

# BOARD OF EDUCATION MEETING

October 16, 2024

Chemeketa Polk Center  
1340 SE Holman Avenue  
Dallas, Oregon

- |   |  |                                     |                       |
|---|--|-------------------------------------|-----------------------|
| <b>I. Board Workshop</b>  | <b>4:30–5 pm</b>                           | <b>Polk Center—Room 104</b>         |                       |
|   |  | <b>Web Conferencing/Live stream</b> |                       |
| A. Updates for Polk Center  |  |                                     | 1                     |
| David Hallett, Vice President—Academic and Student Affairs                                  |  |                                     |                       |
| <b>II. Administration Updates</b>   | <b>5–6 pm</b>                              |                                     | <b>Closed Meeting</b> |
| <b>III. Regular Session</b>   | <b>6 pm</b>                                | <b>Polk Center—Room 104</b>         |                       |
|   |  | <b>Web Conferencing/Live stream</b> |                       |
| <b>A. Call to Order</b>   |  |                                     |                       |
| <b>B. Pledge of Allegiance</b>  |  |                                     |                       |
| <b>C. Chemeketa Land Acknowledgment</b>   |  |                                     | 2                     |
| <b>D. Roll Call</b>   |  |                                     |                       |
| <b>E. Comments from the Public</b>  |  |                                     |                       |
| <b>F. Approval of Minutes—</b> College Board of Education Meeting of September 18, 2024     |  |                                     | 3–9                   |
| Jessica Howard, President/Chief Executive Officer   |  |                                     |                       |
| <b>G. Reports</b>   |  |                                     |                       |
| 1. Reports from the Associations  |  |                                     |                       |
| a. Lillian Anderson   | Associated Students of Chemeketa (ASC)     |                                     | 10–11                 |
| b. Steve Wolfe  | Chemeketa Faculty Association              |                                     | 12–13                 |
| c. Aaron King   | Chemeketa Classified Employees Association |                                     | 14–16                 |
| d. Adam Mennig  | Chemeketa Exempt Employees Association     |                                     | 17                    |
| 2. Reports from the College Board of Education  |  |                                     |                       |
| <b>H. Information</b>   |  |                                     |                       |
| 1. Oregon Community College Association (OCCA) Board Report                                 |  |                                     | 18–19                 |
| Jessica Howard, President/Chief Executive Officer   |  |                                     |                       |
| 2. College Policy: College Board of Education 1000 Series—#1725, Students with Disabilities |  |                                     | 20–21                 |
| David Hallett, Vice President—Academic and Student Affairs                                  |  |                                     |                       |
| <b>I. Standard Reports</b>  |  |                                     |                       |
| 1. Personnel Report   |  |                                     | 22–23                 |
| Alice Sprague, Vice President—Governance and Administration                                 |  |                                     |                       |
| 2. Budget Status Report   |  |                                     | 24–28                 |
| Aaron Hunter, Vice President—College Support Services/Chief Financial Officer               |  |                                     |                       |
| 3. Capital Projects Report  |  |                                     | 29                    |
| Aaron Hunter, Vice President—College Support Services/Chief Financial Officer               |  |                                     |                       |

4. Grant Activities July–September 2024 Alice Sprague, Vice President—Governance and Administration	30–33
5. Summer Term 2024 Enrollment Report Jessica Howard, President/Chief Executive Officer	34–37
6. Graduation and Transfer Report Jessica Howard, President/Chief Executive <i>Officer</i>	38–40
7. Recognition Report Jessica Howard, President/Chief Executive Officer	41–42

**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 Grants Awarded July–September 2024 Alice Sprague, Vice President—Governance and Administration	[24-25-109]	43–44
2. Approval of College Policy: Board of Education Series—#1750– <u>Prohibition of Harassment / &amp; Non-Discrimination</u> Alice Sprague, Vice President—Governance and Administration	[24-25-110]	45–51

**K. Appendices**

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

**L. Future Agenda Items**

**M. Board Operations**

**N. Adjournment**

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

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

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

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

Workshop-A  
October 16, 2024

## **UPDATES FOR POLK CENTER**

### **Prepared by**

Laura Leon-Cipriano, Interim Director—Polk Center  
Christopher Kato, Executive Dean—General Education and Transfer Studies  
David Hallett, Vice President—Academic and Student Affairs

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The workshop will highlight the progress, efforts, and recent course changes at the Polk Center. There will be an update about the restructuring of Polk's GED program, a discussion about outreach efforts in Polk County, and information about new classes at the Polk Center. Details about the center demographics and enrollment will also be shared with the board.

Land Acknowledgement  
October 16, 2024

## **CHEMEKETA COMMUNITY COLLEGE LAND ACKNOWLEDGEMENT**

### **Prepared by**

Ken Hector, Chair—Board of Education

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

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

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

Minutes  
October 16, 2024

**APPROVAL OF BOARD MINUTES**

**Prepared by**

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

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Minutes of the board meeting of September 18, 2024, 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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October 16, 2024

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

September 18, 2024

**I. WORKSHOP**

**High School Partnerships (HSP) Grant Overview**

Ken Hector, Chair, called the workshop to order at 4:30 pm in the Boardroom, Building 2, Room 170, at the Salem Campus.

**Members in Attendance:** Betsy Earls; Ken Hector, Chair; Neva Hutchinson; Iton Udosenata; and Diane Watson, Vice Chair (arrived 4:33 pm). Excused Absence: Jackie Franke; Ron Pittman.

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

Sara Hastings, Dean, Academic Development and High School Partnerships (HSP); Sarah Whisenhunt, Director, HSP; Maira Garcia, Coordinator, College Credit Now and HSP; Leslie Roache, Coordinator, Perkins Innovation and Modernization Grant and HSP; and Jon Mathis, Executive Director, Title IX, Diversity, Equity, Inclusion, and Belonging presented on HSP. Topics covered included an overview of HSP grants; ways HSP connects through educational partners, business, and industry; career-connected engagement; certificate options for youth; career-connected high schools Perkins Innovation and Modernization grant; IREPO and RPED transition; and a review of the bilingual marketing materials provided.

Board members asked clarifying questions during the presentation and Ken Hector noted how beneficial and informative the workshops are.

The workshop ended at 4:57 pm.

**II. ADMINISTRATION UPDATES**

Ken Hector, Chair, called the meeting to order at 5:19 pm, in Building 2, Room 172, at the Salem Campus.

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

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

Updates were discussed with the board regarding community events, individual re-election plans, board goals, retirement resolutions, budget committee positions, the bond measure, the President's monthly report to the board, and agenda preview.

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The meeting ended at 5:52 pm.

### III. REGULAR SESSION

#### A. CALL TO ORDER

Ken Hector, Chair, called the board meeting to order at 6:01 pm. The meeting was held in the Boardroom, Building 2, Room 170, at the Salem Campus.

#### B. PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

#### C. CHEMEKETA LAND ACKNOWLEDGMENT

Ken Hector read the land acknowledgment.

#### D. ROLL CALL

**Members in Attendance:** Betsy Earls; Ken Hector, Chair; Neva Hutchinson; Ron Pittman (Zoom); Iton Udosenata; and Diane Watson, Vice Chair. Excused Absence: Jackie Franke.

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

**Board Representatives in Attendance:** Lillian Anderson; Associated Students of Chemeketa (ASC); Steve Wolfe, Chemeketa Faculty Association (CFA); Aaron King, Chemeketa Classified Association (CCA); and Adam Mennig, Chemeketa Exempt Association (CEA).

#### E. COMMENTS FROM THE PUBLIC

None.

#### F. APPROVAL OF MINUTES

Iton Udosenata moved and Betsy Earls seconded a motion to approve the Board of Education minutes from July 17, 2024, and the Board Work Session meeting minutes from August 22, 2024.

The motion CARRIED.

#### G. REPORTS

##### Reports from the Associations

Lillian Anderson, Associated Students of Chemeketa, said the report stands as written. She highlighted the work completed over the summer and discussed some of the events coming up in fall term.

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Steve Wolfe, Chemeketa Faculty Association (CFA), said the report stands as written; noted there was a fall general membership meeting for faculty with a good turnout, energy and excitement for the new year; and mentioned that bargaining will resume on Friday, October 4th.

Aaron King, Chemeketa Classified Association (CCA), said the report stands as written, and stated CCA had their fall retreat and it was well attended.

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

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

Iton Udosenata, no report.

Neva Hutchinson attended the paramedic graduation, Keizer Fest appreciation lunch, Keizer Chamber Greeters, Mid-Willamette Valley Council of Government (MWVCOG) meet and greet, board work Session, Chamber forum, and Chemeketa Kick-off.

Diane Watson attended the Salem Chamber board meeting, Diane McLaran's retirement party, KeizerFest appreciation lunch, KeizerFest Greeters, board work session, agenda review, Salem Chamber luncheon, Chemeketa Kick-off, and SEDCOR Awards luncheon

Betsy Earls attended a quarterly lunch with Jessica, MWVCOG meet and greet, several other MWVCOG events, Diane McLaran's retirement party, a meeting of Polk county elected officials and SEDCOR Awards luncheon.

Ken Hector attended the paramedic graduation, Senator Peter Courtney's funeral, Silverton Chamber Business Group, Salem Chamber presentation on the bond, Diane McLaran's retirement party, graduations at OSP and OSCI, monthly Association of Community College Trustees (ACCT) Public and Policy Committee meeting, KeizerFest appreciation lunch, Woodburn Fiesta coronation celebration, Chemeketa bond presentation at Bentley's, MWVCOG meet and greet, board work session, agenda review, Salem Chamber Forum, Oregon Community College Association (OCCA) legislative committee, Salem Chamber golf tournament, and SEDCOR Annual Awards luncheon.

Ron Pittman attended a quarterly lunch with Jessica, bond presentation in McMinnville, board work session, and Chemeketa Kick-off.

### **H. INFORMATION**

#### **College Policy: College Board of Education Series—~~#1750~~—Prohibition of Harassment & Nondiscrimination**

Patrick Proctor, Associate Vice President, Human Resources noted Policy 1750, Prohibition of Harassment and Nondiscrimination, was last reviewed in 2019. The purpose of the current changes was to make the policy current with legal obligations and easier to understand. The new language is underlined, and strikethrough is on the previous text. This will be brought forward to the board for approval at its October meeting.



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Betsy Earls asked if vendors are covered under applicability and training. Patrick said it addresses the party at large when they are on Chemeketa's campuses or doing business with the college.

**Oregon Community College Association (OCCA) Board Update**

Ken Hector said the report stands as written and highlighted the joint press release between OCCA and Oregon President's Council (OPC) discussing the \$100 million gap in the Higher Education Coordinating Commission (HECC) proposed budget for higher education. He noted that legislative days are this month and that OCCA's annual board training was recently held at EOLA campus and attendees were impressed with the facility. Ken gave kudos to all staff involved with this event.

**I. STANDARD REPORTS**

**Personnel Report**

Patrick Proctor said the report stands as written. There were 12 new employees hired over the summer; nine were general fund and three employees transitioned to new positions.

**Budget Status Reports**

Aaron Hunter noted regarding the Statement of Resources and Expenditures that this is the first report of the fiscal year, and the beginning fund balance is currently blank and will be input after the audit is complete. Tuition and fees include summer term and the majority of fall term, and total expenditures are trending as expected. On the Budget Status Report, personnel services are trending as expected; a large amount has been spent on non-personnel services due to the beginning of the year insurance payment; and no transfers have been made in August, but will start in September. There was a green sheet showing the preliminary progress report for the year ended June 30, 2024, pre-audit. Revenues came in as expected or higher; miscellaneous revenue was lower due to timber tax payments; state appropriation carried forward the fifth payment; expenditures came in around 96 percent of budget due to vacant positions at the beginning of July; contingency was not utilized last year; and the preliminary unreserved ending fund balance is \$22 million. This is higher than normal due to some of the federal funds received over the last few years, and the state appropriation increase at the beginning of the biennium. Ending fund balance will go back down to the 10-15 percent mark over the next few years. On the Status of Investments, there were five maturities and one new investment. The Oregon Short Term Fund has been holding steady; however, due to the recent rate announcements, that will start declining.

**Purchasing Report**

Aaron noted a request for proposal (RFP) for the architectural services for Building 7 and an invitation to bid (ITB) for on-call painting services will be posted this week. A recommendation will be brought forward to the board in October for approval.

**Capital Projects Report**

The Building 2 ice storm restoration is still in process, and facilities have completed the fiber pull to the athletics fields.

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

Doug Yancey, Director of CCRLS, said the report stands as written.

**Institutional Advancement Foundation Quarterly Report**

Marie Hulett, Executive Director, Institutional Advancement, said her report stands as written and highlighted that scholarship applications are being opened again on September 23. They will be open for two weeks.

