

A large, stylized graphic of a fish, likely a salmon, is positioned on the left side of the page. The fish is rendered in shades of green and white, with a circular eye and a curved body. The background of the entire page is a light green color.

Regular Meeting

April 18, 2018

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

BOARD OF EDUCATION

Regular Meeting

April 18, 2018

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

- | | | | |
|---|--|--|-------|
| I. Workshop | 4:30 pm | Salem Campus—Building 2, Room 170,
(Board Room) | |
| A. Budget Committee Meeting
Julie Huckestein, President/Chief Executive Officer | | | 1 |
| II. A. Executive Session | 5:30 pm | Salem, Campus—Building 2, Room 172 | |
| Executive Session is called in accordance with ORS 192.660(2) (a) employment;
(b) complaints; (d) negotiations; (e) real property; and (h) legal rights. | | | |
| B. Administration Updates | | | |
| III. Regular Session | 7 pm | Salem Campus—Building 2, Room 170,
(Board Room) | |
| A. Call to Order | | | |
| B. Pledge of Allegiance | | | |
| C. Roll Call | | | |
| D. Comments from the Audience | | | |
| E. Approval of Minutes —Workshop and Regular Board Meeting
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| 2. Reports from the College Board of Education | | | |
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Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley
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Campus President, Yamhill Valley

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Julie Huckestein, President/Chief Executive Officer
3. Purchasing Report 40
Julie Huckestein, President/Chief Executive Officer
4. Capital Projects Report 41
Julie Huckestein, President/Chief Executive Officer
5. College Advancement Report for 42–45
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No. 17-18-20, Cynthia L. Olsen
David Hallett, Vice President—Governance and Administration
2. Approval of Request for Leave Without Pay [17-18-145] 50a
Julie Huckestein, President/Chief Executive Officer

J. Action

Consent Calendar Process (Items will be approved by the consent calendar process unless withdrawn at the request of a member of the board.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

1. Approval of College Policies #4030—Graduation [17-18-138] 51–61
Requirements; #4070—Grading; and
#5020—Academic Honesty
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley
2. Approval of College Policies #2255— [17-18-139] 62–67
Smoke-Free College; #5140—Student Records/
Use of Social Security Numbers; #6310—Travel,
Transportation, and Related Expenses; and
#7020—Chemeketa Cooperative Regional Library Service
Julie Huckestein, President/Chief Executive Officer
3. Approval of Amended Adult High School [17-18-140] 68–71
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Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley
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L. Future Agenda Items

M. Board Operations

N. Adjournment

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

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

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

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

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

Workshop-A
April 18, 2018

AGENDA
BUDGET COMMITTEE
Chemeketa Community College
4000 Lancaster Drive NE
Salem, Oregon

April 18, 2018

The Chemeketa Community College Budget Committee will meet on Wednesday, April 18, at 4:30 pm on the Chemeketa Salem campus in Building 2, Room 170.

- A. Pledge of Allegiance
- B. Call to Order and Roll Call
Ray Beaty, Chairperson
- C. Approval of Minutes of April 11, 2018
Ray Beaty, Chairperson
- D. Questions from Prior Meeting
Ray Beaty, Chairperson
- E. College Program Update
Jim Eustrom, Vice President—Instruction and Student Services/Campus President,
Yamhill Valley
- F. Presentation of 2018–2019 Other Funds
Rich McDonald, Director—Budget and Finance
Miriam Scharer, Associate Vice President—CSSD/Financial Management
Jim Eustrom, Vice President—Instruction and Student Services/Campus President,
Yamhill Valley
- G. Presentation of Budget Recommendation—Action Required
Rich McDonald, Director—Budget and Finance
- H. Public Testimony Regarding Proposed Budget
Ray Beaty, Chairperson
- I. Discussion of Recommended Budget
Ray Beaty, Chairperson
- J. Action on Recommended Budget
Ray Beaty, Chairperson
- K. Adjournment

Minutes
April 18, 2018

APPROVAL OF BOARD MINUTES

Prepared by

Jeannie Odle, Executive Coordinator/Board Secretary
Julie Huckestein, President/Chief Executive Officer

Minutes of the board meeting of March 21, 2018, are submitted for review by the board.

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

Minutes
April 18, 2018

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

March 21, 2018

I. WORKSHOP

Ken Hector, Chair, called the meeting to order at 4:32 pm. The meeting was held at the Salem Campus, in the Board Room, Building 2, Room 170.

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

College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; and Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley.

A. Accreditation Update

Jim Eustrom introduced Jess Stahl, dean of Curriculum, Instruction and Accreditation, and Mary Ellen Scofield, faculty member and program review and accreditation specialist, who gave an update on the mid-year cycle review which is a different process than the seven-year accreditation process.

Jess Stahl used a PowerPoint to guide her presentation. Jess joined the college in December 2017, and she acknowledged a number of staff who have been involved with the accreditation process and have helped her transition into her new role. She especially thanked Deborah Sipe, the previous accreditation liaison officer, who laid the groundwork for the report; and Mary Ellen Scofield who did most of the writing of the report. Mary Ellen Scofield acknowledged Holly Nelson, executive dean for developmental writing and the medical assisting program, the two examples used in the report; Paul Davis and Melissa Van Dyke from Yamhill Valley Campus; Laura Scott and Alissa Hattman, developmental writing faculty; Jeremy Trabue and Justus Ballard, English faculty; and Johnny Mack, executive dean, for his advice and expertise on three-year accreditation visits.

Being an economist and futurist, Jess talked about the “big picture” of accreditation including historical references from the 1952 Korean War GI bill, which tied in accreditation to federal funds, to the 1965 Higher Education Act (HEA) that laid the foundation for standards in higher education and the regional education system that is currently in use. Referring to the map of the six regions of accreditation, Jess pointed out the triangle at the bottom of the slide, which is referred to as the “triad” that represents federal, state, and regional accreditors—the current system in place to ensure quality in higher education in the United States. The HEA was reauthorized nine times but received criticism about peer review, which was the nature of regional accreditation. However, for colleges it was more for self-improvement, and for the federal government it was more for quality control. Jess shared some statistics and some excerpts from a white paper written by Senator Lamar Alexander entitled “Higher Education Accreditation Concepts and Proposals,” which noted areas of critique in accreditation. Jess read a response from the American Association of Community Colleges.

As a result of the dialog and debate around accreditation, a comprehensive revision of the HEA—the Promoting Real Opportunity, Success, and Prosperity through Education Reform

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(PROSPER) Act—was proposed by Representative Virginia Foxx in December 2017, which is still pending. Jess highlighted parts of the act including financial aid, consumer information and data, institutional risk-sharing, and strengthening accountability through accreditation. Jess noted the PROSPER Act is looking at how colleges tie student learning and educational outcomes to the college mission. So instead of the current view of here's the college mission and are we looking at outcomes that support and fulfill the mission, the PROSPER Act looks at it in reverse—does the college have a mission that leads to good student learning outcomes.

Jess reviewed the Northwest Community College and University (NWCCU) areas of accountability and the seven-year accreditation cycle. The upcoming mid-cycle (Year 3) visit scheduled for April 4 and 5 is more of a consultation or informative visit to make sure the college is on track for the comprehensive seven-year visit. The mid-cycle report was submitted along with appendices on February 27. The focus was on assessment and it had three parts— 1) institutional assessment plan; 2) two representative examples (developmental writing and medical assisting) of how the mission and core themes with a focus on student learning has been operationalized; and 3) discussion of what still needs to be done. Jess reviewed the two examples and how objectives and indicators were used to assess progress in these two academic areas.

There will be two peer evaluators, plus one observer, from the state of Washington—Ms. Sally Jackson, director of Planning Institutional Effectiveness and Research, from Spokane Falls Community College; Dr. Richard Middleton-Kaplan, dean of Arts and Sciences, from Walla Walla Community College; and Ms. Cynthia Requa, Institutional Effectiveness, from South Seattle College. The schedule was briefly reviewed; results will be shared in the late morning of April 5.

Jess shared accreditation next steps and reviewed the NWCCU rubrics of Criterion, Initial, Emerging, Developed, and Highly Developed categories, and she populated the chart with a few examples of the continuum. In light of the national landscape, NWCCU encourages colleges and universities to move themselves along the continuum into the “developed” or “highly developed” category so that the work is done and the college has the outcomes to demonstrate no matter what legislation comes along in the future.

Year 4 will be used to define and plan for college-wide, program level, and student learning assessment. Data will continue to be collected; however a plan will be developed on what data to collect, how to analyze, and how to use data so that the college has three solid years of consistent data for Year 7.

In reference to the statistic that the U.S. is ranked 12th out of 37 countries for adults aged 25–34 with a college degree, Ken Hector asked how many countries provide a free college education as this may have a bearing on the ranking. Jess said she would provide this information. Jess was thanked for her excellent and informative presentation.

The workshop ended at 5:20 pm; a recess was taken for Executive Session.

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II. A. EXECUTIVE SESSION

The board reconvened at 5:35 pm for Executive Session. The meeting was held at the Salem Campus in the board dining room, Building 2, Room 172.

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

College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; and Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley.
Guest: Rebecca Hillyer, General Counsel.

Executive Session was held in accordance with ORS 192.660(2)(e) real property and (h) legal rights.

Executive Session ended at 5:57 pm; and open session reconvened at 5:58 pm.

II. B. ADMINISTRATION UPDATES

Updates were shared or discussed with the board on the upcoming ACCT Leadership Conference on October 24–27 in New York; visits to district school boards; budget committee chair and vice chair; OCCA board training workshop on June 25; board calendar preview; legislative update; Woodburn planning; foundation development; Oregon President's Council (OPC)/Oregon Community College Association (OCCA) meeting debrief; Higher Education Coordinating Commission (HECC)/Governor Kate Brown letter; Eola event; staffing; diesel program; program changes; and board agenda preview.

A recess was taken at 6:55 pm.

III. REGULAR SESSION

A. CALL TO ORDER

Ken Hector, Chair, reconvened the meeting at 7 pm. The public meeting was held at the Salem Campus in the Board Room, Building 2, Room 170.

B. PLEDGE OF ALLEGIANCE

Ken Hector led the group in the Pledge of Allegiance.

C. ROLL CALL

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

College Administrators in Attendance: Julie Huckestein, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; and Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley.

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Board Representatives in Attendance: Anthony Rosario (for Isaac Acosta), Associated Students of Chemeketa (ASC); Terry Rohse, Chemeketa Classified Association; Justus Ballard, Chemeketa Faculty Association; and Allison Stewart Hull, Chemeketa Exempt Association.

D. COMMENTS FROM THE AUDIENCE

None were heard.

Ken Hector thanked Jess Stahl for providing an 11-page response to his question during the workshop on accreditation.

E. APPROVAL OF MINUTES

Ken Hector moved and Diane Watson seconded the approval of minutes from the workshop and regular meeting of February 21, 2018.

The motion CARRIED.

F. REPORTS

Reports from the Associations

Anthony Rosario reported in place of Isaac Acosta, ASC coordinator. Anthony said the report stands as written. He noted that Adam Holden will be leaving the college plus one other person in Student Life; they will both be missed.

Justus Ballard, faculty association president, Terry Rohse, classified association president, and Allison Stewart Hull, exempt association president, said their reports stand as written.

Reports from the College Board of Education

Ed Dodson attended Chamber events including Dallas, Stayton-Sublimity, Salem, Woodburn, and Mt. Angel; the Mid-Valley Green awards banquet; a SEDCOR breakfast; the 15- and 20-year employee luncheon; First Thursdays; a Mid-Willamette Education Consortium (MWEC) Regional Institute; the all-staff forum; VEX Robotics competition; OIT Dental Hygiene and Fire Suppression graduations; the OCCA forum and board meeting in Astoria; and the Student Art Show.

Ron Pittman met with Paul Davis and Danielle Hoffman for a YVC update, and he attended the Monmouth-Independence Chamber Community Awards banquet.

Jackie Franke attended Chamber award events including Stayton-Sublimity, Salem, Woodburn, and Mt. Angel; met with Representative Brian Clem with Julie; attended the 15- and 20-year employee recognition lunch; Mexican Consulate gathering to celebrate the bilingual student teacher leaders program; a foster parent forum; and a Council of Government (COG) board meeting.

Diane Watson attended Chamber events including Dallas, Stayton-Sublimity, Salem, Woodburn, Mt. Angel awards banquets; legislator visits with Julie and Senator Kim Thatcher and Representative Teresa Alonso Leon; Senator Ron Wyden's Town Hall in Keizer; a citizen's forum on the Future of Keizer; the 15- and 20-year employee lunch; Mexican Consulate

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celebration; the St. Paul school board meeting; Mayor Cathy Clark's state of the city; the Chemeketa Winter Music Concert; and the Fire Suppression graduation.

Neva Hutchinson attended the Salem, Woodburn, Mt. Angel Chamber and Mid-Valley Green awards events; the 15- and 20-year employee lunch; a Keizer Chamber forum; and the Fire Suppression graduation.

Ken Hector attended the Salem, Woodburn, and Mt. Angel Chamber awards events; the 15- and 20-year employee lunch; Mexican Consulate gathering; Foundation Development committee meeting; and the Fire Suppression graduation; made presentations with Johnny Mack to the Silverton, Santiam Canyon, and North Santiam district board meetings; participated in monthly Association of Community College Trustees (ACCT) Public Policy Advocacy Committee conference calls; attended the SEDCOR Ag breakfast; Silverton Fire District Emergency Management Advisory Committee meeting; Silverton Chamber Forum lunch for the Marion County State of the County; and three meetings of the Silverton Chamber business group.

Reports from the Administration

Jim Eustrom reported this is finals week, and he applauded all the students and faculty for making it through the term. He also recognized Linda Ringo-Reyna for all the work she does in the Multicultural Student Services area and coordinating the many student and public events that were held this term, including study nights, lunch lectures, movie nights, Martin Luther King events, and International Women's Day, just to mention a few.

G. INFORMATION

College Policies #4030, Graduation Requirements; #4070, Grading; and #5020, Academic Honesty

Karen Stevens, chair of the Academic Standards Advisory Council, reviewed the changes in the three policies. A major change in Policy #4030 is moving the detailed information about the degree requirements from the policy to the procedure, which reduces it from seven pages to one page, plus it aligns with statewide language. Board action will be requested in April.

College Policies #2255, Smoke-free College; #5140, Student Records/Use of Social Security Numbers; #6310, Travel, Transportation, and Related Expenses; and #7020, Chemeketa Cooperative Regional Library Service

Rebecca Hillyer presented four policies that were reviewed by the President's Advisory Council. Board action will be requested in April.

Adult High School Diploma Plan Update for Year 2018–2019

Abby Hoffar, dean of High School Partnerships, presented the annual Statement of Assurances and a chart showing courses added and terminated. This annual plan update is required to comply with the Oregon Department of Community College and Workforce Development (CCWD). Board action will be requested in April.

