

Regular Meeting

February 24, 2021

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

- I. ~~Workshop~~ 4-4:30 pm ~~Web Conferencing/Live Stream~~**
A. ~~College Access Programs~~ 4
Bruce Clemetsen, Vice President—Student Affairs **POSTPONED**
- II. Executive Session 4:30–4:50 pm Web Conferencing**
Executive Session is called in accordance with ORS 192.660(2) (a) employment issues; and (d) negotiations.
- III. Administration Updates 4:50–5:25 pm Web Conferencing**
- IV. Regular Session 5:30 pm Web Conferencing/Live Stream**
- A. Call to Order**
B. Roll Call
C. Comments from the Public
D. Separate Action
1. Approval of Retirement Resolution [20-21-128] 2–3
No. 20-21-11, Sandra Aguinaga
David Hallett, Vice President—Governance and Administration
- E. Approval of Minutes**—Workshop and Regular Board Meeting of 4–14
January 21, 2021 and Budget Committee Orientation of January 26, 2021
- F. Reports**
1. Reports from the Associations
- | | | |
|---------------------|--|-------|
| a. Samantha Brennan | Associated Students of Chemeketa (ASC) | 15–16 |
| b. Steve Wolfe | Chemeketa Faculty Association | 17 |
| c. Terry Rohse | Chemeketa Classified Association | 18 |
| d. Marshall Roache | Chemeketa Exempt Employees Association | 19 |
2. Reports from the College Board of Education
3. Reports from Administration
- a. Jim Eustrom
- G. Information**
1. College Policy #4030—Graduation Requirements 20–21
Jim Eustrom, Vice President—Academic Affairs/
Campus President, Yamhill Valley

2.	Limited Residential Electrician Certificate of Completion Jim Eustrom, Vice President—Academic Affairs/ Campus President, Yamhill Valley		22–23
H. Standard Reports			
1.	Personnel Report David Hallett, Vice President—Governance and Administration		24
2.	Budget Status Report Miriam Scharer, Vice President/Chief Financial Officer		25–28
3.	Capital Projects Report Miriam Scharer, Vice President/Chief Financial Officer		29
4.	Chemeketa Cooperative Regional Library Service Report Bruce Clemetsen, Vice President—Student Affairs		30–32
5.	Student Success Data Points Jim Eustrom, Vice President—Academic Affairs/ Campus President, Yamhill Valley		33
6.	Chemeketa Community College COVID-19 Health and Safety Operational Plan Miriam Scharer, President/Chief Executive Officer		34
7.	Recognition Report Jessica Howard, President/Chief Executive Officer		35
8.	President's Report Jessica Howard, President/Chief Executive Officer		36–38
I. Separate Action (Continued)			
2.	Approval of Proposed Student Tuition for 2021–2022 Miriam Scharer, Vice President/Chief Financial Officer	[20-21-129]	39–43
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 Resolution No. 20-21-09, Proclamation of February 1–28, 2021 as Career and Technical Education Month Jessica Howard, President/Chief Executive Officer	[20-21-130]	44-45
2.	Approval of Revised 2021–2022 Proposed Budget Calendar and Resolution No. 20-21-10, Setting Budget Committee Meeting Dates Miriam Scharer, Vice President/Chief Financial Officer	[20-21-131]	46–48
3.	Approval of College Policy #5120—Residence Bruce Clemetsen, Vice President—Student Affairs	[20-21-132]	49–50

4. Approval of Suspension of Interactive Media Associate of Applied Science Degree Option Jim Eustrom, Vice President—Academic Affairs/ Campus President, Yamhill Valley	[20-21-133]	51
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K. Appendices

1. Mission – Vision – Values – Core Themes		52
2. Campus Map		53–54
3. District Map		55

L. Future Agenda Items

M. Board Operations

N. Adjournment

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

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

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

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

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

Workshop
February 17, 2024

POSTPONED

COLLEGE ACCESS PROGRAMS (CAP)

Prepared by

~~Angela Archer, Coordinator—TRIO Student Support Services/Disability Student
—Support Services/Veterans Program
Liliana Landa Villalba, Coordinator—College Assistance Migrant Program/iSTART
Lino Solomon, Coordinator—TRIO Talent Search/Upward Bound
Yesica Navarro, Coordinator—Chemeketa Completion Program
Mike Evans, Dean—Student Retention and College Life
Manuel Guerra, Executive Dean—Student Development and Learning Resources
Bruce Clemetsen, Vice President—Student Affairs~~

~~An overview of the College Access Programs will be shared during the Workshop. The presentation will include the history, program overview, services provided, objectives, and individual program outcomes.~~

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**APPROVAL OF RETIREMENT RESOLUTION
NO. 20-21-11, SANDRA AGUINAGA
[20-21-128]**

Prepared by

David Hallett, Vice President—Governance and Administration

The College Board of Education honors employees who retire after years of service to the college. Attached is the resolution honoring Sandra Aguinaga, who retires effective February 28, 2021.

It is recommended that the College Board of Education adopt Retirement Resolution No. 20-21-11 for Sandra Aguinaga.

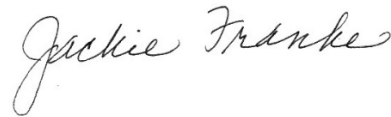
Separate Action-1
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**RETIREMENT RESOLUTION NO. 20-21-11
SANDRA AGUINAGA**

WHEREAS, Sandra Aguinaga began her 18-year, 6-month association, as a salaried employee, with Chemeketa Community College in September, 2002; and

WHEREAS, Sandra Aguinaga gave dedicated service to Chemeketa Community College currently as Department/Project Coordinator/Analyst, Corrections Education Department of Regional Education and Academic Development Division; therefore,

BE IT RESOLVED, that upon her retirement date of February 28, 2021, the College Board of Education hereby honors and commends Sandra Aguinaga for her loyalty, dedication and personal commitment to Chemeketa Community College.



~~Ed Dodson~~ Jackie Franke
Board Chairperson



Jessica Howard
President/Chief Executive Officer

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APPROVAL OF BOARD MINUTES

Prepared by

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

Minutes of the board meeting of January 21, 2021, and budget committee orientation on January 26, 2021, are submitted for review by the board.

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

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CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

January 21, 2021

I. WORKSHOP

Ed Dodson, Chair, called the workshop to order at 4 pm via Zoom.

Members in Attendance: Ed Dodson, Chair; Jackie Franke, Vice Chair; Ken Hector (arrived at 4:14 pm); Neva Hutchinson; Ron Pittman; and Diane Watson. Absent: Betsy Earls.

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

A. BOLT to Chemeketa Program

Holly Nelson, executive dean of Regional Education and Academic Development, gave a brief overview of the Begin Online Learning Today (BOLT) program and introduced presenters Sara Hastings, dean of High School Partnerships; Marlene Sandoval, student services coordinator/analyst II; High School Partnerships; and Shannon Othus-Gault, geology instructor. Sara, Marlene and Shannon used a Power Point presentation to share information and data on the BOLT program, which started as a response to better serve the newly graduated high school seniors who met graduation requirements early due to COVID-19 graduation criteria changes for the graduating class of 2020. This was an option for students to continue with their academic goals and prevent a lapse in their education. Board members asked clarifying questions during the presentation, and Holly concluded the workshop by informing the board of the direction BOLT is headed this year.

Ed Dodson thanked Holly, Sara, Shannon, Marlene, and other staff members who assisted on behalf of the board.

A recess was taken at 4:32 pm.

II. ADMINISTRATION UPDATES

The meeting reconvened at 4:34 pm via Zoom.

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

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

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Updates were shared or discussed with the board on Budget Committee orientation, board survey, legislative updates, spring term will be remote, winter face-to-face offerings, student affairs, approval of Zone 7 Budget Committee member, and board agenda preview.

A recess was taken at 5:22 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Ed Dodson, Chair, reconvened the board meeting at 5:30 pm via Zoom.

B. ROLL CALL

Members in Attendance: Ed Dodson, Chair; Jackie Franke, Vice Chair; Ken Hector; Neva Hutchinson; Ron Pittman; and Diane Watson (arrived at 5:31 pm). Absent: Betsy Earls.

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

Board Representatives in Attendance: Antonio Martinez, Associated Students of Chemeketa (ASC); Steve Wolfe, Chemeketa Faculty Association (CFA); Terry Rohse, Chemeketa Classified Association (CCA); and Marshall Roache, Chemeketa Exempt Association (CEA).

C. COMMENTS FROM THE PUBLIC

None

D. APPROVAL OF MINUTES

Ken Hector moved and Jackie Franke seconded a motion to approve the board minutes of December 16, 2020, and the board work session minutes of January 8, 2021.

The motion CARRIED.

E. REPORTS

Reports from the Associations

Antonio Martinez, Associated Students of Chemeketa (ASC), attended for Samantha Brennan. Antonio highlighted several events in the report. Jackie Franke asked who board members should contact if they want to participate in any of the events. Antonio said to contact Joel Gisbert, student services coordinator/analyst II, Student Retention and College Life. Jackie requested Julie Deuchars, board secretary, send the board information on the MLK, American Awakened event.

Steve Wolfe, Chemeketa Faculty Association, Terry Rohse, Chemeketa Classified Association, and Marshall Roache, Chemeketa Exempt Association, said the reports stand as written.

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Reports from the College Board of Education

Diane Watson attended the Board Work Session on Diversity, Equity, and Inclusion (DEI), Salem Chamber Forum Speakers Series, and the Association of Community College Trustees (ACCT) Diversity, Equity and Inclusion Committee.

Ken Hector attended the Board Work Session on DEI, Chemeketa Foundation Board interview, first session of the Forum Speaker Series, SEDCOR Annual Awards Program, and legislative meeting with Representatives Brian Clem and Shelly Boshart Davis via Zoom.

Ron Pittman attended the Board Work Session on DEI, Pacific Region State Coordinators meeting, and met with Paul Davis and Danielle Hoffman via Zoom to hear updates on the Yamhill Valley Campus (YVC).

Neva Hutchinson attended the Board Work Session on DEI.

Jackie Franke attended the Board Work Session on DEI, Diesel Program Dedication, and multiple Zoom sessions with the Mid-Willamette Valley Council of Governments.

Ed Dodson said his submitted report stands as written.

Reports from the Administration

Jessica Howard introduced Dr. Bruce Clemetsen, the new Vice President of Student Affairs; and Miriam Scharer introduced Michael Kinkade, the new Associate Vice President of Operations. Ed Dodson welcomed them on behalf of the board.