**Recognition Report**

Jessica Howard acknowledged employees in the written report.

**J. SEPARATE ACTION**

**Approval of Retirement Resolution No. 24-25-03, Karen Bledsoe and Resolution No. 24-25-04, Denise E. Yancey**

Betsy Earls read Karen Bledsoe's retirement. Karen worked at Chemeketa for 10 years.

Betsy moved and Diane Watson seconded the motion to approve.

Diane Watson read Denise Yancey's retirement. Denise worked at Chemeketa for 1 year and 2 months.

Betsy Earls moved and Neva Hutchinson seconded the motion to approve.

The motions CARRIED.

**K. ACTION**

Betsy Earls moved and Neva Hutchinson seconded a motion to approve consent calendar item No. 1.

1. Acceptance of Program Donations [24-25-108]

The motion CARRIED.

**L. APPENDICES**

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

**M. FUTURE AGENDA ITEMS**

None were heard.

**N. BOARD OPERATIONS**

**O. ADJOURNMENT**

The meeting adjourned at 6:40 pm.

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Respectfully submitted,

**Julie Deuchars**  
Executive Coordinator

**Jessica Howard**  
President/Chief Executive Officer

Board Chair

Date

## ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

### Prepared by

Lillian Anderson, ASC Executive Coordinator

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### PAST EVENTS

#### Welcome Week

- In partnership with College Access Programs (CAP), ASC hosted a Welcome Week to create an encouraging and exciting start to the term. Special thanks to Joel Gisbert, Jorge Montejano (CAP), and all the volunteers who made these events possible.
  - Welcome day: On Monday, September 30, students arriving at the Salem campus were greeted by ASC, CAP, and Public Safety volunteers stationed at three “Welcome Stations.” At these stations, volunteers handed out drinks, snacks, and Chemeketa gear while being a resource for students’ questions on the first day.
  - Resource Fair and Pizza Kickoff: On Tuesday, October 1, ASC and CAP hosted a Resource Fair and Pizza Kickoff. At this event, various resource hubs at the Salem campus had a table to promote their services to students. As students browsed the resource tables, they got to grab a couple of slices of free pizza. Over 600 students attended, making it the largest turnout yet for the Pizza Kickoff event!
  - Athletics BBQ: On Wednesday, October 2, ASC assisted the athletics department with a barbeque tailgate leading to the women’s soccer and volleyball games. ASC provided various lawn games and music during the barbeque, as well as a table promoting voter registration. ASC is grateful to have had the opportunity to increase cooperation between departments and help grow awareness for Chemeketa’s athletic programs.
  - Ice Cream Social: On Thursday, October 3, ASC and CAP partnered with Safe Haven to host an ice cream social. Students enjoyed ice cream, music, and games while getting to know each other. Over 300 students attended the event.

#### Pizza and Politics

- On Wednesday, October 9, ASC hosted a pizza and politics event. Professor Taylor Marrow talked about voting and local government structure while the students ate pizza. ASC was honored to have Aaron Hunter, Chemeketa vice president and CFO speak about the Chemeketa bond and the Political Action Committee (PAC) who had a table at the event with more information about the bond. The aim with this event was to empower students to vote and inform them about the Chemeketa bond.

## PRESENT EVENTS

### Voting Campaign

- Leading up to the election ASC is engaging with students through class raps and tabling around campus to encourage voter registration and increase awareness around the voting process.

### Karaoke Party

- On Wednesday, October 16, ASC hosted a karaoke event in the Student Center. At this event, students had the opportunity to sing their favorite songs to an audience of their peers. Our aim with this event is to provide a fun environment for students to unwind.

## FUTURE EVENTS

### Halloween Club Fair

- On Thursday, October 31, ASC will host the first club fair of the academic year. During the fair, students will have the opportunity to meet with representatives of the many student-led clubs. ASC's aim with this event is to help students engage with on-campus groups to build a better campus community.

### Termsgiving

- On Tuesday, November 26, ASC will host a "Termsgiving" to bring students together and allow them to socialize with peers before the end of the term. ASC's goal with this event is to facilitate a sense of community and connection.

### Cocoa and Conchas

- On Monday, December 2, ASC will provide free hot chocolate and conchas in the Student Center during the penultimate week of the term. Our aim with this event is to provide students with a moral boost before they head into their finals.

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

### **Prepared by**

Steve Wolfe, President—Chemeketa Faculty Association

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### CFA FALL GENERAL MEETING

The Chemeketa Faculty Association Fall General Meeting was held Wednesday, September 18. It was the first lunch meeting for the Association since fall 2019. 100 faculty members attended, with about 80 of them attending in person and another 20 on Zoom. Among the many items on the agenda was introducing the new CFA Executive Board and providing a bargaining update.

### CONTRACT BARGAINING

Contract bargaining resumed on Friday, October 4. A total of 65 faculty members attended the session to support the faculty bargaining team (40 on Zoom and 25 in person). Future bargaining sessions have been scheduled for every Friday of fall term in hopes of reaching an agreement before the end of the term.

The CFA has several bargaining priorities. One is Cost of Living Adjustments (COLAs) that keep pace with inflation. Over the life of the 2021–2024 contract the CPI-U rose by 15.2 percent, yet full-time faculty salaries only rose by 7.5 percent. That means that over the life of the contract real salaries decreased substantially, and a 7.2 percent increase is needed just to cover the loss.

A second priority is pay parity, or “equal pay for equal work.” This includes increasing the part-time faculty pay index so they are paid an equivalent amount as full-time faculty for doing the same work. It also includes increasing the lab rate so faculty teaching labs are paid the same amount as those teaching lecture classes.

In addition, pay parity means increasing Chemeketa faculty salaries as a whole to be more equivalent to our comparator colleges. Full-time faculty salaries at Chemeketa are currently lower than all five of our comparator colleges (Lane, Linn-Benton, Clackamas, Mt. Hood, and Portland) and much lower than the average salaries of those colleges. It is important for Chemeketa to have faculty salaries that are competitive with these colleges if Chemeketa desires to recruit and retain the best faculty since the region from which we can most effectively recruit faculty overlaps with the recruitment region for these colleges.

A third priority is affordable health care for all faculty. The monthly college contribution toward health insurance premiums at Chemeketa is much lower than at all five comparator colleges and is a full 29 percent lower than the average contribution at those colleges (only \$1,668 per month last year compared to \$2,337 on average at the other colleges). Increasing the college contribution would not only make health insurance more affordable but allow faculty to choose better insurance coverage. It is also a priority for the CFA to ensure that all eligible part-time faculty are enrolled in health insurance.

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Pay and insurance benefits are the most important parts of any compensation package. Chemeketa faculty are currently the lowest compensated faculty in our region of the state, far below average. It is the contention of the CFA that Chemeketa faculty are above average and deserve to be compensated appropriately.

**CHEMEKETA COMMUNITY COLLEGE  
CLASSIFIED EMPLOYEES ASSOCIATION (CCA)**

**Prepared by**

Timothy King, External Vice-President—Chemeketa Classified Association  
Trina Butler, Director of Membership—Chemeketa Classified Association  
Aaron King, President—Chemeketa Classified Association

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**PRESIDENT'S MESSAGE**

September was a good month for new memberships; the CCA received 13 new membership forms. Thank you for your continued support of the Classified Association through your CCA dues. Your contributions strengthen our collective voice and enable us to advocate for better wages, benefits, and working conditions for all members. Together, we make a significant impact in protecting our rights and ensuring a fair, equitable workplace. Your commitment is essential to the success of our efforts, and we greatly appreciate your dedication to the Association.

A current struggle the Association leadership is having with the College involves Oregon House Bill 2016, Section 5. (1)(b), which focuses on the rights of public employee unions to access and communicate with their members. Here's a breakdown of what Section 5. (1)(b) outlines:

- Section 5. (1)(b): It requires public employers to provide union representatives with access to employees in the bargaining unit they represent. This access must be granted during the employees' regular work hours, but without disrupting the employee's job responsibilities. The law ensures that union representatives can discuss grievances, complaints, and other union matters with employees, promoting transparent communication between unions and their members.

The primary goal of HB 2016 is to strengthen the rights of public sector employees to engage with and receive support from their union. This legislation ensures that unions can effectively represent workers by requiring that union representatives meet with new hires within 30 days. While the New Employee Orientation (NEO) is one way to fulfill this requirement, HB 2016 allows flexibility in both timing and format.

The Associate Vice President of Human Resources has indicated that the Association has the flexibility to independently schedule meetings with those employees. To assist, the College's HR department will provide a monthly new hire report, but it expects the Association to take responsibility for arranging meetings with employees outside of NEO.

To enhance connections with new employees, the Association will begin hosting monthly New Employee Orientations on the last Monday of each month from 10:00 to 10:30 AM. Our first for the Fall term will be October 28, 2024. These meetings will be a supplement to the regularly scheduled NEOs hosted by the college.



## REPRESENTATION ACTIVITIES

The Association has filed three new grievances with a common issue: Placement for recent reclassifications resulting in a higher band/grade were not made in relation to comparable positions, same band/grade within the same Job Family, as required by Oregon Equal Pay Act to determine the appropriate step. The grievances are currently at Step 2 of Article 40, Grievance and Arbitration Procedure.

A fourth grievance was filed for violating Article 21.2 B. and 21.4 A. The College was in violation of Article 21.2 B. by not, upon receipt of a Position Review Request (PRR), forward a copy of the stamped form to the Association President. The College was also in violation of Article 21.4 A. by not providing an analysis of its review in writing within 60 calendar days of receipt of a Position Review Request. We demanded that HR complete the analysis of the position by September 13. Although the College did not meet the deadline, they did complete their Position Review Analysis on September 18, therefore the demand was met and the grievance was settled.

## NEGOTIATIONS AND CONTRACT UPDATES

During our last Bargaining session, the College and Association were able to reach Tentative Agreements (TA) on Tuition Waiver (Article 34) and Professional/Educational Development (Article 35). The agreed upon changes truly demonstrates Chemeketa's value of Opportunity and the College's commitment to transforming lives. The Association also presented their counter proposal to the College's MOU (Memorandum of Understanding). The basis for our position is that no one should be earning less than twenty dollars (\$20) an hour, which is a start towards earning a living wage.

## NEW HIRES

Maria Vania Fenner, Bilingual Education Navigator–Woodburn Center, General Education & Transfer Studies, 100 percent, 12-month assignment effective September 3, 2024.

Pedro Ortega Osnoro, Department Tech II–Woodburn Center, General Education & Transfer Studies, 100 percent, 12-month assignment effective September 9, 2024.

DaShawn Keebler, Public Safety Officer I–Public Safety, Career & Technical Education and Public Safety, 100 percent, 12-month assignment effective September 9, 2024.

Andreah Nunez Juarez, Department Tech II–Academic Development & Corrections Education, Workforce Innovation & Strategic Engagement, 100 percent, 12-month assignment effective September 9, 2024.

Jose Ortega Osnoros, Student Services Specialist–High School Partnership, Workforce Innovation & Strategic Engagement, 100 percent, 12-month assignment effective September 10, 2024.

Kristy Krumsiek, Instructional Specialist–Library & Learning Resources, Student Affairs, 100 percent, 12-month assignment effective September 13, 2024.

Antonia Morales, Instructional Specialist–Library & Learning Resources, Student Affairs, 100 percent, 12-month assignment effective September 13, 2024.

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Reyes Segarra Melissa, Student Services Coordinator/Analyst I–Workforce Partnerships, Workforce Innovation & Strategic Engagement, 100 percent, 12-month assignment effective September 16, 2024.

Marceline Crawford, Technology Analyst I–Information Technology, Governance & Administration, 100 percent, 12-month assignment effective September 17, 2024.

#### POSITION CHANGES

Kevin L Rowley Jr., Technology Analyst I– Information Technology, Governance & Administration, 100 percent, 12-month assignment, from temporary to full time position, effective September 16, 2024.

Stephen Munshaw, Auditorium Coordinator–Event & Food Services, College Support Services, 100 percent, 12-month assignment, from Coordinator/Analyst I–Event & Food Services, College Support Services, effective September 17, 2024

Eric Lomeli-Gil, Technology Analyst–Information Technology, Governance & Administration, 100 percent, 12-month assignment, from temporary to full time position, effective September 18, 2024.

Jason Bates, Technology Analyst I– Information Technology, Governance & Administration, 100 percent, 12-month assignment, from Technology Analyst I–Information Technology, College Support Services, effective September 18, 2024.

#### EVENTS

On September 17, 2024, The CCA hosted the first annual Classified Employee Retreat (formerly In-Service). The CCA Board began the event by presenting long-time legal consultant John Sutter an honorary plaque, recognizing Sutter’s many years of dedication.