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2018–2019 Faculty Sabbatical Leave Requests

Jim Eustrom introduced Kevin Dye and Theresa Yancey, co-chairs of the Sabbatical Review Committee. Kevin reported seven faculty requested 16 terms out of 27 terms available. Kevin shared the descriptions of each sabbatical from the following faculty: Michele Dishong McCormack, Communications (three terms); Kay Bunnenberg-Boehmer, Art (three terms); Kim Colantino, English (one term–fall); Sydney Darby, English (three terms); Donna Bernhisel, English/YVC (one term–winter); Timothy VanSlyke, ESOL/YVC (three terms); and Ed Lazzara, Spanish (two terms). The remaining 11 one-term sabbaticals will be available in the fall. Board approval will be requested in April.

Guided Pathways

Jim Eustrom reported Chemeketa, Clackamas, Lane, Rogue, and Southwestern Oregon community colleges were accepted into the next cohort of Guided Pathways. The next steps include sending a team of faculty and staff to a two-day workshop on May 10–11 to work on program mapping, developing metamajors for the college, and learning from other institutions about best practices. In the fall, the focus will be on a new coaching model of advising for academic advisors and CTE advisors. Some funds will be available for the backfill of faculty and faculty training.

H. STANDARD REPORTS

Personnel Report

David Hallett said the report stands as written. David acknowledged the Human Resources staff as well as the other staff who are involved with onboarding new hires and position changes. A lot of work goes into the recruitment process to bring quality employees to the college. David also recognized Linda Herrera who is retiring after close to 26 years of service and dedication to the college and the community.

Budget Status Report

Referring to the Statement of Resource and Expenditures, Miriam Scharer called attention to the 199.57 percent in the Miscellaneous Revenue line item. This is due to the unanticipated revenue from timber taxes. The Budget Status Report does not reflect any adjustments of retroactive pay for faculty; this should be reflected in the April budget status report for full-time faculty and in May for part-time faculty. The Status of Investments report reflects a slight increase in interest rates from 1.75 to 1.85 percent, the highest since 2008.

Purchasing Report

Miriam clarified the Request for Proposal for Communication Access Services is for real-time translation and speech-to-text or speech-to-type services, onsite or remotely by Skype, for Student Accessibility Services, formerly Disability Services. A recommendation will be brought to the board in May.

Capital Projects Report

Tim Rogers said the report stands as written with a couple of additions. Tim noted the college has met with the architect on the Ag Complex, and the athletic field is 3–4 weeks ahead of the projected schedule, so it should have playable grass ready by August pending weather conditions.

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Recognition Report

Julie Huckestein acknowledged all the employees in the written report, and she thanked the board members for their active participation in the many Chamber and community events, as well as numerous events at the college.

I. SEPARATE ACTION

Approval of Retirement Resolution No. 17-18-19, Herlinda "Linda" Herrera

Diane Watson read the retirement resolution for Linda Herrera for 25 years, 11 months of service to the college. Ed Dodson moved, and Jackie Franke seconded the motion.

The motion CARRIED.

J. ACTION

Ron Pittman moved and Diane Watson seconded a motion to approve consent calendar item No. 1:

1. Approval of College Policies #2280, Access to College Property; #2410, College Safety and Security; and #6210, Purchasing and Expenditures [17-18-136]

The motion CARRIED.

K. APPENDICES

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

L. FUTURE AGENDA ITEMS

None were heard.

M. BOARD OPERATIONS

None were heard.

N. ADJOURNMENT

The meeting adjourned at 7:53 pm.

Respectfully submitted,



Board Secretary


Board Chair

President/Chief Executive Officer

ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

Prepared by

Isaac Acosta, ASC Executive Coordinator

ASC PAST EVENTS

3v3 Basketball Tournament

- This year ASC hosted the “Let it Rain” 3v3 Basketball Tournament on March 22. The event was successful in engaging the student body both as players and audience members with a turnout of over 30 players.

Night Strike

- Night Strike is coordinated by Sara Vega Flores (Community Engagement Coordinator) and Jerry Clark. Volunteers met on April 12, in Building 2, Room 178, at 5 pm and ate dinner before leaving to the Portland area to provide different needs for the homeless.

Student Club Events

- The month of April is a busy time for clubs this year. On April 13, clubs were invited to the Club Mini-Grant where three clubs were selected to receive \$500 for an upcoming club event. Additionally, on April 13, ASC hosted the Council of Clubs and Club Officer Training to prepare club officers for events and opportunities on campus.

ASC CURRENT EVENTS

Chemeketa’s Got Talent

- The 2018 Chemeketa’s Got Talent student event is on April 20, in the Building 6 Auditorium at 6 pm. Chemeketa students will be performing a variety of individual talents to an audience filled with friends, family, and anyone who would like to support Chemeketa’s performers.

Earth Day Club Fair

- From April 18–24, Sustainability Coordinator Christina Flinn is organizing an Earth Day Spirit Week featuring days to spread environmental awareness leading up to an Earth Day Celebration from 11 am–2 pm in the new quad. Finally, clubs and vendors will be invited to the Earth Day Club Fair on April 24, to table for their clubs and recruit new members.

MULTICULTURAL STUDENT SERVICES (MSS)

PAST EVENTS

Student Success Forum

- On March 6, Salem/Keizer School District’s Cynthia Richardson, director of the district’s Office of Student Equity, Access, and Advancement, and Chemeketa’s Linda Ringo-Reyna, coordinator of Multicultural Student Services held the Student Success Forum. This event brought together the parents, students, allies, and community for the 2nd Supporting African-American/Black student’s success forum held this academic year. The event had

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approximately 172 participants who attended sessions focusing on student success in the Salem/Keizer School District.

International Women's Day

- On March 8, International Women's Day was coordinated and hosted by the Multicultural Student Services Team featuring student leader and guest speaker Busola Olofin, an International student from Nigeria, and MSS student leader Victoria Vedrode Mistress of Ceremonies and Chemeketa employee Caleb Stratemeyer whose original poetry highlights the contributions of women.

Study Nights

- MSS provides study nights every Monday, Tuesday, and Wednesday from 5–8 pm in Building 2, Multicultural Center. Here, students can seek help in writing and math while enjoying refreshments.

CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Justus Ballard, President—Chemeketa Faculty Association

THE EVOLUTION OF ONLINE INSTRUCTION AT CHEMEKETA

In the beginning, back in the good old days when the Internet was full of promise and wonder, Chemeketa had the foresight and gumption to embrace the possibilities of web-based distance education. For many years, Chemeketa was a leader and innovator in online education, and the college today continues to take justifiable pride in the number and variety of courses offered.

In the beginning, it was a good idea to conceive of Chemeketa Online as though it were a virtual outreach campus that ran parallel to the physical campus. The autonomy Chemeketa Online had to hire and train faculty and personnel allowed the online program to develop much more rapidly than it might otherwise have.

Here in the present, though, the model of an autonomous and quasi-independent online campus existing apart from the rest of the college may have outlived its usefulness.

These days, many more faculty are prepared to teach online courses and are quite comfortable doing so; the day when all faculty are prepared and comfortable is not far off. As a matter of fact, many full-time and part-time faculty who work at the Salem campus (and other campuses) teach online courses regularly as part of their workload.

There were good reasons in the beginning for Chemeketa Online to have the independence to forge its own path, but today there are more good reasons for those online classes to be fully reintegrated with the brick and mortar programs and departments, and for Chemeketa Online to transition into something that provides support to faculty and students rather than something that unnecessarily duplicates administrative functions.

CHEMEKETA COMMUNITY COLLEGE CLASSIFIED EMPLOYEES ASSOCIATION (CCA)

Prepared by

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

Gail Williams Pickett, Director of Public Relations—Chemeketa Community College Classified
Employees Association

NEW TO THE COLLEGE

- James Morgan became the new instructional specialist for Applied Technologies on March 26, 2018. James replaced Tom Rodgers who retired in fall 2017. James worked as a drafter for Lenity Architecture of Salem, OR, prior to hire by Chemeketa. James is married with no children and enjoys fishing, watching movies and working on the house. When asked, “What intrigues you most about your new job?” James had the perfect answer, “Helping students succeed.”
- Ariel Careaga joined Corrections Education as an instructional technician on April 2, 2018. Ariel will be busy serving three Corrections Education service locations: Oregon State Penitentiary, Oregon State Correctional Institution and Santiam Correctional Institute, when not attending classes at Chemeketa.
- Meagan Usselman is the newest student services technician in Enrollment Services as of April 2, 2018. Meagan comes to Chemeketa from the State of Oregon working in child support enforcement on “... the Child Attending School team with students age 18–21 who were receiving, or trying to receive support directly from their parent.” What intrigues Meagan most about this new position is “Getting acquainted with the side of academia and learning how these processes work.” When not at Chemeketa, Meagan shared that “I work a part time job as well at a movie theater as a manager.” In the past Meagan volunteered in a clean and sober facility in Sacramento through Mercy Volunteer Corps. Of this experience, Meagan says “It was an amazing program, and I highly recommend it.”
- Suzanne Monson, most recently a limited term employee in Agricultural Sciences, began a bargaining unit position on April 2, 2018. Suzanne is the new department technician II for Applied Technologies, replacing Sherie Ball, who recently retired. Rumor has it that Suzanne is related by marriage to Business Technology faculty member Bryan Monson.
- Deborah Tippin will join Business Services on April 23, 2018, as a systems analyst, with the formal title technology analyst I. The position will serve the Financial Aid and Business Services departments with system needs and will work closely with Information Technology. New boss, Miriam Scharer, said of Deborah, “Deborah comes to us from Missouri State working in the IT department as a systems analyst with Financial Aid. She has experience with Banner and reporting software. She also has some experience working on bad debt collection systems.”

WE CAME, WE BOWLED

The CCA annual bowling night was held on March 29, 2018. Members and family members enjoyed this spring break event with the popcorn and junk food almost as popular as the bowling and stylish shoes. Five members won movie and restaurant gift cards.

Report-1d
April 18, 2018

CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

Lynn Irvin, Secretary—Chemeketa Community College Exempt Association
Allison Stewart-Hull, President—Chemeketa Community College Exempt Association

The exempt scholarship board will meet in April to award seven \$1,000 scholarships to Chemeketa students. The association is very proud to be able to award these scholarships. The funds are collected through the generosity of exempt employees who donate to the fund monthly, by paying dues and from fundraising efforts.

The association board will meet soon to plan the June 6 meeting where the scholarship recipients will be invited to attend, introduced, honored and treated to a fantastic BBQ lunch!

**COLLEGE POLICIES #2510—SUSTAINABILITY;
#7030—PROVIDING SERVICES ACROSS THE DISTRICT;
AND #7110—COMMUNICATIONS**

Prepared by

Rebecca Hillyer, General Counsel
Julie Huckestein, President/Chief Executive Officer

SUSTAINABILITY—POLICY #2510

This policy was last reviewed by the board in November 2012. The underlined information was added to provide clarity to the policy and connect it to the college's mission statement. The term *Ecology* was changed to *Environmental* to reflect a more updated concept and *Social Equity* was changed to *Equity* to more closely align this policy with the college's mission statement.

PROVIDING SERVICES ACROSS THE DISTRICT—POLICY #7030

This policy was last reviewed by the board in May 2015. This policy had minor changes to clarify that the district, where the services are being provided, belongs to Chemeketa Community College. Also, the district was defined more specifically to the two full counties and two partial counties within Chemeketa's service district.

COMMUNICATIONS—POLICY #7110

This policy was last reviewed by the board in June 2015. A sentence was added near the end of the first paragraph that states the college's president/chief executive officer may delegate the communications duties to the public information officer or other college employees.

The proposed changes are underlined and the former language has been stricken with lines through the text. The President's Advisory Council has reviewed the attached policies and recommends them for adoption by the College Board of Education at the May board meeting.

Administrative Series—2000

SUSTAINABILITY

Chemeketa Community College recognizes that the long-term protection and preservation of the college is fundamental to a learning and working environment ~~which that~~ is healthy, and safe, and provides access to education. The college will continuously work to improve the sustainability performance of its operations and instruction. The college recognizes that true sustainability rests on decision-making that considers environmental and economic impacts with an equity lens. Therefore, the college strives to meet the needs of the present generation without compromising the needs of future generations.

~~The college will make efficient use of all resources by considering ecological, economic and social equity factors. Through an inclusive process, the college will meet the needs of the present generation without compromising the needs of future generations.~~

Definitions:

~~Ecological~~ Environmental: ~~The impact college activities have on the developed and natural ecosystems and developed environments.~~

Economic: ~~The short- and long-term financial health, sustainability and resiliency and~~ resiliency of the college.

Social Equity: ~~The equitable access to resources and opportunities for learning for all students, employees, and the community. a just and inclusive environment in which all~~ individuals receive equitable support to reach their full potential. We promote equity through fair treatment, access, opportunity, and advancement for all, aiming to identify and eliminate barriers that have prevented the full participation of some groups.¹

May 16, 2007

Adopted College Board of Education

November 21, 2012

Revised College Board of Education

¹ See also Policy #0010

College Relations Series—7000

PROVIDING SERVICES ACROSS THE DISTRICT

Chemeketa Community College ~~will~~ provides services throughout ~~the~~ its district: Marion, Polk, and part of Yamhill and Linn counties. Services ~~will be~~ are provided both in physical facilities owned and/or controlled by the college as well as through ~~distance education~~ online technologies.

July 17, 1985

Adopted College Board of Education

September 20, 2006; July 20, 2011;

May 20, 2015

Revised College Board of Education

College Relations Series—7000

COMMUNICATIONS

The Chemeketa Community College Board of Education recognizes the public's right to information concerning the operation of Chemeketa Community College. The president/chief executive officer is the official spokesperson for the college and shall have responsibility for the development of procedures regarding internal publicity, posting and/or distribution of materials, and the release of external publicity and news items. The president/chief executive officer may delegate these functions to the public information officer or other staff. It is the policy of the College Board of Education to encourage maximum understanding between the college and the community.

All college employees shall be encouraged to promote the vision/mission/values/core themes/~~promises~~ of the college to advance community understanding and cooperation.

July 17, 1985

Adopted College Board of Education

September 9, 2006

Last Reviewed College Board of Education

November 16, 2011; June 17, 2015

Revised College Board of Education

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April 18, 2018

COLLEGE POLICY #5310—STUDENT FINANCIAL AID

Prepared by

Manuel Guerra, Co-chair—Student Success and Completion Advisory Council
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

The following policy has been reviewed and approved by the Student Success and Completion Advisory Council on January 26, 2018.

STUDENT FINANCIAL AID—POLICY #5310

The policy was edited to update some of the language, to be more concise and to reflect current federal financial aid regulations.

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

The Chemeketa Board of Education will be asked to approve the policy at the May board meeting.

Student Services Series—5000

STUDENT FINANCIAL AID

The student has the primary responsibility to pay for educational expenses. Financial aid can
may be available to help pay the costs educational expenses of going to attendance at Chemeketa
Community College. These costs may include, but are not limited to, tuition, fees, books, fees,
supplies, room and board, personal expenses, child care and transportation costs. The student
and, if dependent, the student's family, may be expected to pay part of the costs from their own
resources.

Financial aid includes grants, scholarships, loans and ~~work~~ student employment. The students
must meet eligibility criteria as defined by the individual financial aid program. federal
regulations and must be in an approved certificate or degree program as defined in the college's
Program Participation Agreement with the U.S. Department of Education.