F. INFORMATION

2021–2022 Proposed Budget Calendar

Miriam Scharer stated it is a requirement to submit the Budget Calendar to the Board of Education, and she highlighted the key dates. The Budget Committee meetings will be virtual, and the Budget Calendar will be brought back next month for approval.

Proposed Student Tuition for 2021–2022

Miriam Scharer referred to the green sheet of the Proposed Student Tuition for 2021–2022, along with one other handout—Oregon Community Colleges 2020–2021 Tuition & Fees; and Oregon University System 2020–2021 Tuition and Fees (both of which reflect current rates). Miriam mentioned this information was posted on the website as well. The board was reminded of the revised tuition setting guidelines. The college is committed to aligning tuition and universal fees within three academic years, and this year will be the third year of implementing the alignment of rates with comparator colleges.

The legislative process for the new biennium 2021–2023 will soon be underway. The allocation for community colleges will be determined during this session; currently, the Governor's recommended budget is proposed at \$645.8 million, the base budget. The legislative fiscal office has calculated the current service level at \$673 million; the starting point for discussions during the legislative session. The final allocation is unknown until closer to June.

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As the college administration formulates the tuition recommendation, consideration is given to the tuition setting guidelines, financial position, factors such as state appropriation, enrollment declines, rising college costs, impact of COVID-19, and the impact of increases on students. The tuition and fee revenue are a significant component of the college's resources at 24.8 percent this year.

After a review of all of these factors, the administration is asking the board to consider increases to tuition and universal fee based on funding from the state. Miriam noted the tables on page 20b demonstrate the increases and impact.

- Tuition increase of \$2 per credit, and universal fee of \$4 per credit if funding for Chemeketa is less than \$700 million
- Tuition increase of \$1 per credit, and universal fee of \$3 per credit if funding for Chemeketa is more than \$700 million
- Out-of-state and international tuition rates would increase at identical rates
- No universal fee increase for non-credit courses
- No differential fee increase

In addition, this year ASC presented the board with information about a requested Student Initiated Fee (SIF). In working with ASC, the college is proposing the inclusion of \$0.70 per credit for the SIF as part of the universal fee increase at either level. The \$0.70 per credit will approximate the budget requested through the initial SIF proposals brought to the board in June and December, based on projected enrollment for next year. The inclusion of the SIF within the universal fee allocation will streamline the fee assessment processes within the existing structure and would be effective with the rate increase in summer term.

The chart on page 20c shows how the proposed increase in tuition and fees would result in an annualized cost of \$5,850 or \$5,940, depending on funding allocation. This would place Chemeketa second or third among comparator colleges.

The college is awaiting clear guidance from the U.S. Department of Education with regards to the newest allocation of CARES II to determine how these funds might be used to help defray the costs of attendance to students.

Miriam said the college is mindful of the impact these increases have on students and does not propose this without concern for students, but is encouraged that changes to federal and state financial aid allocations should positively impact the students and minimize the financial impact of increases. Virtual student forums will be scheduled to share the tuition proposal and answer questions. A recommendation will be brought back to the board next month for action.

Neva Hutchinson and Diane Watson thanked the staff for keeping the students in mind and the increase modest. Ed Dodson thanked Miriam for the good work and recommendation.

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College Policy #5120–Residence

Melissa Frey, dean of Recruitment and Enrollment Services, noted a change was made to the policy to be more inclusive of alternative groups of students who may be eligible for in-state resident tuition. This change was due to recent legislation requiring public universities or community colleges to assess resident tuition for Native American and Alaskan Native Oregon high school graduates.

Strategic Plan

Julie Peters, dean of Academic and Organizational Effectiveness, discussed the Strategic Plan with the board starting with the mission, vision, college values, and core themes, which are so important to the college; reviewed the Placemat, which is virtual and on the college website this year, and the three main priority areas: student experience, access and equity, and academic excellence, which leads to student success and mission fulfillment; discussed the initiatives under the three main priority areas; and the master academic plan.

Jackie Franke asked Julie to clarify what was abbreviated on the virtual website. Julie mentioned the website does not contain all of the information that is in the strategic plan (i.e., milestones for the year and measures that are tied to the strategic plan). Jackie suggested that a comment be added to the website noting this and that information is available. Ed Dodson and Jackie thanked Julie for her work.

Suspension of Interactive Media Associate of Applied Science Degree Option

R. Taylor, dean of Business and Technology, Early Childhood Education, and Visual Communications, stated the Visual Communications program is requesting suspension of the Interactive Media associate of applied science degree because current industry standards dictate that graduates entering the field possess both graphic design and web designs skill sets. Despite the suspension of this program, the same amount or more students will be served by consolidating all students into the Graphic Design associate of applied science degree. Focusing on this option, allows faculty and other resources to more fully support this program.

G. STANDARD REPORTS

Personnel Report

Alice Sprague, associate vice president of Human Resources, said the report stands as written and highlighted several items. Alice noted the reporting period for the report was December 7, 2020–January 11, 2021, and stated there were three new hires, position change, retirement and separation. Jackie Franke asked for clarification on how the college was funding the three new positions. Alice said it was through grants, a budgeted position, the President’s Office, and noted if the position is grant funded, that information will be added to future reports. Ken Hector asked for the scope of duties on the new position in the President’s Office. Alice stated the position is to help set up the cultural competency trainings, support the Chief Diversity and Equity Officer, and use of bilingual skills. Jessica added the bilingual piece was enormous, and this position should allow the Diversity, Equity and Inclusion office to really maximize all of the professional development courses being offered throughout the institution. Miriam Scharer added several of the positions listed were included in the budget process last year for this year and were included in the budget presentations. Ken Hector and Jackie Franke thanked Alice, Jessica, and Miriam for the information.

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Budget Status Report

Miriam Scharer referred to the four budget status reports as of December 31, 2020. The Statement of Resources and Expenditures includes revenue from property taxes collected this month, tuition and fees, reflecting this is slightly less than last year at this time. There were no significant changes in expenditures from last month's Budget Status Report, with overall cost slightly lower as a percent of the budget from this time last year.

The Quarterly Update of Other Funds was included in this month's report. Miriam noted in the revenue generating funds section, the Athletics fund balance is growing after using the funds to help cover the construction of some of the sports field, and overall expenditures for the year have declined due to the pandemic and activities being curtailed. In the budgeted funds section, the Special Projects fund, or Grants fund, includes the initial allocation for CARES Act funds. As the college receives the new allocation for CARES II, adjustments to budget authority may need to be made to allow the funds to be used and a request may need to come to the board. This depends on the required timelines to expend.

There were no changes on the Status of Investments report.

Purchasing Report

A Request for Proposal (RFP) will be advertised in January for an Admissions Management System, and a recommendation for contract award will be made to the board at the March meeting. Board members asked clarifying questions about the system.

Capital Projects Report

Rory Alvarez said the Diesel program project is complete, and he mentioned the Ag Complex project is continuing to move ahead. The site plan is coming together, and it is looking great. Holly Nelson, executive dean of Regional Education and Academic Development, wanted to make sure the board was aware the college received a \$200,000 gift towards the project to help get the greenhouse going. Jackie Franke asked if the gift was to the college or the Foundation. Holly stated it went through the Foundation. Jackie said that makes sense, but it needs to be clear where the funds are going.

Institutional Advancement Foundation Quarterly Report

Marie Hulett, executive director of College Advancement, said the report stands as written. She highlighted the Clint Foundation matching donation, the employee giving campaign, and Garmin's in-kind donations. Marie stated the donations are very much appreciated and mean so much to the students. She thanked everyone for their support.

Grant Activities

Gaelen McCallister, grants coordinator, highlighted the National Endowment for Humanities grant, and the U.S. Department of Agriculture Workforce Training grant awarded in the last quarter.

Fall Term Enrollment Report

Heidi Gilliard, director of Institutional Research and Reporting, reviewed the graphs in the report. There was a 19 percent decrease in enrolled students fall 2019 compared to fall

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2020. Statewide there is a 23 percent decline in students. Diane Watson asked if the 19 percent decline is quite a bit less than comparative colleges. Heidi said that is correct.

Chemeketa Community College COVID-19 Health and Safety Operational Plan

John McIlvain, emergency and risk manager, announced there were no changes to the Chemeketa Community College COVID-19 Health and Safety Plan. The plan is posted on the public website for viewing. The plan's guidance allowed for over 100 face to face labs during winter term and was the foundation of the COVID-19 health and safety training slide show that Jessica Howard emailed to all students in January. This document is also available on the public website. Additionally, all Chemeketa staff were emailed the COVID-19 health and safety slideshow training for labs, events and work derived from the plan. The COVID-19 plan continues to guide, remains relevant, and is useful.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

H. SEPARATE ACTION

Approval of Appointment of Budget Committee Member for Zone 7, Resolution No. 20-21-07, for 2020–2023 [20-21-119]

Ron Pittman moved and Diane Watson seconded a motion to approve Resolution No. 20-21-07, Approval of Appointment of Budget Committee Member Scott Muller for Zone 7 for 2020–2023.

The motion CARRIED.

Approval of Retirement Resolution No. 20-21-08, Linda A. Abundis

Ed Dodson read the retirement resolution for Linda A. Abundis for her 25 year and six months of service.

Ken Hector moved and Jackie Franke seconded a motion to approve Resolution No. 20-21-08, Retirement for Linda A. Abundis.

The motion CARRIED.

I. ACTION

Neva Hutchinson moved and Jackie Franke seconded a motion to approve consent calendar items No. 1–7.

1. Approval of Advisory Committees for 2020–2021 [20-21-121]
2. Approval of Academic Calendar for 2021–2022 [20-21-122]
3. Approval of 2020–2021 Faculty Sabbatical Leave [20-21-123]
4. Approval of Elementary Education Major Transfer Map (MTM) [20-21-124]
5. Approval of Suspension of Hemodialysis Technician Certificate of Completion [20-21-125]
6. Approval of Grants Awarded for October 2020– December 2020 [20-21-126]
7. Acceptance of Program Donations October 1, 2020 through December 31, 2020 [20-21-127]

The motion CARRIED.

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J. APPENDICES

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

K. FUTURE AGENDA ITEMS

None were heard.

L. BOARD OPERATIONS

Ken Hector stated he will not be in attendance at the February board meeting. Ron Pittman asked staff to send out information on when petitions for reelection are due.

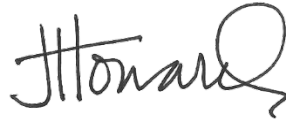
M. ADJOURNMENT

The meeting adjourned at 7 pm.