A specially written song by external CCA Vice President Tim King was performed in Sutter’s honor. Though retirement is imminent, Sutter has graciously agreed to act as legal consultant in contractual matters until the new bargaining agreement has been signed. The event featured four union-focused workshops, all of which were well attended.

**CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION**

**Prepared by**

Adam Mennig, President—Chemeketa Community College Exempt Association

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The Exempt Association is pleased to welcome SAGE FREEMAN as he assumes the role of *Associate Dean - Learning Technologies and Distance Education* for the Center for Academic Innovation. Before this role, Sage served as the Center's Media Specialist for nearly 15 years. As associate dean, he will provide direction, advocacy, and support for the effective, inclusive, and innovative use of technology in teaching and learning across multiple modalities. He will advise and make recommendations regarding emerging technologies and contribute to the College's strategic planning around technology adoption and implementation. He will also oversee the online course development and quality initiatives for Chemeketa's distance education services. Lastly, he will oversee the planning, implementation, and evaluation of media production services.

Dr. JESSICA HOWARD, HOLLY NELSON, and ADAM MENNIG presented at the National Council for Workforce Education Conference on October 8–10 in Minneapolis, MN. Holly and Adam highlighted how Chemeketa uses partnerships to bring state and federal grant resources to underserved communities. Dr. Howard was featured as a panelist in the plenary session entitled *Taking Hold of the Narrative: The Value of Community Colleges and Workforce Education Pathways*, where she discussed ideas for telling the story of community colleges and the many ways they transform lives and drive equitable economic opportunity in communities.

## **OREGON COMMUNITY COLLEGE ASSOCIATION (OCCA) BOARD UPDATE**

### **Prepared by**

Ken Hector, Vice Chair—Board of Education  
Jessica Howard, President/Chief Executive Officer

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### SEPTEMBER LEGISLATIVE DAYS

Oregon community colleges had several opportunities to testify during quarterly “Legislative Days” September 23–25. Legislators heard invited testimony that provided updates on ongoing and new topics they may want to address in the 2025 Session. OCCA worked with the chair of the House Committee on Higher Education to provide an update on emerging community college Bachelor of Science Nursing (BSN) programs. The Committee also heard an update from the Higher Education Coordinating Commission (HECC) on the ongoing work to create more seamless transfer from community colleges to four-year public universities. OCCA has been closely involved in legislative work around better transfer pathways from community colleges to public universities. This was the final “Legislative Days” before the September 27 deadline for legislators to file bills that will be released before the start of the 2025 Legislative Session.

### OCCA BOARD TRAINING

OCCA held its annual Board Member Training event on September 7 at Chemeketa’s Eola Campus. The training was well-attended, with around 30 elected board members and presidents participating. They heard from Sonny Ramaswamy, President of the Northwest Commission on Colleges and Universities (NWCCU), who shared best practices and advice on how board members can take a more proactive role in accreditation. Other topics included how OCCA can serve the needs of colleges and board members, what to expect in the upcoming legislative session, information on public meeting laws, and strategies to combat the looming enrollment cliff. The afternoon included an interactive training led by Essential Partners, focused on leading dialogue across differences. Attendees were given tools to use to listen and connect with each other differently and to encourage discussion that allows for differences to be heard. OCCA encouraged anyone who attended to take a brief feedback survey so that it can improve upon future events.

### OCCA MEETS WITH FEDERAL DELEGATION IN D.C.

OCCA Deputy Director John Wykoff traveled to Washington, D.C., in September along with representatives from Portland Community College and Lane Community College to meet with Oregon’s federal delegation. During the trip, they met with Oregon delegation House and Senate staffers advocating for short-term Pell Grants, Workforce Investment and Opportunity Act reauthorization, fiscal year 2025 appropriations, ending taxation on the Pell Grant, and the issue of fraudulent applications which have affected community colleges across the country.

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#### OCCA BOARD MEETING OCTOBER 4

The OCCA Board of Directors fall quarterly meeting was held on Friday, October 4 in a hybrid format, with those attending in person at Rogue Community College in Grants Pass. The Board approved member appointments to OCCA committees for the 2024–2025 year, heard a legislative update, and learned about upcoming training opportunities, as well as meeting with higher education consultant, Miriam Friedman, regarding the development of an OCCA Values Statement.

#### OCCA CONFERENCE

Registration for the OCCA Annual Conference is now open. Regular registration will then be available through October 18. The conference will take place November 6–8 at Salishan Coastal Lodge in Gleneden Beach. OCCA has announced the breakout presentations for the conference. A preview of all presentations and presenters can be found on the OCCA Conference web page, <https://occa17.com/occa-annual-conference/>.

#### VIRTUAL ADVOCACY TRAINING

OCCA hosted a virtual Advocacy Training on Thursday, October 10, for community college board members, presidents, Campus Advocacy Coordinators (CACs), students, and other college faculty, staff, and stakeholders who will serve or are interested in serving as an advocate during the 2025 Legislative Session. In this free training, participants learned how to effectively advocate for community college budget and policy issues, the various ways in which to advocate, lobbying tips, important messaging for the Session, and the basics of the legislative process.

#### LUNCH AND LEARN WEBINARS

The first Lunch and Learn webinar for 2024–2025 will take place on October 31: “OCCA 101.” Attendees will learn how OCCA serves colleges and about key initiatives. These webinars – which are included in OCCA membership – will continue to take place on the last Thursday of each month at noon through June (no December webinar due to the holidays).

#### OCCA DIGEST E-NEWSLETTER

The OCCA Digest is a monthly e-newsletter that highlights updates during the Legislative Session, important events, news, and announcements. It’s a great way to stay connected with information important to community colleges in Oregon and learn how to take action to support colleges and students. To sign up to receive this free e-newsletter, visit <https://occa17.com/resources/newsletter/> and click the “Sign Up” button. The OCCA Digest will come from OCCA Communications Director Casey White-Zollman at [casey@occa17.com](mailto:casey@occa17.com), so be sure to add her email to your contacts to ensure the email arrives in your inbox and not your spam folder.

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**COLLEGE POLICY: BOARD OF EDUCATION SERIES 1000—  
#1725—STUDENTS WITH DISABILITIES**

**Prepared by**

Ryan West, Executive Dean—Student Affairs  
David Hallett, Vice President—Academic and Student Affairs

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**STUDENTS WITH DISABILITIES — POLICY #1725**

This policy was last reviewed by the board in July 2015. Policy 1725 has been rewritten in its entirety with all new text underlined, and the former language has been stricken with lines throughout the text. These changes were reviewed and approved by the Executive Team on September 30, 2024, in preparation for presentation to the College Board of Education.

This policy will be recommended for approval by the College Board of Education at the November board meeting.



## Board of Education Series (1000)

### Policy #1725

## Students with Disabilities

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~~Chemeketa Community College is committed to providing qualified students with disabilities an equal opportunity to access the benefits, rights, and privileges of college services, programs and activities, in the most integrated setting appropriate to the student's needs, in compliance with both state and federal law.<sup>4</sup>~~

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs at Chemeketa Community College. Section 504 of the Rehabilitation Act of 1973 requires that no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program sponsored or operated by the college.<sup>2</sup>

The Chemeketa Office of Student Accessibility Services (SAS) shall be the authorized provider for academic adjustments, auxiliary aids, services, or instruction that facilitate equal educational opportunities for disabled students who can benefit from instruction as required by federal and state laws.

SAS services shall be available to students with documented disabilities. The services to be provided include, but are not limited to, reasonable and appropriate accommodations, academic adjustments, assistive technology, digital access, adaptive equipment, instructional programs, rehabilitation counseling and academic counseling.

The college shall respond in a timely manner to accommodation requests involving academic adjustments. The college President shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The college President shall assure that the SAS program conforms to all requirements established by the relevant law and regulations.

December 17, 2007

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*Adopted College Board of Education*

September 23, 2009; July 24, 2013; July 15, 2015

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*Revised College Board of Education*

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<sup>1</sup> ~~Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008, and other applicable federal and state regulations that prohibit discrimination on the basis of disability.~~

<sup>2</sup> 34 CFR 104 & 28 CFR Part 35 Title II, Americans with Disabilities Act, as amended (2008)

## PERSONNEL REPORT

### Prepared by

Patrick Proctor, Associate Vice President—Human Resources  
Alice Sprague, Vice President—Governance and Administration

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### NEW HIRES

Shubhavi Arya, Instructor-Computer Science—Math, Engineering and Computer Science, General Education and Transfer Studies Division (GETS), 100 percent, 10-month assignment, Range F9, Step 4.

Heather Bergschneider, Instructor-Life Science-Biology—Psychology, Life, and Physical Sciences, General Educations and Transfer Studies Division (GETS), 100 percent, 10-month assignment, Range F9, Step 4.

Maria Vania Fenner, Bilingual Education Navigator—Woodburn Center, General Education and Transfer Studies Division (GETS), 100 percent, 12-month assignment, Range B3, Step 5.

DaShawn A. Keebler, Public Safety Officer I—Public Safety, Career and Technical Education and Public Safety Division, 100 percent, 12-month assignment, Range B2, Step 4.

Kristy L. Krumsiek, Instructional Specialist—Library and Learning Resources, Student Affairs Division, Limited duration, 100 percent, 12-month assignment, Range B3, Step 6.

Charles E. Kubicek, Instructor-Life Science-Biology—Psychology, Life, and Physical Sciences, Academic Affairs Division, 100 percent, 10-month assignment, Range F9, Step 8.

Antonia M. Morales, Instructional Specialist—Library and Learning Resources, Student Affairs Division, 100 percent, 12-month assignment, Range B3, Step 2.

Andrea N. Nunez Juarez, Department Technician II—Academic Development and Corrections Education, Workforce Innovation and Strategic Engagement, 100 percent, 12-month assignment, Range B2, Step 3.

Jose Ortega Osorno, Student Services Specialist—High School Partnerships, Workforce Innovation and Strategic Engagement Division, Range B3, Step 2.

Pedro Ortego Osorno, Department Technician II—Woodburn Center, General Education and Transfer Studies Division (GETS), 100 percent, 12-month assignment, Range B2, Step 3.

Melissa Reyes Segarra, Student Services Coordinator/Analyst I—Workforce Partnerships, Workforce Innovation and Strategic Engagement Division, 100 percent, 12-month assignment, Range C1, Step 6.



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POSITION CHANGES

Jasmin Flores Ascencio, Executive Assistant—General Education and Transfer Studies (GETS), General Education and Transfer Studies Division, 100 percent, 12-month assignment, Range B4, Step 5, from Instructional Specialist, Corrections Education, Workforce Innovation and Strategic Engagement Division.

Jason Bates, Technology Analyst I—Information Technology, Governance and Administration Division, 100 percent, 12-month assignment, Range C1, Step 3, from Department Clerk, Auxiliary Services, College Support Services Division.

Eric Gil-Lomeli, Technology Analyst I—Information Technology, Governance and Administration Division, 100 percent, 12-month assignment, Range C1, Step 3, from Limited duration Technology Analyst I, Information Technology, Governance and Administration Division.

Stephen Munshaw, Auditorium Coordinator—Events and Food Services, College Support Services Division, 100 percent, 12-month assignment, Range C1, Step 7, from Instructional Coordinator/Analyst I, Events and Food Services, College Support Services Division.

Kevin Lynn Rowley Jr., Technology Analyst I—Information Technology, Governance and Administration Division, 100 percent, 12-month assignment, Range C1, Step 4, from Limited duration, Technology Analyst I, Information Systems, Governance and Administration Division.

## **BUDGET STATUS REPORT**

### **Prepared by**

Rich Kline, Director—Business Services

Brian Knowles, Director—Budget and Finance

Aaron Hunter, Vice President—College Support Services/Chief Financial Officer

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The financial reports of the general fund and investments for the period from July 1, 2024, through September 30, 2024, are attached.