October 23, 1991

Adopted College Board of Education

June 28, 2006; September 17, 2014

Revised College Board of Education

**BUDGET COMMITTEE MEMBER SELECTION PROCESS
FOR VACANCIES IN ZONE 1 AND ZONE 5 FOR 2018–2021**

Prepared by

David Hallett, Vice President—Governance and Administration

Two Budget Committee positions will open on June 30, 2018. The two positions are in Zone 1, which is currently held by Virginia “Ruth” Hewett; and Zone 5, which is currently held by Ray E. Beaty.

ACTION NECESSARY UNDER BOARD POLICY/PROCEDURE NO. 1170

Virginia “Ruth” Hewett, Zone 1 May appoint or advertise*

Ray E. Beaty, Zone 5 May appoint or advertise*

PROPOSED BUDGET MEMBER SELECTION TIMELINES

Openings Announced to Board of Education	April 18
Approval of Selection Process and Timelines	May 16
Legal Notice Published, if necessary	By or before June 11
Deadline for Applications to the President’s Office	June 25
Application Screening	TBD
Appointment of New Budget Committee Members	TBD

* Procedure 1170 calls for the Board Chair to appoint a subcommittee of three (3) board members when a public notice is issued for a position or to recommend the reappointment of an incumbent committee member who has served four years or less. It is suggested that the subcommittee responsible for screening applications include board members from the zones where Budget Committee openings exist and one other board member, if needed.

An agenda action item will be prepared for the May meeting to confirm the timelines.

**PROPOSED SCHEDULE OF COLLEGE
BOARD OF EDUCATION MEETINGS FOR 2018–2019**

Prepared by

David Hallett, Vice President—Governance and Administration

The following dates have been selected for the 2018–2019 College Board of Education meeting schedule. The dates fall on the third Wednesday of each month except for July 2018, scheduled for the fourth Wednesday of the month, June 2019, scheduled for the fourth Wednesday of the month due to fiscal issues, and July 2019, scheduled for the fourth Wednesday of the month. The July 2018 meeting will be held at Yamhill Valley campus, October 17 meeting will be held at Woodburn center and the tentative July 2019 meeting will be held at Polk center. All other board meetings will be held on the Salem Campus.

July 25 (fourth Wednesday) (Yamhill Valley Campus)

September 5—Board Work Session (TBA)

September 19

October 17 (Woodburn Center)

November 21

December 19

January 16

January 23—Board Work Session/Budget Orientation (TBA)

February 20

March 20

April 17

May 15

June 26 (fourth Wednesday)

Tentative 2019–2020

July 24 (fourth Wednesday) (Polk Center)

Locations of meetings are tentative. The schedule for 2018–2019 will be brought back next month for approval, excluding the tentative date for July 2019.

PRESIDENTIAL EVALUATION PROCESS

Prepared by

Ken Hector, Chair—Board of Education

The annual performance evaluation of President Julie Huckestein will be completed and reported to the public on June 20, 2018, in accordance with board policy and ORS 192.660(1)(i).

The following timeline is proposed for consideration of completing and reporting the annual presidential evaluation:

- April Board Information item on process used to evaluate the president
- May/June The annual formal evaluation process will begin in May with the president giving a presentation to the board based on her performance in the following areas:
- A. The Board of Education
 - B. Management Competencies
 - B1. Achieves Results
 - B2. Communicates Effectively
 - B3. Facilitates Team Success
 - C. The Community (Core Theme: Community Collaborations)
 - D. Educational Planning and Leadership (Core Themes: Academic Quality, Access, and Student Success)
 - E. Business, Finance, and Facilities (Core Theme: Access)
 - F. College Personnel (Core Theme: Academic Quality)

The president will indicate how her goals, with respect to her personal performance, were addressed.

Board members would use the attached President's Evaluation Worksheet to rate her performance and to make notes on what they would like to share and discuss with fellow board members in June.

Board members will agree on how the board wants to express their evaluation results.

- June The board meets with the president in a special executive session to discuss the evaluation.

The board chair and vice chair drafts an evaluation reflecting the board's evaluation discussion and any summary comments.

The board chair and vice chair meet with the president to present the draft evaluation document and edit any changes prior to the June board meeting.

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April 18, 2018

The board chair and vice chair prepare a summary statement to be read at the June board meeting.

The board publicly presents the compensation and contract recommendation at the June board meeting.

October The president presents a draft of goals for the upcoming year with respect to her personal performance to the board.

November Board agrees on the final set of goals for the upcoming year.

Worksheet: (See attached copy.)



Name _____

Date _____

ANNUAL PRESIDENT'S EVALUATION

The President will be evaluated in the following categories. Using a compilation of the Board of Education's President's Evaluation Worksheet, notes should be provided to explain results in each category, especially for ratings of 1, 2, or 5.

A. The Board of Education

1) Keeps the board informed of the needs, issues, and operations of the college.
2) Offers professional advice to the board on matters requiring board action, with the appropriate recommendations based on careful study and analysis.
3) Maintains a professional working relationship with the board.
4) Recommends to the board for consideration changes in the college/board policies.
5) Recommends to the board the annual budget along with advice regarding the resources to fund the budget.
6) Has an understanding of, and demonstrates support for, governance and collective bargaining in an academic setting and conciliation in grievance processing.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

B. Management Competencies

B1. Achieves Results

1) Overcomes obstacles to complete projects successfully.
2) Effects outcomes that set high standards for others.
3) Achieves results that have a positive impact on the organization as a whole.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

B2. Communicates Effectively

1) Expresses thoughts clearly in writing.
2) Is an effective, articulate speaker.
3) Covers an issue thoroughly without overdoing it.
4) Communicates in a straightforward manner, even when dealing with sensitive topics.
5) Makes current information readily available to others.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

B3. Facilitates Team Success

1) Resolves conflict fairly.
2) Creates an atmosphere of team cooperation over competition.
3) Builds consensus on decisions.
4) Leads team in formulating goals that complement the organization's mission.
5) Brings capable people into the group.
6) Uses the diverse talents and experiences of the group to maximum advantage.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

C. The Community (Core Theme: Community Collaborations)

1) Gains respect and support from the community for the conduct of the college.
2) Maintains cooperative relationship with the news media.
3) Participates in community life and affairs.
4) Works effectively with public and private agencies.
5) Represents the views, policies and acts of the board to the public and legislative bodies.
6) Helps establish a sense of community.
7) Strengthens and advances the college's linkages and partnerships with business, industry and government.
8) Vigorously advocates for Chemeketa in particular and the community college movement in general, wherever possible, especially in statewide forums.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

D. Educational Planning and Leadership (Core Themes: Academic Quality, Access, Student Success)

1) Implements the philosophy of a comprehensive community college and provides quality education for all district residents.
2) Organizes a planned program of curriculum development, emphasizing effective and innovative methodology, and practices to ensure student success in achieving their educational goals.
3) Provides participatory procedures in curriculum work, utilizing the abilities and talents of the entire professional staff and lay people in the district.
4) Provides opportunity for student leadership and participation in the college co-curricular activities.
5) Provides a strong program of student support and enrollment services, including student recruitment, testing, placement, advising, orientation, and student success courses, as well as educational and career counseling and financial aid.
6) Provides atmosphere for cultural pluralism and global perspective and a comprehensive plan for diversity at all levels.
7) Displays knowledge and understanding of the appropriate management systems and planning strategies for an effective organization.
8) Provides for ongoing evaluation and improvement of educational programs and support services.
9) Fosters an environment in which teaching, learning, student access and success are central to the college's mission.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

E. Business, Finance, and Facilities (Core Theme: Access)

1) Supervises fiscal operations in accordance with board policies and state/federal laws and rules, insisting on competent, efficient and prompt performance.
2) Determines that funds are spent wisely and that adequate control and accounting are maintained.
3) Evaluates financial needs and makes recommendations for adequate funding.
4) Develops creative sources of revenue.
5) Develops a sustainability (ecological) college-wide plan.
6) Work with associations to obtain a settlement within Board of Education parameters.
7) Continue to build buildings and infrastructure to serve immediate needs with flexibility to serve future needs.
8) Explore and implement opportunities to leverage college resources including new partnerships.
9) Continue to support the Chemeketa Foundation in its fund raising efforts.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

F. College Personnel (Core Theme: Academic Quality)

1) Develops and executes sound personnel procedures and practices, with particular attention to collective bargaining and implementation of agreements.
2) Recruits, recommends and assigns the most competent personnel available, taking affirmative action to ensure that those in protected classes are provided equal opportunity.
3) Encourages participation of staff members and faculty groups in college planning, procedures and policy development and implementation.
4) Provides leadership in the development of college personnel at all levels.

Consistently exceeds expectations	Occasionally exceeds expectations	Meets expectations	Occasionally fails to meet expectations	Consistently fails to meet expectations
5	4	3	2	1

Notes:

President's Comments:

Signatures: This evaluation was reviewed with me by the College Board of Education. My signature does not necessarily indicate agreement or approval

President/CEO _____ Date _____

Board Chair _____ Date _____

Human Resources _____ Date _____

WINE HOSPITALITY OPERATIONS CERTIFICATE

Prepared by

Jessica Sandrock, Director—Agricultural Sciences and Wine Studies
Holly Nelson, Executive Dean—Academic Progress and Regional Education Services
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

The proposed Wine Hospitality Operations Certificate is designed to prepare students for supervisory positions in winery tasting rooms. Tasting rooms have emerged as a critical sales channel for local wineries seeking to maximize revenues by creating loyal clientele. Candidates for this certificate may have relevant experience in viticulture, winemaking or food and beverage management and are seeking additional skills to fill the gap in their experience. This Independent Course of Study was created by combining courses from both the Hospitality and Tourism Management (HTM) department and the Wine Studies (VWM) department.

The development of this program connects to several of our core values such as: collaboration, innovation, and stewardship. Working with local employers in the development of the curriculum has proven that there is a high need and our community is invested in creating a program that we all support.

This program will include the launch of a Tasting Room and Wine Club at the Northwest Wine Studies Center at Chemeketa Eola to support the sale of Chemeketa Cellars wines and to provide students with the real-to-life experience of maintaining a tasting room operation and direct-to-consumer wine selling.

The College Board of Education will be asked to approve the Wine Hospitality Operations Certificate at the May meeting.

WINE HOSPITALITY OPERATIONS CERTIFICATE

Due to the diverse backgrounds of potential candidates, this program will have two flexible components allowing students to tailor their credential to their skill gaps.

Course ID	Course Title	Credit Hours
HTM105	Restaurant Operations	4
HTM107	Hospitality Cost Control	4
HTM125	Special Events Planning	4
HTM131	Customer Service	4
HTM138	Foods and Beverages: Gastronomy	4
HTM224	Catering and Banquets	4
VMW101	General Viticulture	3
VMW121	Intro to Winemaking	3
VMW131	Wine Appreciation	3
VMW132	Wines of the World	3
VMW134	Wines of Pacific NW	3
VMW170	Selling and Marketing Wine	3
VMW232	Sensory Evaluation of Wine Varietals	3
VMW233	Sensory Evaluation of Wine Components	3
CWE280B-L	Cooperative Work Experience	6

Certificate Total Requirement

36

**VISUAL COMMUNICATIONS MULTIMEDIA ARTS
ASSOCIATE OF APPLIED SCIENCE DEGREE**

Prepared by

Peter Hoelter, Program Chair—Visual Communications
R. Taylor, Dean—Business and Technology, Early Childhood Education, and
Visual Communications
Johnny Mack, Executive Dean—Career and Technical Education
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

Chemeketa Community College's Visual Communications program currently offers the Graphic Design Associate of Applied Science and the Interactive Media Associate of Applied Science Degree options. Study in these areas prepares individuals to pursue a variety of careers involving the production and crafting of graphic design and/or interactive communications.

The proposed Multimedia Arts Associate of Applied Science (AAS) degree option brings together the disciplines of photography, motion graphics/animation, and filmmaking. This unique track combines both theory and hands-on technical training, preparing students to work both regionally and nationally in a steadily growing professional industry. As part of their coursework, students will develop a diverse skillset in a variety of mediums and demo reel suited to the current and projected job market.

The Multimedia Arts AAS degree reflects the college's core themes and objectives of academic quality, access, and community collaboration. Recommendations from the Visual Communications Advisory Committee, current and past students, and employment data all indicated that the Visual Communications program should focus on developing a Multimedia Arts degree. A subcommittee on photography, filmmaking and motion graphics, made up of full- and part-time faculty and industry representatives, worked diligently over the course of two years to ensure the curriculum aligned with industry standards. This emerging field is experiencing particular growth in Oregon.

According to the State of Oregon Employment Department, it is projected that jobs in multimedia will generally grow at rates higher than the statewide average. Wages for 2017, averaged between \$52,656 and \$73,470 per year, depending on the area of specialization, and started between \$26,249 and \$39,021 per year. Additionally, Oregon has the second highest location quotient for multimedia artists in the country.

An example video of student produced media art will be shown.

The College Board of Education will be asked to approve Visual Communications Multimedia Arts Associate of Applied Science degree at the May 2018 Board of Education meeting.

**VISUAL COMMUNICATIONS MULTIMEDIA ARTS
 ASSOCIATE OF APPLIED SCIENCE DEGREE**

Course No.	Course Title	Credit Hrs.
First-Term Core Requirements		
ART115	Basic Design/Black and White	4
ART265	Photography 1	4
ART203	New Media Art	4
VC114	Introduction to Digital Graphics	4
	Total	16
Second-Term Core Requirements		
ART120	Digital Media Time Design	4
ART202	History of Photography	
-or-	-or-	
FA255	Film History	4
ART237	Photo Illustration	4
ART131	Intro to Drawing	4
	Total	16
Third-Term Core Requirements		
ART266	Photography 2	4
FLM230	Audio Prod. and Sound Design	4
JNL240	Multimedia Journalism	3
WR121	The College Essay	4
	Total	15
Fourth-Term Core Requirements		
COMM112	Persuasive Speaking	4
FLM265	Documentary Filmmaking	3
VC243	Animation and Motion Graphics 1	4
VC272D	Multimedia Arts Studio	2
ART267	Portrait Photography	
-or-	-or-	
ART268	Documentary Photography	4
	Total	17
Fifth-Term Core Requirements		
FLM266	Narrative Filmmaking	3
VC244	Animation and Motion Graphics 2 (rev)	4
PSY104	Psychology in the Workplace	4
	Multimedia Arts Elective*	4
	Total	15
Sixth-Term Core Requirements		
FLM268	Independent Filmmaking	3
ART249	Emerging Multimedia Arts and Technology	4
VC286	Multimedia Arts Portfolio	4
MTH060	Introductory Algebra [or higher]	4
	Total	15
	Total Program Hours	94

PERSONNEL REPORT

Prepared by

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

NEW HIRES AND NEW POSITIONS

Ariel Careaga, Instructional Technician—Corrections Education, Academic Progress and Regional Education Services Division, replacement, 100 percent, 12-month assignment, Range B-2, Step 2.

Suzanne M. Monson, Department Technician II—Applied Technologies, Career and Technical Education Division, replacement, 100 percent, 12-month assignment, Range B-2, Step 2.

James E. Morgan, Instructional Specialist—Applied Technologies, Career and Technical Education Division, replacement, 100 percent, 12-month assignment, Range B-3, Step 3.

Meagan M. Usselman, Student Services Technician—Enrollment Services, Student Development and Learning Resources Division, replacement, 100 percent, 12-month assignment, Range B-2, Step 3.

