

**BOARD OF EDUCATION MEETING**

**September 17, 2025**

Chemeketa Community College  
 4000 Lancaster Dr. NE  
 Salem, Oregon

- |             |  |  |  |         |
|-------------|--|--|--|---------|
| <b>I.</b>   | <b>Workshop</b>  | <b>4:45–5:15 pm</b>                        | <b>Web conferencing / Live stream /<br/>Building 2, Room 170, Board Room</b> |         |
|             | A. Updates for Apprenticeship and Trades   |  |  | 1       |
| <b>II.</b>  | <b>Executive Session</b>   | <b>5:15–5:30 pm</b>                        | <b>Closed Meeting</b>  |         |
|             | Executive Session is called in accordance of ORS 192.660. (2) (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.        |  |  |         |
| <b>III.</b> | <b>Regular Session</b>   | <b>6 pm</b>                                | <b>Web conferencing / Live stream /<br/>Building 2, Room 170, Board Room</b> |         |
|             | A. Call to Order   |  |  |         |
|             | B. Pledge of Allegiance  |  |  |         |
|             | C. Chemeketa Land Acknowledgment   |  |  | 2       |
|             | D. Roll Call   |  |  |         |
|             | E. Comments from the Public  |  |  |         |
|             | F. <b>Approval of Minutes</b> —College Board of Education Meeting of July 16, 2025, and<br>Special Board Meeting of August 27, 2025<br>Jessica Howard, President/Chief Executive Officer |  |  | 3–10    |
|             | <b>G. Reports</b>  |  |  |         |
|             | 1. Reports from the Associations   |  |  |         |
|             | a. Lillian Anderson  | Associated Students of Chemeketa (ASC)     |  | 10a–10c |
|             | b. Steve Wolfe   | Chemeketa Faculty Association              |  | 11      |
|             | c. Tim King  | Chemeketa Classified Employees Association |  | 12–14   |
|             | d. Angela Archer   | Chemeketa Exempt Employees Association     |  | 15      |
|             | 2. Reports from the College Board of Education   |  |  |         |
|             | <b>H. Information</b>  |  |  |         |
|             | 1. Oregon Community College Association (OCCA) Board Report<br>Jessica Howard, President/Chief Executive Officer   |  |  | 16      |
|             | 2. College Policy Educational Series 4000—Academic Freedom, #4310<br>David Hallett, Vice President—Academic and Student Affairs  |  |  | 17–19   |
|             | <b>I. Standard Reports</b>   |  |  |         |
|             | 1. Personnel Report<br>Alice Sprague, Vice President—Governance and Administration   |  |  | 20–21   |
|             | 2. Budget Status Report<br>Aaron Hunter, Vice President—College Support Services/Chief Financial Officer   |  |  | 22–25   |

- 3. Capital Projects 26  
Aaron Hunter, Vice President—College Support Services/Chief Financial Officer
- 4. Chemeketa Cooperative Regional Library Service Report 27–28  
David Hallett, Vice President—Academic and Student Affairs
- 5. Recognition Report 29–31  
Jessica Howard, President/Chief Executive Officer

**J. Separate Action**

- 1. Approval of Resolution No. 25-26-06 for an Exemption from Competitive Bidding for the Chemeketa Community College Building 7 Renovation Local Contract Review Board Adoption [25-26-113] 32–48  
Aaron Hunter, Vice President—College Support Services/Chief Financial Officer  
**Public Hearing**
- 2. Approval of Retirement Resolution No. 25-26-07, [25-26-114] 49–50  
Susan E. Varnum  
Alice Sprague, Vice President—Governance and Administration

**K. Appendices**

- 1. Vision – Mission – Values 51
- 2. Campus Map 52–53
- 3. District Map 54

**L. Future Agenda Items**

**M. Board Operations**

**N. Adjournment**

Chemeketa Community College prohibits unlawful discrimination based on the following:

- Race
- National Origin
- Disability
- Gender
- Pregnancy
- Domestic Abuse Victim
- Protected Hairstyle (CROWN Act)
- Victims of Domestic Violence (Sexual Assault, Stalking, and/or Harassment)
- Color
- Sex
- Protected Veteran Status
- Gender Identity/ Expression
- Whistleblowing
- Expunged Juvenile Record
- Political Affiliation or Belief
- Religion
- Marital Status
- Age
- Sexual Orientation
- Genetic Information
- Injured Workers
- Tobacco Use During Work Hours

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 the individual's 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 the application of its policies and other College efforts designed for that purpose.

For concerns, inquiries, or complaints regarding student disability accessibility and accommodations contact:  
Section 504/ADA Coordinator for Students: Karen Alexander, Director, Student Accessibility and Testing Services, 503.399.5276

Persons having questions or concerns about Title IX, which includes gender-based discrimination, sexual harassment, sexual violence, gender-based violence, and stalking, contact the Title IX coordinator, Jon Mathis at 503-584-7323, 4000 Lancaster Dr. NE, Salem, OR 97305, or <http://go.chemeketa.edu/titleix>.

All persons having questions or concerns related to Equal Employment Opportunity or Affirmative Action should contact the Affirmative Action Officer at 503.315.4586, 4000 Lancaster Dr. NE, Salem, OR 97305.

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.

To request this publication in an alternative format, please call 503.399.5192. For language access please call 503.315.4586 or email [alice.sprague@chemeketa.edu](mailto:alice.sprague@chemeketa.edu).

Workshop-A  
September 17, 2025

## **UPDATES FOR APPRENTICESHIP AND TRADES**

### **Prepared by**

Nol Cobb, Interim Director—Apprenticeship  
Francisco Saldivar, Executive Dean—Career and Technical Education  
David Hallett, Vice President—Academic and Student Affairs

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The workshop will highlight the progress, efforts, and recent updates in the Chemeketa Community College Apprenticeship programs.

There will be an update about the Ironworker, Sheet Metal Worker, HVAC/R, Electrical: Inside Wire, and Pre-Apprenticeship programs. Additional information will be shared about the recently awarded Energy Efficiency Training Grant from the Oregon Department of Energy. Details about apprenticeship programs enrollment will also be shared with the board.

**CHEMEKETA COMMUNITY COLLEGE LAND ACKNOWLEDGEMENT**

**Prepared by**

Diane Watson, Chair—Board of Education

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

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

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

**APPROVAL OF BOARD MINUTES**

**Prepared by**

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

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Minutes of the board meeting of July 16, 2025, and the Special Board meeting of August 27, 2025, are submitted for review by the board.

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

CHEMEKETA COMMUNITY COLLEGE

**BOARD OF EDUCATION  
MEETING MINUTES**

July 16, 2025

**I. REGULAR SESSION**

**A. CALL TO ORDER**

Diane Watson, Chair, called the board meeting to order at 6:00 pm. The meeting was held in the Boardroom, Building 2, Room 170, at the Salem Campus.

**B. PLEDGE OF ALLEGIANCE**

The pledge of allegiance was recited.

**C. CHEMEKETA LAND ACKNOWLEDGMENT**

Diane Watson read the land acknowledgment.

**D. ROLL CALL**

**Members in Attendance:** Betsy Earls, Vice Chair; Jackie Franke; Ken Hector; Neva Hutchinson; Birgitte Ryslinge (left meeting at 6:15pm; returned at 6:39 pm); Diane Watson, Chair.

Excused Absence: Iton Udosenata.

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

**Board Representatives in Attendance:** Nolan Mitchell, Chemeketa Faculty Association (CFA); Aaron King, Chemeketa Classified Association (CCA)(Zoom); and Angela Archer, Chemeketa Exempt Association (CEA)(Zoom).

**E. COMMENTS FROM THE PUBLIC**

No comments.

**F. APPROVAL OF MINUTES**

Jackie Franke moved, and Ken Hector seconded a motion to approve the Board of Education minutes of June 18, 2025, and the Special Board of Education Meeting of July 7, 2025.

Betsy Earls, Vice Chair: yes; Jackie Franke: yes; Ken Hector: yes; Neva Hutchinson: yes; Birgitte Ryslinge: yes; Diane Watson, Chair: yes.

The motion CARRIED.

**G. REPORTS**

**Reports from the Associations**

Nolan Mitchell, Chemeketa Faculty Association (CFA), said the report stands as written.

Aaron King, Chemeketa Classified Association (CCA), gave an update to the report and discussed the CCA Executive Board.

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Angela Archer, Chemeketa Exempt Association (CEA), said the report stands as written and thanked faculty, staff, and everyone involved in the hard work to get students registered and ready for fall term.

**Reports from the College Board of Education**

Jackie Franke attended the Special Board meeting.

Ken Hector attended three Oregon Community College Association (OCCA) legislative committee meetings, the Special Board meeting, agenda review, and the Chemeketa Center for Business and Industry (CCBI) Open House.