The following items are included in the report:

- General Fund Revenue and Expense Statement
- General Fund Budget Status Report
- Quarterly Update of Other Funds
- Status of Investments as of September 2024

**Chemeketa Community College  
Statement of Resources and Expenditures  
As of September 30, 2024**

Standard Report-2  
October 16, 2024

Fund 100000 - General Fund Unrestricted

	<u>ADJUSTED BUDGET</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>% OF BUDGET</u>	<u>VARIANCE TO BUDGET</u>
<b>Resources:</b>				
Beginning Fund Balance	20,308,042	-	0.00%	(20,308,042)
Property Taxes	30,070,205	221,971	0.74%	(29,848,234)
Tuition and Fees	18,931,433	9,142,467	48.29%	(9,788,966)
State Appropriations - Current	30,932,329	10,674,942	34.51%	(20,257,387)
<i>State Appropriations - Carryover from FY24</i>	10,408,422	10,408,422	100.00%	-
Indirect Recovery	985,074	212,023	21.52%	(773,051)
Interest	2,520,484	797,893	31.66%	(1,722,591)
Miscellaneous Revenue	536,488	19,205	3.58%	(517,283)
Transfers In	100,000	-	0.00%	(100,000)
<b>Total Resources</b>	<b>114,792,477</b>	<b>31,476,923</b>	<b>27.42%</b>	<b>(83,315,554)</b>
<b>Expenditures:</b>				
Instruction	38,232,893	5,587,274	14.61%	32,645,619
Instructional Support	13,026,840	2,931,750	22.51%	10,095,090
Student Services	10,025,771	2,296,958	22.91%	7,728,813
College Support Services	23,461,656	4,235,518	18.05%	19,226,138
Plant Operation and Maintenance	8,566,208	1,563,135	18.25%	7,003,073
Transfers	5,856,200	2,802,887	47.86%	3,053,313
<b>Total Expenditures (Excluding Contingency)</b>	<b>99,169,568</b>	<b>19,417,522</b>	<b>19.58%</b>	<b>79,752,046</b>
Contingency	15,622,909	-	0.00%	15,622,909
<b>Total Expenditures</b>	<b>114,792,477</b>	<b>19,417,522</b>	<b>16.92%</b>	<b>95,374,955</b>

**Chemeketa Community College  
Budget Status Report  
As of September 30, 2024**

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	11,228,450	2,444,663	7,238,907	1,544,880
6120	Classified Salaries	14,940,038	3,022,016	9,165,751	2,752,271
6124	Part-Time Hourly & Student Wages	1,276,238	196,686	-	1,079,552
6130	Faculty Salaries	18,098,810	2,273,846	13,481,890	2,343,074
6132	Part-Time Faculty	9,096,204	1,316,785	13,486	7,765,933
6510	Fixed Fringe Benefits	10,442,414	2,217,081	-	8,225,333
6511	Variable Fringe Benefits	17,678,301	2,990,445	-	14,687,856
6512	Other Fringe Benefits	380,000	123,138	-	256,862
	<b>Subtotal Personnel Services</b>	<b>83,140,455</b>	<b>14,584,660</b>	<b>29,900,034</b>	<b>38,655,761</b>

**17.54%**

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,675,439	149,401	-	1,526,038
720	Equipment \$500-\$4,999	128,768	16,635	-	112,133
7300	Legal Services	241,325	12,452	46,300	182,573
7310	Insurance	1,066,125	948,309	-	117,816
7320	Maintenance	378,386	39,891	9,733	328,762
7330	Communications	914,951	152,045	-	762,906
7340	Utilities	2,715,576	268,695	72,582	2,374,299
7350	Staff Development	130,056	26,058	-	103,998
7360	Travel	366,337	31,225	-	335,112
7370	Other Services	2,055,950	322,916	189,954	1,543,080
7550	Capital Outlay	500,000	62,348	1,141	436,511
8150	Transfers Out	5,856,200	2,802,887	-	3,053,313
	<b>Subtotal Non-Personnel Services</b>	<b>16,029,113</b>	<b>4,832,862</b>	<b>319,710</b>	<b>10,876,541</b>

**30.15%**

8500	Contingency	15,622,909	-	-	15,622,909
	<b>Report Totals</b>	<b>114,792,477</b>	<b>19,417,522</b>	<b>30,219,744</b>	<b>65,155,211</b>

**16.92%**

**Status of Investments**  
**September 30, 2024**

<u>Oregon State Treasurer Investments</u>	Statement Date	Maturity Date	Account Balance	Rate as of 9/30/2024
Oregon Short-Term Fund - General	9/30/2024	On demand	\$ 23,300,271.17	5.300%
Oregon Short-Term Fund - Capital	9/30/2024	On demand	\$ 9,724,762.63	5.300%
<b>Total Oregon State Treasurer Investments</b>			<b>\$ 33,025,033.80</b>	

<u>Other Investments</u>	Investment Date	Maturity Date	Amount Invested	Yield
Gov't Agency Federal Farm Credit Bank	1/26/2024	10/1/2024	\$ 2,997,720.00	4.998%
Gov't Agency Federal Farm Credit Bank	2/22/2024	10/30/2024	\$ 1,996,560.00	5.136%
Corporate Note - National Australia Bank	12/5/2023	11/22/2024	\$ 3,002,079.67	5.255%
Corporate Note - Bank of Montreal	3/28/2024	12/12/2024	\$ 2,029,922.22	5.239%
Corporate Note - Bank of Nova Scotia	1/31/2024	1/10/2025	\$ 2,903,640.00	4.983%
Corporate Note - JPMorgan Chase	10/20/2022	1/23/2025	\$ 1,919,760.00	5.033%
Gov't Agency - Federal Home Loan Bank	2/29/2024	2/3/2025	\$ 2,978,820.00	5.085%
Corporate Note - Wells Fargo & Co	2/29/2024	2/19/2025	\$ 2,449,350.00	5.162%
Gov't Agency Federal Farm Credit Bank	4/2/2024	3/28/2025	\$ 5,004,666.67	5.000%
Gov't Agency - Federal Home Loan Bank	5/7/2024	4/14/2025	\$ 2,875,170.00	5.108%
Corporate Note - Bank of New York	4/15/2024	4/24/2025	\$ 2,895,990.00	5.114%
Corporate Note - US Bancorp	5/31/2024	5/12/2025	\$ 1,930,360.00	5.266%
Treasury Note - United States Treasury	5/31/2024	5/31/2025	\$ 1,955,340.00	5.195%
Corporate Note - Royal Bank of Canada	8/28/2024	6/10/2025	\$ 2,922,870.00	4.526%
Treasury Note - United States Treasury	6/17/2024	6/15/2025	\$ 2,937,990.00	5.032%
Certificate of Deposit - Willamette Valley Bank	4/25/2024	8/24/2025	\$ 2,000,000.00	4.750%
Certificate of Deposit - Willamette Valley Bank	9/12/2024	9/10/2025	\$ 3,000,000.00	5.000%
<b>Total Other Investments</b>			<b>\$ 45,800,238.56</b>	<b>5.042% weighted average yield</b>

13 week Treasuries 4.52% as of 9/30/2024

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

**Chemeketa Community College  
 Quarterly Update of Other Funds  
 July 1, 2024 - September 30, 2024**

	<b>FUND #</b>	<b>RESOURCES</b>	<b>OBLIGATIONS</b>	<b>BALANCE</b>
Auxiliary Services	680	\$ 3,874,475	\$ 896,215	\$ 2,978,260
Self-Supporting Services	2000	14,359,947	5,901,215	8,458,732
Universal Fee Fund	8100	8,196,692	2,600,227	5,596,465
Leased Property Fund	8200	4,596,062	2,471,155	2,124,907
Intra-College Services	2800	3,941,884	1,291,508	2,650,376
Student Government & Clubs	7200	364,935	46,070	318,865
<b>TOTAL</b>		<b>\$ 35,333,995</b>	<b>\$ 13,206,390</b>	<b>\$ 22,127,605</b>

	<b>FUND #</b>	<b>BUDGET</b>	<b>OBLIGATIONS</b>	<b>BALANCE</b>
Reserve Funds	2650 & 2700	\$ 6,582,513	\$ 12,110	\$ 6,570,403
Regional Library	2600	5,237,287	3,132,516	2,104,771
Capital Projects	6000-6700	25,150,000	1,402,120	23,747,880
Student Financial Aid	4200	52,111,200	13,099,322	39,011,878
Grants & Contracts	3000	28,550,000	5,355,411	23,194,589
Debt Service	590	36,500,000	-	36,500,000
Pension Adjustment Fund	499000	1,205	-	1,205
<b>TOTAL</b>		<b>\$ 154,132,205</b>	<b>\$ 23,001,479</b>	<b>\$ 131,130,726</b>

## CAPITAL PROJECTS REPORT

### Prepared by

Rory Alvarez, Director—Facilities and Operations  
Aaron Hunter, Vice President—College Support Services/Chief Financial Officer

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### ONGOING PROJECTS

- Building 2 Ice Storm Restoration

The kitchen area in Building 2 is nearing the end of the demolition phase, paving the way for renovations that will bolster both efficiency and visual appeal. Initially, demolition work centered on addressing storm damage, but the process uncovered further deficiencies, prompting a broader maintenance scope to ensure the college's commitment to superior facilities is upheld. Please note that while we eagerly anticipate the transformation, the renovation timeline is contingent upon the receipt of necessary permits; updates will be shared as progress becomes clearer. In the interim, the main kitchen in Building 2 remains closed, but food services remain readily available in Buildings 8, 42, and in the area near the Associated Students of Chemeketa in Building 2. We appreciate your understanding and look forward to unveiling the improved kitchen area once permits are secured and the renovation is complete.

### PLANNING PROJECTS

- Lighting Retrofit Projects

Facilities are focused on completing ongoing lighting projects in multiple buildings on our campuses and at centers. The college is also devising plans for future initiatives. This project is in response to recent developments in Oregon, regarding lighting standards. Facilities are gearing up for a series of comprehensive lighting retrofit projects set to unfold over the next year or so. These projects involve replacing existing lighting systems with more energy-efficient and environmentally friendly alternatives.

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

**GRANT ACTIVITIES JULY–SEPTEMBER 2024**

**Prepared by**

Gaelen McAllister, Director—Institutional Grant Development  
 Alice Sprague, Vice President—Governance and Administration

**GRANT APPLICATIONS SUBMITTED**

<b>Grantor</b>	<b>Department</b>	<b>Description</b>	<b>Amount</b>
U.S. Department of Education—TRIO Student Support Services (SSS)	Student Affairs—College Access Programs (CAP)	TRIO SSS Salem Provides supports for first-generation, low-income students to complete a degree and transfer to a 4-year school. Funds Success Coaches, tutoring, and student support. 5 years. Liliana Landa-Villalba and Hatley Gibbs. Submitted July 12, 2024.	\$1,690,515
U.S. Department of Education—TRIO SSS YVC and Woodburn	General Education and Transfer Studies	TRIO SSS Yamhill Valley Campus and Woodburn Center. New project application to provide supports for first-generation, low-income students to complete a degree and transfer to a 4-year school. Funds Success Coaches, tutoring, student support. Five years. Danielle Hoffman and Elias Villegas. Submitted July 14, 2024.	\$1,361,715
U.S. Department of Education—TRIO Disability Student Support Services	Student Affairs CAP	TRIO D-SSS provides supports for students with disabilities to complete a degree and transfer to a 4-year school. Funds Success Coaches, tutoring, student support. Five years. Liliana Landa-Villalba and Hayley Gibbs. Submitted July 12, 2024.	\$1,460,305
U.S. Department of Education—Center of Excellence for Veteran Services	Student Affairs—Veteran Services	Expands and improves existing supports for student veterans at Chemeketa by establishing a model Center of Excellence for Veteran Student Success providing trauma-informed programming and activities including proactive advising, academic pathway planning, transfer connections, growth mindset training, and financial literacy. Includes Peer Advisor and Green Zone training. Three years. Angela Archer. Submitted August 5, 2024.	\$499,969
HECC Future Ready Oregon	Career and Technical	Creates a Mobile Learning Lab for Healthcare training and career exploration using virtual reality (VR)	\$660,805



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Round 3 Healthcare MWECC	Education MWECC	simulators and focuses on essential certifications. Ed Woods and Debbie Johnson Submitted July 30, 2024.	
HECC Future Ready Oregon (FRO) Round 3 (R3) Manufacturing MWECC	Career and Technical Education MWECC	Creates a Mobile Learning Lab for Manufacturing training and career exploration using virtual reality (VR) simulators and focuses on essential certifications. Ed Woods and Debbie Johnson. Submitted July 30, 2024.	\$1,106,897
HECC FRO R3 Technology Computer Information Systems	Academic Affairs– Computer Information Systems	The project supports access to careers in Computer Information Systems and Cybersecurity by recruiting underrepresented students to the field through funding Computer Information Systems Certificate coursework and supporting the Tech Support Specialist Apprenticeship. R. Taylor. Submitted July 31, 2024.	\$297,443
HECC FRO R3 Healthcare Nursing	CTE–Nursing	Supports Medical Assistant and LPN-RN pathways in partnership with school districts, healthcare providers and community organizations. Paul Davis and Sandi Kellogg. Submitted July 30, 2024.	\$1,362,504
Renewable Development Funds	Support Services– Facilities	Funds solar power and battery storage for Brooks well pump. Isaac Talley. Submitted August 29, 2024.	\$485,155
U.S. Department of Education Basic Needs	Student Affairs– Counseling	Creates a coordinated Basic Needs Center to provide comprehensive wrap around supports and referrals to students to increase retention and completion. Blanca Aguirre. Submitted August 5, 2024.	\$899,712
Oregon Department of Education Student Success Plan (SSP) Latinx	GETS– Woodburn Center	Partnership with Juntos at the Woodburn Center to increase enrollment and completion for Latinx students by working with the entire family. Funds coordinator and student mentors. Ninfa Rodriguez and Elias Villegas.	\$683,047
Oregon Department of Education SSP LGBTQ2SIA+	Diversity, Equity and Inclusion– Safe Haven	Will increase college enrollment and completion for LGBTQ2SIA+ students by continuing to foster a sense of belonging in a safe space and staffed resource center. Funds staff, events, and community partnerships. Vivi Caleffi Prichard and Tate Jackson. Submitted August 29, 2024.	\$949,975
Meyer Memorial Trust Collaborative Bachelor of Applied Science (BAS)	GETS– Education	A request to support a statewide collaboration of community colleges on a BAS application. Funds would assist with the application process, curriculum	\$396,528.