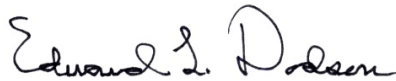
Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

February 24, 2021

Date

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MINUTES OF BUDGET COMMITTEE ORIENTATION

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

January 26, 2021

The Budget Committee Orientation was held via Zoom at 1:02 pm.

Budget Committee Members in Attendance: Ray Beaty; Chris Brantley; Ed Dodson, Board Chair; Betsy Earls (left at 2:38 pm); Jackie Franke, Board Vice Chair; Ken Hector; Neva Hutchinson; Jenne Marquez; Scott Muller; Barbara Nelson; Ron Pittman; Mike Stewart; Joe Van Meter, and Diane Watson.

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

Guest: Rich McDonald, Director, Budget & Finance.

Ed Dodson welcomed the Budget Committee members. Introductions were made.

Budget Committee Orientation

Miriam Scharer, Vice President of College Support Services, mentioned that the Audit Report for the year ending June 30, 2020 is available for the Budget Committee members online, or they may email Julie Deuchars, board secretary, for a hard copy by mail.

Miriam reviewed the Budget Calendar, key dates, meeting format and logistics, and stated that the Budget Committee meetings will be virtual. Miriam went over each section of the Statement of Budget Principles for the 2021–2022 Fiscal Year, noting the principles remain unchanged with the exception of a statement recognizing the racial disparities the COVID-19 pandemic has exacerbated for so many Chemeketa students. As decisions are considered through the college's values, racial equity is a key consideration.

Miriam discussed the student-initiated fee allocation, proposed student tuition and universal fee rates for 2021–2022, and the comparison sheet of the other community colleges and universities, and stated that two virtual student tuition forums will be held in February. Budget Committee members are invited to attend. In addition, Miriam provided the committee an update on the CARES Act round one allocation and expenditures, and round two allocation and process for determining expenditures.

Rich McDonald, Director of Budget and Finance, reviewed Chemeketa's investment policy and the objectives, investment guidelines, permitted investments, prohibited investments, and socially responsible investing with the committee.

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The Budget Committee members asked clarifying questions during the presentation and engaged on the different topics. Ed Dodson thanked Miriam and Rich on behalf of the board for their work, and thanked Ray Beaty, Chris Brantley, Jenne Marquez, Scott Muller, Barbara Nelson, Mike Stewart, and Joe Van Meter for giving their time and service to Chemeketa during the budget process.


Adjournment

Meeting adjourned at 2:53 pm.

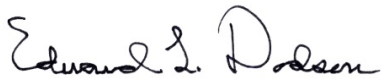
Respectfully submitted,



Board Secretary



President/Chief Executive Officer



Board Chair

February 24, 2021
Date

ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

Prepared by

Samantha Brennan, ASC Executive Coordinator

ASC / MULTICULTURAL STUDENT SERVICES (MSS) PAST EVENTS

Martin Luther King Day Celebration, America Awakened

- History instructor Taylor A. Marrow III presented on racism in the U.S. and the underlining causes as well as promoting the book, *America Awakened: The Anti-Lynching Crusade of Ida B. Wells-Barnett*. Over 24 students attended this MLK Day celebration. The event took place January 27 at 1 pm.

Council of Clubs Winter 2021

- The Council of Clubs was an opportunity for Student Clubs coordinator Astra Underhill to meet with clubs, and allocate funds for clubs' functions. All clubs received their asking funds. The Council of Clubs was held on January 29 via Zoom.

Q&A with President Jessica Howard

- President Howard provided a question and answer session with ASC during fall term. Due to the success of this one hour event, she agreed to extend this forum to an hour and a half session for winter term. It was an opportunity for students to meet the president and ask her questions. The second forum took place on February 2. It was moderated by Joel Gisbert and over 20 students attended.

Healthy Relationships

- This event focused on how to keep and maintain healthy interpersonal relationships. Coordinated by Student Retention and College Life, this event took place on February 10 at 1 pm, and was presented by the Chemeketa Counseling Services department.

ASC / MSS PRESENT AND FUTURE EVENTS

Empowered Women Empowering Women

- This event occurred on February 17 at 1 pm. It featured open and honest conversation about what empowers women, the importance of women feeling empowered by their peers, and how they can empower others. This was cosponsored by the MSS; Diversity, Equity, and Inclusion (DEI); and Student Retention and College Life departments.

LGBTQIA Gender vs. Sex and Pronoun Education

- Professor Peter Davis is once again presenting on the differences between sex and gender, and the importance of pronouns. This is the second time this event has taken place and it is scheduled for February 18 at 1 pm.

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ASC Open Forum

- The ASC executive coordinator has planned a monthly ASC meeting that is open to all Chemeketa staff and students. The students and staff are welcome to speak at the meeting and ask questions from their ASC team. The meeting will continue through winter and spring terms. There was an open forum on January 28, and the next one is February 18 at 4 pm.

Kahoot

- The ASC are organizing three Kahoot trivia days during winter term. Each event which is coordinated by an ASC team member has 50 questions and lasts approximately 45 minutes. Students who finish in first, second, and third places receive an Amazon gift card as their prize. The first Kahoot took place January 13. The second Kahoot is occurring February 24, and the final winter term Kahoot is March 3.

Student Voices Across Countries 2021

- Yoshi Enomoto, ASC International student representative has organized an event bringing students from different cultures and continents together to discuss their life experiences and cultures. This event will take place February 26 at 1 pm.

CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Steve Wolfe, President—Chemeketa Faculty Association

EXAMPLES OF INNOVATIVE INSTRUCTION

As noted in the January CFA Board Report, fall 2020 was a challenging term, but Chemeketa instructors worked hard to ensure that students continue to receive a quality education. Faculty members continue to find ways to provide excellent instruction while operating remotely.

One example of innovative teaching is in the Music program. Faculty Program Chair Dr. Kerry Burtis has created a unique way for students to safely sing in groups again, which he calls “Car Choir.” In his words, “the basic idea is that the students come to class in their cars and remain in their cars throughout (our F2F is more “Fender-to-Fender” than “Face-to-Face”!). Each student is given a wireless microphone which they use to send their voices to a mixing board. Then, instead of sending the sound out through speakers, the resultant sound goes back out to the singers through their car radios, using an FM transmitter! It’s pretty cool and has garnered a LOT of attention. Media coverage has included the Statesman Journal, the Salem Reporter, The Oregonian, and even a featured spot in USA Today!”

Part-time Communications instructor Katie Dwyer is co-leader of a project entitled *Lifting Voices: Public Speaking as a Bridge to the Humanities*. According to Katie, “we were awarded a National Endowment for the Humanities grant to use public speaking classes as a venue to support and inspire our students. We will be bringing guest speakers, collaborating with Applied English to offer needed support, and creating a bilingual Spanish/English public speaking class where all students are expected to give speeches in both languages. This was a long shot, and as a part-time faculty member I wasn’t sure we’d even be in the running. I got lots of support from Keith Russell and worked with the folks in Applied English and elsewhere on campus. I’m excited about what this will mean for our students and our program!”

HEERF II FUNDING AND PROPOSED TUITION AND FEES INCREASE

At the January Board of Education meeting, a proposal was presented to the Board of Education to increase tuition and fees for 2021–2022 by a total of either \$4 or \$6 per credit, depending on the amount of state funding for the Community College Support Fund (CCSF). Also, in January, the College was notified that it would be receiving a total of over \$12.6 million in federal funding through the Higher Education Emergency Relief Fund II (HEERF II), which is authorized by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). The CFA would like to encourage the College to consider not increasing tuition and fees next year, but to instead use some of the HEERF II funding to help balance next year’s budget. If this is not possible due to restrictions on how HEERF II funding may be used, the CFA would encourage providing increased student financial aid to more than offset the tuition and fees increase.

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

- On February 1, 2021, Bill Arndt was hired for the position of IT Project Manager in the Information Technology department. Says Arndt, “I grew up in Montana, moving to Oregon at the end of my college days. My hobbies include martial arts, playing guitar, and keeping my wife and son happy.” Bill has worked at Intel, BPA, and HBF International and is looking forward to learning more at Chemeketa.
- On January 11, 2021, Vamon Ngwa was hired as a Technology Analyst III in the Information Technology department.

In addition, the following were hired into temporary classified employee positions. All have worked as part-time hourly for their respective programs:

- On January 20, 2021, Gail Sanchez was hired for the position of Department Technician II at the Woodburn Center in the Education, Languages and Social Sciences department.
- On January 11, 2021, Juan Duran was hired for the position of Student Services Specialist in the Academic Development department.
- On January 19, 2021, Chyra Andrews was hired for the position of Department Technician I in the Student Accessibility Services department.

RETIREEES

- On December 31, 2020, Walter “Wally” Wharton retired after two years as a Technology Analyst II for the IT department. Wally will continue to work part-time in the department.
- On December 31, 2020, Linda Abundis retired after 25-years and 6-months of service. Linda’s most recent title was Student Services Coordinator/Analyst II in Testing Services in the Student Services Accessibility department.

The CCA Board thanks Wally and Linda for their years of dedication and service

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CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

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

EXEMPT ASSOCIATION BOARD MEETING

The exempt association board met on Monday, February 1 to plan a general membership meeting scheduled on February 23 at noon, and how the board can be of service to exempt employees in 2021.

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COLLEGE POLICY #4030—GRADUATION REQUIREMENTS

Prepared by

Bret Malley, Chair—Academic Standards Advisory Council
Heather Misener—Graduation Services Coordinator
Jim Eustrom, Vice President—Academic Affairs/Campus President, Yamhill Valley

GRADUATION REQUIREMENTS—POLICY #4030

This policy was reviewed and approved by the Academic Standards Advisory Council January 15, 2021.

The policy was edited to align with the college-wide initiative of using the Oregon Community College Association (OCCA) policy templates and to include two new degree types. As a part of the state level work around Major Transfer Maps, two new degree types were introduced, the Associate of Arts Transfer (AAT) and the Associate of Science Transfer (AST). The college does not currently offer any degrees with the AAT or AST format; however, it is anticipated that these will be added in the future.

The College Board of Education will be asked to approve policy 4040 at the March 2021 board meeting.