Betsy Earls attended the Polk County Elected Officials meeting, the Mid-Willamette Valley Council Of Government (MWVCOG) meeting, and the CCBI Open House.

Birgitte Ryslinge attended the Special Board meeting. Birgitte stepped out to attend another meeting.

Neva Hutchinson attended the Special Board meeting.

Diane Watson attended the Chemeketa Foundation meeting, Coffee with Mayor Cathy Clark, the Special Board meeting, agenda review, and the CCBI Open House.

**H. INFORMATION**

**2025 Fall Kickoff**

Alice Sprague said the Fall Kickoff will be held on Tuesday, September 16th in the new quad. She discussed the agenda and activities for the day and other staff activities occurring during those weeks. Kickoff is open to all staff and board members are encouraged to attend.

**Hourly, Part-Time/Temporary and Student Salary Schedules**

Alice Sprague said these tables are reflective of the minimum wage increase that became effective on July 1, 2025, and all the tables reflect a 6 percent increase.

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

Ken Hector said the report stands as written and noted that the report recaps the recent legislative session.

**I. STANDARD REPORTS**

**Personnel Report**

Alice Sprague said the report stands as written, noted that all new hires are in the general fund, and congratulated those employees on position changes.

**Budget Status Reports**

Brian Knowles, Director, Budget and Finance, noted there is no budget status report for July due to closing out the fiscal year that ended on June 30, 2025, and preparing for the audit. There will be a progress report for the general fund revenues and expenses at the September meeting.

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**Purchasing Reports**

Brian Knowles said a Request for Proposal (RFP) for a Bond Project Coordinator is going out in July. A recommendation for contract award will be brought to the board at its September meeting.

**Capital Projects Report**

Brian Knowles noted that ongoing projects continue to be worked on.

**Institutional Advancement Foundation Quarterly Report April 1, 2025, through June 30, 2025**

Marie Hulett, Executive Director, Institutional Advancement, said the report stands as written, and discussed a fundraising event for students involving Dr. Tim Cook from Clackamas Community College. He is running to every community college in Oregon to raise awareness for food insecurity and transportation and housing issues students face. He will be at Chemeketa on Tuesday, July 22nd.

**Grant Activities April–June 2025**

Gaelen McAllister, Director, Institutional Grant Development, said the report stands as written and noted several grants are pending, the college is waiting to hear back on some, and many grants were approved this term.

**Spring Term Enrollment Report**

**Colton Christian, Dean, Academic & Organizational Effectiveness**

Colton said that spring term 2025 enrollment was up five percent from last spring. The total year-to-date reimbursable FTE is up four percent from last year, and the year-to-date unduplicated headcount is up four percent.

**Recognition Report**

Jessica Howard said the report stands as written.

**J. SEPARATE ACTION**

**Approval of Retirement Resolution No. 25-26-02, Cheryl M. Davis; No. 25-26-03, Kevin Robert Dye; No. 25-26-04, Stephen D. Greco; and No. 25-26-05, Edward J. Lazzara**

Board members read the resolutions. These four employees represent a total of 80 years and three months of service to the college.

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

Betsy Earls, Vice Chair: yes; Jackie Franke: yes; Ken Hector, ~~Chair~~: yes; Neva Hutchinson: yes; Diane Watson, Chair: yes.

The motion CARRIED.

**K. ACTION**

Ken Hector moved, and Neva Hutchinson seconded a motion to approve consent calendar items



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No. 1-7.

- |  |             |
|--|-------------|
| 1. Approval of Emergency Medical Services Associate of Applied Science Degree (AAS)      | [25-26-101] |
| 2. Approval of Suspension of Procurement Certificate of Completion                       | [25-26-102] |
| 3. Approval of Suspension of Business Technology Certificate of Completion               | [25-26-103] |
| 4. Approval of Suspension of Legal Administrative Professional Certificate of Completion | [25-26-104] |
| 5. Acceptance of Program Donations April 1–June 30, 2025                                 | [25-26-105] |
| 6. Approval of Grants Awarded April–June 2025  | [25-26-106] |
| 7. Approval of Hourly, Part-Time/Temporary and Student Salary Schedules for 2025–2026    | [25-26-107] |

Betsy Earls, Vice Chair: yes; Jackie Franke: yes; Ken Hector: yes; Neva Hutchinson: yes; Diane Watson, Chair: yes.

The motion CARRIED.

Diane Watson thanked Ken Hector, outgoing board chair, for his service to the college and presented him with a certificate and several gifts. Ken said a few words.

**L. APPENDICES**

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

**M. FUTURE AGENDA ITEMS**

None were heard.

**N. BOARD OPERATIONS**

None.

**O. ADJOURNMENT**

The meeting adjourned at 6:39 pm.

Respectfully submitted,

**Julie Deuchars**  
Executive Coordinator

**Jessica Howard**  
President/Chief Executive Officer

Board Chair

Date

CHEMEKETA COMMUNITY COLLEGE

**SPECIAL BOARD OF EDUCATION  
MEETING MINUTES**

August 27, 2025

**I. SPECIAL SESSION**

**A. CALL TO ORDER**

Diane Watson, Chair, called the special board meeting to order at 8:18 am. The meeting was held at the Chemeketa AG Hub, Building 60, Room 104.

**B. PLEDGE OF ALLEGIANCE**

The pledge of allegiance was recited.

**C. CHEMEKETA LAND ACKNOWLEDGMENT**

Diane Watson read the land acknowledgement.

**D. ROLL CALL**

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

**College Administrators in Attendance:** Jessica Howard, President/CEO; David Hallett, Vice President, Academic and Student Affairs; Alice Sprague, Vice President, Governance and Administration; and Brian Knowles, Director, Budget and Finance. Excused Absence: Aaron Hunter.

**E. SEPARATE ACTION**

**Approval of the Ratification of the Chemeketa Classified Employees (CCA) Association Collective Bargaining Agreement**

Alice Sprague noted that the college administration and Classified Association bargaining teams reached a consensus agreement for the collective bargaining agreement on August 5, 2025. The Chemeketa Classified Association voted to accept and ratify a new four-year contract which runs from July 1, 2024, through June 30, 2028.

Ken Hector moved, and Jackie Franke seconded a motion to approve the ratification of the Chemeketa Classified Employees Association collective bargaining agreement.

Betsy Earls, Vice Chair: yes; Jackie Franke: yes; Ken Hector: yes; Neva Hutchinson: yes; Birgitte Ryslinge: yes; Diane Watson, Chair: yes.

The motion CARRIED.

**Signature of Chemeketa Classified Employees Association (CCA) Agreement**

The president, board chair, CCA president, and negotiations co-chair signed the collective bargaining agreement. Jessica Howard and Diane Watson thanked everyone involved for their work.

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**Approval of the Classified Association Salary Schedules for 2024–2025 and 2025–2026**

Alice Sprague discussed the salary tables for classified employees and noted that the college is recommending approval.

Betsy Earls moved and Ken Hector seconded a motion to approve the Classified Association Salary Schedules for 2024–2025 and 2025–2026.

Betsy Earls, Vice Chair: yes; Jackie Franke: yes; Ken Hector: yes; Neva Hutchinson: yes; Birgitte Ryslinge: yes; Diane Watson, Chair: yes.

The motion CARRIED.

**Approval of the Exempt Employees Salary Schedules for 2024–2025 and 2025–2026**

Alice Sprague discussed the salary tables for exempt employees and noted that the college is recommending approval.

Ken Hector moved, and Betsy Earls seconded a motion to approve the Exempt Employees Salary Schedules for 2024–2025 and 2025–2026.

Betsy Earls, Vice Chair: yes; Jackie Franke: yes; Ken Hector: yes; Neva Hutchinson: yes; Birgitte Ryslinge: yes; Diane Watson, Chair: yes.

The motion CARRIED.

**Approval of Budget Transfer Requests**

Brian Knowles, Director, Budget and Finance, noted that local budget law requires any budget transfers that amend the resolution to appropriate the adopted budget be authorized by the board, including transfers from contingency.

Ken Hector moved, and Jackie Franke seconded a motion to approve the budget transfer requests.

Betsy Earls, Vice Chair: yes; Jackie Franke: yes; Ken Hector: yes; Neva Hutchinson: yes; Birgitte Ryslinge: yes; Diane Watson, Chair: yes.

The motion CARRIED.

**Approval of Amended Resolution No. 24-25-19 Adopting the Budget, Making Appropriations and Levying Taxes**

Brian Knowles, Director, Budget and Finance, said ORS 294.456 requires the board to make appropriations and to declare the ad valorem tax levy. The college recommends the board approve the amended resolution which updates the amount of taxes imposed to include payment on bonded debt resulting from the issuance of General Obligation Bond Series 2025A and Series 2025B.

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Jackie Franke moved, and Betsy Earls seconded a motion to approve the amended Resolution No. 24-25-19 adopting the budget, making appropriations and levying taxes.

