A large, stylized fish logo in shades of green and brown, positioned on the left side of the page. The fish is facing right and has a circular eye. The logo is partially obscured by a white text box.

Regular Meeting

March 16, 2022

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

BOARD OF EDUCATION

Regular Meeting

March 16, 2022

CHEMEKETA COMMUNITY COLLEGE
4000 Lancaster Drive NE
Salem, Oregon

I. Workshop	3:45–4:45 pm	Web Conferencing / Livestream	
A. Year Seven Accreditation Report			1
Michael Vargo, Vice President—Academic Affairs			
B. Student Success Data: Student Momentum			2
Michael Vargo, Vice President—Academic Affairs			
II. Executive Session	4:45–5 pm	Web Conferencing	
Executive Session is called in accordance with ORS 192.660 (2) (a) employment and (e) real property transactions.			
III. Administration Updates	5–5:45 pm	Web Conferencing	
III. Regular Session	6 pm	Web Conferencing / Livestream	
A. Call to Order			
B. Pledge of Allegiance			
C. Chemeketa Land Acknowledgment			3
D. Roll Call			
E. Comments from the Public			
F. Approval of Minutes—Workshop and Regular Board Meeting of February 16, 2022			4–10
G. Reports			
1. Reports from the Associations			
a. Josh Wray	Associated Students of Chemeketa (ASC)		11
b. Steve Wolfe	Chemeketa Faculty Association		12
c. Aaron King	Chemeketa Classified Employees Association		13–14
d. Megan Cogswell	Chemeketa Exempt Employees Association		15
2. Reports from the College Board of Education			
H. Information			
1. 2022–2023 Faculty Sabbatical Leave Requests			16–18
Michael Vargo, Vice President—Academic Affairs			

- | | | |
|----|---|-------|
| 2. | Bachelor of Applied Science (BAS) Degree in Applied Leadership and Management
Michael Vargo, Vice President—Academic Affairs | 19–20 |
| 3. | College Policy <u>BP #5020—Residence</u>
Bruce Clemetsen, Vice President—Student Affairs | 21–22 |

I. Standard Reports

- | | | |
|----|--|-------|
| 1. | Personnel Report
David Hallett, Vice President—Governance and Administration | 23–24 |
| 2. | Budget Status Report
Aaron Hunter, Associate Vice President/Chief Financial Officer | 25–28 |
| 3. | Capital Projects Report
Michael Kinkade, Associate Vice President—CIO/Operations Management | 29 |
| 4. | Chemeketa Community College COVID-19 Health and Safety Operational Plan
Michael Kinkade, Associate Vice President—CIO/Operations Management | 30 |
| 5. | Recognition Report
Jessica Howard, President/Chief Executive Officer | 31–32 |

II. Separate Action

- | | | |
|----|--|-------------------|
| 1. | Approval to Sell Real Property
154 Harrison Street, Woodburn
Michael Kinkade, Associate Vice President—CIO/Operations Management | [21-22-133] 33 |
| 2. | Approval of Retirement Resolutions
No. 21-22-22, Trudy L. Johnson; No. 21-22-23,
Peggy S. Morrison; and No. 21-22-24, Alma “Strawberry” J. Behnke
David Hallett, Vice President—Governance and Administration | [21-22-134] 34–37 |

K. Action

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

- | | | |
|----|--|-------------------|
| 1. | Approval of College Policy <u>BP #5141—
Deceased Student Policy</u>
Bruce Clemetsen, Vice President—Student Affairs | [21-22-135] 38–39 |
| 2. | Approval of Healthcare Billing Certificate
of Completion
Michael Vargo, Vice President—Academic Affairs | [21-22-136] 40-41 |
| 3. | Approval of Healthcare Coding Certificate
of Completion
Michael Vargo, Vice President—Academic Affairs | [21-22-137] 42–43 |

L. Appendices	
1. Mission – Vision – Values – Core Themes	44
2. Campus Map	45–46
3. District Map	47
M. Future Agenda Items	
N. Board Operations	
O. Adjournment	

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

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

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

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

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

Workshop-A
March 16, 2022

YEAR SEVEN ACCREDITATION REPORT

Prepared by

Julie Peters, Dean—Academic and Organizational Effectiveness
Michael Vargo, Vice President—Academic Affairs

The workshop will focus on an overview of the Year Seven Accreditation Report.

Workshop-B
March 16, 2022

STUDENT SUCCESS DATA: STUDENT MOMENTUM

Prepared by

Heidi Gilliard, Director—Institutional Research and Reporting
Michael Vargo, Vice President—Academic Affairs

The workshop will focus on Institutional Metrics about student momentum toward goals, including second term and second year persistence.

This workshop will also cover supporting early momentum metrics for credit completion rate.

Land Acknowledgement
March 16, 2022

CHEMEKETA'S LAND ACKNOWLEDGEMENT

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

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

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

Minutes
March 16, 2022

APPROVAL OF BOARD MINUTES

Prepared by

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

Minutes of the board meeting of February 16, 2022 are submitted for review by the board.

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

Minutes
March 16, 2022

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION
MEETING MINUTES**

February 16, 2022

I. WORKSHOP

Jackie Franke, Chair, called the workshop to order at 3:45 pm via Zoom.

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

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

Chemeketa Pathways Impact on Post-Completion Success Report

Bruce Clemetsen introduced the workshop and staff presenting on Chemeketa Pathways' impact on post-completion success. Don Brase, Executive Dean, General Education and Transfer Studies, gave a Chemeketa Pathways update in terms of the four "pillars" of the model: clarify the path, enter the path, stay on the path, and ensure learning and track progress. Chris Potts, Associate Dean, Counseling and Career Services, talked about the online tools and services being utilized to help students move towards career confirmation, including Career Coach and the Chemeketa Pathways Career Development model. Heidi Gilliard, Director, Institutional Research and Reporting, discussed the Analyst tool. This technological tool determines if programs are relevant, validates successful programs, identifies at-risk programs, discovers new opportunities, utilizes labor market data, and analyzes local job postings.

Board members asked clarifying questions during the workshop. Jackie Franke thanked staff for their presentations.

The workshop ended at 4:40 pm

II. EXECUTIVE SESSION

Jackie Franke, Chair, called Executive Session to order at 4:46 pm via Zoom. Executive Session was held in accordance with ORS 192.660(2)(d) negotiations.

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

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

Executive Session ended at 5:05 pm.

Minutes
March 16, 2022

Meeting Minutes
Chemeketa Board of Education
February 16, 2022
Page 2

III. ADMINISTRATION UPDATES

Jackie Franke, Chair, called the meeting to order at 5:05 pm via Zoom.

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

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

Updates were discussed with the board regarding upcoming events, Northwest Innovations, the recent Association of Community College Trustees (ACCT) legislative summit visits, the approach for spring term, applied baccalaureate efforts, the impending transfer agreement with Western Oregon University (WOU), the college's accreditation report, the promotion of civil discourse promoted by the Associated Students of Chemeketa (ASC), the federal funds extension application, the tuition and fee proposal, and agenda preview.

A recess was taken at 5:44 pm.

IV. REGULAR SESSION

A. CALL TO ORDER

Jackie Franke, Chair, reconvened the board meeting at 6:02 pm.

B. PLEDGE OF ALLEGIANCE

C. CHEMEKETA LAND ACKNOWLEDGEMENT

Jackie Franke read the land acknowledgement.

D. ROLL CALL

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

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Mike Vargo, Vice President, Academic Affairs; David Hallett, Vice President, Governance and Administration; Bruce Clemetsen, Vice President, Student Affairs; Michael Kinkade, Associate

Vice President, College Support Services/Operations; and Aaron Hunter, Associate Vice President/Chief Financial Officer, College Support Services/Finance.

Board Representatives in Attendance: Josh Wray, Associated Students of Chemeketa (ASC), Steve Wolfe, Chemeketa Faculty Association (CFA); Aaron King, Chemeketa Classified Association (CCA); and Megan Cogswell, Chemeketa Exempt Association (CEA).

Minutes
March 16, 2022

Meeting Minutes
Chemeketa Board of Education
February 16, 2022
Page 3

E. COMMENTS FROM THE PUBLIC

None.

F. APPROVAL OF MINUTES

Ed Dodson moved and Diane Watson seconded a motion to approve the College Board of Education minutes from January 19, 2022.

The motion CARRIED.

G. REPORTS

Reports from the Associations

Josh Wray, Associated Students of Chemeketa, said the report stands as written and noted that there was a typo under civil discourse and the word should be "civil."

Steve Wolfe, Chemeketa Faculty Association, said the report stands as written and highlighted the work of Phil LaVine, Instructor, and the Agribusiness Management program

Aaron King, Chemeketa Classified Association (CCA), added a brief amendment to the report. The college and the CCA have come to their first tentative agreement underneath the current bargaining sessions.

Megan Cogswell, Chemeketa Exempt Association, said the report stands as written.

Reports from the College Board of Education

Ed Dodson virtually attended five Oregon Community College Association (OCCA) legislative meetings, Representative Kurt Schrader's town hall meeting and community leaders' roundtable, the all-staff meeting, a quarterly meeting with Jessica, the Budget Committee orientation, the Chemeketa Parent Resource Center opening, the OCCA board forum and meeting, and the paramedic graduation.