POSITION CHANGES

Kimberly P. Barnes, Maintenance/Trades Technician I—Capital Projects and Facilities, College Support Services Division, replacement, 100 percent, Range B-1, Step 2, from Maintenance/Trades Assistant—Capital Projects and Facilities, College Support Services Division.

Beth M. Bonnet, Student Services Specialist—Advising and First Year Programs, Student Development and Learning Resources Division, replacement, 100 percent, Range B-3, Step 4, from Department Technician II—Polk Center, Academic Progress and Regional Education Services Division.

Julie D. Schonbachler, Financial Services Technician II—Business Services, College Support Services Division, replacement, 100 percent, Range B-2, Step 4 from Financial Services Technician II—Business Services, College Support Services Division.

RETIREMENTS:

Cynthia L. Olsen—Academic Development, Academic Progress and Regional Education Services Division, effective March 31, 2018.

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April 18, 2018

SEPARATIONS

Lisa C. Mauschbaugh-Lobo, Department Specialist—Human Resources, Governance and Administration Division, effective March 31, 2018.

Sarah J. Viscuso, Financial Services Technician I—Library and Learning Resources, Student Development and Learning Resources Division, effective April 3, 2018.

BUDGET STATUS REPORT

Prepared by

Katie Bunch, Director—Business Services
Rich McDonald, Director—Budget and Finance
Miriam Scharer, Associate Vice President—CSSD/Financial Management
Julie Huckestein, President/Chief Executive Officer

The financial reports of the general fund and investments for the period from July 1, 2018, through March 31, 2018, are attached.

The following items are included in the report:

- General Fund Revenue and Expense Statement
- General Fund Budget Status Report
- Status of Investments as of March 31, 2018
- Quarterly Update of Other Funds

Chemeketa Community College
Statement of Resources and Expenditures
As of March 31, 2018

Fund 100000 - General Fund Unrestricted

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET	VARIANCE TO BUDGET
Resources:				
Property Taxes	20,690,000	20,373,967	98.47%	(316,033)
Tuition and Fees	20,950,000	20,197,109	96.41%	(752,891)
State Appropriations - Current	31,080,000	32,464,237	104.45%	1,384,237
Indirect Recovery	1,910,000	1,227,500	64.27%	(682,500)
Interest	230,000	256,255	111.42%	26,255
Miscellaneous Revenue	180,000	406,325	225.74%	226,325
Transfers In	500,000	-	0.00%	(500,000)
Fund Balance	8,800,000	9,039,874	102.73%	239,874
Total Resources	84,340,000	83,965,267	99.56%	(374,733)
Expenditures:				
Instruction	32,862,057	23,847,142	72.57%	9,014,915
Instructional Support	11,614,740	8,515,471	73.32%	3,099,269
Student Services	7,434,957	5,352,834	72.00%	2,082,123
College Support Services	15,668,307	11,344,874	72.41%	4,323,433
Plant Operation and Maintenance	6,609,939	4,491,902	67.96%	2,118,037
Transfers and Contingency	8,650,000	3,124,488	36.12%	5,525,512
Total Expenditures	82,840,000	56,676,711	68.42%	26,163,289
Unappropriated Ending Fund Balance	1,500,000			

Chemeketa Community College
Budget Status Report
As of March 31, 2018

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	7,851,586.00	5,632,465.28	1,859,520.78	359,599.94
6120	Classified Salaries	11,349,358.00	8,293,457.53	2,722,025.19	333,875.28
6124	Part-Time Hourly & Student Wages	1,304,767.00	973,629.71	-	331,137.29
6130	Faculty Salaries	15,303,163.00	11,798,866.97	3,432,570.21	71,725.82
6132	Part-Time Faculty	6,398,018.00	4,625,624.71	-	1,772,393.29
6510	Fixed Fringe Benefits	9,259,214.00	6,531,126.98	-	2,728,087.02
6511	Variable Fringe Benefits	12,765,912.00	8,985,915.99	-	3,779,996.01
6512	Other Fringe Benefits	380,000.00	283,057.00	-	96,943.00
	Subtotal Personnel Services	64,612,018.00	47,124,144.17	8,014,116.18	9,473,757.65

72.93%

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,834,904.00	776,862.96	239.97	1,057,801.07
720	Equipment \$500-\$4,999	254,725.00	177,865.58	-	76,859.42
7300	Legal Services	115,094.00	58,189.65	-	56,904.35
7310	Insurance	619,080.00	493,554.74	-	125,525.26
7320	Maintenance	536,145.00	347,423.58	35,950.59	152,770.83
7330	Communications	894,346.00	608,633.14	850.00	284,862.86
7340	Space Costs	1,847,852.00	1,047,233.16	23,910.00	776,708.84
7350	Staff Development	157,617.00	139,009.25	-	18,607.75
7360	Travel	353,544.00	226,691.45	-	126,852.55
7370	Other Services	2,806,273.00	2,430,201.37	226,261.33	149,810.30
7550	Capital Outlay	158,402.00	122,414.08	9,286.20	26,701.72
8150	Transfers Out	4,900,000.00	3,124,487.50	-	1,775,512.50
8500	Contingency	3,750,000.00	-	-	3,750,000.00
	Subtotal Non-Personnel Services	18,227,982.00	9,552,566.46	296,498.09	8,378,917.45
	Report Totals	82,840,000.00	56,676,710.63	8,310,614.27	17,852,675.10

52.41%

68.42%

STATUS OF INVESTMENTS AS OF MARCH 31, 2018

<u>Oregon State Treasurer Investments</u>	<u>Investment Ending Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Rate as of 3/31/2018</u>
Oregon Short-Term Fund - General	3/31/2018	On demand	\$23,057,077.61	1.92%
Oregon Short-Term Fund - Capital	3/31/2018	On demand	\$ 9,726,983.80	1.92%

13 week Treasuries 1.70% as of 3/29/2018

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, 2017 - March 31, 2018**

	FUND #	RESOURCES	OBLIGATIONS	BALANCE
Auxiliary Services	680	\$ 7,880,915	\$ 3,306,792	\$ 4,574,123
Self-Supporting Services	2000	25,326,287	15,850,416	9,475,871
Intra-College Services	2800	13,048,673	5,066,559	7,982,114
Student Government, Clubs & Newspaper	7200	193,352	87,343	106,009
Athletics	7500	544,695	398,657	146,038
TOTAL		\$ 46,993,922	\$ 24,709,767	\$ 22,284,155

	FUND #	BUDGET	OBLIGATIONS	BALANCE
Reserve Funds	2650 & 670000	\$ 1,055,000	\$ 4,604	\$ 1,050,396
Regional Library	2600	4,035,000	2,979,378	1,055,622
Capital Development	6000-6500	21,710,000	3,458,421	18,251,579
Student Financial Aid	4200	71,596,500	38,947,939	32,648,561
Special Projects	3000	17,700,000	3,844,658	13,855,342
Debt Service	590	40,885,000	2,709,108	38,175,892
TOTAL		\$ 156,981,500	\$ 51,944,108	\$ 105,037,392

PURCHASING REPORT

Prepared by

Gail Williams Pickett, Contract Management Analyst
Miriam Scharer, Associate Vice President—CSSD/Financial Management
Julie Huckestein, President/Chief Executive Officer

PUBLIC SAFETY PATROL SERVICES (UNARMED)

The college, through the Public Safety department, employs unarmed public safety officers to provide for safety and security of the Salem and Yamhill campuses on a 24-hour, seven days-a-week basis. The Public Safety department has identified a continuing need for patrol of the college's Salem campus during the overnight hours when the college is closed to the public by a contracted security firm. Currently, the college contracts with Advanced Security Incorporated of Salem, OR for this service.

An Invitation to Bid for Public Safety Patrol Services (Unarmed) will be advertised in April 2018, on the college's Procurement Services Website and on the State of Oregon Procurement Information Network (ORPIN). A recommendation for contract award will be made to the College Board of Education at its May meeting.

CAPITAL PROJECTS REPORT

Prepared by

Rory Alvarez, Director—Facilities and Operations
Tim Rogers, Associate Vice President/Chief Information Officer
Julie Huckestein, President/Chief Executive Officer

PLANNING AND PRE-PLANNING CAPITAL PROJECTS:

- Request for Qualifications (RFQ) for Ag Complex completed. The firm FFA Architecture and Interiors, Inc., was selected and the building planning team has meetings and tours scheduled.

PROJECTS UNDER CONSTRUCTION

- Salem Campus Athletics Field
Both the irrigation and storm drain systems are complete. The contractor is currently working on completing concrete foundations and the netting backstop system. The project is still on track to be eligible for incentives. The dates: soccer field seeding is May 15; softball seeding is June 15. Due to the schedule of grading, the soccer field must be completed before the softball field. These incentive dates provide a 6-week window for grass to grow in.
- Yamhill Valley Campus, Building 4, Oregon Kidney and Hypertension Clinic Expansion and Tenant Improvement
This project is also referred to as the “Nephrology Remodel.”
Project is complete. Currently working with tenant to begin transition to move in.

See Appendix–2; Campus Map pages 79–80.

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**COLLEGE ADVANCEMENT REPORT
JANUARY 2018–MARCH 2018**

Prepared by

David Hallett, Vice President—Governance and Administration
Julie Huckestein, President/Chief Executive Officer

On the following pages are reports related to current activities for the Institutional Grants office and the Foundation.

**GRANT ACTIVITIES
 JANUARY 2018–MARCH 2018**

Prepared by

Peggy Greene, Coordinator—Institutional Grants
 David Hallett, Vice President—Governance and Administration
 Julie Huckestein, President—Chief Executive Officer

GRANTS SUBMITTED JANUARY 2018–MARCH 2018

Grantor	Department	Description	Amount
The Ford Family Foundation	Academic Progress and Regional Education Services	To develop the infrastructure for Chemeketa Works, a new credit-based paid internship program focused on CTE programs of interest to rural employers. New, two-year grant.	111,116
State of Oregon, HECC	College Access Programs	To develop a Summer Bridge and ongoing support system for first-generation student success. New, one-year grant.	342,246
Lumina Foundation	Instruction and Student Services	To support a collaborative project with Campus Compact of Oregon to advance racial justice and equity statewide on college campuses.	25,000
PACE	Title IX	To support a statewide community college Title IX training conference.	5,000
Mexican Consulate	Education	To support scholarships for students in the Bilingual Student-Teacher Leaders program for summer term 2018. One-year grant.	7,500
Total:			\$490,862

GRANTS PENDING NOTIFICATION

Grantor	Department	Description	Amount
National Science Foundation: Advanced Technological Education	Applied Technologies	To support an industry-driven analysis of labor needs, skill gaps, and current curriculum for addressing the need for a manufacturing systems technician education program. New, three-year grant.	224,924

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GRANTS DECLINED JANUARY 2018–MARCH 2018

Grantor	Department	Description	Amount
PACE	Title IX	Honored as the 2018 Outstanding Community College but not selected for the monetary award.	5,000

GRANTS AWARDED JANUARY 2018–MARCH 2018

Grantor	Department	Description	Amount
The Ford Family Foundation	Academic Progress and Regional Education Services	To develop the infrastructure for Chemeketa Works, a new credit-based paid internship program focused on CTE programs of interest to rural employers. New, two-year grant.	111,116
Mexican Consulate	Education	To support scholarships for students in the Bilingual Student-Teacher Leaders program for summer term 2018. One-year grant.	7,500
Wells Fargo	Chemeketa Foundation	To support scholarships for low-income, student-parents.	10,000
Oregon Department of Education	Education	To support the design, implementation, and study of Education test preparation and pretesting for students studying to become teachers. New, one-year grant.	32,650
State of Oregon, HECC	College Access Programs	To develop a Summer Bridge for first-generation student success. New, one-year grant.	124,839
Total:			\$286,105

The grants awarded must be accepted by the board. The above-awarded grants also appear as an action item for board acceptance.

CHEMEKETA COMMUNITY COLLEGE FOUNDATION QUARTERLY REPORT

Prepared by

Nancy Duncan, Executive Director—Foundation
David Hallett, Vice President—Governance and Administration
Julie Huckestein, President/Chief Executive Officer

SCHOLARSHIP SEASON

The 2018–2019 scholarship application season closed on March 31. The scholarship application opened on February 1, and students began accessing the online application form via My Chemeketa. The online application continues to be improved and updated with the support of Chemeketa's Information Technology (IT) department. The Foundation anticipates awarding approximately 600 scholarships for the 2018–2019 academic year.

STARS RECEPTIONS IN 2018

This is a special year for the annual Salem STARS reception—it's the 10th anniversary! The first STARS reception was held in Salem with approximately 50 students and donors attending back in 2008. This event has become so popular with donors, it has grown to two separate receptions, one in Salem and one in McMinnville. This year's receptions will be held in Salem at the Broadway Commons on Friday, April 27, 3:30 to 5 pm and in McMinnville at Yamhill Valley Campus on Friday, May 11, 3:30 to 5 pm.

The STARS reception attendees hear inspiring stories from scholarship recipients. Students share their struggles, goals, achievements and heartfelt thanks. It's a chance to hear how donors are making a difference in the lives of students and a chance for scholarship recipients to say thank you. Please mark your calendar and attend one or both receptions.

2017 FOUNDATION ANNUAL REPORT

The 2017 Foundation annual report is close to completion and will land in donors, community leaders and partner's inboxes over the next few months. The Foundation is working with the marketing department and a graduate of the Chemeketa Visual Communications program on design and presentation. The Foundation is excited to share the 2017 annual report with donors.

RECOGNITION REPORT

Prepared by

Julie Huckestein, President/Chief Executive Officer

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

Last year CHEMEKETA'S STUDENT GOVERNMENT participated in the certification program through the Council of Student Services Administrators (CSSA) and Oregon Student Leadership Advisors Professionals (OSLAP). A Student Government portfolio, which included accomplishments and highlights, overview of process, as well as narrative reflections of student leaders was assessed by CSSA and OSLAP. Typically a plaque is presented at the CSSA statewide retreat for student leaders and their advisors prior to the start of fall term. Unfortunately, due to the fires in the Gorge last summer, the retreat was canceled. The plaque will be presented to Isaac Acosta, ASC coordinator. *(Core Theme: Student Success—Students progress and complete their educational goals.)*

Thanks to LINDA RINGO-REYNA, student services coordinator, and 12 Chemeketa students for helping to chaperone 170+ underrepresented middle and high school students to the Black Panther movie on February 19. Funds were raised from the Black Panther Challenge, which was organized by student RORY WALKER. The local NAACP Chapter donated funds for refreshments. *(Core Theme: Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups)*

LINDA RINGO-REYNA, and Cynthia Richardson, director of Salem-Keizer Office of Student Equity, Access, and Advancement brought together parents, students, allies, and the community for the 2nd Supporting African-American/Black Student Success Forum on March 6. Approximately 172 participants attended sessions focusing on student success in the Salem/Keizer School District. Student leaders who assisted were KETERINNE CAMEY RAQUEC, DIEUMAITRE "JEMET" JULES, CLAUDIA JUAREZ, ADRIAN MANRIQUEZ, and BUSOLA OLOFIN, *(Core Theme: Student Success—Students' progress and complete their educational goals.)*

Thanks to the MULTICULTURAL STUDENT SERVICES (MSS) TEAM who hosted and coordinated the March 8 International Women's Day event, which featured student leader and guest speaker BUSOLA OLOFIN, an International student from Nigeria, and MSS student leader VICTORIA VEDRODE, who was the emcee, and Chemeketa employee CALEB STRATEMEYER who shared original poetry highlighting the contributions of women. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

JAMES GAPINSKI, instructional specialist in Tutoring, celebrated the launch of his new flash collection, *Messiah Tortoise*, and did a reading from his new chapbook on March 25 in Portland.