Betsy Earls, Vice Chair: yes; Jackie Franke: yes; Ken Hector: yes; Neva Hutchinson: yes; Birgitte Ryslunge: yes; Diane Watson, Chair: yes.

The motion CARRIED.

**F. ADJOURNMENT**

The meeting adjourned at 8:34 am.

Respectfully submitted,

**Julie Deuchars**  
Executive Coordinator

**Jessica Howard**  
President/Chief Executive Officer

Board Chair

Date

## **ASSOCIATED STUDENTS OF CHEMEKETA (ASC)**

### **Prepared by**

Lillian Anderson, ASC Executive Coordinator 2025-2026

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### **Summer 2025**

Four members of the 2024/2025 ASC team: Lillian Anderson (Executive Coordinator), Izzy Rojas (Team Coordinator), Nickza Lopez (Club Coordinator), and Gadiel Morales (Club Coordinator), spent the summer working alongside the Civic Engagement Coordinator, Joel Gisbert, to get the Associated Students of Chemeketa ready for another year.

Based on our experiences during the past academic year, we made changes to the structure of the team by adding two new positions. The new positions are International Student Representative and Marketing/Communications Coordinator. The Legislative Coordinator has also been updated because the Legislative Internship period has ended.

### ASC Team Training 2025–2026

- The new ASC team underwent two days of training from August 19<sup>th</sup>–20<sup>th</sup>, which was supervised by Joel Gisbert and the outgoing ASC Executive Team.

### **ASC Goals for the 2025–2026 Academic Year:**

For the upcoming academic year, ASC will focus on expanding the ways we support students to enhance their overall Chemeketa experience. In addition to maintaining a robust schedule of events, we will seek new opportunities to strengthen student engagement, advocacy, and success. With an expanded team and the introduction of new positions, such as the International Student Representative, we will be better equipped to address diverse student needs and ensure that every student has the resources and support necessary to thrive at Chemeketa.

### **Fall Term 2025 Events Schedule**

#### Lobby Welcome

- On Monday, September 29th, ASC will staff tables to hand out fruit and other snacks as well as various school supplies to students on the first day of the Fall term. At these tables, we will also be able to give directions and other information to students. Our goal with this activity is to create an energetic welcome for all the new and returning students.

#### Pizza Kickoff

- On Wednesday, October 1st, ASC will host the Pizza Kickoff/Resource Fair in the Student Center. Students will get pizza as they visit all the information tables that will be set up for campus resources. Our goal with this event is to make sure that students are aware of all the resources available to help them succeed at Chemeketa.

#### Karaoke

- On Wednesday, October 8th, ASC will host a karaoke event in the Student Center. At this event, students will have the opportunity to sing their favorite songs, meet new people, and enjoy refreshments. Our goal with this event is to provide a fun environment for students to socialize and get excited about campus life.

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Grotto Nature Walk

- On Friday, October 17th, ASC will take a group of students to The Grotto Gardens in Portland. Students will be able to look at art, enjoy the fresh air, and meet new people.

Halloween Club Fair

- On Thursday, October 30th, ASC will host the first club fair of the academic year. During the fair, students will have the opportunity to meet with representatives of the many student-led clubs. Our aim with this event is to help students get engaged with on-campus groups in order to build a better campus community.

Dia de los Muertos Celebration

- On Wednesday, November 5th, ASC will assist the Multicultural Student Services Center to put on a Dia de los Muertos celebration.

Bingo

- On Wednesday, November 12th, ASC will host games of bingo in the student center. Students will get the opportunity to win prizes and socialize. This was a popular event last year, so ASC decided to keep it going this year. Our goal with this event is to get students to mingle and to provide a fun de-stressor around midterm exams.

Termsgiving

- On Tuesday, November 25th, ASC will host the "Termsgiving" celebration in the student center. With music, fresh tamales, and activities to reflect back on the term, students will be able to kickback and celebrate all the hard work they're putting in before finals.

Cocoa and Conchas

- On Wednesday, December 3rd, ASC will hand out hot chocolate and conchas in the student center. Our goal with this is to boost morale during the last week of classes to motivate students to keep up their studying.

**Other Activities and Interests**

Class Resource Presentations

- During the first few weeks of the term, ASC will go speak with classes about campus resources and activities. These short presentations bring awareness to the services Chemeketa offers and gets students interested in campus life.

Voter Registration Drives

- We will be tabling for voter registration in the building 2 lobby leading up to the local November voting.

Student Initiated Fee (SIF)

- ASC is looking to restructure the SIF committee for more collaboration between campuses.

Improving Student Leadership Transfer

- We are working with the student government at Portland State University (PSU) to put together a think tank about how student leaders at community colleges can be streamlined into student leadership opportunities at four-year colleges.

Student Center Upgrades

- ASC is planning to improve the Student Center. A few things in the Student Center are worn out or outdated, and we want students to be able to take pride in our campus. We are also looking into using the space for peer mentoring/study help at designated times.

#### Event Attendance Raffle

- Throughout the term, students can collect stamps for every ASC event they attend. By collecting four stamps, they are eligible to enter a raffle at the end of the term (held at the Thanksgiving celebration). This past year, this initiative increased event attendance, so we're continuing it this year!

#### Community Engagement Events

- Our Community Engagement Coordinator will be planning various events for students to get involved in and give back to the community. They will also be great opportunities for students to get any needed volunteer hours.

#### Conferences

- ASC will represent Chemeketa at various conferences for student governments this year. During the fall term, we will be attending this year's Oregon Student Government Conference hosted by Oregon State University (OSU), as well as a student government conference at PSU.

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

**Prepared by**

Steve Wolfe, President—Chemeketa Faculty Association

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**CFA SEPTEMBER MEETINGS**

As we kick off another academic year, the Chemeketa Faculty Association Fall General Meeting will be held from Noon to 1:30 pm on Wednesday, September 17. The agenda includes introducing the new CFA Executive Board and providing a recap of the new Collective Bargaining Agreement.

Immediately following the General Meeting there will be a workshop for faculty led by OEA Consultant Ken Volante entitled “You, Your New Contract, and Your Union.” Following that will be the September CFA Executive Board meeting.



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

**Prepared by**

Gary Brittsan, External Vice-President  
Trina Butler, Director of Membership  
Tim King, President

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**PRESIDENT'S MESSAGE**

Please allow me to introduce myself. My name is Tim King, and I am the new CCA President. I have been on the board for a number of years, starting my career in the association as the Director of Public Relations, then External Vice President. For a very brief period, I served as the Internal Vice President, which has led me to my current position.

Last month, we held a special election to approve affiliation with the Oregon Education Association. We had a record-breaking turnout, with 196 members (81.3% of our membership) voting to overwhelmingly approve affiliation (168 "Yes" to 27 "No").

After holding several informational sessions for members, we conducted an election for the contract ratification. This vote had an even more outstanding turnout, breaking the record set less than a month previously, with 210 members (86.4%) voting in a landslide (202 to 8) to ratify the contract and put these many long months of bargaining behind us.

Finally, the Board of Education held a Special Meeting on August 27 and approved the ratification of the CCA collective bargaining agreement. Shortly afterwards, the contract was signed by all the appropriate presidents and chairs.

There is much to cheer about for the first time in many months. As per our contract, your retro-pay, step increases, differentials, and vacation time will be disbursed by mid-October.

Since we are now an official OEA affiliate, your Bylaws Committee is working at getting all the verbiage to correctly reflect these changes. After that, our members will be asked to vote for the approval of the Bylaws.

Inservice Retreat (Tuesday, September 16)

By now you've probably heard that the College Inservice and the CCA Retreat have been reunited back to a single day. We've got a great agenda planned for you. Stay tuned for more information.

Every contract is a compromise. Even though we achieved some truly historic wins, there is still work to do; there are many unanswered questions and concerns that are yet to be resolved. Your Contract Implementation Team is working with the college to develop an efficient system for addressing these challenges:

- Re-establishing a joint Contract Management Committee with the college so we can ensure smooth and successful implementation of the contract.

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- Ensuring you get all the back pay you deserve no later than mid-October (with the goal as soon as possible).
- Clarifying that members will know exactly how much they can expect to receive for each retroactive payment.
- Discussing when and how we'll begin the MOU appeals process.

I would like to take a moment to thank all of the incredible people that enabled us to pass the contract vote. A hearty helping of appreciation goes out to your Negotiations Team (Aaron King, Kisha McIntosh, Wesley Parker, Gary Brittsan, and Jorge Anaya), who labored through hours (and hours) of bargaining and mediation, supported by our trusty OEA representatives, Ken Volante and Matt Reed, who've inspired and guided us throughout every step of the process. Shout out to the courageous members who took the time to speak openly at CCA and Board of Education meetings. Thank you as well to Steve Wolfe, Jessica Schrunk, and all the CFA members for their support. Of course, we would be remiss if we did not also recognize the Board of Education and the college for their fortitude and perseverance throughout this endeavor. It is my hope that this new season brings you all well-earned rewards and lagniappes (unexpected gifts).