Neva Hutchinson attended the Budget Committee orientation, the all-staff meeting, the ASCETA review session, the paramedic graduation, and a quarterly meeting with Jessica.

Ron Pittman attended the SAIF Agri-Business banquet; the ACCT legislative summit preparation meeting; the congressional visit planning meeting; virtual legislative visits with Senator Ron Wyden, Representative Susan Bonamici, and Senator Jeff Merkley; a quarterly meeting with Jessica; the Budget Committee orientation; agenda review; McMinnville Chamber greeters; and a meeting with Paul Davis and Danielle Hoffman for a Yamhill Valley Campus (YVC) update.

Diane Watson attended the Polk Leadership Town Hall with Representative Kurt Schrader; the all-staff meeting; the ACCT legislative summit preparation meeting; the Budget Committee orientation; the paramedic graduation; the congressional visit planning meeting; and virtual legislative visits with Representative Kurt Schrader, Senator Ron Wyden, Representative Susan Bonamici, and Senator Jeff Merkley.

Minutes
March 16, 2022

Meeting Minutes
Chemeketa Board of Education
February 16, 2022
Page 4

Betsy Earls attended the Chemeketa Parent Resource Center Opening virtually, a quarterly meeting with Jessica, and the Budget Committee orientation.

Jackie Franke attended the SAIF Agri-Business banquet, the Keizer First Citizen banquet, a quarterly meeting with Jessica, two East Salem Rotary meetings, the paramedic graduation, the Mid-Willamette Valley Council of Governments (MWVCOG) award planning meeting, the Chemeketa Parent Resource Center Opening, the Budget Committee orientation, and agenda review.

H. INFORMATION

Results of 2020 Certification and Licensure Examinations

Marshall Roache, Executive Dean, Career and Technical Education, highlighted the apprenticeship program and the apprentices who received their journey cards, the national certification rates for the EMT/paramedic program, and the college's nursing program, which was rated number one in the state last year in terms of NCLEX exam pass rates.

Holly Nelson, Executive Dean, Regional Education and Academic Development, highlighted the medical assisting program pass rates and national certifications, and noted that class sizes are starting to increase as the college transitions back from the COVID-19 pandemic.

College Policy BP #5141—Deceased Student Policy

This new policy clarifies the procedures for handling college notifications and associated record keeping for students in the event a student passes away.

Naming of the Softball Field

This is a proposal to name the women's softball field after Cassie Belmodis, a 37-year employee, former dean, and recent retiree. Cassie was Chemeketa's first women's softball coach who started the softball program over 20 years ago, led the development of the women's softball field, and was the all-time winningest coach in any sport in the college's history. Cassie played an extraordinary role in shaping what is now the women's softball field, and she gave life and meaning to that space with college-wide original programs that she created. Chemeketa would like to honor Cassie by naming this venue the Belmodis field after Cassie and all her contributions to the college and its students.

Ed Dodson made a motion and Ron Pittman seconded to move this action item from the consent calendar to an immediate vote.

The motion CARRIED.

Betsy Earls moved and Neva Hutchinson seconded approval of the naming of the softball field in honor of Cassie Belmodis.

A video recognizing Cassie was shared. Cassie thanked the board members, staff, colleagues and all involved with a heartfelt thank you. Staff and board members thanked Cassie for all that she did.

Minutes
March 16, 2022

Meeting Minutes
Chemeketa Board of Education
February 16, 2022
Page 5

Healthcare Billing Certificate of Completion/Healthcare Coding Certificate of Completion

Sandi Kellogg, Dean, Health Sciences, discussed the Healthcare Billing Certificate program and the new one-year certificates in coding and billing. Once students complete the program they can sit for a national exam and become certified coders or billers. The board will be asked to approve these credentials at the March board meeting.

I. STANDARD REPORTS

Personnel Report

Alice Sprague, Associate Vice President of Human Resources, said the report stands as written and provided a few highlights. In the new hire section, four of the seven individuals are funded in self-support positions.

Budget Status Reports

Aaron Hunter noted in the Statement of Resources and Expenditures that property taxes are coming in as anticipated, that tuition and fees include winter term, and that, in regards to state appropriations, the college has now received all four quarterly payments. Aaron stated that the Budget Status report is trending in the same direction as expected and that the spend-to-date is a little bit higher due to returning back to normal pre-pandemic levels. The Status of Investments is similar to the previous month with no new or mature investments, and the treasury rate remains the same as well.

Purchasing Report

Aaron Hunter reported that the Parking Permit Software Program request for proposal was released on February 14 and will close by March 2.

Capital Projects Report

Michael Kinkade said the report stands as written.

Chemeketa Cooperative Regional Library Service Report

John Hunter, Executive Director, Chemeketa Cooperative Regional Library Service said the report stands as written.

Chemeketa Community College COVID-19 Health and Safety Operational Plan

John McIlvain, Emergency and Risk Manager stated the Oregon Health Authority (OHA) announced the adoption of a permanent administrative rule on March 7 requiring masks to be worn in indoor public spaces in Oregon and a timeline for removing general mask requirements for indoor public spaces. It also announced that Oregon will lift indoor mask requirements no later than March 31. Oregon Occupational Safety and Health Administration's (OSHA) will follow OHA mask guidelines. Oregon OSHA reiterated its intent to repeal the temporary rule addressing COVID-19 workplace risks once it is no longer necessary to address the COVID-19 pandemic in the Oregon workplace.

Recognition Report

Jessica Howard acknowledged all the employees in the written report.

Minutes
March 16, 2022

Meeting Minutes
Chemeketa Board
February 16, 2022
Page 6

J. SEPARATE ACTION

Approval of Proposed Student Tuition and Fees for 2022–2023

Aaron Hunter noted that there was a tuition forum on February 7 at which several students attended, that the recording was sent out to all students, and that several questions came in after the forum to which staff responded. Aaron requested board approval at this time.

Ron Pittman moved and Neva Hutchinson seconded a motion to approve the proposed student tuition and fees for 2022–2023.

The motion CARRIED.

K. ACTION

Neva Hutchinson moved and Diane Watson seconded a motion to approve consent calendar items No. 1–3.

1. Approval of Revised 2022–2023 Proposed Budget Calendar and Resolution No. 21-22-21, Setting Budget Committee Meeting Dates [21-22-129]
2. Approval of College Policies BP #1100—Chemeketa Community College's Name(s) and Trademark(s) and BP #1200—Chemeketa Community College's Mission/Vision/Values/Core Themes [21-22-130]
3. Approval of Redistricting of Chemeketa Community College Zones 1, 2, 3, 4, 5, 6, and 7 [21-22-131]

The motion CARRIED.

L. APPENDICES

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

M. FUTURE AGENDA ITEMS

None were heard.

N. BOARD OPERATIONS

None.

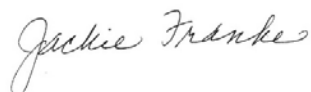
O. ADJOURNMENT

The meeting adjourned at 6:56 pm.

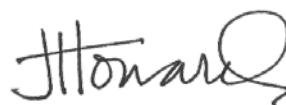
Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

March 16, 2022

Date

Minutes
March 16, 2022

Meeting Minutes
Chemeketa Board
February 16, 2022
Page 6

J. SEPARATE ACTION

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Ron Pittman moved and Neva Hutchinson seconded a motion to approve the proposed student tuition and fees for 2022–2023.

The motion CARRIED.

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The motion CARRIED.

L. APPENDICES

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

M. FUTURE AGENDA ITEMS

None were heard.

N. BOARD OPERATIONS

None.

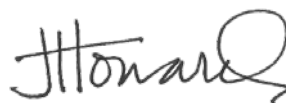
O. ADJOURNMENT

The meeting adjourned at 6:56 pm.

Respectfully submitted,



Board Secretary



President/Chief Executive Officer

Board Chair

Date

ASSOCIATED STUDENTS OF CHEMEKETA (ASC)

Prepared by

Joshua Wray, ASC Executive Coordinator

ASC / MSS PAST EVENTS

ASCETA Student Workshop

- The Associated Students of Chemeketa and Multicultural Center attended a student workshop with the goal of sharing student experiences, goals, and overall thoughts about the college. Approximately 15 individuals attended the meeting. There were some interesting discussions and dialogue about the student experience. The event was very informative and overall very successful.

ASC / MSS PRESENT EVENTS

Coffee Social

- Student Life has been providing free coffee outside of the Student Retention and College Life office to all students.

Civil Discourse

- Peter Wirfs created a Civil discourse discussion event where students discussed difficult topics such as mask mandates. He had four students present and plans to repeat this event in the future.

Legislative Internship

- Joel Gisbert and Peter Wirfs are working on creating a Legislative Internship Committee as part of the Student Initiated Fee initiative. They are currently in draft mode (job description, orientation, and training development).

ASC / MSS FUTURE EVENTS

Club Fair

- Andrea Jacho is organizing a club fair to promote ASC student clubs. There will be information on how to join clubs or start a new one.

