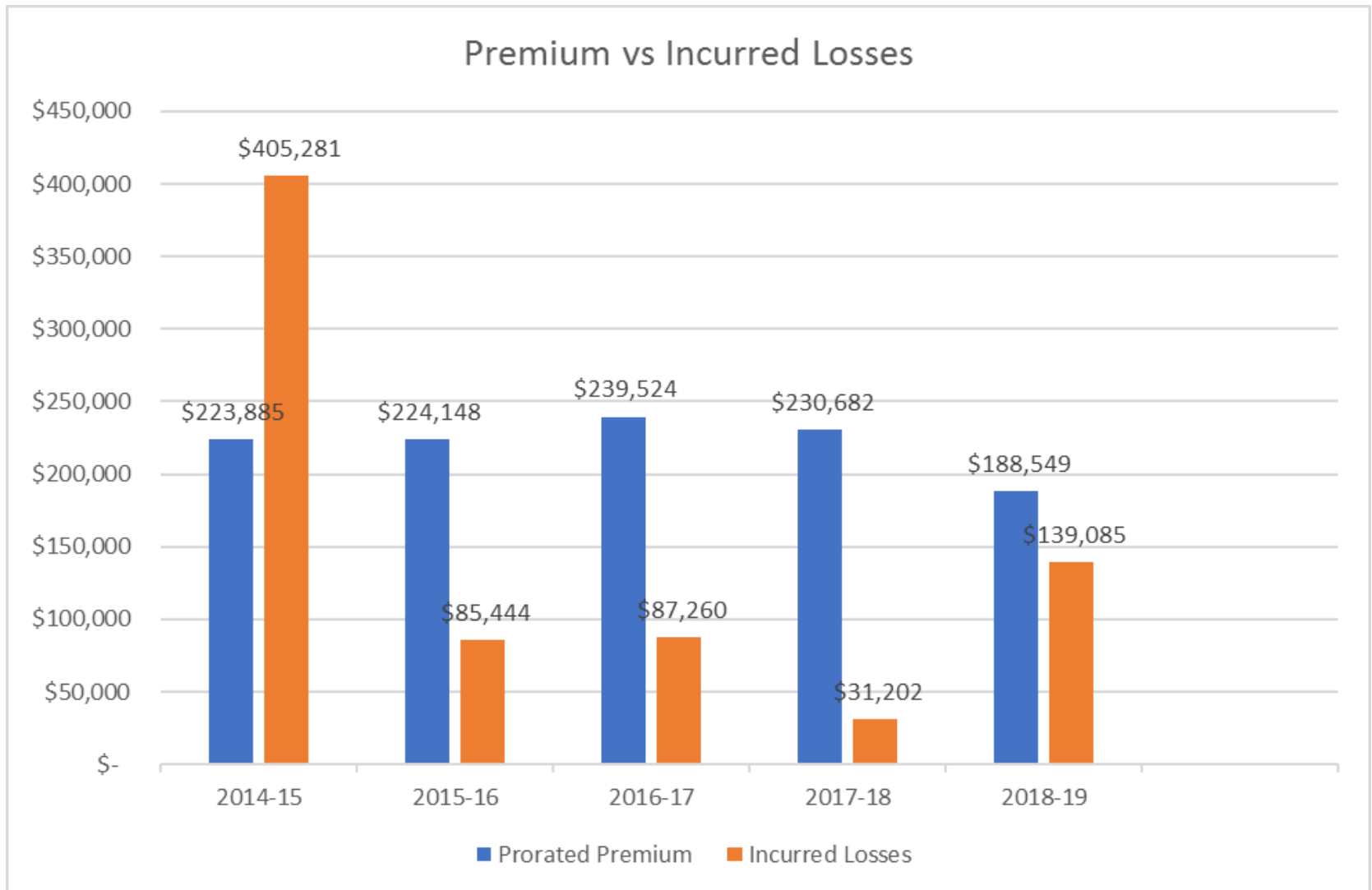


# Property & Casualty Claims Review Total Count





# Workers' Compensation Claims Overview



# Overview of USI Services to Chemeketa

- Provide on-going risk analysis and support of Chemeketa's risk management program
- Negotiation and placement of insurance programs at the most competitive terms and pricing available
- Provide insurance program administrative services including certificates, invoicing, audits, policy and binder documentation
- Provide claims management services
- Provide risk control services
- Review contracts and advise on insurance requirements
- Handle requests for surety/bonds
- Placement of new course of construction policies as needed
- Work with Risk Management team to discuss new and changing exposures, potential activities and heightened risk, and ways to reduce or transfer that risk

THANK YOU!

**USI INSURANCE SERVICES**

## Oregon Community Colleges

## 2019-2020 Tuition &amp; Fees\*

	Community College	Tuition			Fees			In-District Tuition & Fees - Annualized (for 45 credits)
		(Charge Per Credit Hour)			Quarterly Fees & Other Fees (per 15 credits)			
		In-District	Out-of-State	International	Technology	Other	Total	
1	Tillamook Bay	\$100.00	\$120.00	\$120.00	\$75.00	\$90.00	\$165.00	\$4,995
2	Clackamas**	\$103.00	\$274.00	\$274.00	\$82.50	\$65.50	\$148.00	\$5,079
3	Chemeketa	\$91.00	\$255.00	\$255.00	\$0.00	\$360.00	\$360.00	\$5,175
4	Clatsop	\$105.00	\$204.00	\$357.00	\$150.00	\$30.00	\$180.00	\$5,265