#### NEW HIRES

Jennifer Fox, Department Technician I–Yamhill Valley Campus, Academic Affairs, 12-month assignment, 50% FTE, effective July 14, 2025.

Anna L Monk, Instructional Specialist–Library and Learning Resources, Student Affairs, 12-month assignment, 100% FTE, effective July 21, 2025.

Soren Gelder, Maintenance/Trades Assistant–Capital Projects & Facilities, College Support Services, 12-month assignment, 100% FTE, effective August 18, 2025.

#### CHANGES

Daniel J Perkins, Instructional Specialist-10-month–(Department and Division unspecified), will continue as a PT hourly through Summer term, effective June 30, 2025.

Tate EW Jackson, Instructional Coordinator/ Analyst II (Department and Division unspecified), Grant Funding Ended (secured PT position at Chemeketa), effective July 31, 2025.

Nicholas R Burgess, Instructional Specialist (Department and Division unspecified), Grant Funding Ended (will continue as an adjunct), effective July 31, 2025.

Ana Sanchez, Student Services Specialist–College Access Programs-Talent Search, Student Affairs, 100% FTE, (from unspecified), effective August 4, 2025.

Austen C Miller, Technology Analyst II–Information Technology, Governance and Administration, 100% FTE, (from unspecified), effective August 4, 2025.

#### SEPARATIONS

Ailany Medina-Canchola, Department Specialist (Department and Division unspecified), effective July 17, 2025.

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September 17, 2025

Dwyane R Mitzel, Public Safety Officer I–Public Safety, effective August 4, 2025.

Andraeh Nunez Juarez, Bilingual Front Office Support Lead (Department and Division unspecified), effective August 8, 2025.

Alysia Bourgasser, Student Services Specialist (Department and Division unspecified), effective August 28, 2025.

Nathaniel D Easton, Student Services Coord/Analyst I (Department and Division unspecified), effective August 31, 2025.

#### RETIREMENTS

Susan Varnum, Department Technician I (Department and Division unspecified), effective September 1, 2025. The board congratulates and wishes Susan well.

## CHEMEKETA COMMUNITY COLLEGE EXEMPT ASSOCIATION

### Prepared by

Angela Archer, President—Chemeketa Community College Exempt Association

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The Exempt Association president will provide a verbal report at the date year, Board of Education meeting.

BRYAN BAGWELL - Bryan attended the Oregon School Resource Officers Association (OSROA) in Seaside, Oregon in July.

JON MATHIS - Layli Liss, Tim Pierce, Keith Russell, and Jamie Wenigmann, were the first exempt members to complete the certificate - The Bridging Institute proudly celebrated the graduation of its first cohort for the Inclusive Leadership certificate. We were thrilled to have eight amazing Chemeketa employees—a mix of classified and exempt staff—participate in the program. A special highlight was having Jessica Howard join us to share her insights on leading with vulnerability. We look forward to launching more cohorts this academic year for both our employees and the broader community.

SAGE FREEMAN - **InstructureCon 2025 Attendance** - Sage Freeman attended the InstructureCon conference in Spokane, WA in late July. Instructure is the company that developed our Canvas learning management system. He attended numerous workshops and keynotes and met with several educational technology vendors and partners. AI in Education was a dominant theme at the event. This was the first time a representative from our college has attended this conference.

**GenAI Literacy Trainer Essentials Course - Oregon Community College Train the Trainer Cohort** - Sage Freeman is a long-standing member and former co-chair of the Oregon Community College Distance Learning Association. He recently collaborated with a colleague from Lane Community College to initiate a new AI Literacy Workgroup. This workgroup partnered with the Oregon Community College Association (OCCA) to leverage available professional funding to support AI Literacy training. Through their local network of professional associations and affinity groups they recruited a cohort of 17 members from 12 community colleges to participate in a six-week training provided by AI for Education, a leader in AI Literacy Training for educators. Several participants from this cohort developed customized training for their institutions to earn an AI Literacy Trainer micro-credential. Sage Freeman and Bill Hamlin from Chemeketa earned their badges and certificates and will be offering training to faculty through our Center for Academic Innovation.

**OREGON COMMUNITY COLLEGE ASSOCIATION (OCCA) BOARD REPORT**

**Prepared by**

Brigitte Ryslinge, Board of Education/OCCA Board Member  
Jessica Howard, President/Chief Executive Officer

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A verbal report will be provided during the Chemeketa Board of Education meeting summarizing the recent OCCA Board meeting.

**COLLEGE POLICY: EDUCATION SERIES 4000—  
#4310—ACADEMIC FREEDOM**

**Prepared by**

David Hallett, Vice President—Academic and Student Affairs

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**ACADEMIC FREEDOM — POLICY #4310**

This policy was last reviewed by the board in May 2019. The Academic Freedom policy is unique from other policies, as it is driven by negotiated faculty contract language. The policy has been updated to reflect new contract language that was ratified in April 2025. The changes to policy 4310 are not substantive in nature, rather they are reflective of the evolving collaborative discussions between the College and the Chemeketa Faculty Association during the bargaining process.

These changes were reviewed and approved by the Academic Standards Advisory Council on June 6, 2025.

This policy will be recommended for approval by the College Board of Education at the October 2025 board meeting.

## Education Program Series (4000)

### POL #4310

#### Academic Freedom

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- A. The purpose of this statement is to promote public understanding and support of academic freedom and professional responsibility to the students, to the community, and to Chemeketa Community College. This institution is being operated for the common good and not to further the interest of either the individual instructor or the institution as a whole. The common good depends upon the free search for truth and its free expression.
- B. Academic freedom is essential to these purposes and is applied to teaching and other college-related activities. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the faculty member in teaching and of the student to freedom in learning. It carries with it duties correlative with ~~the faculty member's rights; in discussing the subject in the classroom, in research and in the publication, as a citizen, as a member of their institution, and as a member of their community.~~
1. ~~A-f~~**Faculty members is are** entitled to freedom in the classroom **or on campus while acting in a professional capacity** ~~in discussing the subject, but they should be careful not to introduce into their teaching controversial matters, which is not related to their subject-~~ **limit the amount of class time spent on matters that are unrelated to the course objectives.**
  2. **Each faculty member is entitled to and responsible for moderating the free exchange of ideas in the classroom.**
  3. ~~A-f~~**Faculty members is are** entitled to full freedom in research and in the publication **and presentation** of the results, subject to the adequate performance of their other academic duties and in concert with existing college policies and publications and printing.
  4. ~~A-f~~**Faculty members is are a citizen, a members** of a learned profession, and ~~a members~~ of the educational institution. When they speak or write as ~~an citizen-~~**individual**, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As ~~faculty members a person of learning and as an education member,~~ **faculty members** they should remember that the public may judge their profession and their institution by their ~~utterances~~ **word and actions.**
  5. As a member of their institution, the faculty member seeks above all to be an effective teacher. Although they observe the stated regulations of the institution, they maintain their rights to criticize and seek revision.

#### References:

NWCCU Standards 2.B.1, 2.B.2  
No Oregon Statutory requirement  
American Association of University Professors 1940 Statement of Principles  
Article 27 (Collective Bargaining Agreement)  
American Association of University Professors 1970 Interpretive Comment

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6. As a member of their community, the faculty member has the rights and obligations of any ~~citizen~~ **community member**. They determine the amount and character of the civic and community involvement outside the institution with due regard to their responsibilities within it. As an ~~citizen~~ **individual** engaged in a profession that depends upon freedom for its health and integrity, the faculty member has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

February 18, 2015

Adopted College Board of Education

May 15, 2019

Revised College Board of Education



## PERSONNEL REPORT

### Prepared by

Alice Sprague, Vice President—Governance and Administration

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### NEW HIRES

Jennifer Fox, Department Technician I—Yamhill Valley Campus (YVC), Academic Affairs Division, 50 percent, 12-month assignment, Range B1, Step 6.

Soren C. Gelder, Maintenance/Trades Assistant—Capital Projects and Facilities, College Support Services Division, 100 percent, 12-month assignment, Range A4, Step 3.

Anna Lyn Scheler Monk, Instructional Specialist—Library and Learning Resource Center, Student Affairs Division, 100 percent, 12-month assignment, Range B3, Step 4.

### POSITION CHANGES

Moises Enoise Duarte, Instructor-English—Woodburn, Student Affairs Division, 100 percent, 10-month assignment, Range F9, Step 14, from limited duration Instructor-English, Woodburn, Student Affairs Division.

Austen Clark Miller, Technology Analyst II—Information Technology, Governance and Administration Division, 100 percent, 12-month assignment, Range C2, Step 4, from Financial Services Technician, Business Services, College Support Services Division.