Pizza with the President

- The ASC team is planning a forum with Chemeketa president, Jessica Howard. Students will be served pizza, and allowed to ask their questions from President Howard.

Pancake Feed

- The ASC team is planning on hosting a pancake breakfast feed event for the first week of spring term. Students will be served a variety of breakfast food and beverages for the start of the new term.

CHEMEKETA COMMUNITY COLLEGE FACULTY ASSOCIATION (CFA)

Prepared by

Steve Wolfe, President—Chemeketa Faculty Association

CFA MEETINGS

CFA Executive Board meetings were held via Zoom on Tuesday, February 15 and Thursday, March 10. The spring CFA Executive Board meetings are scheduled for Thursday, April 14, Tuesday, May 10, and Thursday, June 2, all on Zoom. The CFA Spring General Membership meeting for all faculty will be on Thursday, May 26 and will also be virtual.

OTHER MEETINGS

CFA President Steve Wolfe attended the quarterly Oregon Education Association (OEA) Community College Council meeting that was held virtually on Friday, February 4 and Saturday, February 5.

Steve Wolfe and Sociology instructor Patsy Antoine met on Thursday, February 3 with Chemeketa VP of Governance and Administration David Hallett and Associate VP of Human Resources Alice Sprague. The purpose of the meeting was to discuss how faculty may become more involved in and informed about the budget process, as well as help the College leadership make strategic decisions to navigate the uncertain times the College is facing. This is a perfect time to re-evaluate Chemeketa processes and systems to make them more efficient and effective. Many faculty possess specific expertise that could be very valuable in this endeavor.

On Thursday, February 17, Steve met for two hours with President Jessica Howard. Topics discussed included changes to mask mandates, budget concerns, and class scheduling for next year. It was a good and candid discussion, as was the earlier meeting with David Hallett and Alice Sprague.

COLLABORATION WITH FACULTY SENATE

CFA and Faculty Senate leaders are working more closely than ever before on various initiatives. It is hoped that this collaboration will allow the two groups to present a more unified, inclusive voice for faculty.

CHEMEKETA COMMUNITY COLLEGE CLASSIFIED EMPLOYEES ASSOCIATION (CCA)

Prepared by

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

Amanda Beckner, External Vice-President—Chemeketa Community College Classified
Employees Association

Aaron King, President—Chemeketa Community College Classified Employees Association

PRESIDENT'S MESSAGE

The pandemic has created a situation for which there is no precedent. Classified employees have stepped up during this unique time to serve our students and community and we would like to recognize them. Advising, Bookstore, Business Services, Catering and Event Services, Copy Center, Counseling, Enrollment Services, Financial Aid, Grants, Human Resources, Information Technology, Institutional Research and Reporting, Library, Marketing, Physical Plant Operations, Public Safety, Scheduling, Student Accessibility Services and Tutoring. Business Services has been dealing with a number of staff shortages and an increased workload. The CCA would like to recognize the following individuals for their continued commitment to provide outstanding service for Chemeketa students and its surrounding communities: **Kisha McIntosh, Andrea Schamp, Teka Landaker, Jamila Naas, Ann Marie Swearingin, Tanya Molodyh, Nancy Espinosa, Kela Brackman, Sarah Dettwyler, David Wenigmann, Julie Schonbachler, April Ritchie, Nadia Statsenko and Trudy Johnson.**

Recently the CCA Emergency Assistance Funds Committee has received eight (8) requests for assistance which is higher than what the committee has experienced in the past. The Committee has approved five (5) requests for assistance this year alone and do not anticipate the trend to decrease.

WELCOME NEW CLASSIFIED EMPLOYEES AND NEW POSITIONS

- On February 14, 2022, Madelyne Lind was promoted to Instructional Specialist in the Early Childhood Development department. Lind's previous position was Instructional Technician in the same department. Congratulations, Madelyne!
- On February 16, 2022, George E. Campbell was hired for the position of Technology Analyst I in the Information Technology department.
- On February 16, 2022, Kristin Mauro was hired for the position of Technology Analyst II in the Academic and Organizational Effectiveness department.
- On February 23, 2022, Mary Facanha was hired for the position of Coordinator—Event and Food Services in College Support Services.

CHANGES

Dulce Vannote, Bilingual Department Technician with High School Partnerships, has accepted a position with Linn Benton Lincoln Education Service District (ESD) as a Spanish Interpreter/Translator. Dulce hopes this will lead to becoming a Speech Language Pathologist. Dulce will continue teaching ESOL at the Woodburn Center for the Migrant Education Program. The CCA wishes Dulce the best of luck in future endeavors!

OTHER ACTIVITIES

CONTRACT NEGOTIATIONS UPDATE

The board is happy to report that the College and Negotiation Team has come to their first Tentative Agreement (TA) on Article 32. Changes include the addition of Juneteenth as a paid holiday and swapping the two paid non-duty days for two floating paid holidays.

The TA was signed February 11, 2022 by Aaron King, CCA President, Allison Stewart Hull, CCA Internal VP, Susana Garcia, Director of Union Stewards and Wesley Parker, Technology Analyst II.

CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

Prepared by

Lynn Irvin, Vice President—Chemeketa Community College Exempt Association
Megan Cogswell, President—Chemeketa Community College Exempt Association

The exempt association board held a meeting on February 22. Megan Cogswell gave a recap of the year so far and Kate Hoerauf gave a treasurer's report. The exempt association increased funding for the food gift cards that were distributed during the holidays. The board discussed funds for scholarships and recruitment. An idea was presented to create an information sheet and possibly a branded gift to distribute to new exempt employees at the new employee orientation. There was also discussion about board succession planning, elections and ideas for a spring gathering, hopefully face-to-face!

The exempt association welcomes Elizabeth Facanha, who is the new coordinator for events and food services, and Kela Kruse who is now a manager in Business Services.

2022–2023 FACULTY SABBATICAL LEAVE REQUESTS

Prepared by

Peter Hoelter and Cecelia Monto, Sabbatical Review Committee Co-Chairs
Don Brase, Executive Dean—General Education and Transfer Studies
Michael Vargo, Vice President—Academic Affairs

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 Sabbatical Review Committee (SRC), composed of three faculty members appointed by the faculty association and three staff members selected by the college administration, reviews submitted applications.

Recommendations provided by the SRC solely address the completeness of the proposal and its general merits and benefits. Using selection criteria outlined in previous sabbatical years, the SRC systematically reviewed and discussed each application. Selection criteria included: (a) proposal preparation; (b) benefit to the individual, to the college, and to the department represented; (c) prior sabbatical leaves; and (d) length of service to the college. An equitable distribution of leaves across college divisions was also considered in the final recommendation process.

In the event that there are less terms available than requested. The committee uses a priority scoring rubric to determine a score for each applicant. This allows the committee to have a non-objective tool with specific criteria to move qualified applications forward for recommendation.

There are eighteen terms available for Academic Year 2022–2023 sabbatical leaves. Eleven faculty members submitted proposal applications requesting a total of twenty-four terms.

The committee recommended that eight of the eleven applicant's requests for sabbatical leave be approved for a total of eighteen terms of leave. Academic and Student Affairs concurred with the determination of the committee. There are no available terms remaining for one-term spring 2023 sabbatical requests.

The College Board of Education will be asked to approve the recommended 2022–2023 faculty sabbatical leaves at the April meeting. The proposal requests are outlined below.

Deanne Beausoleil—Visual and Performing Arts, 3 terms
Proposes to use time to increase knowledge of other cultures through research of Islamic and African Art. Best practices will be researched for decolonizing the classroom and curatorial practices at the Gretchen Schuette Art Gallery. This research will help gain knowledge to create a framework to apply to classes, the Gretchen Schuette Art Gallery, Diversity, Equity and Inclusion at Chemeketa Community College, and further editions of Art for Everyone.

Information-1
March 16, 2022

Michele Burke—Library, 3 terms

Proposes to continue work on the Information Literacy Reflection Tool (ILRT) that consists of curated statements prompting students to reflect on their own approaches to information use. The metacognitive prompts in the ILRT align with the essential components of the framework for information literacy for higher education. One goal is to focus on two critical reviews, the perspective of social justice inclusion and recommendations on gender studies. This research will support a manuscript about the ILRT being considered for publication and create a new instructional activity that will introduce students to the concepts of being metaliterate learners. This sabbatical will allow the faculty member to learn more about the four learning domains and be current in new research.

Alexis Butzner—English, 3 terms

Proposes to pursue three projects: Universal Design for Learning (UDL) Certification, Spanish-language study, and completion of an article draft for publication. These projects will strengthen course design, broaden applicant's language skills and engage in academic research that will enhance student learning and work that is being done with colleagues.

Silvia Herman—Languages, 1 term

Proposes to spend fall 2022 researching and developing materials to support the Open Educational Resource (OER) that was adopted in the intermediate language courses: SPN201, 202 and 203. This will help to create a high quality second year Spanish program. This sabbatical will be spent searching for free resources that focus on practice of grammar and vocabulary outside of class.