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		development and marketing to students. Karla Hale. Submitted September 20, 2024.	
Meyer Memorial Trust Bilingual Student Teacher Leaders	GETS– Education	Continues funding for bilingual students pursuing education degrees. Encourages attainment of State Seal of Biliteracy.	\$391,714
Department of Labor Strengthening Community Colleges	CTE– Apprenticeship, Nursing, Medical Assisting	A collaborative project with Oregon Coast Community College, regional high schools, and hospitals to expand pathways for healthcare	\$5,723,838
Business Oregon Child Care Infrastructure Development	Academic Affairs–Early Childhood Education	The Child Development Center is proposing a new wing to be able to expand and serve infants and toddlers. This will fund the planning phase.	\$75,000
		<b><u>Total Grant Applications:</u></b>	<b><u>\$18,045,122</u></b>

<b>GRANTS DECLINED—July–September 2024</b>			
<b>Grantor</b>	<b>Department</b>	<b>Description</b>	<b>Amount</b>
U.S. Department of Labor Apprenticeship Building America	Career and Technical Education (CTE) Apprenticeship	Creates an Apprenticeship Innovation Hub that will support pathways to apprenticeships focused on underrepresented populations in healthcare, education, and clean energy careers. Francisco Saldivar. Submitted April 15, 2024.	\$5,999,589
Oregon Department of Human Services (ODHS) Resilience Hubs and Networks Grant	College Support Services Department (CSSD)– Facilities	Funds Building 7 resilience equipment and grant writing services to augment bond project.	\$200,000
Oregon Department of Energy (ODE) Community Renewable Energy Program (CREP)	CSSD– Facilities	Provides construction and solar system equipment to make Brooks well pump resilient in case of power outage. Isaac Talley. Submitted May 10, 2024.	\$1,000,000
ODE CREP	CSSD– Facilities	Provides construction and equipment for solar battery storage at the Salem Ag Hub building. Isaac Talley. Submitted May 10, 2024.	\$1,000,000

Standard Report-4  
October 16, 2024

**GRANTS AWARDED—July–September 2024**

<b>Grantor</b>	<b>Department</b>	<b>Description</b>	<b>Amount</b>
U.S. Dept. of Education English Language Acquisition National Professional Development	General Education and Transfer Studies (GETS)– Education	The project will provide early on-ramps and supports enabling bilingual teacher candidates to join the teaching profession. Partners include school districts across the region, universities, and OTSP. Karla Hale. Submitted May 13, 2024.	\$3,497,047
Americorps	DEI, GETS, READ	Funds AmeriCorps members to assist with Safe Haven, Corrections and Woodburn Mentors. Vivi Caleffi Prichard, Katie Dwyer, and Elias Villegas. Submitted June 17, 2024.	in kind
NSF HSI	GETS–Life Sciences	Funds for equipment to develop a science lab at Woodburn Center and update the Salem lab. Jennifer Schramm. Submitted June 4, 2024.	\$200,000
s'gwi gwi ? altx <sup>w</sup> : House of Welcome Supporting Indigenous Mastery (SIAM)	GETS–Art	Creates opportunities for students and community members to learn from artists who are Grand Ronde members. Laura Mack. Submitted June 20, 2024.	\$40,000
Oregon Department of Transportation	Center for Business and Industry, Early Childhood Education	Creates additional capacity for car seat safety training. R. Taylor and Kristin Mauro. Submitted June 15, 2024.	\$65,000
Dewalt	CTE–MWEC	Provides virtual learning labs for construction trades. Debbie Johnson. Submitted June 28, 2024.	\$45,000
U.S. Department of Labor Build Back Better Mass Timber	CTE–Apprenticeship	Subaward from Port of Portland project to increase training and workforce connections for Mass Timber supply chain. Project will partially fund an Apprenticeship coordinator. Larry Cheyne and Francisco Saldivar.	\$96,483
Mexican Consulate IME Becas	GETS–Education	Funds scholarships for students of Mexican heritage pursuing teaching degrees. Karla Hale.	\$5,500
U.S. Department of Justice	DEI–Safe Haven	Creates culturally specific anti-stalking, domestic violence, dating violence education. Vivi Caleffi Prichard and Tate Jackson. Submitted June 5, 2024.	\$499,540
		<b>Total Grant Funding Awarded</b>	<b>\$4,448,570</b>

## **SUMMER TERM ENROLLMENT REPORT**

### **Prepared by**

Beth Holscher, Institutional Research Analyst  
Colton Christian, Dean—Academic and Organizational Effectiveness  
Jessica Howard, President/Chief Executive Officer

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### Items included in this report:

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

Chemeketa Community College  
**Summer 2024**  
 Student, FTE and Enrollment Profile

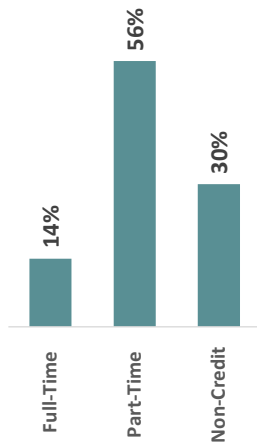
**Enrollments: 8,802**

**Student Headcount by Student Status**

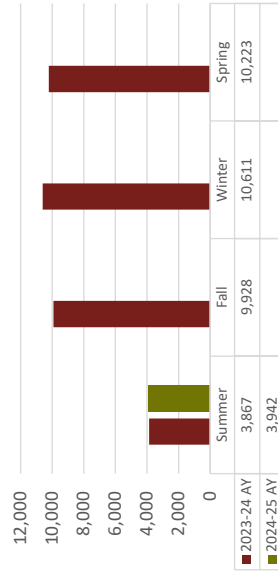
Full-Time	Part-Time	Non-Credit
564	2,198	1,180
14%	56%	30%

\*Students refers to unduplicated headcount

Distribution of Students



Student Headcount Year-to-Year



% Change **2%**

**Total FTE: 621**

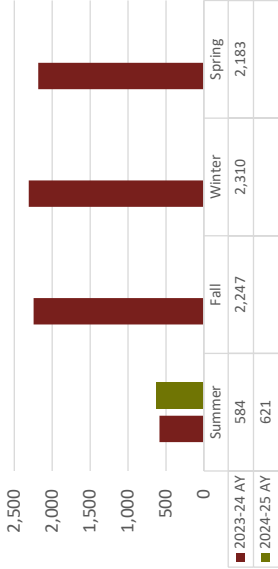
**Total FTE by Student Status**

Full-Time	Part-Time	Non-Credit
202	314	105
33%	51%	17%

Distribution of FTE



Total FTE Year-to-Year



% Change **6%**

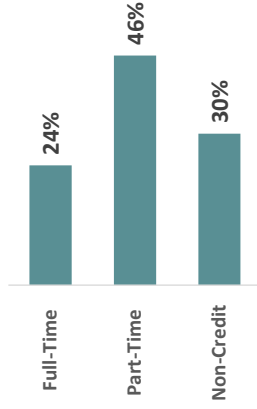
**Enrollments: 8,802**

**Enrollments by Student Status**

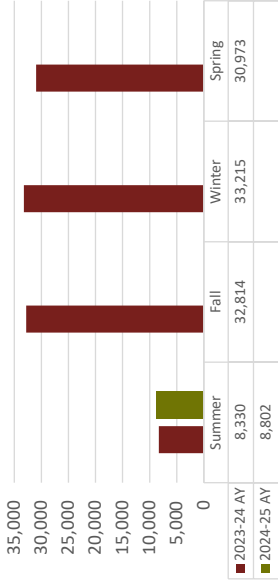
Full-Time	Part-Time	Non-Credit
2,104	4,036	2,662
24%	46%	30%

\*Enrollment refers to duplicated headcount

Distribution of Enrollments



Enrollments Year-to-Year



% Change **6%**

Chemeketa Community College  
**Summer 2024**  
 Student, FTE and Enrollment Profile

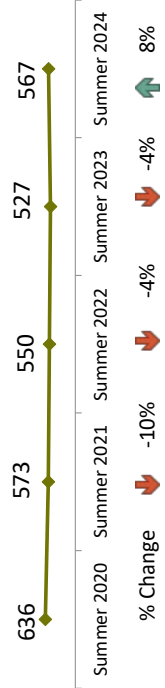
**Summer-to-Summer Comparison**

Summer Term FTE and Headcount	Summer 2023	Summer 2024	% Change
Reimbursable FTE	527	567	7.6%
Non-Reimbursable FTE	57	54	-5.6%
Total FTE	584	621	6.3%
Unduplicated Headcount	3,867	3,942	1.9%

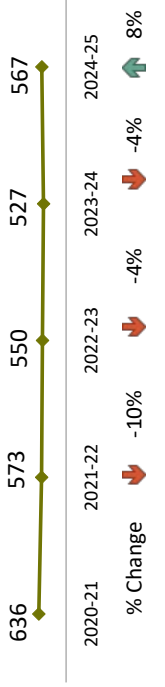
**Year-to-Date**

Year-to-Date FTE and Headcount	2023-24	2024-25	% Change
YTD Reimbursable FTE	527	567	7.6%
YTD Non-Reimbursable FTE	57	54	-5.6%
YTD Total FTE	584	621	6.3%
YTD Unduplicated Headcount	3,867	3,942	1.9%

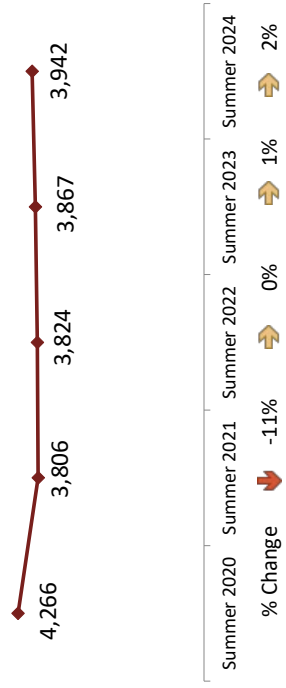
**Summer Reimbursable FTE**



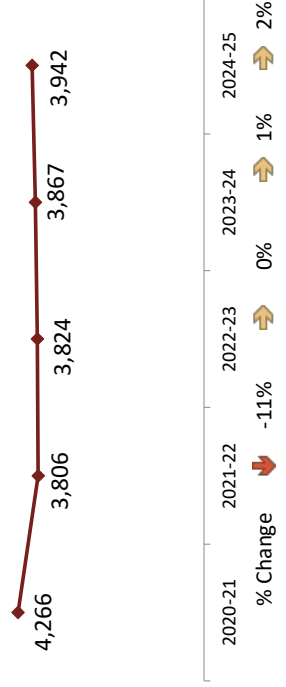
**YTD Reimbursable FTE**



**Summer Unduplicated Headcount**



**YTD Unduplicated Headcount**

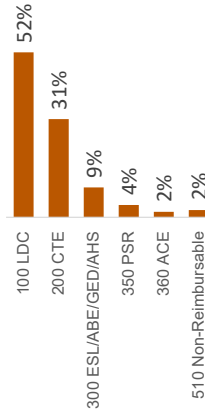


Chemeketa Community College  
**Summer 2024**  
 Student, FTE and Enrollment Profile

This page provides a breakdown of enrollment by activity, race/ethnicity, and gender. The percentage of the population in our district from each demographic group (race/ethnicity and gender) is provided alongside the student percentages. This allows the reader to compare the percentage of students to the percentage of people in the population from each demographic group to determine whether these percentages align. If the percentages align, this indicates that people in the district are accessing Chemeketa Community College at a rate that's proportionate to their representation in the district. If the percentages don't align, this indicates that people in the district are accessing Chemeketa Community College at a rate that's disproportionate to their representation in the district.