Ana Teresa Sanchez, Student Services Specialist—College Access Programs-Talent Search, Student Affairs Division, 100 percent, 12-month assignment, Range B3, Step 7, from limited duration Student Services Specialist, College Access Programs, Student Affairs Division.

### RETIREMENTS

Susan E. Varnum, Department Technician I—Financial Aid, Student Affairs Division, effective August 31, 2025.

### SEPARATIONS

Alysia R. Bourgasser, Student Services Specialist—Academic Development and Corrections Education, Workforce Innovation and Strategic Engagement Division, effective August 28, 2025.

Ailany Medina-Canchola, Department Specialist—Polk Center, Academic Affairs Division, effective July 16, 2025.

Tate EW Jackson, Instructional Coordinator/Analyst II—Culture and Community Engagement, President Office Division, effective July 31, 2025.

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Andrea N. Nunez Juarez, Bilingual Front Office Support Lead—Academic Development and Career Transitions, Workforce Innovation and Strategic Engagement Division, effective, August 31, 2025.

Dwayne R. Mitzel, Public Safety Officer I—Public Safety, Governance and Administration Division, effective August 4, 2025.

Leslie A. Roache, Perkins Innovation and Modernization Grant Coordinator—Education, Academic Affairs Division, effective July 15, 2025.

Hsiao-Yun S Shotwell, Student Services Specialist—Education, Academic Affairs Division, effective July 31, 2025.

## BUDGET STATUS REPORT

### Prepared by

Rich Kline, Director—Business Services

Brian Knowles, Director—Budget and Finance

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

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The following items are included in the printed agenda:

- Status of Investments as of August 31, 2025

The following financial reports for the period of July 1, 2025, through August 31, 2025, will be available at the board meeting:

- General Fund Revenue and Expense Statement
- General Fund Budget Status Report

In addition, the General Fund Revenue and Expense statement In-Progress for the period ending June 30, 2025, will also be available at the board meeting.

FISCAL YEAR 26

**Chemeketa Community College  
Statement of Resources and Expenditures  
As of August 31, 2025**

Fund 100000 - General Fund Unrestricted

	<b>ADJUSTED BUDGET</b>	<b>YEAR-TO-DATE ACTUAL</b>	<b>% OF BUDGET</b>	<b>VARIANCE TO BUDGET</b>
<b>Resources:</b>				
Beginning Fund Balance	19,175,139	-	0.00%	(19,175,139)
Property Taxes	30,975,265	138,413	0.45%	(30,836,852)
Tuition and Fees	20,326,858	9,354,045	46.02%	(10,972,813)
State Appropriations - Current	44,487,526	20,762,908	46.67%	(23,724,618)
Indirect Recovery	1,007,908	173,322	17.20%	(834,586)
Interest	2,867,965	465,862	16.24%	(2,402,103)
Miscellaneous Revenue	264,304	46,449	17.57%	(217,855)
Transfers In	100,000	-	0.00%	(100,000)
<b>Total Resources</b>	<b>119,204,965</b>	<b>30,940,999</b>	<b>25.96%</b>	<b>(88,263,966)</b>
<b>Expenditures:</b>				
Instruction	42,677,958	3,681,386	8.63%	38,996,572
Instructional Support	14,329,385	2,106,250	14.70%	12,223,135
Student Services	10,926,981	1,557,583	14.25%	9,369,398
College Support Services	23,689,927	2,611,090	11.02%	21,078,837
Plant Operation and Maintenance	8,956,295	1,074,545	12.00%	7,881,750
Transfers	5,460,136	0	0.00%	5,460,136
<b>Total Expenditures (Excluding Contingency)</b>	<b>106,040,682</b>	<b>11,030,854</b>	<b>10.40%</b>	<b>95,009,828</b>
Contingency	13,164,283	-	0.00%	13,164,283
<b>Total Expenditures</b>	<b>119,204,965</b>	<b>11,030,854</b>	<b>9.25%</b>	<b>108,174,111</b>

Chemeketa Community College  
Budget Status Report  
As of August 31, 2025

Fund 100000 - General Fund Unrestricted

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
6110	Exempt Salaries	11,000,271	1,604,302	8,101,544	1,294,425
6120	Classified Salaries	14,785,092	2,098,374	10,354,088	2,332,630
6124	Part-Time Hourly & Student Wages	1,174,403	109,285	-	1,065,118
6130	Faculty Salaries	19,171,349	584,487	16,642,038	1,944,824
6132	Part-Time Faculty	9,754,933	1,781,074	179,216	7,794,643
6510	Fixed Fringe Benefits	15,102,547	1,641,015	-	13,461,532
6511	Variable Fringe Benefits	18,345,966	2,119,400	-	16,226,566
6512	Other Fringe Benefits	450,000	94,154	-	355,846
	<b>Subtotal Personnel Services</b>	<b>89,784,561</b>	<b>10,032,091</b>	<b>35,276,886</b>	<b>44,475,584</b>

11.17%

Account	Account Description	Adjusted Budget	YTD Activity	Encumbrances	Available Balance
710	Materials & Services	1,670,298	91,684	600	1,578,014
720	Equipment \$500-\$4,999	130,268	9,189	-	121,079
7300	Legal Services	241,120	11,496	-	229,624
7310	Insurance	1,204,722	99,416	-	1,105,306
7320	Maintenance	378,386	71,814	-	306,572
7330	Communications	937,141	72,462	-	864,679
7340	Utilities	2,851,342	166,740	68,720	2,615,882
7350	Staff Development	157,056	51,672	-	105,384
7360	Travel	355,837	19,045	-	336,792
7370	Other Services	2,369,815	342,362	216,053	1,811,400
7550	Capital Outlay	500,000	62,883	-	437,117
8150	Transfers Out	5,460,136	-	-	5,460,136
	<b>Subtotal Non-Personnel Services</b>	<b>16,256,121</b>	<b>998,763</b>	<b>285,373</b>	<b>14,971,985</b>

6.14%

8500	Contingency	13,164,283	-	-	13,164,283
	<b>Report Totals</b>	<b>119,204,965</b>	<b>11,030,854</b>	<b>35,562,259</b>	<b>72,611,852</b>

9.25%

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**Status of Investments**  
**August 31, 2025**

<u>Oregon State Treasurer Investments</u>	<u>Statement Date</u>	<u>Maturity Date</u>	<u>Account Balance</u>	<u>Rate as of 8/31/2025</u>
Oregon Short-Term Fund - General	8/31/2025	On demand	\$ 20,856,527.15	4.600%
Oregon Short-Term Fund - Capital	8/31/2025	On demand	\$ 10,154,927.17	4.600%
Total Oregon State Treasurer Investments			\$ 31,011,454.32	
<u>Other Investments</u>	<u>Investment Date</u>	<u>Maturity Date</u>	<u>Amount Invested</u>	<u>Yield</u>
Certificate of Deposit - Willamette Valley Bank	9/12/2024	9/21/2025	\$ 3,000,000.00	5.000%
Treasury Note - United States Treasury	11/22/2024	9/30/2025	\$ 2,897,430.00	4.100%
Gov't Agency Federal Farm Credit Bank	10/30/2024	10/1/2025	\$ 2,000,000.00	4.286%
Corporate Note - Australia & New Zealand Banking Group	12/13/2024	10/3/2025	\$ 3,036,570.00	4.119%
Treasury Note - United States Treasury	12/11/2024	11/15/2025	\$ 2,945,970.00	4.248%
Corporate Note - Visa	12/12/2024	12/14/2025	\$ 2,972,970.00	4.070%
Treasury Note - United States Treasury	12/12/2024	12/15/2025	\$ 2,994,090.00	4.201%
Corporate Note - TD Bank	12/12/2024	1/9/2026	\$ 3,027,510.00	4.220%
Gov't Agency Federal Home Loan Bank	2/4/2025	1/23/2026	\$ 3,002,041.25	4.185%
US Treasury Note	8/4/2025	2/19/2026	\$ 1,956,178.34	4.043%
Treasury Note - United States Treasury	1/9/2025	2/28/2026	\$ 2,947,830.00	4.081%
Corporate Note - Exxon Mobile Corp	1/9/2025	3/1/2026	\$ 2,962,500.00	4.173%
Treasury Note - United States Treasury	3/28/2025	4/15/2026	\$ 2,491,650.00	4.077%
Corporate Note - Century Housing Corp	4/17/2025	4/15/2026	\$ 3,000,000.00	4.550%
Corporate Note - Westpac Banking Corp	1/23/2025	4/16/2026	\$ 2,021,440.00	4.291%
Treasury Note - United States Treasury	3/28/2025	5/15/2026	\$ 2,487,825.00	4.066%
Treasury Note - United States Treasury	2/20/2025	5/31/2026	\$ 2,401,647.39	4.076%
Gov't Agency Federal Home Loan Bank	8/15/2025	12/21/2026	\$ 2,938,900.00	3.811%
Total Other Investments			\$ 49,084,551.98	4.205% weighted average yield

13 week Treasuries 4.05% as of 8/31/2025

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

## CAPITAL PROJECTS REPORT

### Prepared by

Isaac Talley, Manager—Capital Projects and Facilities  
Aaron Hunter, Vice President—College Support Services/Chief Financial Officer

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### ONGOING PROJECTS

#### Building 2 Ice Storm Restoration

The building 2 restoration is in the final stages and kitchen equipment is being moved back into the space. A few critical systems are still being assembled and all contractor resources are focused on these tasks. This momentum is keeping us on track for a Fall 2025 reopening, aiming to deliver enhanced, collaborative spaces for students, and staff. During renovations, food services will continue to be available in Building 8, and Building 2, near the Associated Students of Chemeketa area.