Karl Meiner—High School Partnership, 1 term

Proposes to research the efficacy of using the existing WR101 course as a possible co-requirement for the entry level writing classes. This research will help support the Chemeketa Pathway reform and provide better understanding of how to support College Credit Now students. This will support the coordination efforts of the English and Developmental Education Programs to increase enrollment and retention strategies. The applicant will focus research on how similar courses have benefited the non-native speakers of English, low income, and nontraditional students. This research will produce a recommendation on the findings of this question and provide additional resources for colleagues.

Kristina Powers—Psychology, 3 terms

Proposes to research into psychology's efforts to replicate classic studies and to create an accessible archive of these efforts as well as changes to research design methodology used in academics, students and for the public. The applicant will research the culturally blind history of psychology and the current impact of that history. This will allow the applicant to formulate a multicultural and pragmatic pedagogy for what is called "abnormal behavior".

Mary Ellen Scofield—Organization and Academic Effectiveness, 1 term

Proposes to explore evaluation research to update Chemeketa's approach to unit review to advance education and institutional effectiveness. Research topics will include aspirations for unit progress at Chemeketa and recent research in the self-evaluation process. The second topic includes two subcategories of models integrating assessment into program review processes and ways in which interaction with qualitative data impacts people's behavior and practice. This time will allow the applicant to continue the study of statistics and data science with math by enrolling in a math/statistics-related course.

Information-1
March 16, 2022

Kevin Smith—English, 3 terms

Proposes to research and harness the flexibility of student familiarity with the metaverse in order to create a working model of digital, remotely accessible/online immersed virtual reality (VR) classroom meeting spaces with lecture, discussion and activity rooms. This will create initial chapters for an Open Educational Resource (OER) interactive film studies textbook with both practical filmmaking and theoretical film studies work using multimedia curricula materials. This work will be done in collaboration with Center for Academic Innovation, Studio at Chemeketa, and cinema faculty at the University of Oregon.

18 terms available

11 applicants—24 terms

8 applicants—18 terms recommended

**BACHELOR OF APPLIED SCIENCE (BAS) DEGREE IN
APPLIED LEADERSHIP AND MANAGEMENT**

Prepared by

R. Taylor, Dean—Business and Technology, Early Childhood and Visual Communications
Tim Ray, Dean—Agricultural Sciences and Technology
Holly Nelson, Executive Dean—Regional Education and Academic Development
Michael Vargo, Vice President—Academic Affairs

The Bachelor of Applied Science (BAS) degree in Applied Leadership and Management is designed to be offered as a cohort program, with students progressing through the coursework in two years of continuous attendance. Admitted students will have completed an AAS degree as a prerequisite to the new applied baccalaureate program.

The course schedule meets the needs of working adults through alternative scheduling, hybrid learning with online, face to face, and remote coursework. The first year of the program focuses on introducing students to key concepts and skills that can be applied across public and private sector leadership roles, including understanding leadership concepts and how to effectively apply these in the workplace, budget and finance, and entrepreneurial thinking and management.

Because students will be entering the cohort-based program from a variety of technical fields, the second year of the program provides the opportunity to work in sector-specific groups with faculty and mentors who have experience in that sector, to engage in work-based projects, and to apply for credit for prior learning. In both years, students will complete applied general education coursework as part of the degree requirements that connects these general fields of study to key practices in the workplace as part of the degree. After successful completion of the program students will receive a Bachelor of Applied Science degree in Applied Leadership and Management.

According to the Oregon Employment Department (qualityinfo.org) management occupations requiring a bachelor's degree are expected to increase by an average of 11 percent in the next decade in the Mid-Willamette Valley region. Over 40,000 job openings are projected to be available statewide.

The initial Applied Leadership and Management Applied Baccalaureate Advisory Committee met on November 8, 2021 and the college's Curriculum Committee on March 1, 2022 with approval of the degree on March 8, 2022.

The College Board of Education will be asked to approve the Applied Leadership and Management Bachelor of Applied Science degree at the April 2022 board meeting.

**BACHELOR OF APPLIED SCIENCE (BAS) DEGREE IN
 APPLIED LEADERSHIP AND MANAGEMENT**

Course No.	Course Title	Credit Hrs.
Term 1		
MLD301	Introduction to Leadership	6
MLD302	Personal Effectiveness in Leadership	6
	Term Total	12
Term 2		
ABF401	Writing and Research	6
MLD304	Diversity, Equity, and Inclusion	5
	Term Total	11
Term 3		
MG391	Data Analytics for Leaders	6
ABF402	Public and Private Sector Business Finance	5
	Term Total	11
Term 4		
MLD350	Innovation Development and Entrepreneurial Thinking	5
MLD387	Project Management	6
	Term Total	11
Term 5		
ABF404	Communication of Leadership	6
MLD410	Applied Leadership I	4
MLD481	Applied Leadership	5
	Term Total	15
Term 6		
ABF403	Psychology of Leadership	6
MLD420	Applied Leadership 2	4
MLD482	Applied Leadership	5
	Term Total	15
Term 7		
ABF405	Principles and Practices of Sustainability	6
MLD430	Applied Leadership 3	4
MLD483	Applied Leadership Capstone	5
	Term Total	15
	Degree Total	90

Information-3
March 16, 2022

COLLEGE POLICY BP #5020—RESIDENCE

Prepared by

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

RESIDENCE—BOARD POLICY BP #5020

This policy was reviewed and approved by the Student Success and Completion Advisory Council on February 25, 2022.

This policy states the intent to establish procedures to determine and verify student residency.

The College Board of Education will be asked to approve policy BP #5020 at the April board meeting.



Student Services Series (5000)

BP 5020

Residence

The College shall establish procedures to verify student residency for purposes of charging tuition, complying with federal or state requirements or meeting institutional research needs.

Adopted College Board of Education

Revised College Board of Education

PERSONNEL REPORT

Prepared by

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

NEW HIRES

George “Edward” Campbell IV, Classroom Technology Analyst—Information Technology Department, College Support Services Operations Division, 100 percent, 12-month assignment, Range C1, Step 2.

Braulio Henrique De Almeida, Maintenance/Trades Specialist—Capital Projects and Facilities Department, College Support Services Operations Division, 100 percent, 12-month assignment, Range B3, Step 3.

Mary “Elizabeth” Facanha, Coordinator-Event and Food Services—College Support Services Operations Division, 100 percent, 12-month assignment, Range C1, Step 5.

Marena Lisoff, Department Technician II—Community Education Department, Regional Education and Academic Development Division, 100 percent, 12-month assignment, Range B2, Step 4.

Kristin M. Mauro, Technology Analyst II—Strategic Projects Department, Academic Affairs Division, 100 percent, 12-month assignment, Range C2, Step 6.

POSITION CHANGES

Rosalba E. Aguilar-Luna, Department Technician I—Testing Services Department, Student Development and Learning Resources Division, Range B1, Step 11 from Department Technician I-11 months—Academic Development Department, Regional Education and Academic Development Division.

Jasmin Grove, Public Safety Officer I—Public Safety Department, College Support Services Division, 50 percent, 12-month assignment, Range B2, Step 1 from Public Safety Officer I—Public Safety Department, College Support Services Operations Division, 100 percent, 12-month assignment.

Kela E. Kruse, Manager-Business Services—Business Services Department, College Support Services Financial Division, Range C4, Step 6 from Financial Services Analyst I—Grant Accounting and Accounts Payable Department, College Support Services Financial Division.

James “Tim” Pierce, Coordinator-Curriculum, Articulation and Transfer—Academic and Organizational Effectiveness Department, Academic Affairs Division from Instructional Coordinator/Analyst II—Academic and Organizational Effectiveness Department, Academic Affairs Division.

Standard Report-1
March 16, 2022

David S. Wenigmann, Financial Services Technician II—Business Services Department, College Support Services Financial Division, 85 percent, 12-month assignment Range B2, Step 7 from Financial Services Technician I—Business Services Department, College Support Services Financial Division.

RETIREMENTS

Alma “Strawberry” J. Behnke, Custodian I—Capital Projects and Facilities Department, College Support Services Operations Division, effective March 31, 2022.

Trudy L. Johnson, Department Clerk—Grant Accounting and Accounts Payable Department, College Support Services Financial Division, effective March 31, 2022.

Peggy S. Morrison, Coordinator-High School Program—High School Partnerships Department, Regional Education and Academic Development Division, effective April 8, 2022.

SEPARATIONS

Joe L. Baley, Custodian—Capital Projects and Facilities Department, College Support Services Operations Division, effective February 3, 2022.

Israel D. Cortez Ramirez, Department Clerk—Chemeketa Cooperative Regional Library Services Department, Student Development and Learning Resources Division, effective February 28, 2022.

Penny C. Feltner, Instructional Specialist-10 months—Academic Transitions Services Department, Regional Education and Academic Development Division, effective March 4, 2022.

Jesus Sanchez, Student Services Specialist—High School Partnerships Department, Regional Education and Academic Development Division, effective February 2, 2022.

Dulce Vannote, Department Technician I-11 months—High School Partnerships Department, Regional Education and Academic Development Division, effective February 23, 2022.

BUDGET STATUS REPORT

Prepared by

Katie Bunch, Director—Business Services
Rich McDonald, Director—Budget and Finance
Aaron Hunter, Associate Vice President/Chief Financial Officer

The financial reports of the general fund and investments for February 28, 2022, are attached.