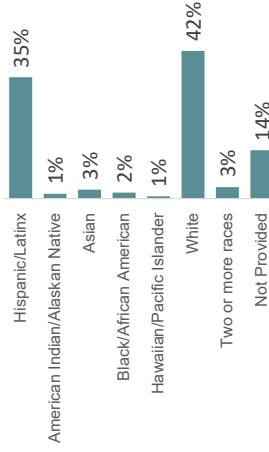
### FTE by Activity

Activity	FTE	%
100 Lower Div Collegiate	322	52%
200 Career Tech Educ	192	31%
300 ESL/ABE/GED/AHS	58	9%
350 Post Secondary Rem	24	4%
360 Adult Cont Educ	11	2%
510 Non-Reimbursable	14	2%
<b>Total</b>	<b>621</b>	<b>100%</b>



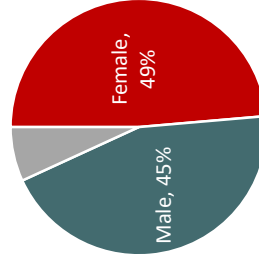
### Race/Ethnicity

Race/Ethnicity	Chemeketa Headcount	%	District %
Hispanic/Latinx	1,363	35%	24%
American Indian/Alaskan Native	54	1%	1%
Asian	101	3%	2%
Black/African American	67	2%	1%
Hawaiian/Pacific Islander	26	1%	1%
White	1,659	42%	65%
Two or more races	129	3%	5%
Not Provided	543	14%	1%
<b>Total</b>	<b>3,942</b>	<b>100%</b>	<b>100%</b>



### Gender

Gender	Chemeketa Headcount	%	District %
Female	1,917	49%	50%
Male	1,755	45%	50%
Not Provided	270	7%	0%
<b>Total</b>	<b>3,942</b>	<b>100%</b>	<b>100%</b>



\* District demographics from 2022 Census.

### Activity Codes

All courses at Community Colleges are assigned ACTI (activity) Codes to categorize sections into specific educational activities.

- 100** Lower Division Collegiate (WR121 Intro to Composition , MTH112 Precalculus 2: Trigonometry)
- 200** Career Technical Education (NUR106 Fundamentals of Nursing , WLD159 Ornamental Iron Work)
- 300** ESL/ABE/GED/AHS (This consists of several groups, which include English as a Second Language (XCCE0517B English Now!), Adult Basic Education (XABE0793J ABE Skills Lab), General Education Development (XGED0793J GED Skills Lab), and Adult High School (XHSC0911G Grammar & Punctuation))
- 350** Post Secondary Remedial (MTH070 Elementary Algebra, WR090 Fundamentals of Writing)
- 360** Adult Continuing Education(XDRV0001H Motorcycle eRider Basic, XEMT0571A EMT/Paramedic Skills Lab)
- 510** Non-Reimbursable (XMUP0001F Chamber Chorus, XSSP0001X Use Memory Strategies Workshop)

## GRADUATION AND TRANSFER REPORT

### Prepared by

Colton Christian, Dean—Academic and Organizational  
Effectiveness Jessica Howard, President/Chief Executive Officer

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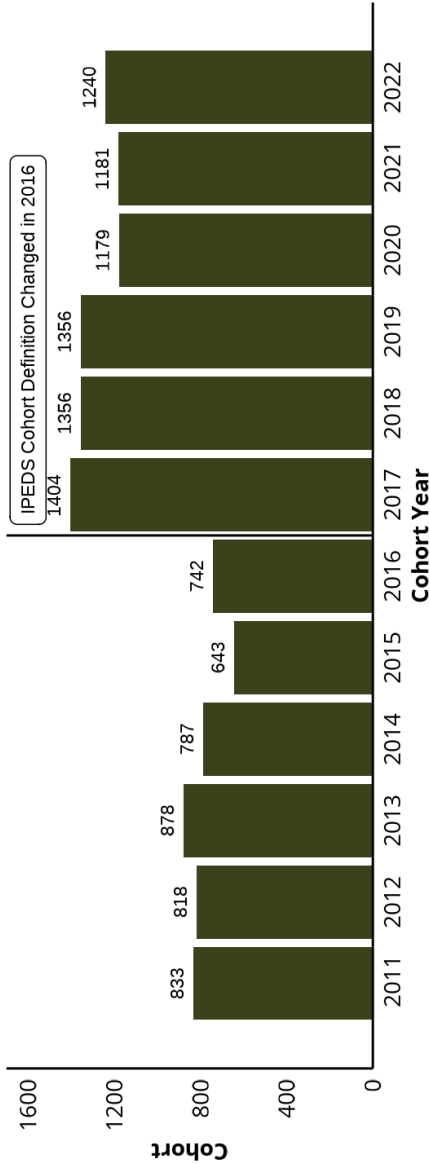
Items included in this report:

- Cohort sizes since 2011
- Graduation rates since 2011
- Comparison of 150% graduation rate to Oregon peers, similar peers, and national peers
- 6-Year transfer rate



Chemeketa Community College  
AY 2023-24 Graduation and Transfer Report

Cohorts (Full-Time) since 2011



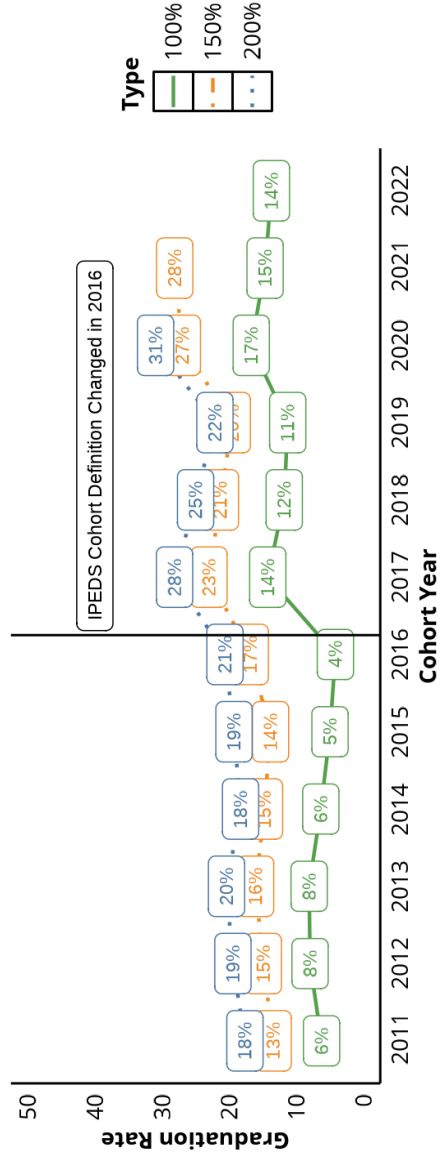
This graph displays the cohorts from 2011 through 2022. To be included in the cohort, students are:

- 1) first-time,
- 2) full-time,
- 3) degree-seeking, and
- 4) enrolled in Fall term.

Between the 2016 and 2017 cohort years, the definition of the cohort changed to include students with prior College Credit Now experience.

As enrollment has changed over time, so too has the number of incoming first-time, full-time students.

Graduation Rates (Full-Time) since 2011



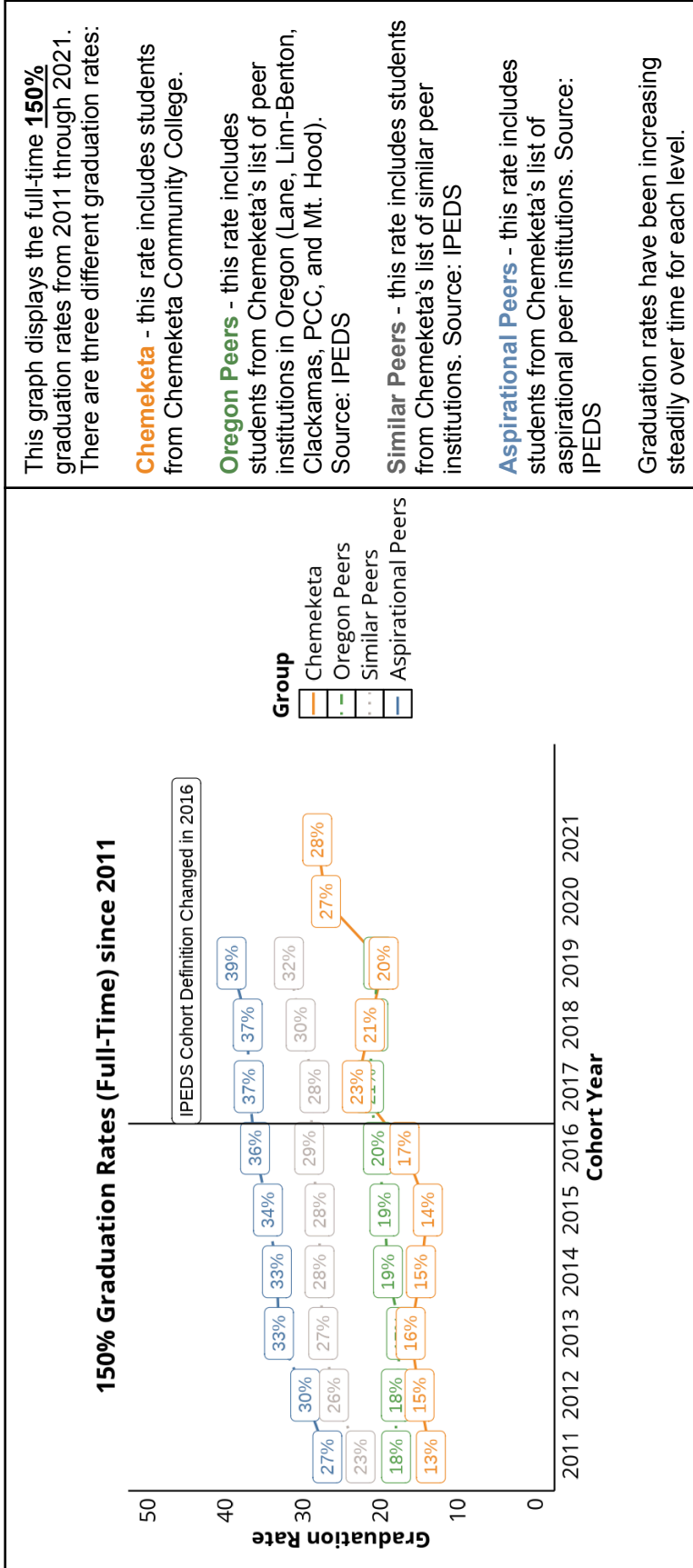
This graph displays the full-time graduation rates from 2011 through 2022. There are three different graduation rates:

**100%** - this rate measures the percentage of students that completed a degree in 2 years or a certificate in 1 year.

**150%** - this rate measures the percentage of students that completed a degree in 3 years or a certificate in 1.5 years.

**200%** - this rate measures the percentage of students that completed a degree in 4 years or a certificate in 2 years.

Chemeketa Community College  
AY 2023-24 Graduation and Transfer Report



This graph displays the full-time **150%** graduation rates from 2011 through 2021. There are three different graduation rates:

**Chemeketa** - this rate includes students from Chemeketa Community College.

**Oregon Peers** - this rate includes students from Chemeketa's list of peer institutions in Oregon (Lane, Linn-Benton, Clackamas, PCC, and Mt. Hood). Source: IPEDS

**Similar Peers** - this rate includes students from Chemeketa's list of similar peer institutions. Source: IPEDS

**Aspirational Peers** - this rate includes students from Chemeketa's list of aspirational peer institutions. Source: IPEDS

Graduation rates have been increasing steadily over time for each level.

<p><b>6-Year Transfer Rate (2018 Full-Time Cohort)</b></p> <div style="border: 2px solid #0070C0; border-radius: 15px; width: 80px; height: 80px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <span style="font-size: 24px; font-weight: bold;">32%</span> </div>	<p><b>Top Transfer Destinations</b></p> <ol style="list-style-type: none"> <li>1) Western Oregon University</li> <li>2) Oregon State University</li> <li>3) Portland State University</li> <li>4) Oregon Institute of Technology</li> <li>5) University of Oregon</li> </ol>	<p><b>Top Transfer Majors</b></p> <ol style="list-style-type: none"> <li>1) Psychology</li> <li>2) Business</li> <li>3) Education</li> <li>4) Computer Science</li> <li>5) Biology</li> </ol>	<p>The 6-Year Transfer Rate measures the percentage of full-time students that transfer to a four-year institution within six years after starting at Chemeketa.</p>
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## RECOGNITION REPORT

### Prepared by

Jessica Howard, President/Chief Executive Officer

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

Chemeketa Community College was selected for the **Board of Directors Outstanding Partner of the Year** award by the MEDP Board of Directors for the 2024 Annual Event and McMinnnovation Awards, held at The Bindery on October 2. Paul Davis was present to accept the award.