Educational Program Series—4000

GRADUATION REQUIREMENTS

Degrees, Certificates, and Diplomas

~~Degrees, certificates, and diplomas are conferred by the Board of Education upon the recommendation of the college. Students may complete requirements in any term. It is the responsibility of the student, with the guidance of the student's advisor, to fulfill requirements for graduation.~~

~~Chemeketa Community College may award a degree or certificate to students who meet the requirements for graduation in an academic program with or without a graduation application. Students may apply for graduation at any time through Graduation Services.~~

~~The college awards an grants the degrees of Associate of Arts (Oregon Transfer) Degree, Associate of Science Oregon Transfer, Associate of Arts Oregon Transfer, Associate of Science Transfer, Associate of General Studies Degree, Associate of Applied Science Degree, Certificates of Completion, Associate of Science Degree, Associate of Science (Oregon Transfer) Degree in Business, Associate of Science (Oregon Transfer) Degree in Computer Science, and an aAdult hHigh sSchool dDiploma to those students who have completed the requirements for graduation.~~

~~Students may be awarded a Certificate of Completion upon successful completion of a minimum of 12 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences which develop certain capabilities that may be oriented to career or general education.~~

~~Students may complete requirements in any term. It is the responsibility of the student, with the guidance of the student's advisor, to fulfill requirements for graduation.~~

~~Chemeketa Community College may award a degree or certificate to students who meet the requirements for graduation in an academic program with or without a graduation application. Students may apply for graduation at any time through Graduation Services.~~

~~Degrees, certificates, and diplomas are conferred by the Board of Education upon the recommendation of the college. The President shall establish procedures to determine degree and certificate requirements that follow state guidelines¹ and are reviewed through the college's curriculum committee. The procedures shall assure that graduation requirements are published in the College's catalog(s) and included in other resources that are available to students~~

~~To earn a degree, certificate or diploma, students must meet any additional requirements as established by college procedure, college catalog, and state guidelines.¹~~

July 17, 1985

Adopted College Board of Education

May 17, 2006

Reviewed College Board of Education

February 21, 2001; December 17, 2003; May 18, 2005; March 17, 2010 (Effective July 1, 2010);

March 16, 2011; April 18, 2012; March 16, 2016;

April 18, 2018

Revised College Board of Education

¹ Oregon Community Colleges Handbook & Planning Guide (CCWD)

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LIMITED RESIDENTIAL ELECTRICIAN CERTIFICATE OF COMPLETION

Prepared by

Megan Cogswell, Director—Apprenticeship
Marshall Roache, Interim Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Academic Affairs/Campus President, Yamhill Valley

Chemeketa's partnership with Independent Electrical Contractors (IEC) Oregon to train electrician apprentices spans over 20 years. IEC Oregon, in response to industry demand, developed a two-year Residential Electrician Apprenticeship Program. Apprentices complete the first two years of the Inside Wire Electrician courses. Apprentices may test for their limited residential electrician license while continuing in the Inside Wire Electrician Apprenticeship program. This certificate provides additional general education to enhance employability skills.

Electricians are in demand and openings are projected to grow. According to the State of Oregon Employment Department (qualityinfo.org), it is projected that jobs will grow 10.6 percent statewide and 16.9 percent within the Mid-Valley region of Oregon between 2017–2027 with 1,336 statewide and 204 Mid-Valley projected openings per year. Average wages (2019) in the Mid-Valley region were \$68,536/year. Statewide there were approximately 122 openings on January 26, 2021. The state predicts that job growth will be at about the statewide average for the foreseeable future.

The above recommendation was approved by the Area II Inside Electrical Joint Apprenticeship and Training Committee (JATC) on October 21, 2020, and the college's Curriculum Committee on February 2, 2021.

The College Board of Education will be asked to approve the Limited Residential Electrician Certificate of Completion at the March 2021 board meeting.

LIMITED RESIDENTIAL ELECTRICIAN CERTIFICATE OF COMPLETION

Course No.	Course Title	Credit Hrs.
	General Education Requirements	
MTH095	Intermediate Algebra (or higher)	4
WR115	Introduction to Composition (or higher)	4
	Human Relations, Psychology or Sociology	4
	Total	12
	Apprenticeship Related Training Requirements	
APR153A	Electrician Apprenticeship Fundamentals	5
APR153B	Electrician Apprenticeship AC/DC Circuits	5
APR153C	Electrician Apprenticeship Measurements	3
APR153D	Electrician Apprenticeship Theory	5
APR153E	Electrician Apprenticeship Wiring and Print Reading	5
APR153F	Electrician Apprenticeship Residential Installation	3
	Total	26
	Certificate Total	38

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PERSONNEL REPORT

Prepared by

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

NEW HIRES

William P. “Bill” Arndt, Information Technology Project Manager—Information Technology, College Support Services Division, replacement, 100 percent, 12-month assignment, Range C-2, Step 6.

Vamon N. Ngwa, Assistant Database Administrator—Information Technology, College Support Services Division, replacement, 100 percent, 12-month assignment, Range C-2, Step 3.

RETIREMENTS

Sandra Aguinaga, Department/Project Coordinator/Analyst—Correction Education, Regional Education and Academic Development Division, effective February 28, 2021.

SEPARATIONS

Jake Baker, Department Specialist—Human Resources, Governance and Administration Division, effective February 16, 2021.

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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, 2020, through January 31, 2021, are attached.

The following items are included in the report:

- General Fund Statement of Resources and Expenditures
- General Fund Budget Status Report
- Status of Investments as of January 31, 2021

Chemeketa Community College
Statement of Resources and Expenditures
As of January 31, 2021

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Fund 100000 - General Fund Unrestricted

	<u>ADJUSTED BUDGET</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>% OF BUDGET</u>	<u>VARIANCE TO BUDGET</u>
Resources:				
Property Taxes	24,050,000	21,213,809	88.21%	(2,836,191)
Tuition and Fees	24,010,000	14,228,127	59.26%	(9,781,873)
State Appropriations - Current	26,033,806	26,151,353	100.45%	117,547
State Appropriations - Carryover from FY20	8,816,194	8,816,194	100.00%	
Indirect Recovery	1,890,000	808,739	42.79%	(1,081,261)
Interest	1,200,000	545,487	45.46%	(654,513)
Miscellaneous Revenue	460,000	101,955	22.16%	(358,045)
Transfers In	100,000	-	0.00%	(100,000)
Fund Balance	10,000,000	11,918,463	119.18%	1,918,463
Total Resources	96,560,000	83,784,127	86.77%	(12,775,873)
Expenditures:				
Instruction	36,666,945	17,174,129	46.84%	19,492,816
Instructional Support	13,196,315	5,552,829	42.08%	7,643,486
Student Services	8,547,451	4,324,475	50.59%	4,222,976
College Support Services	18,735,454	8,679,455	46.33%	10,055,999
Plant Operation and Maintenance	7,313,835	3,338,681	45.65%	3,975,154
Transfers and Contingency	10,600,000	2,976,656	28.08%	7,623,344
Total Expenditures	95,060,000	42,046,225	44.23%	53,013,775
Unappropriated Ending Fund Balance	1,500,000	41,737,902		

Chemeketa Community College
Budget Status Report
As of January 31, 2021

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Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	9,393,434.00	4,702,192.64	3,534,142.00	1,157,099.36
6120	Classified Salaries	13,342,498.00	6,458,882.21	4,871,917.04	2,011,698.75
6124	Part-Time Hourly & Student Wages	1,410,065.00	274,528.02	-	1,135,536.98
6130	Faculty Salaries	17,518,704.00	8,953,139.11	6,939,562.34	1,626,002.55
6132	Part-Time Faculty	6,973,969.00	2,309,672.97	703,254.53	3,961,041.50
6510	Fixed Fringe Benefits	10,127,376.00	5,128,176.78	-	4,999,199.22
6511	Variable Fringe Benefits	15,657,076.00	7,077,306.55	-	8,579,769.45
6512	Other Fringe Benefits	380,000.00	131,860.00	-	248,140.00
	Subtotal Personnel Services	74,803,122.00	35,035,758.28	16,048,875.91	23,718,487.81
					46.84%
Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,750,588.00	269,495.09	-	1,481,092.91
720	Equipment \$500-\$4,999	284,263.00	51,348.79	-	232,914.21
7300	Legal Services	106,176.00	31,287.49	15,300.00	59,588.51
7310	Insurance	629,162.00	628,169.50	-	992.50
7320	Maintenance	441,134.00	167,524.90	14,222.00	259,387.10
7330	Communications	948,439.00	302,101.63	-	646,337.37
7340	Space Costs	1,887,134.00	675,083.42	25,544.41	1,186,506.17
7350	Staff Development	126,991.00	18,861.33	-	108,129.67
7360	Travel	388,140.00	5,579.91	-	382,560.09
7370	Other Services	2,862,981.00	1,798,859.57	371,155.82	692,965.61
7550	Capital Outlay	231,870.00	85,499.01	-	146,370.99
8150	Transfers Out	5,600,000.00	2,976,656.02	-	2,623,343.98
8500	Contingency	5,000,000.00	-	-	5,000,000.00
	Subtotal Non-Personnel Services	20,256,878.00	7,010,466.66	426,222.23	12,820,189.11
					34.61%
	Report Totals	95,060,000.00	42,046,224.94	16,475,098.14	36,538,676.92
					44.23%

STATUS OF INVESTMENTS AS OF JANUARY 31, 2021

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<u>Oregon State Treasurer Investments</u>	<u>Investment Ending Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Rate as of 1-31-2021</u>
Oregon Short-Term Fund - General	1-31-2021	On demand	\$39,898,156.22	0.75%
Oregon Short-Term Fund - Capital	1-31-2021	On demand	\$8,801,684.31	0.75%
 <u>Other Investments</u>				
	<u>Investment Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Yield</u>
Treasury Note – United States Treasury	12-11-2019	03-31-2021	\$1,995,898.03	1.601%
Treasury Bill – United States Treasury	11-27-2020	04-22-2021	\$1,999,594.44	0.051%
Corporate Note – US Bank	01-08-2021	04-26-2021	\$1,012,800.00	0.148%
Corporate Note – Royal Bank of Canada	12-09-2019	04-30-2021	\$2,045,933.33	1.774%
Commercial Paper - Natixis Banking Company	01-07-2021	05-03-2021	\$1,999,226.67	0.122%
Commercial Paper – British Columbia Prov.	01-07-2021	05-06-2021	\$1,999,471.11	0.081%
Corporate Note – Lloyds Bank	12-09-2019	05-07-2021	\$2,045,486.67	1.870%
Commercial Paper – Exxon Mobile	11-25-2020	05-13-2021	\$3,997,371.11	0.142%
Commercial Paper – Toyota Motor Credit	11-25-2020	05-19-2021	\$1,998,541.67	0.152%
Commercial Paper – MUFG Banking	01-11-2021	06-07-2021	\$ 999,387.50	0.152%
Corporate Note-Toronto Dominion Bank	11-30-2020	06-11-2021	\$2,063,273.89	0.160%
Corporate Note – Walmart Inc.	12-20-2019	06-23-2021	\$2,074,589.17	1.647%
Treasury Bill – United States Treasury	01-26-2021	06-24-2021	\$1,999,710.28	0.035%
Corporate Note – Toyota Motor Credit Corp.	12-20-2019	07-20-2021	\$2,071,165.00	1.735%
Corporate Note – Microsoft Corp.	01-21-2020	08-08-2021	\$2,015,356.11	1.507%
Corporate Note – Shell International	01-21-2020	09-12-2021	\$2,016,661.67	1.622%
Treasury Note – United States Treasury	01-17-2020	10-31-2021	\$2,007,448.57	1.471%
Treasury Note – United States Treasury	01-17-2020	11-15-2021	\$2,060,271.92	1.473%