The following items are included in the report:

- General Fund Revenue and Expense Statement
- General Fund Budget Status Report
- Status of Investments as of February 28, 2022

**Chemeketa Community College
Statement of Resources and Expenditures
As of February 28, 2022**

Fund 100000 - General Fund Unrestricted

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET	VARIANCE TO BUDGET
Resources:				
Property Taxes	25,030,000	24,089,111	96.24%	(940,889)
Tuition and Fees	25,460,000	15,964,747	62.71%	(9,495,253)
State Appropriations - Current	37,300,000	36,904,602	98.94%	(395,398)
Indirect Recovery	1,140,000	612,400	53.72%	(527,600)
Interest	600,000	136,830	22.81%	(463,170)
Miscellaneous Revenue	300,000	435,569	145.19%	135,569
Transfers In	100,000	100,000	100.00%	-
Fund Balance	13,000,000	15,502,276	119.25%	2,502,276
Total Resources	102,930,000	93,745,535	91.08%	(9,184,465)
Expenditures:				
Instruction	39,604,542	23,686,698	59.81%	15,917,844
Instructional Support	14,096,237	8,323,839	59.05%	5,772,398
Student Services	9,381,454	5,611,161	59.81%	3,770,293
College Support Services	19,216,209	11,782,466	61.32%	7,433,743
Plant Operation and Maintenance	7,481,558	4,336,597	57.96%	3,144,961
Transfers and Contingency	11,650,000	2,890,380	24.81%	8,759,620
Total Expenditures	101,430,000	56,631,141	55.83%	44,798,859
Unappropriated Ending Fund Balance	1,500,000			

**Chemeketa Community College
Budget Status Report
As of February 28, 2022**

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	10,142,103.00	6,706,398.36	3,288,102.76	147,601.88
6120	Classified Salaries	13,819,939.00	8,507,606.84	4,149,303.20	1,163,028.96
6124	Part-Time Hourly & Student Wages	1,427,487.00	500,273.23	-	927,213.77
6130	Faculty Salaries	17,753,432.00	11,220,153.70	5,602,277.36	931,000.94
6132	Part-Time Faculty	8,459,866.00	4,783,250.42	588,400.96	3,088,214.62
6510	Fixed Fringe Benefits	10,584,378.00	6,260,849.48	-	4,323,528.52
6511	Variable Fringe Benefits	16,520,052.00	9,817,367.64	-	6,702,684.36
6512	Other Fringe Benefits	175,000.00	98,666.00	-	76,334.00
	Subtotal Personnel Services	78,882,257.00	47,894,565.67	13,628,084.28	17,359,607.05
					60.72%
710	Materials & Services	1,862,351.00	625,900.15	4,727.32	1,231,723.53
720	Equipment \$500-\$4,999	280,638.00	39,480.40	-	241,157.60
7300	Legal Services	128,300.00	62,757.51	10,875.00	54,667.49
7310	Insurance	704,245.00	695,410.30	-	8,834.70
7320	Maintenance	512,005.00	446,858.52	11,980.00	53,166.48
7330	Communications	984,058.00	418,829.97	-	565,228.03
7340	Space Costs	1,871,697.00	838,289.56	37,978.87	995,428.57
7350	Staff Development	132,180.00	35,346.57	-	96,833.43
7360	Travel	398,472.00	21,041.48	-	377,430.52
7370	Other Services	3,787,290.00	2,580,417.45	688,389.25	518,483.30
7550	Capital Outlay	236,507.00	81,863.49	-	154,643.51
8150	Transfers Out	5,150,000.00	2,890,380.08	-	2,259,619.92
8500	Contingency	6,500,000.00	-	-	6,500,000.00
	Subtotal Non-Personnel Services	22,547,743.00	8,736,575.48	753,950.44	13,057,217.08
					38.75%
	Report Totals	101,430,000.00	56,631,141.15	14,382,034.72	30,416,824.13
					55.83%

Standard Report-2
March 16, 2022

STATUS OF INVESTMENTS AS OF FEBRUARY 28, 2022

<u>Oregon State Treasurer Investments</u>	<u>Investment Ending Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Rate as of 2-28-2022</u>
Oregon Short-Term Fund - General	2/28/2022	On demand	\$ 29,088,437.28	0.450%
Oregon Short-Term Fund - Capital	2/28/2022	On demand	\$ 8,853,755.45	0.450%
Total Oregon State Treasurer Investments			<u>\$ 37,942,192.73</u>	
<u>Other Investments</u>	<u>Investment Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Yield</u>
Discounted CP - Bank of Australia and New Zealand	11/1/2021	3/30/2022	\$ 1,998,758.33	0.150%
Treasury Note - United States Treasury	11/18/2021	4/30/2022	\$ 2,001,024.31	0.250%
Treasury Note - United States Treasury	11/18/2021	5/31/2022	\$ 2,002,068.03	0.410%
Treasury Note - United States Treasury	11/18/2021	6/30/2022	\$ 2,001,977.88	0.420%
Treasury Note - United States Treasury	11/18/2021	7/31/2022	\$ 2,001,767.28	0.520%
Treasury Note - United States Treasury	11/18/2021	8/31/2022	\$ 2,001,365.58	0.730%
Corporate Note - JP Morgan Chase	11/2/2021	9/23/2022	\$ 5,149,754.17	0.276%
Discounted CP - Nordea Bank	11/1/2021	10/21/2022	\$ 1,994,493.33	0.281%
Treasury Note - United States Treasury	12/10/2021	11/30/2022	\$ 1,996,866.68	0.290%
Treasury Note - United States Treasury	12/10/2021	12/31/2022	\$ 1,996,679.34	0.335%
Treasury Note - United States Treasury	12/10/2021	1/31/2023	\$ 2,044,514.35	0.346%
Treasury Note - United States Treasury	2/22/2022	1/31/2023	\$ 1,983,866.00	0.990%
Treasury Note - United States Treasury	12/13/2021	2/28/2023	\$ 1,995,025.14	0.361%
Treasury Note - United States Treasury	2/22/2022	2/28/2023	\$ 1,981,540.00	1.040%
Treasury Note - United States Treasury	12/13/2021	3/31/2023	\$ 1,993,415.11	0.400%
Treasury Note - United States Treasury	12/13/2021	4/30/2023	\$ 1,991,623.87	0.441%
Corporate Note - Bank of Nova Scotia	11/1/2021	5/1/2023	\$ 5,083,675.69	0.505%
Corporate Note - Chevron	12/9/2021	5/11/2023	\$ 2,595,258.67	0.647%
Gov't Agency - Federal Home Loan Mtg. Corp.	12/8/2021	6/19/2023	\$ 2,093,699.44	0.521%
Corporate Note - Toronto Dominion Bank	11/3/2021	7/19/2023	\$ 4,247,604.44	0.458%
Total Other Investments			<u>\$ 49,154,977.64</u>	

13 week Treasuries 0.37% as of 2/28/2022

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

CAPITAL PROJECTS REPORT

Prepared by

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

CURRENT AND COMPLETED CAPITAL PROJECTS

- **Agricultural Complex**
Exterior Projects: Greenhouse progress will accelerate during the first weeks of March with the installation contractor now focused full time on this project. Electrical, plumbing, and mechanical trades will begin the week of March 7 with the goal of having all systems substantially functional by the beginning of spring term. Hoop house calculations required for issuing permits have been delayed and procurement has been contacted to ensure project delivery.
- **Building 9 Chillers**
All materials have been delivered to the college and most of the install is complete. The college is still working with the contractor to finish up installation and complete commissioning. Cooling will be fully operational prior to the cooling season need.

See Appendix-2; Campus Map pages 45-46.

Standard Report-4
March 16, 2022

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

Prepared by

John McIlvain, Manager—Emergency and Risk Management
Michael Kinkade, Associate Vice President—CIO/Operations Management

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

RECOGNITION REPORT

Prepared by

Jessica Howard, President/Chief Executive Officer

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

CECELIA MONTO's article entitled "Bringing the State Seal of Biliteracy to Higher Education: A Case for Expansion" was published in the peer reviewed journal *Foreign Language Annals*. Chemeketa is the first college in the country to integrate a state seal of biliteracy into higher education language studies and the practice is promising. The article has attracted positive attention. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.) (Value: Diversity) (Value: Equity)*

ADAM MENNIG, Director of Academic Development, was appointed to a 2-year term as Co-Chair of the Mid-Willamette Valley Homeless Alliance Continuum of Care (CoC) Collaborative Committee serving Marion and Polk Counties. *(Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

BRYAN MONSON, TERESA PRANGE, MANDY REININGER and LANA TUSS participated in the Seattle Jobs Initiative CTE Academy. Over the course of this project, they developed a resource tool for faculty and students in the Business and Technology Programs (Accounting, Business Management, Computer Information Systems, and Office Administration and Technology). The resource tool was designed to be shared digitally, in print, as a poster with QR codes, and as a Canvas module. They learned and implemented a student-centered design approach that will carry into future department and college projects. JOHN DEDRICK, ADAM MENNIG, and YESICA NAVARRO, also participated in parts of the CTE Academy and contributed to the project. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.) (Value: Collaboration)*