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ALISSA HATTMAN, developmental writing instructor, and CHRYS TOBEY, part-time writing instructor, also shared readings from their work. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

JAMES McNICHOLAS, supervisor in Marketing, Public Relations, and Student Recruitment helped to plan the 10th annual Oregon Battle of the Books on Saturday, April 7. TERRY ROHSE and SEAN WARNER managed the facilities and logistics for the event, which was held in the Building 6 Auditorium and surrounding buildings. This is a statewide voluntary reading motivation and comprehension program within K–12 sponsored by the Oregon Association of School Libraries. Regional competitions between schools culminate in a statewide competition. The event is organized by a volunteer team of enthusiastic public school librarians across the state and requires dozens of volunteers and 20+ classrooms. Over 500 people attended the event. There were 60 teams from 25 elementary schools, 21 middle schools and 15 high schools that competed. *(Core Theme: Access—A broad range of educational opportunities and workforce training are provided to students in pursuit of their goals; Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

LAURA MACK, art instructor, has done a TEDx Talk, titled *Art Education Matters, So What's the Problem?* Laura did a fantastic job relaying the importance of art education at an early age and promoting the re-creation of permanent art programs in elementary schools. This is an issue that impacts every aspect of our lives, both present and future. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

JESS STAHL, accreditation liaison officer, and dean of Curriculum, Instruction, and Accreditation, Mary Ellen Scofield, faculty, and program review and accreditation specialist, and LORI JONES, department technician, are thanked for leading the Year 3 Accreditation visit on April 4–5. Thanks to the contributors and helpers including DON BRASE, MARIA DOOLEY, JIM EUSTROM, JULIE HUCKESTEIN, TERRI JACOBSON, BRIAN McCARTNEY, FAUZI NAAS, JULIE PETERS, SHEILA RUNKLE, MIRIAM SCHARER, DEBORAH SIPE (retired), GARY WEST, J.D. WOLFE; and to the many faculty and staff who met with the accreditors, including CARY BALLEW-RENFRO, WAYNE BARBER, MICHELE BURKE, PAUL DAVIS, MANUEL GUERRA, DAVID HALLETT, GREG HARRIS, ALISSA HATTMAN, LINDA HERRERA, ABBY HOFFAR, CHRIS KATO, RASCHEL LARSEN, JOHNNY MACK, MICHAEL MILHAUSEN, HOLLY NELSON, JEANNIE ODLE, TIM ROGERS, REBECCA SALINAS-OLIVEROS, LAURA SCOTT, KAREN STEVENS, KELLIE SCHELLENBERG, ALICE SPRAGUE, R. TAYLOR, MELISSA VANDYKE. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Chemeketa's American Association for Women in Community Colleges (AAWCC) chapter celebrated National Poetry Month on April 17 with lunch and keynote speaker, STEPHANIE LENOX, faculty/editor for the Chemeketa Press. Stephanie is a published poet and donated copies of her book for a raffle fundraiser to support the annual AAWCC student scholarship. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.)*

Thanks to LILIANA LANDA-VILLALBA, CAMP director, and the planning committee of ROSALBA AGUILAR, CRISTINA BARBA, LAURA LEON-CIPRIANO, YESICA NAVARRO, JUAN SALDANA and PILAR TORRES-BARRERA who organized the inaugural Chemeketa Migrant Resources Network meeting. Twenty-six (26) migrant liaisons (migrant specialists, recruiters, program directors, program coordinators, education specialists, counselors,

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graduation and specialists/coach) from school districts in Clackamas, Newberg, Central, Salem-Keizer, Gervais, McMinnville, Woodburn and Willamette ESD were invited. College staff highlighted programs that support migrant students including HEP, CAMP, College Completion Program, and other Chemeketa resources in order to raise awareness and strengthen our partnerships with community members. *(Core Theme: Access—A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals. Community Collaborations—Instruction, training and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

Separate Action-1
April 18, 2018

**APPROVAL OF RETIREMENT RESOLUTION
NO. 17-18-20, CYNTHIA L. OLSEN
[17-18-137]**

Prepared by

David Hallett, Vice President—Governance and Administration

The College Board of Education honors employees who retire after years of service to the college. Attached is a resolution honoring Cynthia L. Olsen, who retires effective March 31, 2018.

It is recommended that the College Board of Education adopt Resolution No. 17-18-20, Cynthia L. Olsen.

Separate Action-1
April 18, 2018

**RETIREMENT RESOLUTION NO. 17-18-20
CYNTHIA L. OLSEN**

WHEREAS, Cynthia L. Olsen began her 25-year, 3-month association, as a salaried employee, with Chemeketa Community College in January, 1993; and

WHEREAS, Cynthia L. Olsen gave dedicated service to Chemeketa Community College currently as Instructional Technician-10 month, Academic Development Department of Academic Progress and Regional Education Services Division; therefore,

BE IT RESOLVED, that upon her retirement date of March 31, 2018, the College Board of Education hereby honors and commends Cynthia L. Olsen for her loyalty, dedication and personal commitment to Chemeketa Community College.



Ken Hector
Board Chairperson



Julie Huckestein
President/Chief Executive Officer

Separate Action-2
April 18, 2018

**APPROVAL OF REQUEST FOR
LEAVE WITHOUT PAY
[17-18-145]**

Prepared by

Alice Sprague, Director—Human Resources
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley
Julie Huckestein, President/Chief Executive Officer

Exempt employees may be granted leave without pay for up to one year with required approval by the college president/chief executive officer, with notification to the college human resources office, and approval of the College Board of Education. For a leave of absence without pay which exceeds one month, the employee shall not accrue or receive any benefits.

Rebecca Bolante, director of Threat Management Resources, has submitted a request for an unpaid Leave of Absence from the college May 1, 2018–April 30, 2019. The request was approved by the president/chief executive officer.

It is recommended that the Board of Education approve the Leave without Pay for Rebecca Bolante.

**APPROVAL OF COLLEGE POLICIES
#4030—GRADUATION REQUIREMENTS, #4070—GRADING;
AND #5020—ACADEMIC HONESTY
[17-18-138]**

Prepared by

Karen Stevens, Chair—Academic Standards Advisory Council
Jim Eustrom, President—Instruction and Student Services/
Campus President, Yamhill Valley

The following policies have been reviewed and were approved by the Academic Standards Advisory Council on March 2, 2018.

GRADUATION—POLICY #4030

The policy was edited to align language with statewide language and make it consistent across degrees and policy. The details on degrees were moved to a procedure to be consistent with other policies. The policy clarifies the process for meeting digital literacy for the Associate Applied Science degrees (AAS) and removed Competency Testing out of Digital Literacy on the Associate of General Science (AGS) degree. The policy provides clarification for curriculum substitutions.

GRADING—POLICY #4070

Revisions to the Grading policy include moving details from the policy into the related procedure (PRO 4070) where details describing processes are more appropriate. The “PL” grade was removed and this mark is instead reflected in the policy and procedure for Alternate Approaches to College Credit (POL 4080 and PRO 4080). CEU and NOC grades with their description were added. The policy also clarified the meaning for “M” and “W” marks.

ACADEMIC HONESTY—POLICY #5020

The Academic Honesty Policy was revised following the revision of the procedure (PRO 5020). The new policy has updated language that better reflects the college’s shared value and commitment to Academic Integrity. It also conveys that although considered a conduct violation, the college uses an educational approach towards Academic Honesty infractions, including referrals to services and specific interventions that help prepare the student for success.

The proposed changes are underlined and the former language has been stricken with lines through the text. It is recommended that the Chemeketa Board of Education approves these policies.

Educational Program Series—4000

GRADUATION REQUIREMENTS

A. Degrees, Certificates, and Diplomas

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

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

The college awards an Associate of Arts (Oregon Transfer) Degree, Associate of General Studies Degree, Associate of Applied Science Degree, Certificates of Completion, Associate of Science Degree, Associate of Science (Oregon Transfer) Degree in Business, Associate of Science (Oregon Transfer) Degree in Computer Science and an adult high school diploma.

To earn a degree, certificate or diploma, students must meet any additional requirements ~~stated in the catalog as established by college procedure, college catalog, and state guidelines.¹ Courses which meet the requirements specified below will be listed in the Chemeketa Community College catalog.~~

B. Associate of Arts (Oregon Transfer) Degree

~~To qualify for an Associate of Arts (Oregon Transfer) Degree, a student must meet these requirements:~~

- ~~1. Complete a minimum of 90 credits.~~
- ~~2. Earn a cumulative grade point average of 2.0 or above in all courses to be applied to the degree.~~
- ~~3. All courses must be completed with a grade of "C" or better.~~
- ~~4. Complete a minimum of 24 credits at Chemeketa.~~
- ~~5. Complete the following foundational requirements:~~
 - ~~a. Eight credits of Writing. Students taking writing classes of three credits each must take WR121, 122 and either WR123 or 227. Students taking writing classes of four credits each must take WR121 and either WR122 or 227. Information Literacy is included in the Writing Requirement.~~
 - ~~b. One course in college-level mathematics numbered 100 or higher which meets statewide criteria for mathematics.~~
 - ~~c. One course of Oral Communication.~~
 - ~~d. One or more courses totaling at least three credits of Health/Wellness/Fitness.~~

¹. Oregon Community Colleges Handbook & Planning Guide (CCWD)

Educational Program Series—4000

GRADUATION REQUIREMENTS (Continued)

6. ~~Complete the following Discipline Study requirements, with at least one course meeting the statewide criteria for cultural literacy:~~
 - a. ~~Three courses of Arts and Letters, chosen from at least two or more disciplines.~~
 - b. ~~Four courses of Social Sciences, chosen from at least two or more disciplines.~~
 - c. ~~Four courses of Mathematics, Science, or Computer Science, chosen from at least two disciplines, including at least three laboratory courses in biological or physical science.~~
 - d. ~~Courses used to meet the General Education requirements in Mathematics or Oral Communication may not be used to meet the Distribution Requirements listed above.~~
7. ~~Complete Elective courses to bring the total number of credits to 90.~~
 - a. ~~Any college level course designated by the college as acceptable, including a maximum of twelve credits of Career and Technical Education courses, may be applied toward the degree.~~

C. Associate of Applied Science Degree

~~To qualify for an Associate of Applied Science Degree, a student must meet these requirements:~~

1. ~~Complete a minimum of 90 credits.~~
2. ~~Earn a cumulative grade point average of 2.0 or above in all courses that apply to the degree.~~
3. ~~Complete a minimum of 24 credits at Chemeketa.~~
4. ~~Complete the required courses and credits listed for a Career and Technical Education program.~~
5. ~~Complete the following Related Instruction (nine credits minimum) and Digital Literacy requirements:~~
 - a. ~~Writing (a minimum of 3 credits)~~
 - b. ~~Human Relations/Psychology/Sociology.~~
 - c. ~~Computation/Mathematics.~~
 - d. ~~Digital Literacy as demonstrated by course completion or competency testing.~~
6. ~~Complete the following requirements:~~
 - a. ~~A total of three credits taken from at least one of the following three areas:~~
 - 1) ~~Arts and Letters.~~
 - 2) ~~Science/Applied Science.~~
 - 3) ~~Social Science~~

Educational Program Series—4000

GRADUATION REQUIREMENTS (Continued)

- b. ~~Complete three additional credits from any of these areas: Health and Human Performance/Physical Education, Arts and Letters, Mathematics, Science/Applied Science, Social Science, Writing*, English as a Non-Native Language*, Reading*, Study Skills*~~
~~*Must be 100 level or higher.~~

D. Associate of General Studies Degree

To qualify for an Associate of General Studies Degree, a student must meet these requirements:

1. ~~Complete a minimum of 90 credits.~~
2. ~~Earn a cumulative grade point average of 2.0 or above in all courses to be applied to the degree.~~
3. ~~Complete a minimum of 24 credits at Chemeketa.~~
4. ~~Complete the following General Education requirements:~~
 - a. ~~Six credits of Writing (including WR121, and one additional writing course) with a grade of “C” or better.~~
 - b. ~~Three credits of Mathematics (MTH053 or higher) with a grade of “C” or better.~~
 - c. ~~Three credits of Oral Communication (COMM100 or above).~~
 - d. ~~One or more courses totaling at least three credits of Health/Wellness/Fitness.~~
 - e. ~~Digital Literacy, as demonstrated by course completion or competency testing.~~
5. ~~Complete the following Distribution requirements (each course must be a minimum of three credits):~~
 - a. ~~Nine credits of Arts and Letters.~~
 - b. ~~Twelve credits of Social Sciences, chosen from at least two disciplines.~~
 - c. ~~Eight credits of biological or physical science courses. Courses must include a laboratory.~~
6. ~~Complete Elective courses to bring the total number of credits to 90.~~
 - a. ~~A maximum of thirty six credits of Career and Technical Education courses may be applied toward the degree. All collegiate courses must be numbered 100 or above.~~
 - b. ~~A maximum of twelve credits of Health and Human Performance/Physical Education activity courses may be applied toward the degree.~~
 - c. ~~A maximum of twelve credits of Cooperative Work Experience may be applied toward the degree.~~

Educational Program Series—4000

GRADUATION REQUIREMENTS (Continued)

E. Associate of Science Degree

To qualify for an Associate of Science Degree, a student must meet these requirements:

1. Complete a minimum of 90 credits.
2. Earn a cumulative grade point average of 2.0 or above in all course credits which apply toward the degree.
3. Complete a minimum of 24 credits at Chemeketa.
4. Complete the following General Education requirements, with a grade of “C” or higher:
 - a. Six credits of Writing (WR121 and one additional writing course for which WR121 is a prerequisite).
 - b. Four credits of Mathematics (MTH111 or higher).
 - c. Three credits of Oral Communication.
 - d. Health/Wellness/Fitness: One or more courses totaling at least three credits.
 - e. Three credits of Digital Literacy as demonstrated by course completion or competency testing.
 - f. Nine credits of Arts and Letters, chosen from at least two disciplines.
 - g. Nine credits of Social Science, chosen from at least two disciplines.
 - h. Twelve credits of Science (courses must include a laboratory).
5. Complete additional courses to bring the total number of credits to 90. All courses must be 100 level or above and be lower division collegiate courses.

F. Associate of Science/Oregon Transfer Degree in Business (AS/OT-Bus)

To qualify for an Associate of Science/Oregon Transfer Degree in Business, a student must meet these requirements:

1. Complete a minimum of 90 credits.
2. Complete a minimum of 24 credits at Chemeketa.
3. Complete the following General Education requirements. Each course in this section must be completed with a grade of C or better. These requirements represent minimal skill competencies. As such, they may be open to demonstration of proficiency:
 - a. Writing: Students taking writing courses of three credits each must take WR121, 122 and WR227. Student taking writing classes of four credits each must take WR121 and either WR122 or WR227. Information Literacy will be included in the writing requirement.
 - b. Oral Communication: One course of oral communication.
 - c. Mathematics: A minimum of three courses for which MTH095 is a prerequisite including one course in statistics.