13 week Treasuries 0.06% as of 1/29/2021

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

CAPITAL PROJECTS REPORT

Prepared by

Rory Alvarez, Director—Facilities and Operations
Michael Kinkade, Associate Vice President/Chief Information Officer, CSSD—Operations
Miriam Scharer, Vice President/Chief Financial Officer

PLANNING AND PRE-PLANNING CAPITAL PROJECTS

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

CURRENT AND COMPLETED CAPITAL PROJECTS

- Agricultural Complex
Exterior Projects: Planters dug out, concrete poured in most places, most exterior finishes are complete, solar canopy steel being installed, most windows are complete.
Interior Projects: Paint ongoing, taping is complete, clouds complete, in process mechanical drops, pushing for final inspections, casework complete, starting balancing of all HVAC equipment, grind/seal on concrete floors.

See Appendix–2; Campus Map pages 53–54.

CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE REPORT

Prepared by

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

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

CCRLS ADVISORY COUNCIL

The Council met on February 10, 2021. Meeting focus was review and approval of the proposed FY 2021–2022 budget.

PYM

PYM library directors met on January 8, 2021. Topics discussed included: status of CCRLS Director recruitment, liftgate failure of the courier service truck, budget approval process, custom automation project for Oregon State Library, contract renewal options for the integrated library system, and updates on the Institute of Museum and Library Services (IMLS) grant-related activities (circulating mobile hotspots and workshops). The PYM meeting on February 5, 2021, provided an overview of the FY 2021–2022 budget before the approval process.

CCRLS ADMINISTRATION AND AUTOMATION

All CCRLS office staff continue to work remotely from home, per the college closure. This mode is expected to continue through Spring term.

Library System Coordinator position: This position was vacated by a retirement in June 2020. It was filled by Maria Power in November 2020.

CCRLS director position: The director position was recently re-posted for recruitment and closed on January 15, 2021. Screening of applicants was completed by February 8, 2021. The remaining process will consist of an initial interview round followed by second-round interviews for finalists. Finalists will also be asked to speak to a topic during a forum attended by the search committee, member library directors, CCRLS staff, Advisory Council members and College leadership. Ideally, a new director will be selected and in place by April 2021.

CCRLS budget approval (FY 2021–2022): Following review and discussion by the CCRLS Budget Committee, the proposed budget was approved by PYM library directors on February 5, 2021 and the CCRLS Advisory Council on February 10, 2021.

Courier service: The liftgate on one of the courier service trucks failed in November 2020. No definitive cause for the liftgate failure was found, but the Salem-Keizer School District bus barn

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which services courier vehicles did identify some wear on the device and recommended repairs. Those repairs were conducted by Pummel Truck Supply Company and the vehicle has been returned to service.

Grant-related activities: CCRLS partnered with the college in applying for a CARES/IMLS grant at the beginning of Summer 2020. Grant funds totaling approximately \$166,000 were awarded in Fall 2020. Part of those funds are being used to support the circulation of 150 mobile WIFI hotspots at member libraries, meant to address situations in which individuals lack reliable internet access. Other funds are being used to create and deliver 'wellness and recovery' themed workshops via zoom, specific to needs arising from COVID-related circumstances and other recent challenges. CCRLS provides oversight and management of the hotspots; it has also assumed a significant role in marketing and management of workshop registration. College faculty and staff design, produce and deliver the workshops.

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FALL 2020 QUARTER 2 (OCTOBER, NOVEMBER, DECEMBER)					
		Fall 2020 Quarterly	Fall 2019 Quarterly	Quarterly % change	FY 2020- 2021 totals
Counts					
Patron		259,955	258,713	0.48%	-
Non-resident		42,671	42,389	0.67%	-
CARE cards		18,797	18,951	-0.81%	-
Total Items		1,068,603	1,074,853	-0.58%	-
Circulation Statistics					
Checkouts	100%	314,124	869,812	-63.89%	613,200
Self-Check	12%	38,922	244,645	-84.09%	92,984
Non-resident cards	14%	42,949	118,626	-63.79%	81,876
CARE card	7%	21,465	59,096	-63.68%	38,716
Small library collection		592	1,082	-45.29%	1,195
Active patrons		23,701	46,122	-48.61%	-
Holds Filled		84,677	115,832	-26.90%	154,757
Interlibrary Loan					
Borrowed from outside		0	558	-100.00%	0
Loaned outside		0	1,293	-100.00%	0
Borrowed/Loaned within CCRLS		51,087	83,779	-39.02%	87,756
Online					
Telephone renewal logins		313	313	-100.00%	0
Mobile app catalog visits		47,082	57,836	-18.59%	96,228
Internet initiated catalog visits		2,439	114,177	-97.86%	4,990
CCRLS Catalog visits/sessions		124,459	156,092	-20.27%	260,456
CCRLS Catalog users		38,852	52,025	-25.32%	-
CCRLS Catalog searches		188,752	316,270	-40.32%	397,328
CCRLS Database use		20,279	9,646	110.23%	39,509
CCRLS provided eVideo use		5,945	2,628	126.22%	11,442
CCRLS provided eBook use		116,158	102,014	13.86%	239,630
Administrative					
Telephone notices delivered		13,623	13,623	-100.00%	0
Text notices		13,858	27,457	-49.53%	19,611
Printed notices		0	1,414	-100.00%	0
CCRLS Help desk resolution		252	334	-24.55%	516
CCRLS Courier Deliveries		115,561	228,599	-49.45%	219,287

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STUDENT SUCCESS DATA POINTS

Prepared by

Beth Holscher, Institutional Research and Reporting Analyst
Heidi Gilliard, Director—Institutional Research and Reporting
Jim Eustrom, Vice President—Academic Affairs/Campus President, Yamhill Valley

A presentation on Early Momentum Metrics will be presented to the members of the College Board of Education for review.

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

Prepared by

John McIlvain, Manager—Emergency and Risk Management
Michael Kinkade, Associate Vice President/Chief Information Officer, CSSD—Operations
Miriam Scharer, Vice President/Chief Financial Officer

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

RECOGNITION REPORT

Prepared by

Jessica Howard, President/Chief Executive Officer

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

MELISSA FREY, Dean/Registrar of Student Recruitment, Enrollment and Graduation Services, has been selected to be President of the [Pacific Association of Collegiate Registrars and Admissions Officers](#) (PACRAO). Melissa will serve a three-year term as president-elect, president, and past-president. PACRAO is the regional affiliate of the American Association of Collegiate Registrars and Admissions Officers. PACRAO membership includes more than 350 regionally accredited 2-year, 4-year, and graduate schools with an individual membership of 1,500 professional admissions officers and registrars. The region includes the states of Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, and Washington; the Territory of Guam; and the provinces of Alberta, British Columbia, Manitoba, and Saskatchewan, Canada. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with educational partners, businesses, and community groups.)*

RYAN WEST, Director of Financial Aid and Veterans Services, has been selected as an adjunct instructor for the National Association of Student Financial Aid Administrators (NASFAA). In this role, Ryan will be co-teaching an online course to financial aid administrators across the nation on the topic of "Professional Judgement Appeals" within the Financial Aid Office. Professional judgement involves utilizing the authority under the Higher Education Act for financial aid administrators to change elements of a student's financial aid application to better reflect their financial or family circumstances. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with educational partners, businesses, and community groups.)*

Thanks to WAYNE BARBER, KARIE BEAVERT, DON BRASE, MELISSA FREY, HEIDI GILLIARD, BENJAMIN GORT, LISA HEALEY, BRIAN KNOWLES, LESLIE MAKSUN, CATHY MARTELL, CHRIS NORD, ASPEN PADILLA, TIMOR SAFFARY, KEITH SCHLOEMAN, and TOBY WAGNER for their participation on a Strong Start Oregon grant. Chemeketa was one of six Oregon community colleges selected to receive implementation grants from Strong Start Oregon (administered by the Oregon Student Success Center.) Implementation grants are \$10,000 each and include training, coaching and technical assistance from national partner Complete College America and math faculty who have developed and implemented math corequisite courses at their own institutions. The purpose of the grants is so that each of the six colleges can pilot math corequisite courses in Fall 2021. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Thanks to MELISSA VANDYKE, faculty, Medical Assisting, for volunteering during the COVID-19 vaccination efforts in Yamhill County. As a member of the Medical Reserve Corp., Melissa donated her time to help the Yamhill County Public Health Department give the COVID-19 vaccine to those in Phase 1a at the Yamhill County Fairgrounds on January 14–15. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with educational partners, businesses, and community groups.)*

PRESIDENT'S REPORT

Prepared by

Jessica Howard, President/Chief Executive Officer

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

OREGON COMMUNITY COLLEGE ASSOCIATION

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

- OCCA has continued to convene Zoom meetings with Oregon community college presidents and their executive staff focused on the topic of the CV19 pandemic and its effect on higher education in the state. These calls are now taking place every other week.
- OCCA's legislative and regulatory priorities for the state legislative session encompass the community college support fund, transfer, capital construction, need-based financial aid, and more.
- February is CTE month. OCCA is promoting CTE this month through virtual "Workforce Wednesdays", in which a few CTE programs are showcased each Wednesday in the month for interested legislators. Chemeketa's Wine Studies program is the college's program in the lineup; it will be featured on February 24.
- OCCA is engaged in promoting the state's community colleges and bolstering the Community College Caucus through the Workforce Wednesday effort, weekly newsletters, and a new "Voter Voice" app.
- The OCCA Board and a Diversity, Equity, and Inclusion (DEI) workgroup has been focused since the summer of 2020 to develop and advance a DEI Statement and Call to Action. A new DEI standing committee has been formed, including six presidents (including Jessica), eight Board members, and five college DEI officers. The new committee, by-laws changes, and committee membership were approved at the February Board meeting.
- The annual National Legislative Summit, sponsored by ACCT, takes place February 8–10, 2021. OCCA has organized virtual Capitol Hill visits with the Oregon delegation for all Oregon participants.
- The nominating committee has put forward the following slate of officers for next year: President, Stephen Crow; VP, Kim Morgan; Secretary, Mark Mitsui; Treasurer, Jessica Howard; Members at large Alan Unger and Richard Emery; Immediate Past President, Annette Mattson.