RYAN WEST, Director of Financial Aid and Veterans Services, has been selected as an adjunct instructor for the National Association of Student Financial Aid Administrators (NASFAA). In this role, Ryan is co-teaching an online course to 140 financial aid administrators across the nation on the topic of "Verification" within the Financial Aid Office. Verification involves the process of determining financial aid eligibility to minimize improper payments of financial aid funds. Ryan also recently offered basic financial aid training for the Oregon Marshallese Community Association (OMCA) staff. OMCA staff work one-on-one with community members providing guidance about many public services. They appreciate being able to promote college as an opportunity for their community to get out of poverty and will now be able to provide basic financial aid guidance to their community. *(Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

Standard Report-5
March 16, 2022

JOSIE WOOD, Communications Faculty, RICK RIEMAN, Mathematics Faculty, SHEENY BEHMARD, Mathematics Faculty (statistics) and MELISSA FREY, Registrar, were selected to participate in Transfer Council subgroups to work on a common course numbering (CCN) system for introductory and lower level courses with similar learning outcomes offered at accelerated college credit programs, public post-secondary institutions of education and participating non-public post-secondary institutions of education. This work is in response to Senate Bill 233 passed in 2021 and is overseen by the Higher Education Coordinating Commission (HECC). *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

DAN CARLSON, part-time faculty in the Building Inspection Technology program, recently delivered presentations about the student scholarship the program has established through the foundation. Both the Oregon Permit Technicians Association and PermitTechNation committed to donating \$1,000 each toward the student scholarship fund. *(Core Theme: Community Collaborations—Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.)*

Both of our PTK chapters have been named a 2022 REACH Chapter and will receive special recognition in the form of Phi Theta Kappa graduation stoles. The Reach Rewards program recognizes and rewards Phi Theta Kappa chapters that excel in membership development. We are proud of our students and grateful for our PTK Advisor, CYNTHIA ROBINSON (Horticulture Program Instructor), and PTK liaison, JOEL GISBERT. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Congratulations to DANIEL COUCH who completed the Center for Academic Innovation's Universal Design for Learning (UDL) certification, including the capstone project. Daniel engaged in a deliberate, reflective practice of examining instructional "pinch points" in his courses, deploying a solution based on UDL principles, gathering and analyzing student data, and drawing conclusions about how to continuously improve his course. *(Core Theme: Academic Quality—Quality programs, instruction, and support services are provided to students.)*

Separate Action-1
March 16, 2022

**APPROVAL TO SELL REAL PROPERTY
154 HARRISON STREET, WOODBURN
[21-22-133]**

Prepared by

Tom Howard, Manager—Real Estate Services
Michael Kinkade, Associate Vice President/Chief Information Officer—Operations Management

Chemeketa Community College completed a major remodel of its Woodburn Center on Lincoln Street approximately two years ago. Chemeketa Woodburn added classrooms in the second floor Department of Human Services (DHS) leased space to serve learners in the Woodburn community. An agreement was reached with DHS for the college to pay for the tenant improvement remodel in their leased space in exchange for allowing college to offer night classes. With the additional classroom space, the Harrison Street property owned by the college has become surplus.

With the board's permission, the Harrison Street property was listed with a commercial broker. A full price offer for \$695,000 has been made.

It is recommended that the College Board of Education authorize the college to enter into a Purchase and Sale Agreement with Molina Properties LLC regarding the purchase of the real property located at 154 Harrison Street, Woodburn, Oregon.

Separate Action-2
March 16, 2022

**APPROVAL OF RETIREMENT RESOLUTIONS
NO. 21-22-22, TRUDY L. JOHNSON; NO. 21-22-23, PEGGY S. MORRISON;
AND NO. 21-22-24, ALMA “STRAWBERRY” J. BEHNKE
[21-22-134]**

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 are resolutions honoring Trudy L. Johnson and Alma “Strawberry” J. Behnke who retire effective March 31, 2022 and Peggy S. Morrison who retires effective April 8, 2022.

It is recommended that the College Board of Education adopt Resolution No. 21-22-22, Trudy L. Johnson, No. 21-22-23, Peggy S. Morrison and No. 21-22-24, Alma “Strawberry” J. Behnke.

Separate Action-2
March 16, 2022

**RETIREMENT RESOLUTION NO. 21-22-22,
TRUDY L. JOHNSON**

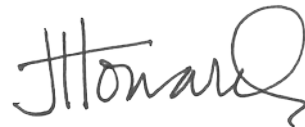
WHEREAS, Trudy L. Johnson began her 15-year, 1-month association, as a salaried employee, with Chemeketa Community College in February, 2007; and

WHEREAS, Trudy L. Johnson gave dedicated service to Chemeketa Community College currently as Department Clerk, Grant Accounting and Accounts Payable Department of College Support Services Financial Division therefore,

BE IT RESOLVED, that upon her retirement date of March 31, 2022, the College Board of Education hereby honors and commends Trudy L. Johnson for her loyalty, dedication and personal commitment to Chemeketa Community College.



Jackie Franke
Board Chairperson



Jessica Howard
President/Chief Executive Officer

Separate Action-2
March 16, 2022

**RETIREMENT RESOLUTION NO. 21-22-23,
PEGGY S. MORRISON**

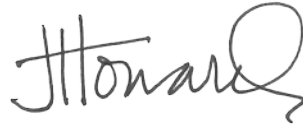
WHEREAS, Peggy S. Morrison began her 9-year, 2-month association, as a salaried employee, with Chemeketa Community College in February, 2013; and

WHEREAS, Peggy S. Morrison gave dedicated service to Chemeketa Community College currently as Coordinator-High School Program, High School Partnerships Department of Regional Education and Academic Development Division therefore,

BE IT RESOLVED, that upon her retirement date of April 8, 2022, the College Board of Education hereby honors and commends Peggy S. Morrison for her loyalty, dedication and personal commitment to Chemeketa Community College.



Jackie Franke
Board Chairperson



Jessica Howard
President/Chief Executive Officer

Separate Action-2
March 16, 2022

**RETIREMENT RESOLUTION NO. 21-22-24,
ALMA "STRAWBERRY" J. BEHNKE**

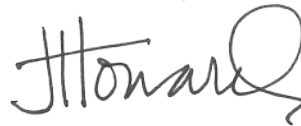
WHEREAS, Alma "Strawberry" J. Behnke began her 14 year, 5-month association, as a salaried employee, with Chemeketa Community College in October, 2007; and

WHEREAS, Alma "Strawberry" J. Behnke gave dedicated service to Chemeketa Community College currently as Custodian I, Capital Projects and Facilities Department of College Support Services Operations Division therefore,

BE IT RESOLVED, that upon her retirement date of March 31, 2022, the College Board of Education hereby honors and commends Alma "Strawberry" J. Behnke for her loyalty, dedication and personal commitment to Chemeketa Community College.



Jackie Franke
Board Chairperson



Jessica H. Howard
President/Chief Executive Officer

Action-1
March 16, 2022

APPROVAL OF COLLEGE POLICY BP #5141—DECEASED STUDENT POLICY
[21-22-135]

Prepared by

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

DECEASED STUDENT POLICY—BOARD POLICY #5141

This policy was reviewed and approved by the Student Success and Completion Advisory Council on January 28, 2022.

This is a new policy written to clarify the procedures for the handling of college notifications and associated student records. It provides guidance for the College's compassionate response in the unfortunate event of the death of a student.

It is recommended that the College Board of Education approve BP #5141—Deceased Student Policy.



Student Services Series (5000)

BP 5141

Deceased Student Policy

In the event of the death of a previously or currently enrolled student, whether on or off-campus, this policy and accompanying procedure provide guidance to respond appropriately to the student's family, the College and the media. All college members should treat each situation with compassion and sensitivity while maintaining the confidentiality of the students' record.

Adopted College Board of Education

Revised College Board of Education

**APPROVAL OF HEALTHCARE BILLING CERTIFICATE OF COMPLETION
[21-22-136]**

Prepared by

Sandi Kellogg, Dean—Health Sciences
Marshall Roache, Executive Dean—Career and Technical Education
Michael Vargo, Vice President—Academic Affairs

The Health Care Billing Certificate program prepares students by providing the entry-level skills necessary for medical Billing in either an inpatient or outpatient setting. The program focuses on industry standards for coding and billing, using International Classifications of Diseases (ICD-10), Current Procedural Terminology (CPT) and third-party reimbursement.

All courses required for this program focus on the skills necessary in the healthcare environment. This means no additional general education courses are required to successfully complete this Certificate. In addition, these courses are applicable to other Health Information Management certificates offered at Chemeketa.

Successful completion of the program will prepare students to take the Certified Professional Biller (CPB) exam offered by American Academy of Professional Coders (AAPC).

Employment in this occupation in 2020 was somewhat larger than most occupations across the state. The total number of job openings is projected to be somewhat larger than most occupations in Oregon through 2030. This occupation is expected to grow at a somewhat slower rate than the statewide average growth rate for all occupations through 2030. Reasonable employment opportunities exist.