#### Building 14 Seismic Rehabilitation

Interior construction, which includes, seismic wall reinforcement, bracing of electrical and mechanical infrastructure, and ceiling replacement, are all substantially complete. Roofing repairs and new cladding of the structure are currently underway. Coordination with local fire departments ensures uninterrupted building occupancy during construction. The project is advancing according to schedule, targeting completion in September 2025.

### PLANNING PROJECTS

#### Lighting Retrofit Projects

Facilities & Operations continues to advance lighting upgrades across multiple campus buildings, aligning with the latest Oregon lighting standards. These retrofits are designed to improve energy efficiency and environmental impact. We are also evaluating future opportunities for innovative lighting solutions to further enhance campus sustainability.

#### Building 7 Remodel

The building 7 design team continues to hold weekly meetings to clearly define the current and future needs of the programs using the space. Our focus is on gathering diverse input to ensure the remodel delivers a wellness-centered, flexible space, that meets the evolving needs of students, athletes, and the community. The conceptual design phase is nearing completion and the design team is feeling confident about meeting current design milestones.

#### Athletic Field Improvements

Along with the remodel of the gymnasium building, replacement of the baseball and softball fields with artificial turf is among the first bond funded projects. Slated to begin in the fall of 2025, and be completed spring of 2026, these projects will drastically expand the playability of the fields during winter months, and non-daylight hours. Featuring new lights, and expanded seating, the fields are expected to become a valuable asset to the college and community.

See Appendix-2; Campus Maps, Pages 52–53.

## CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE REPORT

### Prepared by

Doug Yancey, Director—Chemeketa Cooperative Regional Library Service  
Manuel Guerra, Executive Dean—Student Development and Learning Resources  
David Hallett, Vice President—Academic and Student Affairs

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

### CCRLS ADVISORY COUNCIL

Met last on May 15, 2025. Meetings resume on September 18, 2025.

### PYM

Met last on June 6, 2025. Meetings resume on September 5, 2025.

### CCRLS ADMINISTRATION AND AUTOMATION

A comprehensive review and documentation of all CCRLS policies continues. The policy currently under the lens is that of the *net lending* reimbursement. CCRLS has proposed an alternative to net lending. Net lending, as a concept, served a purpose historically but no longer makes sense. The proposed alternative would be more equitable, disambiguate budgeting, simplify system administration, streamline internal workflows and improve shared library collections for all patrons, basic and full.

The 'bridge' system which facilitates discovery and requesting between public member libraries and the college library is end-of-life as of June 30, 2026. Other options are being explored.

Delivery of a new mobile app is still pending. A critical feature is under active development and has been acknowledged by the vendor, SirsiDynix, as a priority for CCRLS and other customers.

Additional features of the *MessageBee* platform (used for telephone notifications) will be considered soon, including email and SMS system notices and marketing functionality.

Windows 10 is end-of-support in October 2025. The network services team is aggressively upgrading all CCRLS-provided workstations at member libraries to Windows 11. A new workstation image deployment product will help with this process.

In the interest of improving our overall network security posture, CCRLS is exploring the possibility of separating public internet workstations at member library locations from its internal network. Any such change will have budget and e-rate implications which need to be considered.



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September 17, 2025

STATISTICS

METRIC	Q4 (Current Year)	Q4 (Previous Year)	Trend
<b>Library users:</b>		AVG	AVG
Total registered	141,447	136,949	3.28%
City resident (FULL)	102,843	100,303	2.53%
Rural adult resident (BASIC, FEE, OOD)	27,837	26,102	6.65%
Rural youth (CARE)	9,135	8,940	2.18%
Active users (activity within previous 3 months)	42,495	43,726	-2.81%
<b>Collection:</b>		AVG	AVG
Item count	1,017,241	1,027,784	-1.03%
<b>Circulation:</b>		COUNT	COUNT
Total checkouts	687,888	724,222	-5.02%
Via self-check	30.46%	209,542	237,525
To rural adults (BASIC, FEE, OOD)	14.67%	100,888	108,712
To rural youth (CARE)	8.92%	61,380	73,949
Small library rotating collection	642	545	17.80%
Holds filled	97,318	95,663	1.73%
Items carried via Courier	203,480	203,416	0.03%
<b>Reciprocal Sharing:</b>		COUNT	COUNT
Among CCRLS members	130,182	127,793	1.87%
External borrowing	285	355	-19.72%
External lending	474	998	-52.51%
<b>Library User Engagement:</b>		COUNT	COUNT
Online registrations	466	565	-17.52%
Telephone renewals	87	158	-44.94%
Mobile application launches	90,860	77,517	17.21%
Mobile application searches	99,293	80,564	23.25%
Web catalog users	69,816	49,175	41.97%
Web catalog sessions	179,401	151,020	18.79%
CCRLS-provided database uses	10,245	14,616	-29.91%
CCRLS-provided eVideo uses	11,532	5,012	130.09%
CCRLS-provided eBook uses	171,204	145,474	17.69%
<b>Notices to Users:</b>		COUNT	COUNT
via Email	195,578	195,075	0.26%
via Text (SMS)	55,215	50,771	8.75%
via Telephone	12,675	12,140	4.41%
via Post	194	412	-52.91%
<b>Library Support:</b>		COUNT	COUNT
CCRLS Help Desk (tickets resolved)	205	56	266.07%

## RECOGNITION REPORT

### Prepared by

Jessica Howard, President/Chief Executive Officer

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

Congratulations to faculty author PATRICIA ANTOINE (Sociology), whose new textbook, *The Unknown Sea: Navigating Death, Dying, and Bereavement* was published by CHEMEKETA PRESS on September 1, 2025. Patsy's textbook gives students studying thanatology, like those in Sociology 232, an affordable, accessible guide to the challenging topics covered in the course.

Congratulations to faculty editor KARL MEINER (High School Partnerships) on the publication of his edited anthology of fiction, nonfiction, poetry, and essays titled *Nowhere Lands: Exploring Utopian & Dystopian Voices*, published by CHEMEKETA PRESS on September 1, 2025. Designed for students in introductory writing and literature classes, this book explores a continuum of societal extremes ranging from a writer's belief in a more perfect democracy to descriptions of an authoritarian leader's cruel and brutal actions.

Congratulations to faculty author JENNIFER SCHRAMM (Biology), whose new book *Principles of Biology | Ecology and Evolution: Biology Lab Manual*, was published by CHEMEKETA PRESS on September 1, 2025. This lab manual will serve students in Biology 223z, and Jennifer is currently at work on lab manuals for all courses in the Biology major series.

Congratulations to faculty authors who published new editions of their affordable textbooks with CHEMEKETA PRESS on September 1, 2025. SHEENY BEHMARD (Mathematics) for the second edition of *Essential Statistics: Understanding and Using Data* for students in Statistics 243z and 244. JENNIFER JOHNS (Biology) for the second edition of *Ecology and Diversity: Biology Lab Manual* for Biology 101 lab sections. HOLLY SCHIEFELBEIN (Biology) for the second edition of *Cell Biology for Allied Health: Active Learning Workbook* for students in Biology 112. HOLLY SCHIEFELBEIN and JESSICA SCHRUNK (Biology) for the second edition of *Cell Biology for Allied Health: Biology Lab Manual* for students in Biology 112 lab sections. JENNIFER SCHRAMM (Biology) for the second edition of *Cell Biology, Genetics, and Evolution: Biology Lab Manual* for Biology 102 lab sections students. And JEREMY TRABUE for the third edition of *Listening to Poetry: An Introduction for Readers and Writers* for English 106 and Writing 242 students.

Congratulations to JOSEPH AMDAHL and ELIANA BELLE on achieving Chemeketa's Quality Online Instruction (QOI) certification. Both Joey and Eliana engaged in a peer review process of one of their online (asynchronous) courses to meet Chemeketa's QOI standards addressing organization and design, instructional design, learner support, regular and substantive interaction.