OREGON STUDENT SUCCESS CENTER (OSSC)

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

- OSSC has developed a webinar series to support the Guided Pathways work, building up to the May institute.
- The Strong Start Oregon statewide grant work is moving forward, with Complete College America providing technical assistance. Chemeketa is participating in this effort.
- The ten smallest community colleges in Oregon have addressed the requirements of HB2864, the Cultural Competency Bill, through a consortium approach. A Board member will join that group.

HIGHER EDUCATION COORDINATING COMMISSION

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

- Governor's Emergency Education Relief (GEER) funds have gone out, to be used for direct grants to students (\$6M to community colleges and universities), to improve the quality of distance learning (\$2.5M), and to develop an online course exchange (\$1.5M). Another round of up to \$4M for higher education may be forthcoming.
- Community colleges and universities have been in consultation in informing the Common Course Numbering bill (SB233).

COMMUNITY COLLEGES AND WORKFORCE DEVELOPMENT (CCWD)

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

- CCWD and the HECC helped renegotiate a way forward with the Department of Corrections (DOC) contracts to the six colleges who have DOC contracts (which includes Chemeketa). The HECC will manage those contracts beginning in March. Community colleges will continue to deliver adult basic skills to adults in custody in Oregon as a result.
- The business major transfer map is complete, and computer science should be approved by Oregon Transfer and Articulation Council next week. Associated Memorandum of Understandings (MOUs) are scheduled to be approved at the April HECC meeting. The new major transfer maps slated for this year are for Psychology, Sociology, Human Development/Family Studies.
- Marketing materials have been developed and released for statewide use urging adults from communities of color to enroll in higher education, made possible through a grant from the Lumina Foundation.

OREGON PRESIDENTS' COUNCIL

OPC is the council of the 17 Oregon community college presidents that meets regularly (usually monthly) to strengthen our community college network and position in the state.

- Four priorities have been established this academic year: 1) Legislative/Advocacy Funding, 2) DEI, 3) Removing barriers for underserved populations, and 4) Cybersecurity
- Four areas have been identified as topics of interest for monitoring by OPC:
 - Bills of interest, including a transfer bill (SB233) put forward by Senator Dembrow; Legislation for Common Core numbering; major transfer map work.
 - Prison Re-Entry statewide curriculum considerations
 - Online Course Exchange/GEER Funding
 - Capital Construction in Rural or Distressed Areas
- Postsecondary Data Project (PDP) is being considered as an option for colleges to manage and utilize data related to student outcomes.

Separate Action-2
~~February 17, 2021~~
February 24, 2021

**APPROVAL OF PROPOSED STUDENT TUITION FOR 2021–2022
[20-21-129]**

Prepared by

Miriam Scharer, Vice President/Chief Financial Officer
Bruce Clemetsen, Vice President—Student Affairs
Jim Eustrom, Vice President—Academic Affairs/Campus President, Yamhill Valley
Jessica Howard, President/Chief Executive Officer

In January, the college administration presented a proposal to the College Board of Education for an increase to tuition and universal fees based on funding levels from the State to community colleges for the 2021–2023 biennium ranging from \$4 to \$6 total increase per credit. Increases to out-of-state and international tuition were reflective of the increase to base tuition.

BACKGROUND

Each year the college reviews student tuition as part of the budget development process and the tuition recommendation is first brought to the board in January. In preparing the recommendation, the college balances the need for revenue to maintain levels of service with student access and enrollment priorities. The core theme of student success continues to focus the college to support initiatives, strategies, programs and operations that will positively impact targets for completion and student success.

REVISED TUITION-SETTING GUIDELINES

The college is in its third year of implementing the alignment of our rates with comparator colleges as stated in the Tuition and Fee Setting Guidelines. The comparator institutions have been determined by size and geographic proximity as: Clackamas Community College, Lane Community College, Linn-Benton Community College, Mt. Hood Community College, and Portland Community College.

PROPOSED STUDENT TUITION AND UNIVERSAL FEE RATES FOR 2021–2022

The legislative process for 2020–2021 is underway and the funding appropriation for community colleges is far from certain. The Governor’s Recommended Budget (GRB) included an appropriation of \$645.8 million for the Community College Support Fund (CCSF); this “base” budget is essentially flat funding community colleges. The Oregon Department of Administrative Services (DAS) and the Legislative Fiscal Office (LFO) calculated the Current Service Level (CSL) for community colleges to be \$673.1 million. This is the starting point the Ways and Means committee will use as they begin to discuss our budget for next biennium. While the Higher Education Coordinating Commission (HECC) and Oregon Community College Association (OCCA) calculate our true CSL to be \$702 million.

As the college administration formulates a tuition recommendation, we must consider our tuition setting guidelines, our financial position and factors such as the state appropriation to community colleges, enrollment declines, college costs, the impact of the COVID-19 pandemic with a particular focus on those most vulnerable, and unfunded mandates.

Separate Action-2
~~February 17, 2021~~
February 24, 2021

After a review of the college’s projected financial position for this year (2020–2021) and next (2021–2022), the significant enrollment declines as a result of the COVID-19 pandemic, the potential for legislative imposed tuition caps, and the commitment to realigning the tuition and universal fee rates; the administration is asking the Board to consider increases to tuition and universal fees based on funding levels from the State for the 2021–2023 biennium as follows:

- Tuition increase of \$2 per credit if state funding for community colleges is less than \$700 million; or \$1 per credit if state funding for community colleges is \$700 million or above
- Universal fee (credit courses) increase of \$4 per credit if state funding for community colleges is less than \$700 million; or \$3 per credit if state funding for community colleges is \$700 million or above
- Out-of-state and international tuition increase of \$2 per credit if state funding for community colleges is less than \$700 million; or \$1 per credit if state funding for community colleges is \$700 million or above
- No change is recommended to the non-credit Universal Fee rate of \$0.40 per billing hour
- No change is recommended to the differential fee rate of \$5 per credit for high-cost programs and courses

The following charts help demonstrate the proposed increases:

If State Funding for Community Colleges is less than \$700 million

Rate	Current (2020–2021 per credit)	Increase per credit	Proposed (2021–2022 per credit)
Tuition	\$95	\$2	\$97
Universal Fee (credit courses)	\$31	\$4*	\$35
Total per credit cost/increase	\$126	\$6	\$132
Total Percent Increase			4.76%
Out-of-State & International Tuition	\$259	\$2	\$261
Universal Fee (non-credit courses)	\$0.40 per billing hour	No increase	\$0.40 per billing hour (no change)
Differential Fee	\$5	No increase	\$5 (no change)

If State Funding for Community Colleges is \$700 million or above

Rate	Current (2020–2021 per credit)	Increase per credit	Proposed (2021–2022 per credit)
Tuition	\$95	\$1	\$96
Universal Fee (credit courses)	\$31	\$3*	\$34
Total per credit cost/increase	\$126	\$4	\$130

Separate Action-2
~~February 17, 2021~~
February 24, 2021

Total Percent Increase			3.17%
Out-of-State & International Tuition	\$259	\$1	\$260
Universal Fee (non-credit courses)	\$0.40 per billing hour	No increase	\$0.40 per billing hour (no change)
Differential Fee	\$5	No increase	\$5 (no change)

***STUDENT-INITIATED FEE ALLOCATION**

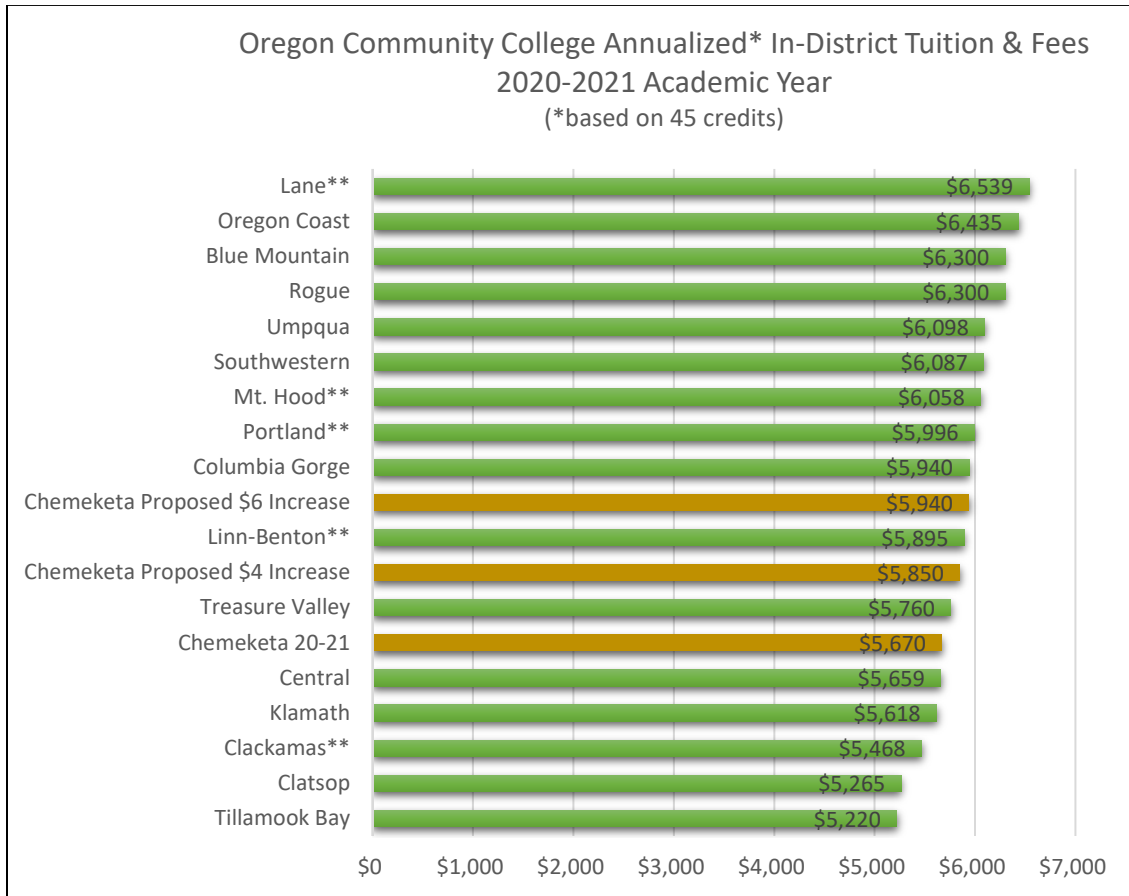
The proposal for increases to the Universal Fee includes an allocation of \$0.70 per credit to support the Student Initiated Fee (SIF) requested by the Associated Students of Chemeketa (ASC). In accordance with college policy #5135 (Student-Initiated Fee), this fee proposal was presented to the Board in June 2020 and a follow up report of the referendum conducted during Fall term 2020 was included in the December 2020 Board of Education meeting agenda.