On January 4, 2022, there were 48 job listings available through the Oregon Employment Department along with 43 job listings available through other websites. In the Mid-Valley region, it is estimated that job growth will be 17.2 percent between 2020–2030 with 55 job openings per year.

Chemeketa's Healthcare Billing Certificate program will lead to employable skills at the end of the program. Individuals in this field earn an annual wage of \$44,066 per year and starting wages at \$33,332 per year (qualityinfo.org), therefore it will allow these students to enter the workforce in a family-wage career.

The above recommendation was approved by the Health Information Management Advisory Committee on April 7, 2021 and the college's Curriculum Committee on January 26, 2022.

It is recommended that the College Board of Education approve the Healthcare Billing Certificate of Completion.

APPROVAL OF HEALTHCARE BILLING CERTIFICATE OF COMPLETION

Course No.	Course Title	Credit Hrs.
Term 1		
HM113	Healthcare Financing	6
HM120	Medical Terminology 1	3
HM210	Introduction to Health Services	3
	Term Total	12
Term 2		
HM101	Medical Law and Ethics	3
HM121	Medical Terminology 2	4
HM170	Healthcare Revenue Cycle 1	6
	Term Total	13
Term 3		
HM123	Essentials of Pathophysiology	3
HM150	Professional Development Health Certificates	2
HM232	Healthcare Billing Certificate Practicum	2
HM233	Seminar/Exam Prep	1
HM270	Healthcare Revenue Cycle 2	6
	Term Total	14
	Certificate Total	39

**APPROVAL OF HEALTHCARE CODING CERTIFICATE OF COMPLETION
[21-22-137]**

Prepared by

Sandi Kellogg, Dean—Health Sciences
Marshall Roache, Executive Dean—Career and Technical Education
Michael Vargo, Vice President—Academic Affairs

The Health Care Coding Certificate program prepares students by providing the entry-level skills necessary for medical records coding in either an inpatient or outpatient setting. The program focuses on industry standards for coding and billing, using International Classifications of Diseases (ICD-10), Current Procedural Terminology (CPT) and third-party reimbursement.

All courses required for this program focus on the skills necessary in the healthcare environment. This means no additional general education courses are required to successfully complete this Certificate.

In addition, these courses are applicable to other certificates (ex: Billing Certificate) offered at Chemeketa. Successful completion of the program will prepare students to take the Certified Professional Coder (CPC) exam offered by American Academy of Professional Coders (AAPC).

Per Statewide Employment Analysis: Employment in this occupation in 2020 was somewhat larger than most occupations across the state. The total number of job openings is projected to be somewhat larger than most occupations in Oregon through 2030. This occupation is expected to grow at about the state-wide average growth rate for all occupations through 2030. Reasonable employment opportunities exist.

On January 4, 2022, there were 81 job listings available through the Oregon Employment Department along with 26 job listings available through other websites. In the Mid-Valley region, it is estimated that job growth will be 19.1 percent between 2020–2030 with 44 annual job openings per year.

Chemeketa's Healthcare Coding Certificate program will lead to employable skills at the end of the program. Individuals in this field earn an annual wage of \$52,453 per year and starting wages at \$34,029 per year (qualityinfo.org), therefore it will allow these students to enter the workforce in a family-wage career.

The above recommendation was approved by the Health Information Management Advisory Committee on April 7, 2021 and the college's Curriculum Committee on January 26, 2022.

It is recommended that the College Board of Education approve the Healthcare Coding Certificate of Completion.

APPROVAL OF HEALTHCARE CODING CERTIFICATE OF COMPLETION

Course No.	Course Title	Credit Hrs.
Term 1		
HM112	Health Record Content	4
HM115	ICD-10-CM Coding/Diagnosis	6
HM120	Medical Terminology 1	3
	Term Total	13
Term 2		
HM101	Medical Law and Ethics	3
HM117	CPT and HCPCS Coding	6
HM121	Medical Terminology 2	4
	Term Total	13
Term 3		
HM123	Essentials of Pathophysiology	3
HM150	Professional Development Health Certificates	2
HM160	ICD-10-PCS/Advanced Topics	2
HM230	Medical Coding Certificate Practicum	1
HM231	Coding Certification Seminar	6
	Term Total	15
	Certificate Total	41

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.

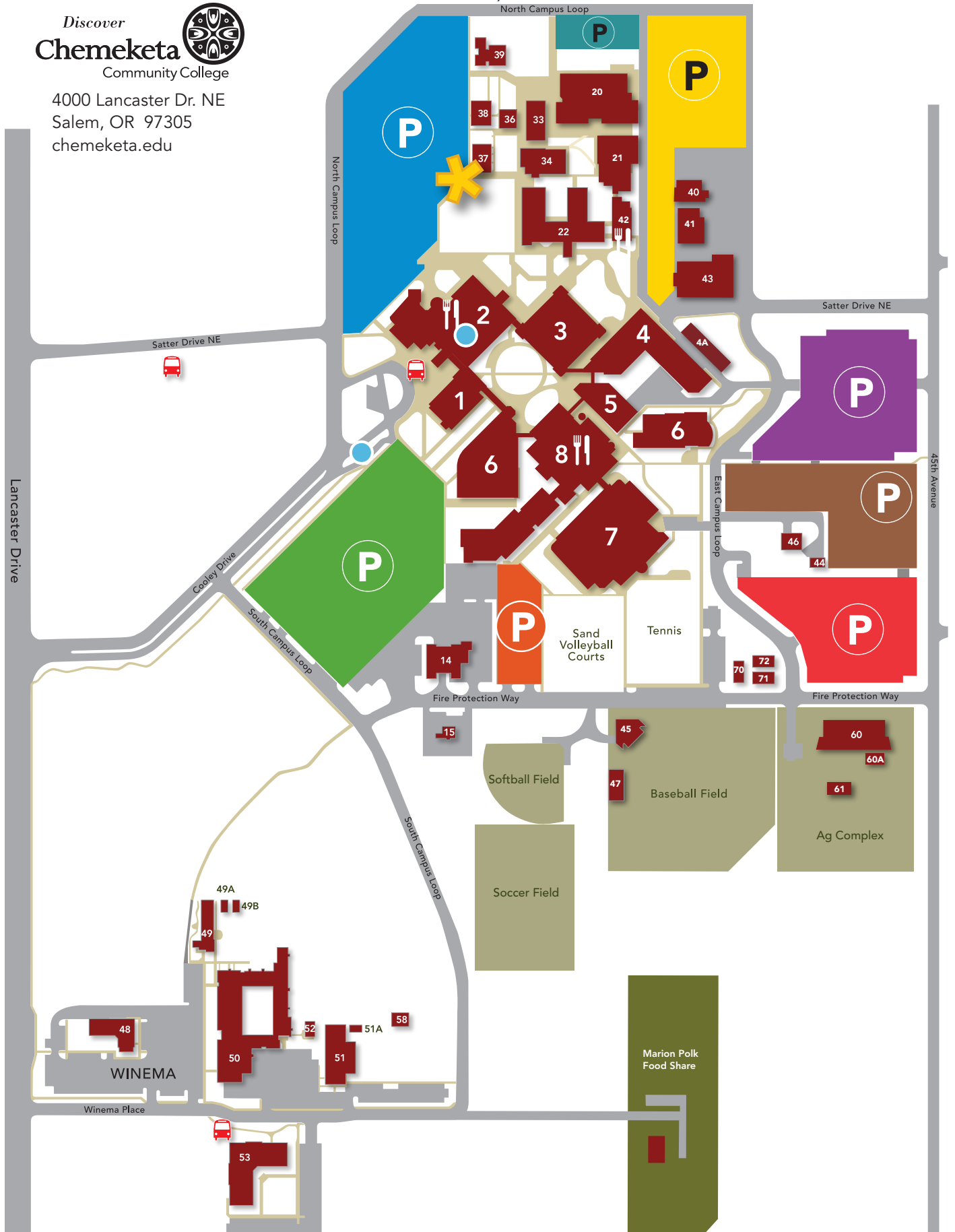
Innovation – We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

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
March 16, 2022



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



Building directory on reverse side

Appendix-2 March 16, 2022

Building and Primary Function(s)

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

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

Area or Service—Building/Room

- Academic Development—22/100
- Admissions—2/200
- Advising—2/110
- Art Gallery—3/122
- Athletics—7/103
- Auditorium—6/115
- Boardroom—2/170
- Bookstore—1/First Floor
- Business Services—2/202
- Career Center—2/115
- Chemeketa Cooperative Regional Library Service—9/136
- Chemeketa Online—9/106
- Computer Labs, Library—9/Second Floor
- Convenience Store—2/180
- Cooperative Work Experience—38
- Dental Clinic—8/101
- Executive Dean of Students—3/272
- Employee Development Center—6/218b
- English for Speakers of Other Languages—22/100
- Enrollment Center—2/200
- Extended Learning—3/252
- Financial Aid—2/200
- First Aid—2/173
- Food Service—2/First Floor, 8, & 42
- GED—22/100
- General Information (Welcome Center)—2/110
- Gymnasium—7
- Human Resources—2/214
- International Programs and Study Abroad—2/174
- Instruction & Student Services—3/272
- IT Help Desk—9/128
- Library—9/Second Floor
- Lost & Found—2/173
- Mail Room—43
- Multicultural Center—2/177A
- Northwest Innovations—42
- Parking Permits—2/173 Public Safety Placement Assessment—2/201
- Planetarium—2/171
- Posting Notices on Campus—2/176
- President's Office—2/216