Stephanie Lenox and Abbey Gaterud (Chemeketa Press) won a 2024 Open Education Award for Excellence for the open educational training tool, *Doing the Work: Diversity, Equity, and Inclusion in Open Educational Resources*. They co-authored this 5-module author-training course with collaborators at Open Oregon Education Resources as part of a larger, federally funded grant project to build 17 openly licensed textbooks and course packages for sociology, criminal justice, and human development.

I am proud to recognize JOHN CAPACCIO, TESLA JOHNSON, and KATIE CASTILLO for their outstanding coordination of Rural Career Connected Learning experiences for students from the Amity, Dayton, McMinnville, and Sheridan schools. Through partnerships with Willamette Valley Medical Center for healthcare days and Evergreen Aviation and Space Museum for hospitality, students had opportunities to engage in days dedicated to exploring exciting careers in the healthcare and hospitality industries. They connected with professionals, participated in industry tours, and discovered various educational pathways to pursue their future careers.

Congratulations to Chemeketa Marketing for becoming a finalist in the National Council for Marketing and Public Relations Medallion Awards. The following projects are now in the running for either Bronze, Silver, or Gold Medallions. We will find out in November at the District Conference. The following projects are in the running:

- Notes/Cards/Invitations Category: The Foundation's holiday card.
- E-Newsletter Category: Both the Chemeketa Chatter and Alumni newsletter (last year, both received awards too)
- Podcast Category: Chatting with Chemeketa
- Logo Wear Category: Piece of the Puzzle t-shirt from Kickoff last year
- Novelty Item Category: Mission/Vision/Values chocolate bar wrappers and the puzzle piece stickers made for YVC

Thanks to all of the presenters and the committee that organized the inaugural ChED Talks, which this year highlighted projects within our value theme of community: KAREN ALEXANDER, JUDY ALLEN, VIVI CALEFFI PRICHARD, EARLENE COLEMAN, PAUL DAVIS, MAIRA GARCIA, MINNA GELDER, GENEVIVER HALKETT, SARA HASTINGS, JOSHUA ISAAK, TATE JACKSON, TETER KAPAN, LILIANA LANDA-VILLABA, LAYLI LISS, LESLIE MAKSUN, GAELLEN MCALLISTER, ODILON RAMIREZ, NINFA RODRIGUEZ, LAURA SCOTT, KEITH SCHLOEMAN, and MARJORIE YAROSLASKI.

Standard Report-7  
October 16, 2024

A number of employees participated in the climate survey gallery walk during kick-off to help in our effort to collaboratively interpret the survey results and identify the next steps. I want to thank GONZALO AQUINO, COLTON CHRISTIAN, HALEY GIBBS, NEIL LISS, LINDA RINGO-REYNA, and DEBRA VANHOUTON who contributed to making this important engagement opportunity available.

Child Development Center Instructional Specialists, GUADALUPE MEZA-BURKS and DELLA RODRIGUEZ transformed space at the Yamhill Valley Campus from an empty room to a beautiful and engaging space to welcome children of ESOL students who will be receiving childcare funded by the CIG grant.

**APPROVAL OF GRANTS AWARDED JULY–SEPTEMBER 2024  
 [24-25-109]**

**Prepared by**

Gaelen McAllister, Director—Institutional Grant Development  
 Alice Sprague, Vice President—Governance and Administration

These grants have been awarded to the college from July to September 2024. It is recommended that the board accept these grants.

**GRANTS AWARDED—July–September 2024**

<b>Grantor</b>	<b>Department</b>	<b>Description</b>	<b>Amount</b>
U.S. Dept. of Education English Language Acquisition National Professional Development	General Education and Transfer Studies (GETS)–Education	The project will provide early on-ramps and support enabling bilingual teacher candidates to join the teaching profession. Partners include school districts across the region, universities, and Oregon TSPC. Karla Hale. Submitted May 13, 2024.	\$3,497,047
Americorps	DEI, GETS, READ	Funds AmeriCorps members to assist with Safe Haven, Corrections and Woodburn Mentors. Vivi Caleffi Prichard, Katie Dwyer, and Elias Villegas. Submitted June 17, 2024.	in kind
NSF HSI	GETS–Life Sciences	Funds for equipment to develop science lab at Woodburn Center and update the Salem lab. Jennifer Schramm. Submitted June 4, 2024.	\$200,000
s'gwi gwi ? altxw: House of Welcome Supporting Indigenous Mastery (SIAM)	GETS–Art	Creates opportunities for students and community members to learn from artists who are Grand Ronde members. Laura Mack. Submitted June 20, 2024.	\$40,000
Oregon Department of Transportation	Center for Business and Industry, Early Childhood Education	Creates additional capacity for car seat safety training. R. Taylor and Kristin Mauro. Submitted June 15, 2024.	\$65,000
Dewalt	CTE–MWEC	Provides virtual learning labs for construction trades. Debbie Johnson. Submitted June 28, 2024.	\$45,000

Action-1  
October 16, 2024

U.S. Department of Labor Build Back Better Mass Timber	CTE– Apprenticeship	Subaward from the Port of Portland project to increase training and workforce connections for the Mass Timber supply chain. The project will partially fund an Apprenticeship coordinator. Larry Cheyne and Francisco Saldivar.	\$96,483
Mexican Consulate IME Becas	GETS– Education	Funds scholarships for students of Mexican heritage pursuing teaching degrees. Karla Hale.	\$5,500
U.S. Department of Justice	DEI–Safe Haven	Creates culturally specific anti-stalking, domestic violence, and dating violence education. Vivi Caleffi Prichard and Tate Jackson. Submitted June 5, 2024.	\$499,540
		<b>Total Grant Funding Awarded</b>	<b>\$4,448,570</b>

Action-2  
October 16, 2024

**APPROVAL OF COLLEGE POLICY: BOARD OF EDUCATION SERIES—  
#1750—PROHIBITION OF HARASSMENT / & NONDISCRIMINATION  
[24-25-110]**

**Prepared by**

Patrick Proctor, Associate Vice President—Human Resources  
Alice Sprague, Vice President—Governance and Administration

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**PROHIBITION OF HARASSMENT / & NONDISCRIMINATION—POLICY #1750**

This policy was last reviewed by the board in December 2019. There are several substantial edits to this policy. For the above-noted policy, the new language is underlined and the former language has been stricken with lines through the text.

It is recommended that the College Board of Education approve the Board of Education series policy, #1750, Prohibition of Harassment / & NonDiscrimination.



## College Board of Education Series (1000)

POL #1750

### **PROHIBITION OF HARASSMENT & NONDISCRIMINATION**

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~~Chemeketa Community College is committed~~ dedicated to maintaining a workplace ~~in which where everyone can achieve reach~~ their full potential ~~without being impeded by~~ free from unlawful discrimination or harassment. ~~The intent of this policy is to impress upon everyone at every level the seriousness of this commitment and strongly encourage everyone to report any conduct that they perceive to be discriminatory or harassing in nature<sup>1</sup>.~~ The college is committed to providing an academic and work environment that respects the dignity of individuals and groups, ensuring it is free of all forms of unlawful harassment. State and federal law, along with this policy, underscore the seriousness of this commitment.

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

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law, and this College policy prohibits harassment and discrimination. This policy applies to all members of the Chemeketa Community College community including Board of Education members, employees, students, volunteers and interns.<sup>3</sup>

We strongly encourage everyone to report any conduct they perceive as discriminatory or harassing, whether experiencing the behavior firsthand or witnessed.

#### **Legally Protected Classes**

Although all reports of harassment or discrimination will be followed up on by appropriate personnel, harassment or discrimination is prohibited under federal and/or Oregon state law when it is based on any of the following protected classes:

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<sup>3</sup> Also see Policies 1751, 1752, and 1753



College Board of Education Series—1000

**PROHIBITION OF HARASSMENT / & NONDISCRIMINATION (continued)**

- Race (including physical characteristics historically associated with race, e.g., natural hair, hair texture, hair type, and protective hairstyles)<sup>2</sup>
- Color<sup>2</sup>
- Ethnic origin<sup>12</sup>
- ~~National origin~~<sup>12</sup>
- Religion<sup>2</sup>
- ~~Age~~<sup>4</sup>
- ~~Disability~~<sup>3</sup>
- Sex (see Sexual Harassment, Discrimination and Misconduct Policy #1751)<sup>2, 6, and 13</sup>
- Sexual orientation (see Sexual Harassment, Discrimination and Misconduct Policy)<sup>11 and 13</sup>
- Gender identity/expression (see Sexual Harassment, Discrimination and Misconduct Policy #1751)<sup>11 and 13</sup>
- Gender identity/expression (see Sexual Harassment, Discrimination, and Misconduct Policy)<sup>11 and 13</sup>
- National origin<sup>12</sup>
- Disability<sup>3</sup>
- Genetic information<sup>14</sup>
- ~~Family relationships~~<sup>9</sup>
- ~~National origin~~<sup>12</sup>
- ~~Disability~~<sup>3</sup>
- ~~Genetic information~~<sup>14</sup>
- Marital status<sup>11</sup>
- Age (18 years of age and older)<sup>4</sup>
- Expunged juvenile record<sup>15</sup>
- Familial status/relationships<sup>11</sup>
- Pregnancy and related conditions<sup>7</sup>
- Citizenship status<sup>5</sup>
- Protected Veterans status<sup>8</sup>
- Tobacco usage (non-working hours)<sup>10</sup>
- Victims of domestic violence (e.g., sexual assault, stalking, harassment, etc.)<sup>15</sup>
- Whistleblower<sup>1</sup>

2 The Civil Rights Act of 1964—Title VII and ORS 659A.006  
3 The Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Americans with Disabilities Act Amendment of 2008 and ORS 659A.112  
4 Age Discrimination in Employment Act of 1967, Older Workers Benefit Act of 1990 and ORS 659A.030  
5 Immigration Reform and Control Act of 1986  
6 Equal Pay Act of 1963 and ORS 659A.029  
7 Pregnancy Discrimination Act of 1978 and ORS 659A.029  
8 The Veterans Reemployment Act of 1974, the Uniform Service Employment and Reemployment Rights Act of 1994  
9 The Civil Rights Act of 1964 §1981, 1983 and ORS 659A.309  
10 ORS 659A.315  
11 ORS 659A.006  
12 The Civil Rights Act of 1964 §1981, 1983  
13 Title IX of the Education amendment of 1972  
14 ORS 659A/Genetic Information Non-Discrimination Act 2008 (GINA) § 202.  
15 ORS 659A.270  
16 ORS 659A.199

College Board of Education Series—1000

### **PROHIBITION OF HARASSMENT / & NONDISCRIMINATION (continued)**

~~Any conduct relating to these protected classes is prohibited when~~

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

This prohibition of harassment and discrimination also includes 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 designed for that purpose.

### **College Funding**

No Chemeketa Community College funds shall ever knowingly be used for membership, or for any participation involving financial payment or contribution on behalf of the College or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of the protected classes noted above.

### **Accessibility**

Chemeketa Community College is committed to equal opportunity in educational programs, employment, and all institutional programs and activities. The College and its representatives shall provide access to services, classes, and programs without regard to an individual's legally protected status.

### **Retaliation**

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

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

~~Retaliation can take many forms, including, but not limited to, verbal or physical abuse, threats of violence, and/or intimidation. Actions are considered retaliatory when they~~

College Board of Education Series—1000

## **PROHIBITION OF HARASSMENT & NONDISCRIMINATION (continued)**

~~have a materially adverse effect on the working, academic, or college-controlled living environment of an individual, or that hinder the individual from effectively carrying out their college responsibilities. Individuals engaging in retaliatory acts are subject to discipline as described in this policy.~~

### **Prohibition of Retaliation**

Chemeketa Community College seeks to foster an environment in which employees, students, and other members of our College community feel free to report incidents of harassment without fear of retaliation or reprisal. Chemeketa Community College strictly prohibits retaliation against anyone for filing a harassment complaint or participating in an investigation. No one at the College may reprimand, discriminate, or retaliate against an individual who initiates a good faith inquiry or complaint, or against those who provide related information.

Such conduct is illegal and constitutes a violation of this policy. Chemeketa Community College will investigate all allegations of retaliation swiftly and thoroughly. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

### **Reporting**

Any student, employee, or other member of the campus community who believes that he/she/they have been harassed or retaliated against in violation of this policy should immediately report such incidents by following the processes described in #1750 Harassment/ Discrimination Complaint Procedure, #1751 Sexual Harassment, Discrimination and Misconduct Procedure, and/or #1752 Respectful College Community Complaint Procedure. Chemeketa Community College requires supervisors to report all incidents of harassment and retaliation that come to their attention.