Congratulations to staff members TRACI STEPHENSON, SAM KIRBY, and DEE DIXON, along with coaches GERHETT MOSER, MARTIN MALDONADO, LU WENTZ, RODNEY DEAN,

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ERWIN SOTO, DAYNE MALAMA, and SETH WILLIAMS, for their leadership in co-hosting the NWAC Friendlies soccer showcase with Capital Futbol Club at Pioneer Park. The event, held on August 19–20, 2025, brought together 42 teams (22 women’s and 20 men’s) from across the northwest, featured 43 matches on six fields, and was supported by nearly 100 staff, coaches, student-athletes, trainers, NWAC personnel, and CFC volunteers. For the first time, ball chasers were provided for every field, enhancing the overall experience. Attendance and gate proceeds exceeded last year’s totals, and positive feedback from coaches and NWAC staff has sparked plans to rotate the event every other year between Washington and Salem/CFC with Chemeketa as co-host.

Congratulations to ANGELA ARCHER and the Veterans Center team for their outstanding work during the ODVA Grant cycle (December 2023–June 2025). The team successfully utilized the full \$100,000 grant to directly support Chemeketa’s student veterans and dependents, serving 945 individuals. PAVE Peer Mentors completed 12,048 outreach logs, contributing to a 72% persistence rate for 2024–25. In addition, 56 student veterans graduated, earning a total of 63 degrees and certificates. Survey data reflected strong employment and transfer outcomes, and the team organized impactful community-building events including the Veterans Day Lunch, Veterans Health & Wellness, Veterans Career Fair, Memorial Day BBQ, and Veterans Benefits Expo.

The Chemeketa Stormchasers team members including REBEKKAH BARNETT, SABRINA DRYDEN, PACO HADLEY, ROLF HAMMERSBORG, ODILON RAMIREZ JAVIER, AMPHAY KEOPHILIA, LESLIE MAKSUN, JP PLAISANCE, BRYAN ROLLINS, ANN MARIE SWEARINGIN, SARAH WHISENHUNT, and JESSICA WRIGHT ran a 196-mile Hood to Coast relay on August 22-23. The annual event started on Mount Hood and ended in Seaside. Each member of the team ran three separate legs of the race, ranging from four to eight miles. The race spans Friday morning to Saturday afternoon, with competitors running all day and all night. This year’s team included eight staff, four former employees and were backed by two volunteer van drivers, BRYAN BAGWELL and TIM RAY, plus KRISTIN MAURO, MARIA SOLIS and CINDY WRIGHT, who volunteered to be course monitors. CLEO ALVAREZ and IRMA GUZMAN met the runners in Seaside with a fantastic meal prepared especially for them. They have been preparing meals for the team after they finish the relay since 2017. The menu was American comfort food and they served cheese and crackers and fruit salad appetizers, Mississippi roast, bacon cheeseburger meatloaf, potato salad, plus green salad for the main course and apple pie with ice cream for dessert.

Congratulations to the following employees: SHAWN KEEBLER, LAYLI LISS, MAYELEY MIRANDA-POLANCO, CHANITA PARKER-KEEBLER, TIM PIERCE, MELISSA REYES SEGARRA, KEITH RUSSELL, and JAMIE WENIGMANN who successfully completed the inaugural cohort for Chemeketa’s Inclusive Leadership certificate, sponsored by the Bridging Institute. This cohort included eight Chemeketa employees—a mix of classified and exempt staff—who helped create an incredible atmosphere for learning. A special thanks to Jessica Howard for sharing her insights on leading with vulnerability.

Congratulations to Chemeketa’s Board of Education member KEN HECTOR, who has been named the 2025 Pacific Region Trustee Leadership Award recipient by the Association of Community College Trustees (ACCT). This prestigious award honors trustees who have made significant contributions to their colleges and the advancement of community college education nationwide. Ken has served on Chemeketa’s Board for 12 years and was recognized for his exceptional leadership, tireless advocacy, and deep commitment to expanding access to higher education. A former mayor of Silverton and lifelong public servant, Ken has been a driving force in legislative advocacy at both the state and national levels. His efforts have been instrumental

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in advancing applied baccalaureate degrees for Oregon's community colleges, securing critical funding for infrastructure, and championing initiatives that support student success and workforce development.

Congratulations to ELIZABETH BAY and HEATHER MISENER who have both been elected to the Executive Committee of the Oregon Association of Collegiate Registrars and Admissions Officers. Heather will serve as the Secretary and Elizabeth is the President-Elect.

**APPROVAL OF RESOLUTION NO. 25-26-06  
FOR AN EXEMPTION FROM COMPETITIVE BIDDING FOR THE  
CHEMEKETA COMMUNITY COLLEGE BUILDING 7 RENOVATION  
LOCAL CONTRACT REVIEW BOARD ADOPTION  
[25-26-113]**

**Prepared by**

P. Kevin Walther, Procurement Management Analyst  
Aaron Hunter, Vice President—College Support Services/Chief Financial Officer

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**ALTERNATIVE CONTRACTING METHOD—REQUEST FOR PROPOSAL FOR  
CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC), FOR THE CHEMEKETA  
COMMUNITY COLLEGE BUILDING 7 RENOVATION**

On September 17, 2025, general information regarding the college's potential future use of an alternative contracting method for the construction of the Building 7 Renovation is being presented to the college's Board of Education. Chemeketa Community College Rules of Procurement, Rule #CCR.280, allows the college to use alternative contracting methods when approved by the college's Board of Education acting as the local contract review board. Pursuant to ORS 279C.335(2), a local contract review board may exempt a public improvement contract or a class of public improvement contracts from the competitive bidding requirements subject to approval of findings supporting the exemption.

The CM/GC project delivery method has been utilized to successfully deliver construction projects in Oregon since the early 1980s. The college successfully utilized this alternative contracting method for the Health Science Center, Yamhill Valley Campus, and Agriculture Complex projects.

The CM/GC augments the traditional scope of work of the general contractor with that of a construction manager under a single contract with the owner and enables the CM/GC to become involved early with the design team. The benefits of a CM/GC can be greatest for projects that are high risk, possess a high level of technical complexity, governed by significant schedule constraints, require complex phasing, contain budget limitations requiring a construction cost guarantee during design, or will realize substantial cost savings from value engineering analyses. The construction of the Building 7 Renovation, is the type of project that can benefit from the CM/GC process, because of its technical complexity, aggressive project schedule, and budget constraints.

By utilizing the Request for Proposal solicitation method for the selection of a CM/GC, the competitive nature of the traditional design/bid/build (i.e. "hard bid" or "low bid"), is retained, but the contract will be awarded to the most qualified contractor through an evaluative process. Contractors will be evaluated based on criteria developed by the college that may include experience with the construction of academic buildings; experience in sustainable construction; previous experience of the firm and its key personnel (e.g., superintendent and project engineer); references; success with value engineering; performance history demonstrating the ability to deliver projects on time and within budget; demonstrated ability to work in a

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harmonious and non-adversarial manner; litigation or claims; surety involvement; ability to maintain a safe, healthful, and accident-free workplace; ability to maintain a drug-free workplace; and compliance with environmental regulations.

Pursuant to ORS 279C.335(3), the college will present findings that support an exemption for a public improvement contract based on some combination of the project description or location, time period, contract value, method of procurement or other factors that distinguishes the public improvement contract from the contracting agency's overall construction program.

On August 25, 2025, the college provided public notice of its intent to use an alternative contracting method for the Building 7 Renovation, inviting public comments at the September 17, 2025, board meeting. The college also made available a draft document of the findings in support of the exemption. These findings are attached to Resolution 25-26-06.

It is recommended that the Board of Education approve Resolution No. 25-26-06 to exempt from competitive bidding, a public improvement contract for the Building 7 Renovation, based upon the attached findings and resolution that demonstrate that utilizing a Request for Proposal, for the selection of a CM/GC (i.e., alternative contracting method), is unlikely to encourage favoritism in the awarding of the public contract or substantially diminish competition, and that it will likely result in substantial cost savings.