Educational Program Series—4000

GRADUATION REQUIREMENTS (Continued)

- d. ~~Computer Applications: Proficiency in word processing, spreadsheet, database, and presentation software as demonstrated by successful completion of applicable courses.~~
 4. ~~Courses used to meet these requirements must be at least three credits each. In “Arts and Letters,” the second year of a foreign language may be included, but not the first year. ASL is considered a foreign language.~~
 - a. ~~Arts and Letters: Three courses, chosen from two or more disciplines.~~
 - b. ~~Social Sciences: Four courses chosen from two or more disciplines with a minimum of two courses in “principles of economics” (to include microeconomics and macroeconomics) at the 200 level. The courses in economics must be completed with a grade of C or better.~~
 - c. ~~Science: Four courses from at least two disciplines including at least three laboratory courses in the biological or physical sciences.~~
 - d. ~~Cultural Literacy: Students must select one course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy.~~
 5. ~~Complete the following Business Specific Requirements. Each course in this section must be completed with a grade of C or better.~~
 - a. ~~A minimum of three to four credits in BA101 Introduction to Business.~~
 - b. ~~A minimum of eight to twelve credits in BA211, BA212 Financial Accounting 1, 2 and BA213 Managerial Accounting (or Fundamentals of Financial Accounting and BA213 Decision Making with Accounting Information.~~
 - c. ~~A minimum of three to four credits in Business Law 1 (or other advisor-approved Business elective).~~
 6. ~~Complete Electives and/or University Specific Prerequisites (depending on choice of transfer institution) to bring the total number of credits to 90. A maximum of twelve credits in Career and Technical Education courses may be included and applied toward the degree.~~
- G. Associate of Science/Oregon Transfer Degree in Computer Science (AS/OT-CS)***
To qualify for an Associate of Science/Oregon Transfer Degree in Computer Science, a student must meet these requirements:
1. ~~Complete a minimum of 90 credits.~~
 2. ~~Complete a minimum of 24 credits at Chemeketa.~~
 3. ~~All courses, unless noted otherwise, must be completed with a grade of “C ” or better.~~
 4. ~~Complete the following Foundational requirements.~~

Educational Program Series—4000

GRADUATION REQUIREMENTS (Continued)

- a. ~~Writing: Students taking writing courses of three credits each must take WR121, WR122, and WR227. Students taking writing classes of four credits each must take WR121 and either WR122 or WR227. Information Literacy will be included in the writing requirement.~~
 - b. ~~Oral Communication: One course in the fundamentals of speech or communication.~~
 - c. ~~Mathematics: MTH251 and MTH252.~~
 - d. ~~Health/Wellness/Fitness: One or more courses totaling at least three credits.~~
5. ~~Complete the following Discipline Studies requirements, with at least one course meeting the statewide criteria for cultural literacy. Courses listed to meet these requirements must be at least three credits each.~~
- a. ~~Arts and Letters: Three courses, chosen from two or more disciplines. The second year of a foreign language may be included, but not the first year. ASL is considered a foreign language.~~
 - b. ~~Social Sciences: Four courses chosen from two or more disciplines.~~
 - c. ~~Science/Math/Computer Science: Four courses from at least two disciplines, including at least three laboratory courses in biological and/or physical science. The required computer science courses in this degree will satisfy one course from this group.~~
6. ~~Complete the following Computer Science Specific requirements. Each course in this section must be completed with a grade of “C” or better.~~
- a. ~~Four credits in CS160 Computational Thinking.~~
 - b. ~~Four credits in CS161 Computer Science 1.~~
 - c. ~~Four credits in CS162 Computer Science 2.~~
 - d. ~~Four credits in CS260 Computer Science 3: Data Structures.~~
7. ~~Complete Electives and/or University Specific Prerequisites to bring total number of credits to 90. A maximum of 12 credits in Career and Technical Education courses may be included and applied toward the degree.~~

~~* All Foundational and Discipline Studies courses (except those in the Health/Wellness/Fitness category) must meet statewide outcomes and criteria for the specific area.~~

H. Certificate of Completion

- ~~To qualify for a Certificate of Completion, a student must meet these requirements:~~
 - 1. ~~Complete the required courses and credits listed for the Certificate of Completion.~~
 - 2. ~~Earn a cumulative grade point average of 2.0 or above in all work to be applied to the certificate.~~
 - 3. ~~Complete a minimum of 15 credits at Chemeketa.~~

Educational Program Series—4000

GRADUATION REQUIREMENTS (Continued)

4. For Certificates of Completion of one year or greater in length:
 - a. Meet Digital Literacy requirements, as demonstrated by course completion or competency testing.
 - b. Complete the following Related Instruction requirements:
 - 1) Writing.
 - 2) Human Relations/Sociology/Psychology.
 - 3) Computation.

I. Adult High School Diploma

Chemeketa awards Adult High School diplomas through the High School Completion Program. Such diplomas are awarded in accordance with state and college requirements for credits, areas of study, and minimum competencies.

J. GED Certificate

GED (General Education Development) Certificates are awarded by the Oregon State Department of Education. Chemeketa provides GED test preparation classes and test administration.

K. Curriculum Substitutions

A student may be allowed to deviate from a prescribed curriculum and still meet graduation requirements according to procedure.

July 17, 1985

Adopted College Board of Education

May 17, 2006

Reviewed College Board of Education

February 21, 2001; December 17, 2003; May 18, 2005;

March 17, 2010 (Effective July 1, 2010);

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

Revised College Board of Education

Educational Program Series—4000

GRADING

The responsibility for evaluating student performance and for assigning grades rests with the instructor.

The responsibility for demonstrating competency within the framework of a course's outcomes and criteria rests with the student.

Students have the right to know how and on what basis their performance is being evaluated.

Final grades are issued at the end of each ~~quarter~~ term. Grades cannot be changed after one year. Letter grades are assigned points according to the following system:

<i>Grade</i>	<i>Meaning</i>	<i>Points</i>
A	Excellent. An indication that the student has met the stated outcomes and course criteria at the highest level, demonstrating mastery of required knowledge and skills	4
B	Very Capable. An indication that the student has met the stated outcomes and course criteria at a high level, demonstrating mastery of most required knowledge and skills	3
C	Competent. An indication that the student has met the stated outcomes and course criteria but with sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite	2
D	Limited success. An indication that the student has only minimally met the stated outcomes and criteria of the course but may not have sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite	1
F	Failure. An indication that the student has not adequately met the stated outcomes and criteria of the course	0
IB IC ID IF	Incomplete. <u>Assigned by instructor when additional time is granted for completion of coursework. The standard extension is one term, but may be up to one year. An "I" must be requested by the student and is given at the instructor's discretion when some essential requirement of the course has not been completed, and additional time is granted for completion of coursework. A contract will specify the length of additional time to complete the course material (standard is one term). If the contract is not fulfilled then the "I" grade will revert to the specified letter grade. An "I" does not entitle a student to satisfy a prerequisite requirement for another course.</u>	0
P	Pass. Acceptable Performance. A grade of "P" represents satisfactory achievement which would have been graded "C: or better on the	

Educational Program Series—4000

GRADING (continued)

<i>Grade</i>	<i>Meaning</i>	<i>Points</i>
P	regular grading scale, but is given instead of a letter grade. A maximum of 8 “P” credits are allowed toward a one-year Certificate. A maximum of 16 “P” credits are allowed toward an Associate Degree.	0
NP	No Pass. Unacceptable Performance. Does not satisfy requirements for entry into courses where prerequisites are specified.	0
<u>CEU</u>	<u>Continuing education unit earned</u>	<u>0</u>
<u>NOC</u>	<u>Continuing education unit not earned</u>	<u>0</u>
PL	Pass. This grade is used to indicate satisfactory achievement of course outcomes and criteria for Credit for Prior Learning and Credit for Prior Certification.	0

The student’s grade point average is computed by dividing the total credit hours (except I, P, and NP, and PL) into the total points earned.

The following marks may appear on a student’s transcript and are assigned by Enrollment Services:

<i>Mark</i>	<i>Meaning</i>
X	Audit. This mark is used when a student participates in the class but does not wish to receive a grade or credit for the course.
R	Course Repeated. The “R” mark is used upon student request when a course taken at Chemeketa has been repeated and the student receives a higher grade in the repeated course. If a course is repeated more than once, only the original grade can be changed to an “R”. This mark cannot be used to change “I” grades.
M	Missing Grade. <u>Grade was not assigned by the instructor before the grade input deadline for the term.</u>
W	Withdrawal. Student has withdrawn from class after the last day to drop with a refund <u>and prior to the end of the 6th week of term (or equivalent for accelerated courses).</u>

July 17, 1985

Adopted College Board of Education

May 17, 2006

Reviewed College Board of Education

April 16, 2003; March 17, 2010 (Effective July 1, 2010);

April 17, 2013

Revised College Board of Education

Student Services Series—5000

ACADEMIC HONESTY

~~Learning is built on the fundamental qualities of honesty, fairness, respect and trust. At Chemeketa Community College, academic integrity is a shared endeavor characterized by academic honesty, personal responsibility and high academic standards. Any violation of academic integrity devalues the individual and the community as a whole.~~

~~One important aspect of academic integrity is academic honesty. Violations of academic honesty include:~~

All faculty, staff and administrators can foster a culture of academic integrity by sharing the value of, and commitment to Academic Honesty and Personal Integrity with students. Continuing college-wide professional development and active student involvement in academic integrity initiatives creates awareness and support for Chemeketa's culture of integrity.

A student who violates the Academic Honesty Policy will be subject to disciplinary action according to Procedure #5020 Academic Honesty.

Violations of Academic Honesty include, but are not limited to:

Plagiarism

Collusion/Inappropriate Assistance

Cheating

Fabrication/Falsification/Alteration

Unauthorized Multiple Submission

Sabotage and Tampering

~~A student who violates academic honesty will be subject to disciplinary action according to Students Rights and Responsibilities.~~

As an educational institution, the College makes every attempt to treat Academic Honesty infractions as an opportunity for growth and learning, rather than using a punitive approach. Specific interventions aimed at increasing the student's chances for success and avoiding further academic honesty infractions are provided for students who have incurred Academic Honesty violations.

April 21, 2004

Adopted College Board of Education

June 28, 2006; February 18, 2015

Reviewed College Board of Education

October 19, 2011; February 18, 2015

Revised College Board of Education

**APPROVAL OF COLLEGE POLICIES #2255—SMOKE-FREE COLLEGE;
#5140—STUDENT RECORDS/USE OF SOCIAL SECURITY NUMBERS;
#6310—TRAVEL, TRANSPORTATION AND RELATED EXPENSES; AND
#7020—CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE
[17-18-139]**

Prepared by

Rebecca Hillyer, General Counsel
Julie Huckestein, President/Chief Executive Officer

SMOKE-FREE COLLEGE—POLICY #2255

This policy was last reviewed by the board in January 2017. The third paragraph has been added to conform to new state laws. Marijuana is also added to this policy to clarify the college's position prohibiting this drug on campus. The second bullet point has been edited to change "a device" to "inhalant delivery system" to be consistent with Oregon law. Lastly, college administration does not intend to make exceptions to smoking on campus at this time.

STUDENT RECORDS/USE OF SOCIAL SECURITY NUMBERS—POLICY #5140

This policy was last reviewed by the board in September 2014. No edits are recommended to this policy.

TRAVEL, TRANSPORTATION AND RELATED EXPENSES—POLICY #6310

This policy was last reviewed by the board in April 2015. No edits are recommended to this policy.

CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE—POLICY #7020

This policy was last reviewed by the board in November 2011. No edits are recommended to this policy.

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

It is recommended that the College Board of Education approve college policies #2255—Smoke-Free College; #5140—Student Records/Use of Social Security Numbers; #6310—Travel, Transportation and Related Expenses; and #7020—Chemeketa Cooperative Regional Library Service to become effective immediately.

Administrative Series—2000

SMOKE-FREE COLLEGE

Chemeketa Community College has a responsibility to students, employees, and visitors to provide a safe and healthy environment. Research findings indicate that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard.

Smoking is prohibited on or in all properties owned and/or controlled by Chemeketa, including in private vehicles while on property owned and/or controlled by Chemeketa.

Possession of tobacco/marijuana products and inhalant delivery systems by persons under the age of 21 is prohibited on all properties owned and/or controlled by Chemeketa, including in private vehicles while on property owned and/or controlled by the college.¹

~~For the purposes of this policy~~Definitions:

- Smoking is defined as burning any tobacco/marijuana products including, but not limited to, cigarettes, cigars, cigarillos, and pipes.
- Using a ~~device~~ an inhalant delivery system like an e-cigarette that vaporizes material is considered smoking and, is therefore, prohibited.
- Property includes, but is not limited to, any of the following located on property owned and/or controlled by Chemeketa:

Buildings	Vehicles (owned or leased)
Sidewalks	Recreational areas
Parking lots	Landscaped areas

Applicability

This policy applies to all college employees, students, and visitors to property owned and/or controlled by Chemeketa.

Sanctions

Any student or employee who ignores warnings and continues behavior prohibited by this policy may be fined up to \$50.00. This fine may be posted to the student or employee account in the Business Services office and is subject to the college’s normal collection procedures. Visitors who ignore warnings and continue behavior prohibited by this policy may be issued a trespass notice.

Retaliation

Retaliation against any person for making a complaint related to this policy, or for providing information concerning a complaint, is prohibited.

Exceptions

~~Any exceptions to this policy must be preapproved by the President/CEO or designee.~~

¹ SB 754

Action-2
April 18, 2018

July 26, 2000

Adopted College Board of Education

Reviewed College Board of Education

July 21, 2010 (Effective January 1, 2011);

March 19, 2014; January 18, 2017

Revised College Board of Education

Student Services Series—5000

STUDENT RECORDS/USE OF SOCIAL SECURITY NUMBERS

Chemeketa Community College shall maintain student records procedures consistent with the requirements of applicable state and federal laws and guidelines and use student records to promote the growth and welfare of students within the mission of the college.

The college will use student ~~the~~ social security numbers for keeping records, complying with federal and state requirements,¹ doing research, aggregate reporting, extending credit and collecting debts.² Social security numbers will not be given to the general public. A student choosing not to provide a social security number shall not be denied any student rights.³

July 17, 1985

Adopted College Board of Education

March 15, 1995; June 28, 2006;

September 17, 2014

Revised College Board of Education

¹ Family Educational Rights & Privacy Act of 1974 and as amended (FERPA)

² Gramm-Leach-Bliley Act of 1999 and Health Insurance & Portability Accountability Act of 1996

³ OAR 589-004-0400

Business Operations Series—6000

TRAVEL, TRANSPORTATION, AND RELATED EXPENSES

Chemeketa Community College employees may be authorized to attend and participate in meetings and conferences of educational and financial value.

All official travel must be authorized in advance by the appropriate supervisor/administrator subject to current college collective bargaining agreements.

The college shall develop and implement procedures and guidelines for travel and other reimbursable expenses.