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

Instructional Department Offices

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

Restrooms

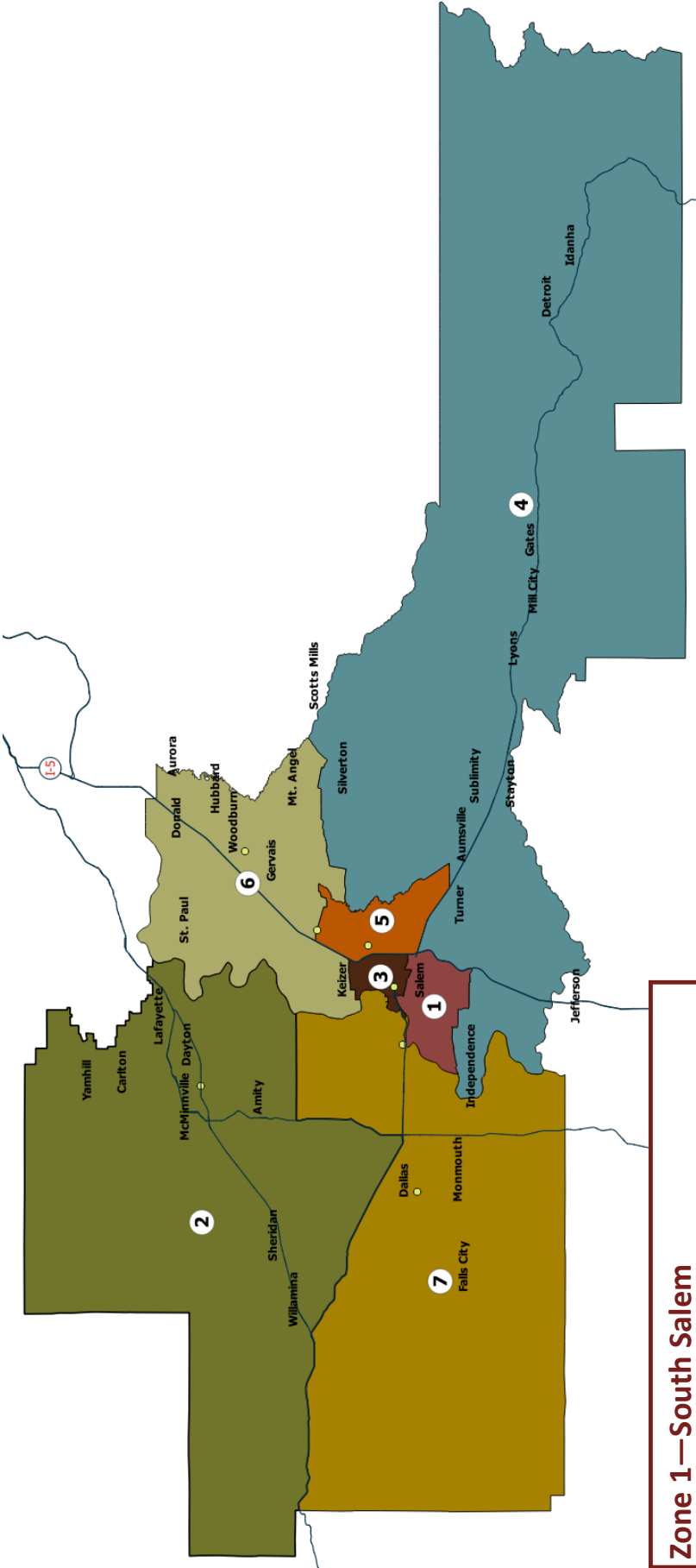
SINGLE OCCUPANCY

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

MOTHER'S ROOM

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

Chemeketa Community College Board Zone Boundary Maps and Descriptions



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

Board Members

ZONE 1 Ed Dodson
ZONE 2 Ron Pittman, Vice Chair 2021-2022
ZONE 3 Neva Hutchinson
ZONE 4 Ken Hector
ZONE 5 Jackie Franke, Chair 2021-2022
ZONE 6 Diane Watson
ZONE 7 Betsy Earls

Handouts
March 16, 2022

Chemeketa Community College Applied Baccalaureate Degree

“Applied baccalaureate degree” means a bachelor’s degree designed to incorporate applied associate courses and degrees with additional coursework emphasizing higher-order thinking skills and advanced technical knowledge and skills.

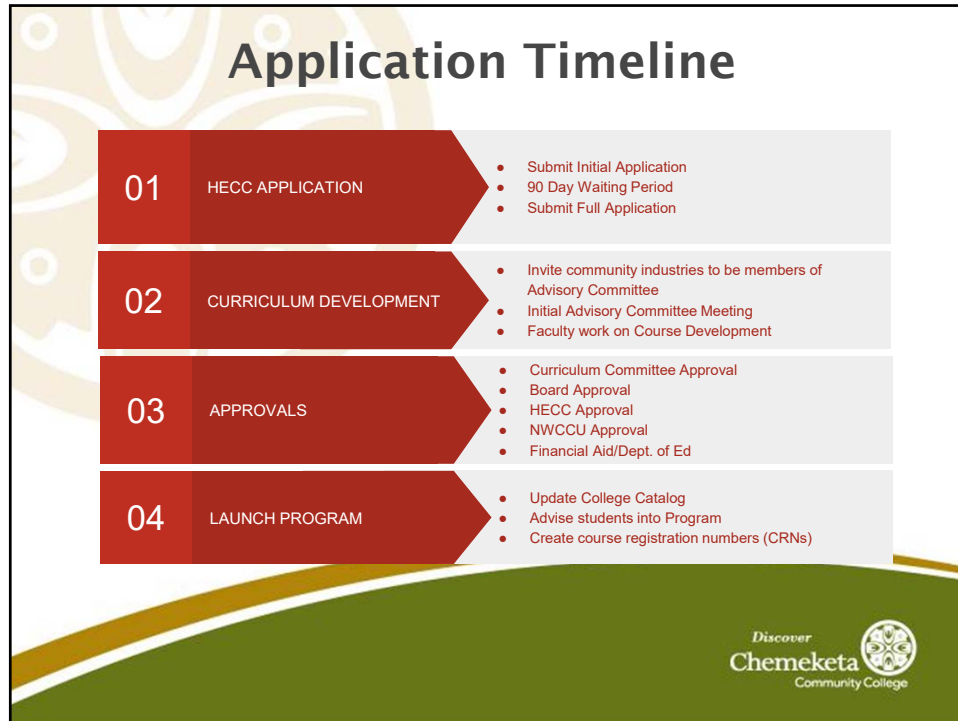
ORS348.910



Degree Choice & Program Design


- Based on CTE advisory committee feedback, we chose *Leadership & Management*
- Research on need, data to support, student growth
- Preparation for leadership and management roles in multiple sectors
- Designed for working students, cohort model
- Opportunities to earn credits that meet a variety of student needs across multiple sectors





Curriculum

- The first 90 credits of the Applied Baccalaureate in Leadership and Management will be the student's associate of applied science degree.
- The second 90 credits:
 - 45 credits Leadership and Management
 - 30 credits General Education Core
 - 15 credits "Flexible Fifteen" (Work-based learning, prior learning, master's coursework)



YEAR 1

Course No.	Course Title	Credit Hrs.
Term 1		
MLD301	Introduction to Leadership	6
MLD302	Personal Effectiveness in Leadership	6
	Term Total	12
Term 2		
ABF401	Writing and Research	6
MLD304	Diversity, Equity, and Inclusion	5
	Term Total	11
Term 3		
MG391	Data Analytics for Leaders	6
ABF402	Public and Private Sector Business Finance	5
	Term Total	11
Term 4		
MLD350	Innovation Development and Entrepreneurial Thinking	5
MLD387	Project Management	6
	Term Total	11

Core Management and Leadership Courses

General Education Courses

Flexible 15 Courses



YEAR 2

Course No.	Course Title	Credit Hrs.
Term 5		
ABF404	Communication for Leaders	6
MLD410	Applied Leadership 1	4
MLD481	Applied Leadership	5
	Term Total	15
Term 6		
ABF403	Psychology of Leadership	6
MLD420	Applied Leadership 2	4
MLD482	Applied Leadership	5
	Term Total	15
Term 7		
ABF405	Principles and Practices of Sustainability	6
MLD430	Applied Leadership 3	4
MLD483	Applied Leadership Capstone	5
	Term Total	15
	Degree Total	90

Core Management and Leadership Courses

General Education Courses

Flexible 15 Courses



Next Steps

- Approval processes for the degree
- Projected hiring for a full-time faculty in winter 2023
- Based on approval processes progression, we will hope to start in fall of 2023 or winter of 2024
- The development team will work with student affairs on infrastructure needed for BAS degree
- Development of WOU pathway for Organizational Leadership Master's degree