The administration and the ASC have worked together to identify the appropriate level of allocation per credit that will support the budget requested by ASC. If the Board of Education approves the Tuition and Universal Fee recommendation, inclusive of the allocation to the SIF, the college administration will formalize the Universal Fee allocation to include the approved rate. Any future requests for changes to the \$0.70 per credit will be managed through the student-initiated fee policy and procedure and brought to the Board of Education for approval as necessary.

COMPARISON INFORMATION

The college's current annualized in-district tuition and universal fee rate of \$5,670 is the second lowest of the comparator colleges, based on current year (2020–2021) rates.

Separate Action-2
 February 17, 2021
 February 24, 2021



**Comparator colleges

The proposed rate increases impact the annualized in district tuition and universal fee rates as follows:

If State Funding is less than \$700 million; an increase of \$6 per credit = \$5,940

If State Funding is \$700 million or above; an increase of \$4 per credit = \$5,850

Both scenarios would place the college within dollars of the statewide average of \$5,900 and in the middle of the comparator colleges *based on current year (2020–2021) rates*. We will not know what other community colleges adopt as their rates until later in the spring and therefore we use current year rates as comparison data.

The tiered increase approach will help ensure that the college is responsive to our funding allocation from the state and maintains the current service levels, invest in student success initiatives, offset increasing costs and declining enrollment, and provide a more secure long-term fiscal outlook for the college.

The college is monitoring the new allocations of federal funding through the Higher Education Emergency Relief Fund (HEERF) and will determine how these funds might be used to help defray the cost of attendance to students. The college's ability to utilize these funds to offset costs for students will be prescribed by guidance from the U.S. Department of Education as they release these funds.

Separate Action-2
~~February 17, 2021~~
February 24, 2021

On February 9, and on February 11, 2021, the college held Student Tuition Forums facilitated by Joel Gisbert, Civic Engagement Coordinator. College administrators in attendance included Bruce Clemetsen, Vice President—Student Affairs, Ryan West, Director of Financial Aid and Veterans' Services, and Miriam Scharer, Vice President/Chief Financial Officer of College Support Services. The proposed increase, an update on financial aid funding for next year, and the impact of CARES and CRRSA funding allocations to student costs of attendance were shared. Student representatives will share feedback at the Board of Education meeting.

It is recommended that the College Board of Education approve the following increases to become effective summer term 2021:

- Tuition increase of \$2 per credit if state funding for community colleges is less than \$700 million; or \$1 per credit if state funding for community colleges is \$700 million or above
- Universal fee (credit courses) increase of \$4 per credit if state funding for community colleges is less than \$700 million; or \$3 per credit if state funding for community colleges is \$700 million or above
- Out-of-state and international tuition increase of \$2 per credit if state funding for community colleges is less than \$700 million; or \$1 per credit if state funding for community colleges is \$700 million or above
- No change is recommended to the non-credit Universal Fee rate of \$0.40 per billing hour
- No change is recommended to the differential fee rate of \$5 per credit for high-cost programs and courses

Action-1
February 17, 2021
February 24, 2021

**APPROVAL OF RESOLUTION NO. 20-21-09,
PROCLAMATION OF FEBRUARY 1–28, 2021 AS
CAREER AND TECHNICAL EDUCATION MONTH
[20-21-130]**

Prepared by

Jessica Howard, President/Chief Executive Officer
Ed Dodson, Chair—Board of Education

Chemeketa provides opportunities for students to explore, learn, and succeed through quality educational experiences and workforce training. Chemeketa’s core themes of academic quality, access, community collaborations and student success are essential to the mission and vision of the college. Through collaboration, diversity, equity, innovation and stewardship values, the Board of Education commits to the Chemeketa students and community through a statement of commitment and support.

It is recommended that the College Board of Education adopt Resolution No. 20-21-09, Proclamation of February 1–28, 2021 as Career and Technical Education Month.

Action-1
February 17, 2021
February 24, 2021

**RESOLUTION NO. 20-21-09, CHEMEKETA COMMUNITY COLLEGE
BOARD OF EDUCATION PROCLAMATION OF FEBRUARY 1-28, 2021
AS CAREER AND TECHNICAL EDUCATION MONTH**

WHEREAS: February 1-28, 2021, has been designated Career and Technical Education (CTE) Month[®] by the Association for Career and Technical Education; and

WHEREAS: career and technical education offers students the opportunity to gain the academic, technical and employability skills necessary for true career readiness

WHEREAS: students in career and technical education programs participate in authentic, meaningful experiences that improve the quality of their education and increase their engagement and achievement; and

WHEREAS: career and technical education at community colleges will prepare Oregonians to return to work as Oregon's economy recovers from COVID-19 and wildfire devastation; and

WHEREAS: Oregon's community colleges will serve critical roles in the state's economic recovery from COVID-19 and wildfires, particularly in assisting systemically marginalized Oregonians who have been the most adversely impacted by these challenges; and

WHEREAS: leaders from business and industry nationwide report increasing challenges related to addressing the skills gap and connecting qualified professionals with available careers in critical and growing CTE-related fields, including healthcare, energy, advanced manufacturing, cybersecurity and information technology; and

WHEREAS: career and technical education programs ensure that employers have access to a qualified and thriving workforce, ensuring Oregon has a strong and competitive economy;

NOW, THEREFORE, BE IT RESOLVED that the Chemeketa Community College Board of Education do hereby proclaim February 1-28, 2021, as **Career and Technical Education Month**; and

BE IT FURTHER RESOLVED that the Board of Education encourages all citizens to become familiar with the services and benefits offered by the career and technical education programs at Chemeketa Community College, and to support and participate in these programs to enhance their individual skills and productivity, and to help Oregon's economy thrive again.

Passed and Approved: February 24, 2021



~~Ed Dodson, Chair~~ Jackie Franke, Chairperson
Chemeketa Community College Board of Education

Action-2
~~February 17, 2021~~
February 24, 2021

**APPROVAL OF REVISED 2021–2022 PROPOSED BUDGET CALENDAR
AND RESOLUTION NO. 20-21-10,
SETTING BUDGET COMMITTEE MEETING DATES
[20-21-131]**

Prepared by

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

The proposed budget calendar was presented to the board at the January meeting. The revised budget calendar is now being presented for approval.

Oregon statutes require that the College Board of Education establish the date of the official budget committee meeting. The attached resolution sets April 14, 2021, as the official budget committee meeting, with a meeting also scheduled on April 21, 2021, and an optional meeting on April 28, 2021.

Official action is requested to approve the revised budget calendar for 2021–2022 and adopt Resolution No. 20-21-10.

Action-2
~~February 17, 2021~~
February 24, 2021

CHEMEKETA COMMUNITY COLLEGE
2021–2022 BUDGET CALENDAR
Revised 1-27-2021

January 21, 2021	Board reviews budget calendar
February 17, 2021	Board approves budget calendar Board adopts resolution setting Budget Committee meeting dates
March 8, 2021–April 2, 2021 <u>March 15, 2021–April 9, 2021</u>	Publish legal notices of Budget Committee meetings
April 7, 2021 (6 pm) <u>April 14, 2021 (6 pm)</u>	Budget Committee meeting: Committee charge Election of Officers President's message Presentation of Budget-General Fund (Location: TBA <u>Remote meeting via Zoom</u>)
April 14, 2021 (4:30 pm) <u>April 21, 2021 (4:30 pm)</u>	Budget Committee meeting: Presentation of Budget-Other Funds Discussion and approval (Location: TBA <u>Remote meeting via Zoom</u>)
April 21, 2021 <u>April 28, 2021</u>	Optional Budget Committee meeting (Location: TBA <u>Remote meeting via Zoom</u>)
April 19, 2021– May 14, 2021	Publish Budget Summary and Notice of Budget Hearing
May 19, 2021 (7 pm)	Public Hearing on the Budget (Location: TBA <u>Remote meeting via Zoom</u>)
June 23, 2021	Board adopts the Budget Resolution Board declares Budget Committee vacancies (Location: TBA <u>Remote meeting via Zoom</u>)
July 15, 2021	Certify tax levy with county assessor

Action-2
February 17, 2021
February 24, 2021

**RESOLUTION NO. 20-21-10
SETTING BUDGET COMMITTEE MEETING DATES**

WHEREAS, dates for meetings of the budget committee to discuss budget preparation need to be established,

NOW THEREFORE, BE IT RESOLVED, that in accordance with local budget law, budget committee meetings have been scheduled to discuss the preparation of the 2021–2022 budget and established dates at which the proposed budget, accompanied by the president's message, will be presented. Meetings will be on April 14, 2021, at 6 pm and April 21, 2021, at 4:30 pm. Both will be remote meetings.



Ed Dodson
Chairperson



Jessica Howard
President/Chief Executive Officer

February 24, 2021

Date

Action-3
~~February 17, 2021~~
February 24, 2021

**APPROVAL OF COLLEGE POLICY #5120—RESIDENCE
[20-21-132]**

Prepared by

Melissa Frey, Co-Chair—Student Success and Completion Advisory Council
Bruce Clemetsen, Vice President—Student Affairs

RESIDENCE—POLICY #5120

This policy was reviewed and approved by the Student Success and Completion Advisory Council on May 29, 2020.