July 17, 1985

Adopted College Board of Education

September 20, 2006; July 20, 2011;

April 15, 2015

Revised College Board of Education

College Relations Series—7000

CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE

Chemeketa Cooperative Regional Library Service (CCRLS) is organized to provide and augment library services in Polk, Marion, Yamhill, and parts of Linn County. This activity is carried out through contractual relationships with chartered libraries throughout Chemeketa Community College's district. The College Board of Education is the governing body and fiscal agent for CCRLS. The CCRLS Advisory Council shall advise the College Board of Education on matters of policy and budget.

The college library shall be an active participating member of CCRLS.

July 17, 1985

Adopted College Board of Education

September 20, 2006; November 16, 2011

Revised College Board of Education

Action-3
April 18, 2018

**APPROVAL OF AMENDED ADULT HIGH SCHOOL
DIPLOMA PLAN UPDATE FOR YEAR 2018–2019
[17-18-140]**

Prepared by

Abby Hoffar, Dean—High School Partnerships
Holly Nelson, Executive Dean—Academic Progress and Regional Education Services
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

To be in compliance with Oregon Department of Community Colleges and Workforce Development requirements, an annual Statement of Assurances must be submitted for 2018–2019.

This includes:

- An annual signed Statement of Assurances
- An updated list of high school and college classes reflecting terminated and revised Adult High School Diploma course offerings

It is recommended that the Chemeketa Board of Education approve the Amended Adult High School Diploma Plan Update for 2018–2019.

Action-3
April 18, 2018

Appendix A: Statement of Assurances

Oregon Department of Community Colleges and Workforce Development
FY2018 Adult High School Diploma Program (AHSD) Statement of Assurances

College Name: Chemeketa Community College

Submitted for Plan Year: 2018–2019

1. The college hereby assures the Department of Community Colleges and Workforce Development (CCWD) that the college will administer the AHSD program covered in Oregon Administrative Rule (OAR) 589-007-0600 in accordance with the provisions and conditions of all applicable state statutes, regulations, and program plan.

The college assures CCWD that:

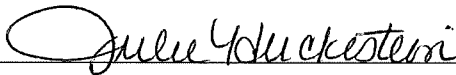
2. A person eligible for an AHSD shall earn a minimum of one adult high school diploma academic credit while enrolled in the program.
3. The program maintains current transcript information.
4. Course syllabi are available to interested individuals.
5. The program provides instruction, including courses, curriculum, and proficiency assessments, based on academic content standards adopted by the State Board of Education.
6. Each student shall demonstrate proficiency in Essential Skills adopted by the State Board of Education as provided in OAR 581-022-0615.
7. Each student shall develop an education plan and profile that meet the requirements provided in OAR 581-022-1130.
8. Each student shall build a collection of evidence, or include evidence in existing collections, to demonstrate extended application as defined in OAR 581-022-0102.
9. Each student shall participate in career-related learning experiences outlined in the education plan as defined in OAR 581-022-0102.
10. Program data collection and reporting practices shall comply with local and state reporting requirements.
11. The program shall participate in ongoing program monitoring as required by CCWD.

To the best of our knowledge and belief, the program plan made herein is in accordance with the terms of the Oregon Department of Community Colleges and Workforce Development's AHSD plan requirements. We agree to comply with all of the preceding assurances and statements.

We hereby certify all of the above:

Typed Name: Julie Huckestein

Signature of
College President:



Date: 4/18/18

Typed Name: Ken Hector

Signature of Chairman of
College Board of Directors:



Date: 4/18/18

ADULT HIGH SCHOOL DIPLOMA 2018–2019 COURSE OFFERINGS

Terminated College Courses:

Course ID	Course Title
APR116B	Millwright Appr Bsc Crpntry 1B
APR116C	Millwright Appr Power Trns 1C
APR116D	Millwright Appr Boilers 2A
APR116E	Millwright Appr Welding 2B
APR155A	HVAC/R Appr Fundamentals
APR155B	HVAC/R Soldering/Brazing
APR155C	HVAC/R Appr Intro to Code
APR155D	HVAC/R Appr Trade Math
APR155E	HVAC/R Appr Intro to Refrig
APR155F	HVAC/R Appr Elect & Magnetism
APR199A	Elec Trade Skills Fundamentals
APR254G	Limited Electrical Basic PLC-LME3A
APR254H	Limited Electrical Advanced PLC-LME3B
APR254I	Limited Electrical Instrumentation-LME3C
APR254J	Limited Electrical-LME/LPJ 4A
APR254K	Limited Electrical Advanced NEC-LME4B
APR254L	Limited Electrical-LME/LPJ4C
APR255G	HVAC/R Apprenticeship Fuels
APR255H	HVAC/R Appr Res Air Dstrbution
APR255I	HVAC/R Apprenticeship Welding
APR255J	HVAC/R Appr Refrig Fundamental
APR255K	HVAC/R Appr Troubleshooting
APR255L	HVAC/R Appr Equip/Room Layout
ART154	Pottery 1: Handbuilding
ART155	Pottery 2: Wheel Throwing
ART199C	Special Studies
CHN199	Intro Chinese Lang/Culture
CIS060	Techniques of User Training
CIS276C	Oracle: Building Reports
CIS276D	Oracle Academy 1-SQL
CIS276E	Oracle Academy 2-PL/SQL
CIS277A	Database Administration Fund 1
EMT299	Action Oriented EMS Leadership
ENL042S	Intro to Academic Speaking 2
FYE199A	College Success in Action
HOR224	Horticulture Practicum
MT199A	Careers in Nanotechnology
MUS199B	History of Latino Music in US
SPN199A	Oral Spanish Practicum
SPN199E	Oral Span Prctcm/Health Care 2
SPN199F	Oral Span Prctcm/Health Care 3

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April 18, 2018

SSC299A	Introduction to Research
SSC199	Strength in Diversity Seminar
WR199B	Essential Writing Skills
Revised High School Courses	
XHSC0911D	High School Essay writing 1
XHSC0911E	High School essay Writing 2

**APPROVAL OF 2018–2019 FACULTY SABBATICAL LEAVE REQUESTS
[17-18-141]**

Prepared by

Kevin Dye and Theresa Yancey, Sabbatical Review Committee Co-Chairs
Jim Eustrom, Vice President—Instruction and Student Services/
Campus President, Yamhill Valley

In accordance with the collective bargaining agreement between the college and the faculty association, sabbatical leaves are granted to employees for the purpose of professional development. The proposed activities must have value to the applicant, the department, and the college. The bargaining agreement limits sabbatical leaves to four percent of total faculty; a total of 27 terms of faculty sabbatical leave are available for the 2018–2019 academic year.

The Sabbatical Review Committee reviews submitted application requests. The committee is comprised of six members, three faculty members appointed by the faculty association and three staff members selected by the college administration. The committee reviews requests for leave following criteria and guidelines developed jointly by the faculty association and the college as a part of its selection and recommendation process.

In the application and request cycle for 2018–2019 sabbatical leaves, seven (7) faculty members, requesting sixteen (16) terms of leave, submitted proposals to the Sabbatical Review Committee. The Sabbatical Review Committee recommends the seven (7) requests for a total of sixteen (16) terms of leave. Instruction and Student Services concur with the determination of the committee. Eleven terms remain available for faculty application for one-term spring 2019 sabbatical leaves.

It is recommended that the College Board of Education approve the recommended faculty sabbatical leave requests for the 2018–2019 academic year. The requests are outlined below.

Michelle Dishong McCormack—Communication, 3 terms

Proposes visiting two community colleges and one university to observe classes, meet with faculty and gather information on assessment, pedagogy, inclusion of adjunct faculty, and the transferability of classes; hold meetings at three Chemeketa locations, inviting all communication adjunct faculty, to connect with, distribute information to and include adjunct in the endeavor; and attend a writers' conference to gather teaching and networking ideas for community writing events.

Kay Bunnenberg Boehmer—Art, 3 terms

Proposes writing an affordable textbook and companion workbook for the Basic Design Courses (ART115 and 116) in partnership with Chemeketa Press; focus on the practice of making her own artwork without having to divide her energy between creating art and teaching art.

Kim Colantino—English, 1 term (fall)

Proposes connecting with OSU, Chemeketa's engineering program and one large workplace to research their needs for WR227 course content; add new multi-modality (non-text based)

Action-4
April 18, 2018

components to assignments, requiring students to produce compelling communications that incorporate images and possibly sound or video; and share any multi-modal content developed with part-time and adjunct faculty.

Sydney Darby—English, 3 terms

Proposes researching multimodal composition pedagogy and assessment, including a significant bibliography of readings, auditing a course in contemporary composition theory offered by OSU; attend two composition related conferences; develop an annotated bibliography for colleagues; hold a roundtable presentation for English faculty; substantially revise her own WR122 course to incorporate multimodal assignments and student resources, ensuring they meet accessibility standards; and share the shell as a resource for part-time faculty.

Donna Bernhisel—English/YVC, 1 term (winter)

Proposes studying scholarly literature to increasing her knowledge of best practices for responding to student writing as well as using portfolios as assessments in writing courses; conducting a formal self-evaluation of her current teaching practices; creating or revising assessment tools and procedures for her WR115 and 121 courses.

Timothy VanSlyke—ESOL/YVC, 3 terms

Proposes creating sets of multimedia materials to accompany the 6 Open Educational Resources textbooks, “ESOL Reading and Writing” created last year; testing the materials in classrooms and revising the materials as needed; creating guides for teachers and students to ensure the resources will be fully utilized. This work will be in conjunction with a Fulbright scholarship to serve as a teacher in Bulgaria.

Ed Lazzara—Spanish, 2 terms (fall and winter)

Proposes expanding and enriching his first-hand knowledge of the Spanish-speaking world by extensively traveling to parts of Latin America he has not yet visited; researching current second language pedagogical theory and practice related to the teaching of listening comprehension.

**APPROVAL OF CONTRACT AWARD FOR
FINANCIAL AUDIT SERVICES
[17-18-142]**

Prepared by

Gail Williams Pickett, Contract Management Analyst
Miriam Scharer, Associate Vice President—CSSD/Financial Management
Julie Huckestein, President/Chief Executive Officer

FINANCIAL AUDIT SERVICES

A Request for Proposal for Financial Audit Services was advertised on February 27, 2018, on the college's Procurement Services Website and on the State of Oregon Procurement Information Network (ORPIN). Six proposals were received and were opened immediately following bid closing at 2 pm, March 20, 2018. Proposals were received from:

Grove, Mueller & Swank PC, of Salem, OR
CliftonLarsonAllen, LLP, of Minneapolis, MN
Pauly, Rogers and Company, P.C., Tigard, OR
Eide Bailly, LLP, Boise, ID
Moss Adams, LLP, Eugene, OR
Kenneth Kuhns & Company, Salem, OR.

After an initial evaluation of mandatory requirements, proposals from Pauly, Rogers and Company, P.C. and Grove, Mueller & Swank PC were determined to be non-responsive and those offers were rejected.

The four responsive proposals were subsequently reviewed in accordance with the solicitation document's evaluation criteria. Some of the evaluation criteria included: community college audit experience; company and staff licensing requirements; audit staff qualifications; the ability to meet college timelines; and cost.

The selection committee has recommended that the College Board of Education approve the award of the contract for a Financial Audit Services provider to Kenneth Kuhns & Company of Salem, Oregon—the responsible proposer having submitted the most advantageous, responsive proposal—for a period not-to-exceed five years, for a total contract value not-to-exceed \$211,775.

**ACCEPTANCE OF PROGRAM DONATIONS
JANUARY 1, 2018 THROUGH MARCH 31, 2018
[17-18-143]**

Prepared by

Nicole Dickerson, Development Associate—Chemeketa Foundation
 Jamie Wenigmann, Development Coordinator—Chemeketa Foundation
 Nancy Duncan, Executive Director—Chemeketa Foundation
 David Hallett, Vice President—Governance and Administration
 Julie Huckestein, President/Chief Executive Officer

Item:	371 lbs. of food for pantry	Item:	368 lbs. of food for pantry
Donor:	Marion Polk Food Share	Donor:	Marion Polk Food Share
Declared Value:	\$719.00	Declared Value:	\$723.00
Program:	Food pantry	Program:	Food pantry
Item:	288 lbs. of food for pantry	Item:	207 lbs. of food for pantry
Donor:	Marion Polk Food Share	Donor:	Marion Polk Food Share
Declared Value:	\$570.00	Declared Value:	\$401.00
Program:	Food pantry	Program:	Food pantry
Item:	214 lbs. of food for pantry	Item:	Food for pantry
Donor:	Marion Polk Food Share	Donor:	Connie Wallace
Declared Value:	\$394.50	Declared Value:	\$49.70
Program:	Food pantry	Program:	Food pantry
Item:	87 lbs. of food for pantry	Item:	Food for pantry
Donor:	Marion Polk Food Share	Donor:	Connie Wallace
Declared Value:	\$149.00	Declared Value:	\$41.52
Program:	Food pantry	Program:	Food pantry
Item:	273 lbs. of food for pantry	Item:	1995 Dodge Dakota
Donor:	Marion Polk Food Share	Donor:	Richard L. Shirer
Declared Value:	\$535.00	Declared Value:	\$499.00
Program:	Food pantry	Program:	Automotive Technology
Item:	335 lbs. of food for pantry	Item:	Braun NW 2000 Ambulance
Donor:	Marion Polk Food Share	Donor:	Molalla Fire District #73
Declared Value:	\$677.00	Declared Value:	\$10,000.00
Program:	Food pantry	Program:	Brooks—EMS Program

Action-6
April 18, 2018

Item:	4 bottles of wine	Item:	Various Tektronix O-scopes
Donor:	Argyle Winery	Donor:	Garmin AT
Declared Value:	\$114.10	Declared Value:	\$2,300.00
Program:	Viticulture	Program:	Electronics
Item:	Miscellaneous parts and office supplies	Item:	Gourmet dinner for 10
Donor:	Garmin AT	Donor:	Elias P. Villegas
Declared Value:	\$64,018.01	Declared Value:	\$250.00
Program:	Electronics	Program:	Holiday Social
Item:	2004 Toyota Camry	Item:	50 Donuts
Donor:	Millard Bates	Donor:	Bauman Farms
Declared Value:	\$800.00	Declared Value:	\$30.00
Program:	Automotive Technology	Program:	Service Leaders Student Club
Item:	2003 Audi A4	Item:	Bissell vacuum cleaner
Donor:	Suzanne M. Day	Donor:	Marshall Roache
Declared Value:	\$3,000.00	Declared Value:	\$50.00
Program:	Automotive Technology	Program:	Fire Science Program
Item:	Cannon A-1 camera and equipment		
Donor:	Micheal E. Morgan		
Declared Value:	\$265.00		
Program:	Visual Communications		

**APPROVAL OF GRANTS AWARDED
JANUARY 2018–MARCH 2018
[17-18-144]**

Prepared by

Peggy Greene, Coordinator—Institutional Grants
David Hallett, Vice President—Governance and Administration
Julie Huckestein, President—Chief Executive Officer

These grants have been awarded to the college from January 2018–March 2018. It is recommended that the board accept these grants.