### **Applicability & Training**

This policy applies to all college employees and students, anyone serving in a supervisory capacity on behalf of the college, and vendors and members of the general public aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, evaluation, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end, the President shall ensure the College conducts education and training activities to counter harassment and prevent, minimize, or eliminate any hostile environment that affects equal education opportunities or employment conditions. The President shall establish procedures to define harassment on campus and provide for the investigation and resolution of harassment and discrimination complaints for employees,

College Board of Education Series—1000

### **PROHIBITION OF HARASSMENT / & NONDISCRIMINATION (continued)**

students, and other community members. State and federal law, along with this policy, prohibit retaliatory acts by the College, its employees, students, and agents.

#### **Sanctions**

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

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

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

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

#### **Basis for Determination**

Chemeketa Community College will make the determination of harassment or discrimination based on the preponderance of the evidence standard, the totality of the situation, and from the reasonableness of the complainant's (or the person making the complaint) perspective.

#### **Examples**

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

##### **Verbal Actions**

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

##### **Physical Actions**

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

College Board of Education Series—1000

**PROHIBITION OF HARASSMENT & NONDISCRIMINATION (continued)**

**Published Procedures**

Chemeketa Community College will publish and publicize this policy and related written procedures (including the procedure for making complaints) to students and employees. The College will make this policy and related written procedures (including the procedure for making complaints) available in all administrative offices and will post them on the College's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

June 26, 1991

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*Adopted College Board of Education*

November 15, 2000; July 26, 2006; October 17, 2007; October 21, 2009; April 17, 2013; December 20, 2016; December 18, 2019

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*Revised College Board of Education*

# VISION • MISSION • VALUES

## **VISION** *(Our shared future)*

Chemeketa will be a gathering place for lifelong learning.

## **MISSION** *(Why we exist)*

Chemeketa transforms lives and strengthens communities through quality education, services, and workforce training.

## **VALUES** *(How we work together)*

### **ADAPTABILITY**

We embrace change, thoughtfully improve, and respond to students and our rapidly shifting world.

### **BELONGING**

We create a welcoming culture and environment that honors the ways people are diverse so that each individual feels valued, supported, and safe in their work and learning journeys.

### **COMMUNITY**

We forge meaningful connections and partnerships within Chemeketa and with the communities we serve.

### **OPPORTUNITY**

We affirm the potential of each person to grow and learn, and are committed to providing equitable access to education and opportunity.

### **QUALITY**

We strive for excellence through relevant, inclusive, and future-focused curriculum, services, and experiences.

Appendix-2  
October 16, 2024



Discover  
**Chemeketa**  
Community College  
4000 Lancaster Dr. NE  
Salem, OR 97305  
chemeketa.edu



Building directory on reverse side

## Appendix-2 October 16, 2024

### Building and Primary Function(s)

- 001 1st Floor: Bookstore
- 001 2nd Floor: Faculty Offices; Cooperative Work Experience
- 002 1st Floor: Advising & College Access Programs (CAMP, TRIO, Upward Bound); Chemeketa Completion Program; College Access; Information Center; Multicultural Center; Planetarium; Public Safety; Student Accessibility Services; Student Life; Veterans Resource Center
- 002 2nd Floor: Basic Navigator Needs; Business Services; Career Center; Counseling & Student Support Services; Enrollment Center; Financial Aid; Graduation Services; Human Resources; Intercultural Resource Center; President's Office; Procurement; Safe Haven; Student Affairs; Student Recruitment; Student Success Center; Title IX Office; Veterans Services
- 003 1st Floor: Gretchen Schuette Art Gallery; Classrooms
- 003 2nd Floor: Academic Affairs; Classrooms; Computer Science Faculty; Math Hub; Math Faculty; Placement Assessment; Testing Center
- 004 1st Floor: Automotive Program; Electronics Program; Faculty Offices
- 004 2nd Floor: Visual Communications; Robotics; Electronics & Networking Programs; Faculty Offices
- 005 1st Floor: Art Classrooms
- 005 2nd Floor: Classrooms; Foundation, Marketing & Public Relations; Grants; Public Information
- 006 1st Floor: Auditorium; Classrooms
- 006 2nd Floor: Classrooms; Employee Development
- 007 Gymnasium; Physical Education Classrooms
- 008 1st Floor: Dental Clinic; Health & Science Classrooms; Café 8
- 008 2nd Floor: Health & Science Classrooms
- 009 1st Floor: Classrooms; The Center for Academic Innovation; Academic Effectiveness; Chemeketa Press; Institutional Research & Reporting; Media Studio
- 009 2nd Floor: Library, Academic Support Center (Tutoring & Writing Centers); Student Computer Center; Study Rooms
- 012 Information Booth
- 014 Fire Programs
- 015 Burn Tower
- 020 Drafting; Engineering; Machining Program; Faculty Offices
- 021 Welding Program
- 022 Academic Development (ESOL, GED/ ABE, HEP, STEP Program); Information Technology; ICAP Program; STEP Program; TANF Jobs Program
- 033 Apprenticeship Programs
- 036 SOAR Program
- 037 Faculty Offices
- 038 Public Safety
- 039 Child Development Center
- 040 Facilities & Operations

- 041 Facilities & Operations; Shipping & Receiving
- 042 Genuine Foods Catering Kitchen; Taco Stand
- 043 Copy Center; Mail Room; Recycling
- 044 Facilities
- 045 Activity Field
- 046 Greenhouse
- 048 Conference Rooms; MaPS Credit Union
- 049 High School Partnerships; Mid-Willamette Education Consortium, Youth GED Options
- 050 Roberts at Chemeketa
- 051 Roberts at Chemeketa
- 052 Classrooms
- 053 Department of Human Services
- 058 Facilities & Operations Annex
- 060 Agricultural Sciences
- 061 Pavillion; Chemeketa Market
- 062 Greenhouse

### Area or Service—Building/Room

- Academic Affairs—3/272
- Academic Development (ESOL, GED/ABE, HEP, STEP Program; ICAP Program, TANF Jobs Program)—22/100
- Academic Support Center (Tutoring & Writing Centers)—9/Second Floor
- Admissions—2/200
- Advising—2/110
- Art Gallery—3/122
- Athletics—7/103
- Auditorium—6/115
- Boardroom—2/170
- Bookstore—1/First Floor
- Business Services—2/202
- Career Center—2/230
- CCBI, Business Programming & ECE—1/204
- Chemeketa Cooperative Regional Library Service—9/136,130
- Chemeketa Online—9/106
- Chemeketa Press—9/105
- Cooperative Work Experience—1
- Copy Center—43
- Counseling Services—2/230
- Dental Clinic—8/101
- Employee Development Center—6/218b
- English for Speakers of Other Languages—22/100
- Enrollment Center—2/200
- Executive Dean of Students—2/208
- Extended Learning—3/252
- Financial Aid—2/200
- First Aid—2/173
- Food Service—2/First Floor, 8, & 42
- Foundation—5/264
- Genuine Foods—42
- General Information (Welcome Center)—2/110
- Gymnasium—7
- Human Resources—2/214
- Information Technology—22/138
- Library—9/Second Floor
- Lost & Found—2/173
- Mail Room—43
- Multicultural Center—2/177A
- Parking Permits—2/173 Public Safety
- Planetarium—2/171
- Posting Notices on Campus—2/176
- President's Office—2/216
- Public Information—5/266

- Public Safety—2/173—503.399.5023
- Registration—2/200
- Scholarships—5/266
- Student Accessibility Services—2/174
- Student Affairs—2/208
- Student Center—2/179
- Student Clubs—2/176
- Student Computer Center—9/Second Floor
- Student Resources—2/230
- Student Success Center—2/210
- Television Studio—9/162
- Testing Center—3/267
- Transcripts—2/200
- Transfer Information—2/110
- Tutoring Center—9/Second Floor
- Vending Machine Refunds—1/First Floor
- Bookstore
- Veterans Services—2/201
- Veterans Resource Center—2/116
- Writing Center—9/Second Floor

### Instructional Department Offices

- Agricultural Sciences—60
- Applied Technologies—20/203
- Business & Technology, Early Childhood Education & Visual Communications—1/204
- Chemeketa Online/Tech Hub—9/106
- Dental Programs—8/109
- Education—3/252
- Emergency Services—Brooks Regional Training Center
- Health, & Human Performance—7/103
- Psychology, Life and Physical Science—8/221
- Liberal Arts & Social Sciences—1/204
- Math, Engineering & Computer Science—3/252
- Nursing—8/104
- Pharmacy Technology—8/113

### 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

#### Lactation/Wellness Room

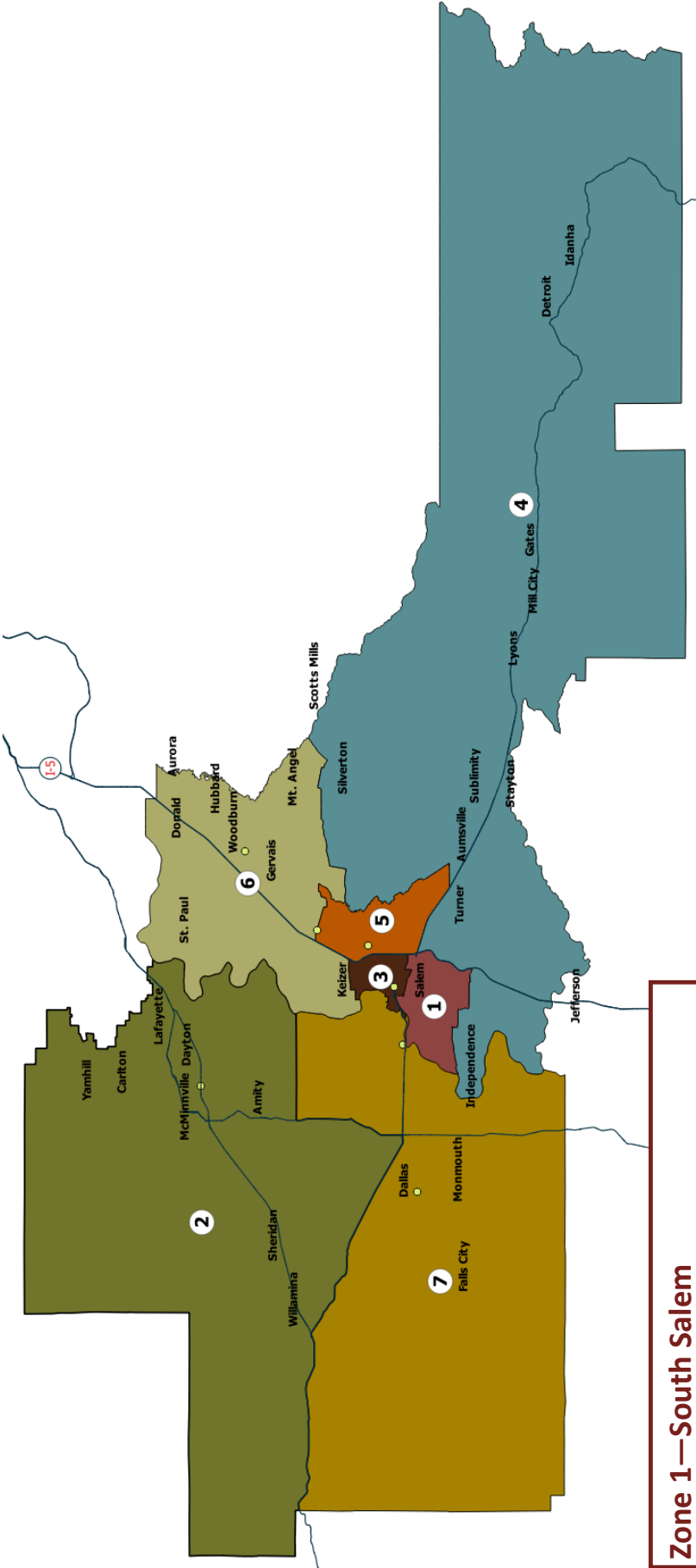
- Building 2—Room 181
- Building 5—Room 262
- Building 8—Room 1064
- Building 20—Room 815
- Building 22—106A
- Building 60—Room 815

### Elevators

- Building 2
- Building 3
- Building 4
- Building 6
- Building 8
- Building 9



# Chemeketa Community College Board Zone Boundary Maps and Descriptions



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

Board Members

**ZONE 1 Iton Udosenata**  
**ZONE 2 Ron Pittman**  
**ZONE 3 Neva Hutchinson**  
**ZONE 4 Ken Hector, Chair 2024-2025**  
**ZONE 5 Jackie Franke**  
**ZONE 6 Diane Watson, Vice Chair 2024-2025**  
**ZONE 7 Betsy Earls**