Recent legislation now requires public universities or community colleges to assess resident tuition for Native American and Alaskan Native Oregon high school graduates. The language in the policy has been changed to be more inclusive of all “designated populations” entitled to in-state residency. Changes to this policy, although minor in wording, align the mission, vision, and values of the college with a special emphasis on diversity, equity, and inclusion moving forward. The new language is underlined.

It is recommended that the College Board of Education approve policy 5120.

Action-3
~~February 17, 2021~~
February 24, 2021

Policy #5120 POL

Student Services Series—5000

RESIDENCE

Permanent residence within the state of Oregon for tuition purposes requires students to establish permanent residence for 90 days prior to beginning of term.¹

Distance education students who reside within the United States or U.S. Territories are treated as in-state residents for tuition purposes.

Any student whose permanent address is outside Oregon is classified as an out-of-state student.¹

International students are not considered for permanent residence.

~~Veterans~~ Designated populations may be considered as a resident for tuition purposes per Procedure 5120.²

July 17, 1985

Adopted College Board of Education

June 28, 2006; March 18, 2015

Revised College Board of Education

¹ OAR 589-002-0200(2)

² ~~Section 702 of the Veterans Access, Choice and Accountability Act~~ ORS 352.002

Action-4
~~February 17, 2021~~
February 24, 2021

**APPROVAL OF SUSPENSION OF INTERACTIVE MEDIA
ASSOCIATE OF APPLIED SCIENCE DEGREE OPTION
[20-21-133]**

Prepared by

Peter Hoelter, Program Chair—Visual Communications
R. Taylor, Dean—Business and Technology, Early Childhood Education, and
Visual Communications
Marshall Roache, Interim Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Academic Affairs/Campus President, Yamhill Valley

The Visual Communications Program currently offers the Interactive Media Associate of Applied Science Degree Option focused on front-end Web design. This certificate has historically shared a common core with the Graphic Design Associate of Applied Science Degree Option for the first two terms of study. At the time of its inception, these two options reflected the needs of industry. However, current industry standards dictate that graduates entering the field possess both graphic design and web design skill sets. This includes front-end web design and software tools, in addition to page layout, typography, digital media, color theory, icon and logo design and illustration, as well as teamwork, creative problem solving, and life-long learning.

In order to continue to align our offerings with student and industry needs, the Visual Communications program is requesting approval to suspend the Interactive Media Associate of Applied Science Degree Option. The Visual Communication Advisory Committee, made up of local industry representatives, has recommended and approved this suspension. The program anticipates that students who would be interested in the Interactive Media option would continue to be served by the Graphic Design option. Focusing on this option will allow faculty and other resources to more fully support the Graphic Design degree. For students interested in digital media development, the program also offers the Multi Media Arts Associate of Applied Science Degree.

It is recommended that the College Board of Education approve the suspension of the Interactive Media Associate of Applied Science Degree.

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.

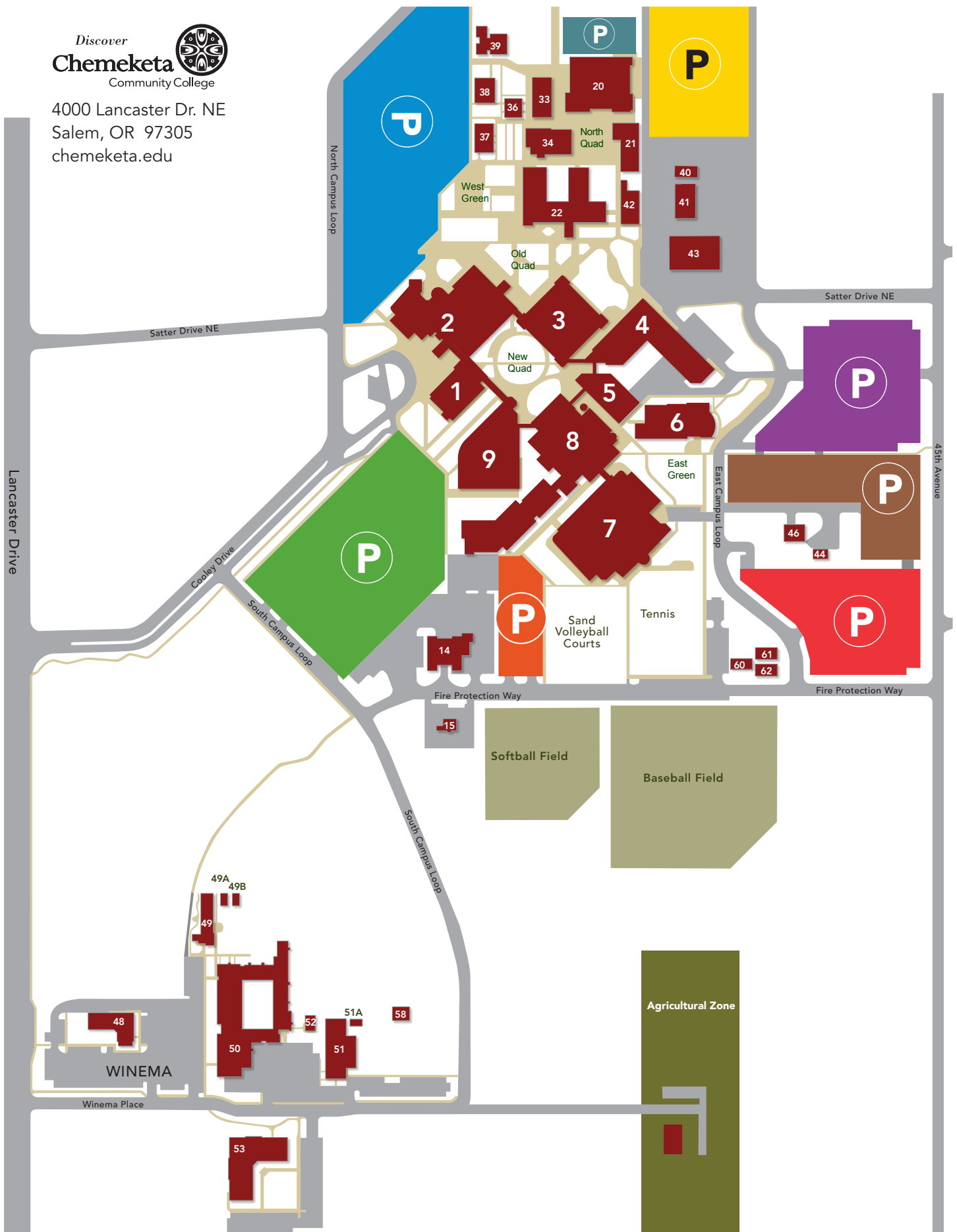
Innovation – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

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
February 24, 2021



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



Appendix-2
February 24, 2021

Salem Campus

Building and Primary Function(s)

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

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

Area or Service—Building/Room

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

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

Instructional Department Offices

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

Restrooms

SINGLE OCCUPANCY

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

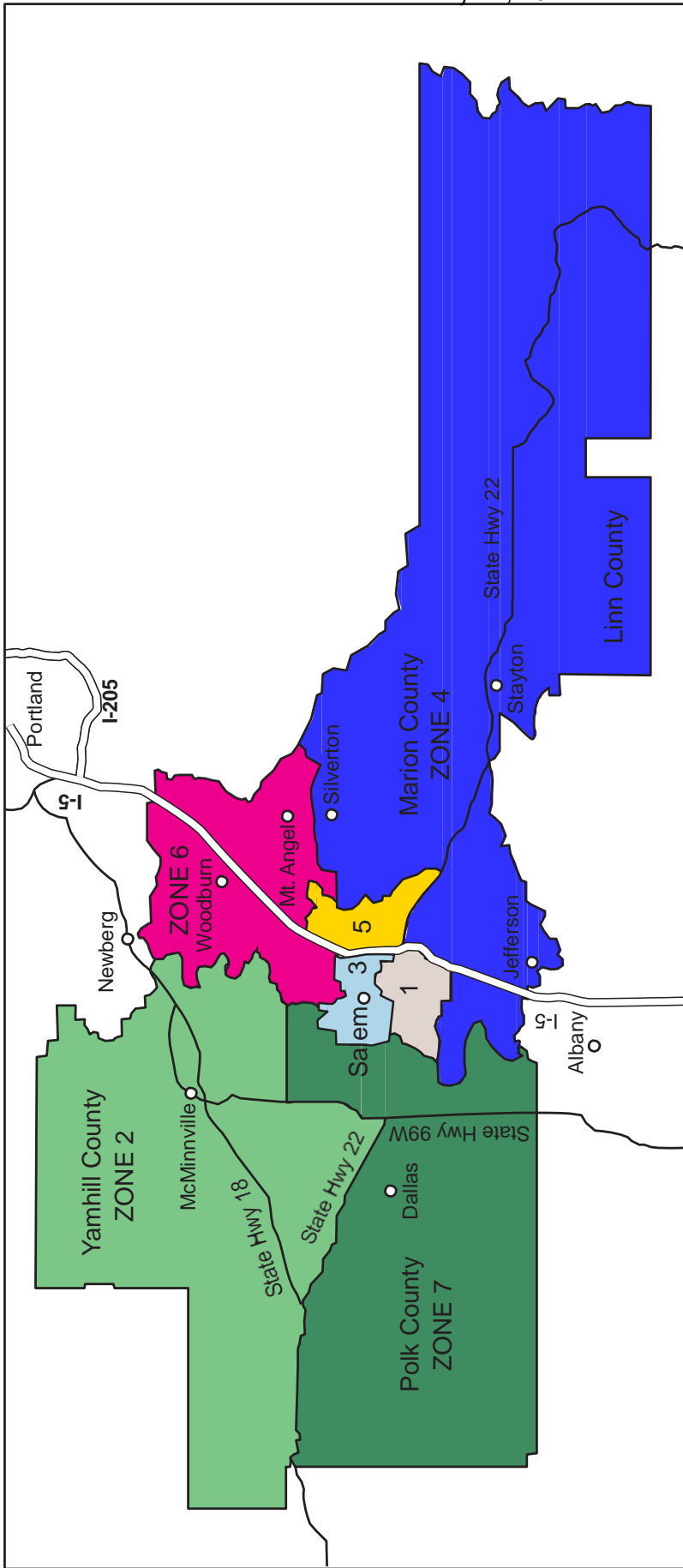
- Building 36—First floor
- Building 37—First floor
- Building 38—First floor
- Building 40—Second floor
- Building 50—First floor
- Building 51—First floor

MOTHER'S ROOM

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



Chemeketa Community College
District Boundary and Board Zones



Board Members

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