Grantor	Department	Award Description	Amount
The Ford Family Foundation	Academic Progress and Regional Education Services	To develop the infrastructure for Chemeketa Works, a new credit-based paid internship program focused on CTE programs of interest to rural employers. New, two-year grant.	111,116
Mexican Consulate	Education	To support scholarships for students in the Bilingual Student-Teacher Leaders program for summer term 2018. One-year grant.	7,500
Wells Fargo	Chemeketa Foundation	To support scholarships for low-income, student-parents.	10,000
Oregon Department of Education	Education	To support the design, implementation, and study of Education test preparation and pretesting for students studying to become teachers. New, 1-year grant.	32,650
State of Oregon, HECC	College Access Programs	To develop a Summer Bridge for first-generation student success. New, one-year grant.	124,839
		Total:	\$286,105

MISSION • VISION • CORE THEMES • VALUES

MISSION *(Our purpose)*

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

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

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

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

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

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

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

Student Success – Students progress and complete their educational goals.

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

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

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

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

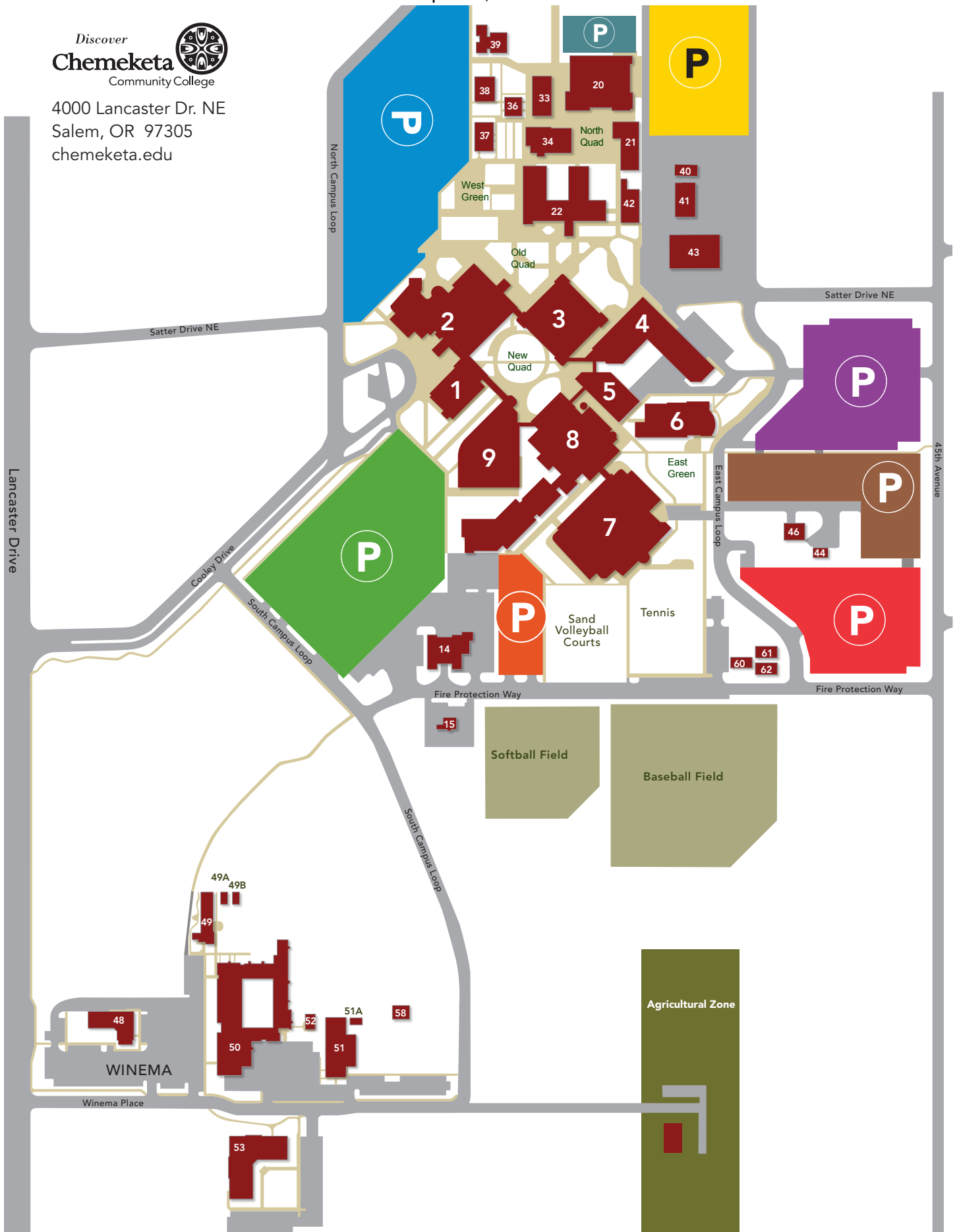
Innovation – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

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

Appendix-2
April 18, 2018



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



Appendix-2
April 18, 2018

Salem Campus

Building and Primary Function(s)

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

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

Area or Service—Building/Room

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

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

Instructional Department Offices

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

Restrooms

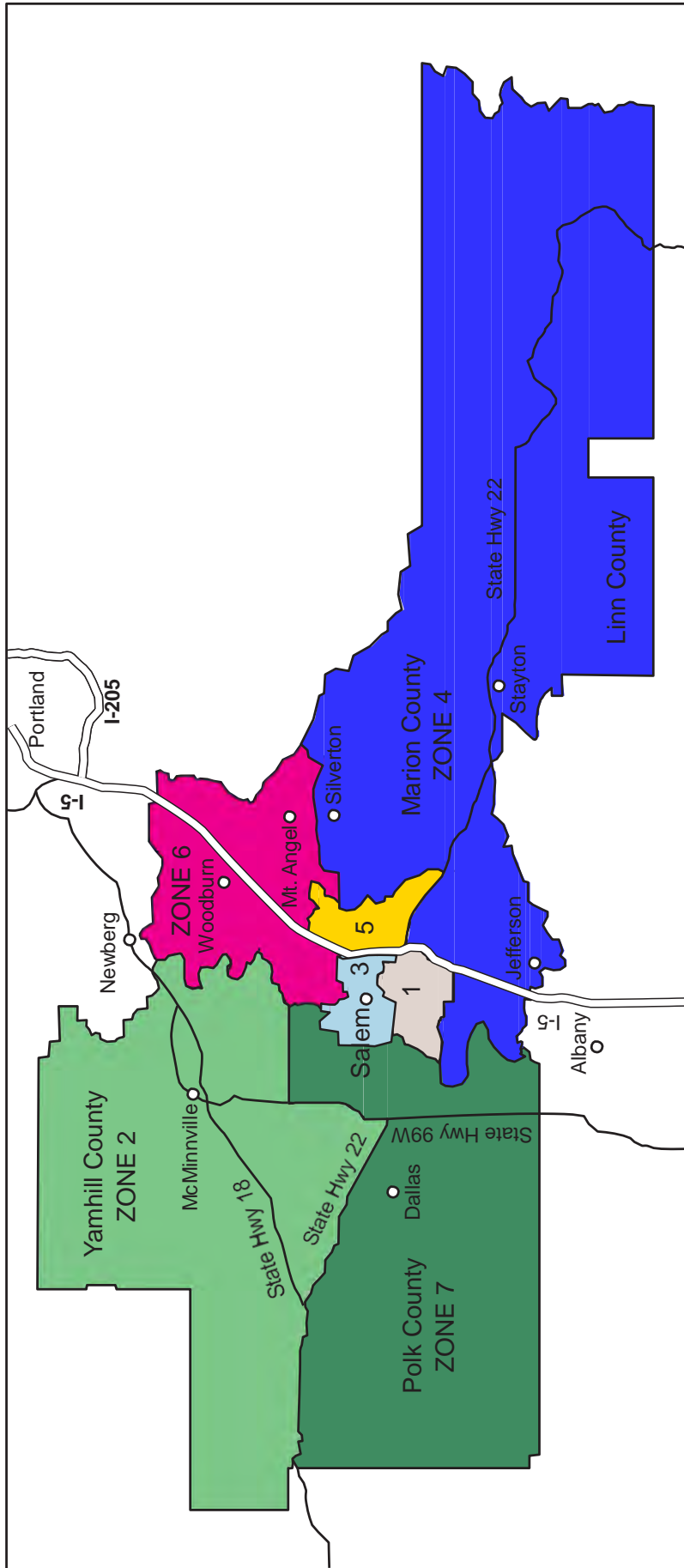
- SINGLE OCCUPANCY**
- Building 2—First floor
- Building 4—Second floor
- Building 5—Second floor
- Building 6—First floor
- Building 8—First floor
- Building 20—First floor

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

- MOTHER'S ROOM**
- Building 2—First floor
- Building 8—First floor
- Building 20—Second floor
- Building 40—Second floor



Chemeketa Community College
District Boundary and Board Zones



Board Members

ZONE 1	Ed Dodson
ZONE 2	Ron Pittman
ZONE 3	Neva Hutchinson, Vice Chairperson 2017-2018
ZONE 4	Ken Hector, Chairperson 2017-2018
ZONE 5	Jackie Franke
ZONE 6	Diane Watson
ZONE 7	Betsy Earls

Handouts
April 18, 2018

Wine Studies and
Hospitality & Tourism Management (HTM)

New Certificate

Wine Hospitality Operations (WHO)

Purpose of Certificate

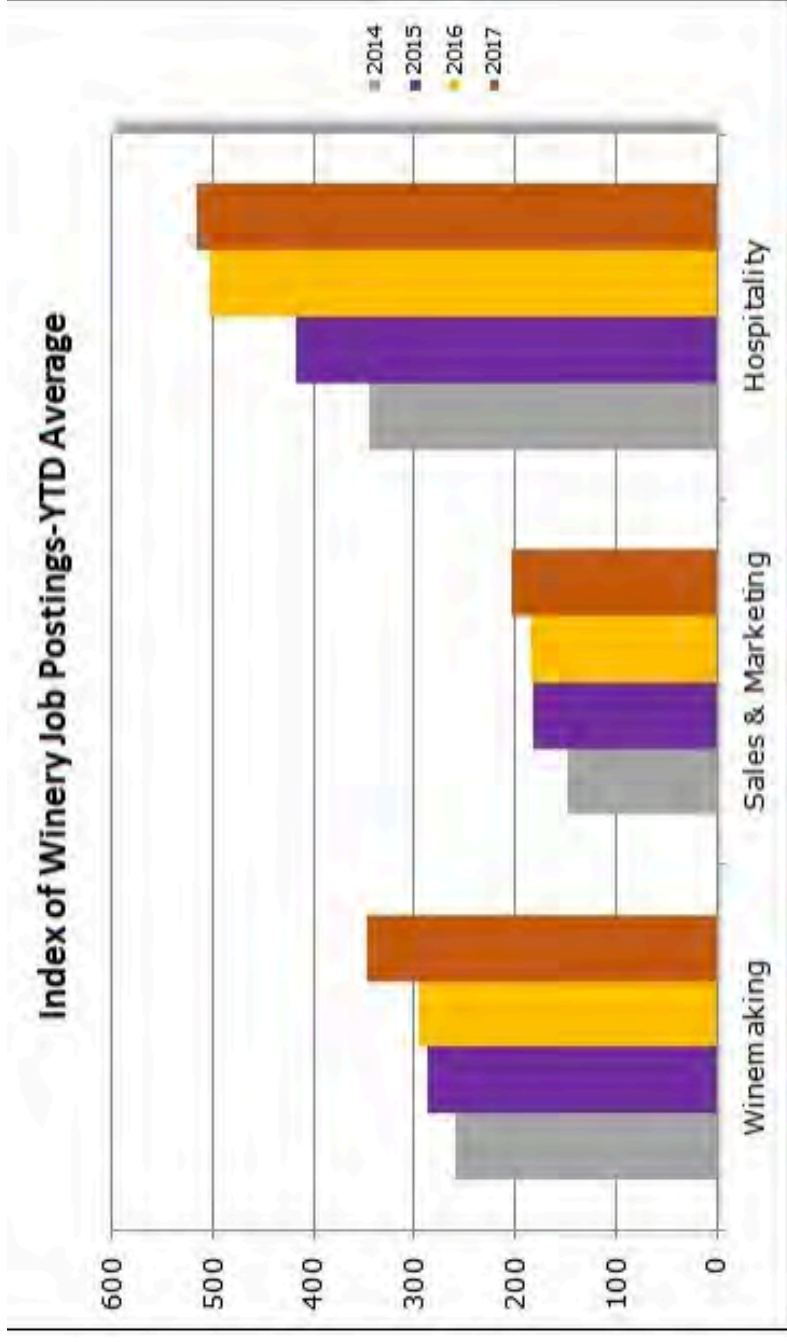
- Prepare students for supervisory positions in winery tasting rooms
- Train students to sell and market wine directly to customers
- Educate students on the history of wine and Oregon's modern wine industry
- Develop student ability to identify traditional and emerging wine and food pairing techniques
- Develop student business acumen in hospitality management to maximize sales and profits

WHO employment opportunity compared to other winery jobs

Direct-to-Consumer, Tasting Room and Hospitality Retail jobs industry-wide.

- Persistent, recent growth in Winery Employment overall
- Hospitality: higher employment levels than other wine industry positions

WineJobs.com 12/17



College Capacity Impact

- WHO courses are comprised of existing course offerings from:
 - Wine Studies
 - Hospitality & Tourism Management
- WHO CWE component will be offered on-site at the Northwest Wine Studies Center, Chemeketa Eola, in a new Tasting Room
- Mandatory Advising & CWE will be managed by HTM faculty

WHO Advisory Committee

- Since the Certificate is comprised of courses from existing programs, we gained approval from both Wine Studies and HTM Advisory Committees.
- Both committees have served as initial advisors to the Certificate development.
- The WHO advisory committee will draw from these two groups, in addition to other industry professionals, for their membership.

Wine Studies Advisory Committee

Bailey	Bob	Northwest Vineyard Service
Beck	Jeanne	Crawford Beck Vineyard
Boskov	Bree	Oregon Wine Board
Casteel	Ted	Bethel Heights Vineyards
Chambers	Marie	Oregon Wine Board
Clair	Christine	Willamette Valley Vineyards
Crank	Don	Hawks View Vineyards
Davis	Andrew	The Radiant Sparkling Wine Company, LLC
Ford	Lowell	Illaha Vineyards
Keegan	Eugenia	Jackson Family Wines
Miller	John	Mahonia Vineyards
O'Brien	Betty	Elton Vineyards
Olson	Mary	Airlie Winery and Dunn Forest Vineyard
Panichkul	Victor	Stoller Family Estate
Peterson	Karen	A to Z Wineworks
Skinkis	Patricia A.	Oregon State University
Eskelsen	Nicole	Salem Keizer Public Schools
Thomson	Steve	Cristom Vineyards
West	Paden	Isabelle Meunier Consulting

HTM Advisory Committee

Dodge	Ron	Oregon Dept. Of Education
Fitzgerald	Kristi	Salem Boys & Girls Club
Hyland	Jillian	Marriott Residence Inn
Leonard	Alisha	Oregon Garden Resort
McColly	Marla	Oregon Restaurant & Lodging Assoc.
Popkin	Wendy	Oregon Restaurant & Lodging Education Foundation
Reynolds	Jim	Food Services of Americas
Shultz	Janet	Spirit Mountain Casino