5	Central	\$106.00	\$309.00	\$309.00	\$180.00	\$26.25	\$206.25	\$5,389
6	Linn-Benton**	\$113.46	\$275.91	\$334.01	\$60.00	\$66.80	\$126.80	\$5,486
7	Klamath	\$103.00	\$181.00	\$211.00	\$120.00	\$165.50	\$285.50	\$5,492
8	Treasure Valley	\$102.00	\$112.00	\$217.00	\$0.00	\$345.00	\$345.00	\$5,625
9	Portland**	\$116.00	\$251.00	\$251.00	\$79.50	\$74.00	\$153.50	\$5,681
10	Columbia Gorge	\$107.00	\$238.00	\$238.00	\$0.00	\$300.00	\$300.00	\$5,715
11	Southwestern	\$96.00	\$96.00	\$288.00	\$0.00	\$579.00	\$579.00	\$5,859
12	Umpqua	\$101.00	\$117.00	\$218.00	\$112.50	\$330.00	\$442.50	\$5,873
13	Oregon Coast	\$115.00	\$224.00	\$224.00	\$90.00	\$150.00	\$240.00	\$5,895
14	Rogue	\$112.00	\$137.00	\$375.00	\$105.00	\$180.00	\$285.00	\$5,895
15	Mt. Hood**	\$115.00	\$233.00	\$250.00	\$93.75	\$151.75	\$245.50	\$5,912
16	Lane**	\$118.00	\$274.50	\$295.00	\$135.00	\$128.00	\$263.00	\$6,099
17	Blue Mountain	\$108.00	\$162.00	\$324.00	\$277.50	\$165.00	\$442.50	\$6,188
	Statewide Average	\$106.56	\$203.73	\$267.06	\$91.81	\$188.64	\$280.44	\$5,636
	Comparator Colleges Averages							\$5,651

\*\* comparator colleges

Chemeketa compared to statewide average	<b>(\$461)</b>
Chemeketa compared to comparator college's average	<b>(\$476)</b>
Difference between Chemeketa and lowest cost college	\$180
Chemeketa compared to most expensive college	\$1,013

\* These do not include other program or course specific differential fees.

\*\* Identified as a comparator colleges for the purposes of tuition setting guidelines and comparisons