CHEMEKETA COMMUNITY COLLEGE

RESOLUTION NO. 25-26-06 FOR APPROVAL OF AN EXEMPTION FROM COMPETITIVE BIDDING FOR A PUBLIC IMPROVEMENT (ALTERNATIVE CONTRACTING METHOD – REQUEST FOR PROPOSALS) FOR CONSTRUCTION MANAGER/GENERAL CONTRACTOR FOR THE BUILDING 7 RENOVATION BY LOCAL CONTRACT REVIEW BOARD

**WHEREAS**, Resolution No. 83-84-6 designates Chemeketa Community College's Board of Education as the College's Local Contract Review Board pursuant to ORS 279A.060;

**WHEREAS**, the Local Contract Review Board may exercise its statutory powers only after it has adopted rules in accordance with ORS 279A.065, in a manner prescribed in the resolution creating the Local Contract Review Board;

**WHEREAS**, Resolution 97-98-35 adopts the Chemeketa Community College Model Contracting and Purchasing Rules (CCCMCPR), that were in effect on July 22, 1998, and were amended by the Board of Education of Chemeketa Community College on July 25, 2001;

**WHEREAS**, the Board of Education of Chemeketa Community College has directed the Local Contract Review Board to rescind the adoption of the Chemeketa Community College Model Contracting and Purchasing Rules that were in effect on July 22, 1998, and were amended by the Board of Education of Chemeketa Community College on July 25, 2001;

**WHEREAS**, the Board of Education of Chemeketa Community College has directed the Local Contract Review Board to adopt the "Community College Rules of Procurement," (CCRP), dated January 19, 2005, and effective March 1, 2005, except as modified by the Board of Education acting as the College's Local Contract Review Board;

**WHEREAS**, the Board of Education of Chemeketa Community College, acting as the College's Local Contract Review Board, adopted modifications to the CCRP at its October 17, 2007; October 15, 2008; October 21, 2009; October 13, 2010; July 20, 2011; September 19, 2012; December 18, 2013; March 18, 2015; and April 17, 2024 board meetings;

**WHEREAS**, Community College Rule, CCR.280, Alternative Contracting Methods of the CCRP, permits the use of alternative contracting methods, where written findings support the use of this exemption from competitive bidding;

**WHEREAS**, draft findings ("Findings") set forth in Exhibit A to this Resolution addressing competition, operational, budget and financial data, public benefits, value engineering, specialized expertise required, complex construction phasing needs during existing college operations, market conditions, technical complexity, public safety and funding sources recommended by the College were available 14 days in advance of the public hearing board review and adoption on of this Resolution;

**WHEREAS**, in accordance with ORS 279C.335(2), the Board of Education of Chemeketa Community College finds as follows concerning the adoption of an exemption from competitive bidding for a public improvement for the Construction Manager/General Contractor for the Building 7 Renovation:

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1. Adopted Findings: The college adopts the Findings set forth in Exhibit A to this Resolution;
2. Promoting Fair Competition: The exemption of the CM/GC contract from competitive bidding will promote competition and will not encourage favoritism. The CM/GC will be chosen through the request for proposals process, with subcontractors selected via competitive bidding;
3. Substantial Cost Savings: The exemption of the CM/GC contract from competitive bidding is likely to result in substantial cost and time savings for the college. These savings are outlined in the adopted Findings; and
4. Public Review: The Findings have been available for public review for 14 days prior to the adoption of this resolution. Public hearings, if requested, were held and addressed during this period.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Education of Chemeketa Community College acting as the College's Local Contract Review Board approves the Findings set forth in Exhibit A to this Resolution as required by ORS 279C.330 and hereby adopts an exemption from competitive bidding for a public improvement for the Construction Manager/General Contractor for the Building 7 Renovation as allowed by the Community College Rules of Procurement approved by the College's Local Contract Review Board.

**Dated** this 17<sup>th</sup> day of September 2025.

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Diane Watson  
Board Chair

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Jessica Howard  
President/Chief Executive Officer





## **FINDINGS OF FACT**

August 25, 2025

### **RECOMMENDATION FOR EXEMPTION FROM DESIGN-BID-BUILD, AUTHORIZE USE OF CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC) ALTERNATIVE CONTRACTING METHOD FOR THE CHEMEKETA COMMUNITY COLLEGE BUILDING 7 RENOVATION**

#### **Background**

The Chemeketa Community College (CCC) Building 7 Renovation (the “Project”) addresses a portion of the 2025 Bond project goals of upgrading and enhancements to the campus CTE, Technologies, Facilities and Safety Improvements. Building 7 Renovation will include a renovation of the main gym building and associated spaces, HVAC and lighting systems, parking lot improvements, roof upgrades, community athletic spaces and potentially new auxiliary gym.

On May 20, 2025, the voters of Marion, Linn, and Polk counties voted to pass bond measure 24-25-21 authorizing the sale of general obligation bonds in the amount of \$140,000,000 with a state matching grant of \$8 million to fund campus upgrades and enhancements such as:

- Expanded career and technical education; improve teaching and learning spaces:
  - o Creation of a new Trades Center for skilled trades
  - o Increase CTE capacity in health care, behavioral health, emergency services, health and fitness
  - o Woodburn campus science lab
  - o Brooks campus first responder expansion
  - o Classroom and learning space improvements
  - o Building/Infrastructure Improvements:
    - o Extend useful life of buildings, HVAC, roofs, elevators, interior renovations
    - o Modernize technology
    - o Leverage \$8 million state grant for a community disaster resource site with seismic improvements, student center, health facility

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- Community athletic fields
- ADA compliance
- Improved Safety
  - Cameras, lighting, parking lot improvements to enhance safety
- Site Improvements, demolition, furnishings, equipment, bond issuance costs

### **Project Scope**

Out of the bond language shown above a portion of the work consists of Building 7 Renovation work and is currently identified by Chemeketa Community College as the Building 7 Renovation Project and will specifically include the following:

1. Include a project budget of approximately \$39 million of which \$8 million is a state match grant and project scheduled for completion end of 2028 or sooner.
2. Re-paving/re-stripping of the existing Orange Lot adjacent to Building 7. Reconstruction of adjacent sidewalks to provide an accessible route meeting ADA standards.
3. A new potential auxiliary gym building adjacent to Building 7. This may be a freestanding structure or attached to building 7 via a seismic separation joint. A conceptual master plan of this immediate area will be evaluated in conjunction with this structure.
4. Remodel of the existing Building 7.
  - a. Remodel priorities in order of importance:
    - i. Roof: replacement of entire roof. Eliminate ballast and provide new insulation.
    - ii. HVAC: Full redesign and upgrade of the roof mounted HVAC units and associated controls, and upgrade of the ductwork distribution within the areas where the existing ceiling will be upgraded or program space changes.
    - iii. New LED lighting and lighting controls throughout the entire building.
    - iv. Locker Room Renovation: reconfiguration of the locker room and restroom facilities to comply with current ADA Accessibility standards and equity considerations. Provide team rooms and specific training/support spaces for Athletics programs.
    - v. Gym Floor and Bleacher Replacement.
    - vi. Admin/Office & Classroom: replace existing “pencil” walls with standard stud framing and gyp board. Add operable partitions to create more flexible learning spaces.
    - vii. Racquetball Renovation: strategically remove walls to create more flexible spaces for education and athletics uses.

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- viii. Fitness Renovation: provide new finishes and potential openings to adjacent outdoor spaces to create more area for training opportunities.
- b. Other considerations of the project may include:
  - i. Elective seismic upgrades to the existing building structure where remodel work occurs.
  - ii. Review of existing building entry points and utilization of an access control system for more effective monitoring of facility activities.

### **Construction Delivery Method Recommendation/Risks and Challenges Discussion**

After an analysis of the various options of contract delivery such as the traditional Design-Bid-Build (Hard Bid) and alternative methods such as Design/Build (DB), CM/GC, Qual+Bid, Prequalification of a selected group of bidders, Integrated Project Delivery (IPD), etc. it was determined that CM/GC is the best approach to the Building 7 renovation Project.

Therefore, it is the recommendation of the project team to proceed with a CM/GC delivery method for construction of this project. While other methods were considered, there are several factors that add complexity to this project and therefore require a deeper level of commitment and understanding from the contractor and the Owner-Design-Construction Team as a whole.

In the project scope above, there are three major scopes identified. From the onset of the project, the Owner has been very clear about the schedule restraints on Building 7. As it is the only gym facility on campus, it is used for Chemeketa Athletics programs during Fall, Winter, and Spring seasons. This allows for a very narrow timeframe where the building can be shut down, in part or in whole. It is understood that if the gymnasium is unavailable for multiple seasons of a sport, it may have detrimental impacts on the program. To mitigate this, extremely tight coordination between owner activities and construction must take place. This coordination must begin during the design phase so that a contractor has ample time to prepare an appropriate approach, as well as give the owner and design team feedback on potential impacts. Phasing of construction may also be needed to accommodate these program needs, or to avoid inclement weather where construction may be less feasible. A CM/GC contractor can plan those phases during the design period, which allows them to also schedule their staff who are best suited for each project type.

Of the three major scopes listed above, the biggest unknown by far are in the Building 7 Remodel. Building 7 was built in 1980 and has had no significant remodels since that time. This means there has been very little opportunity to verify the existing structure to determine if the building was built as the drawings state. This project will likely involve modifying several areas to various degrees of complexity. Waiting until construction to open up these areas will lead to more unforeseen conditions and slow down the progress of construction. A CM/GC contractor can work with the Owner and Design Team to target areas for investigative demolition during design and can help the design team provide more informed documents.

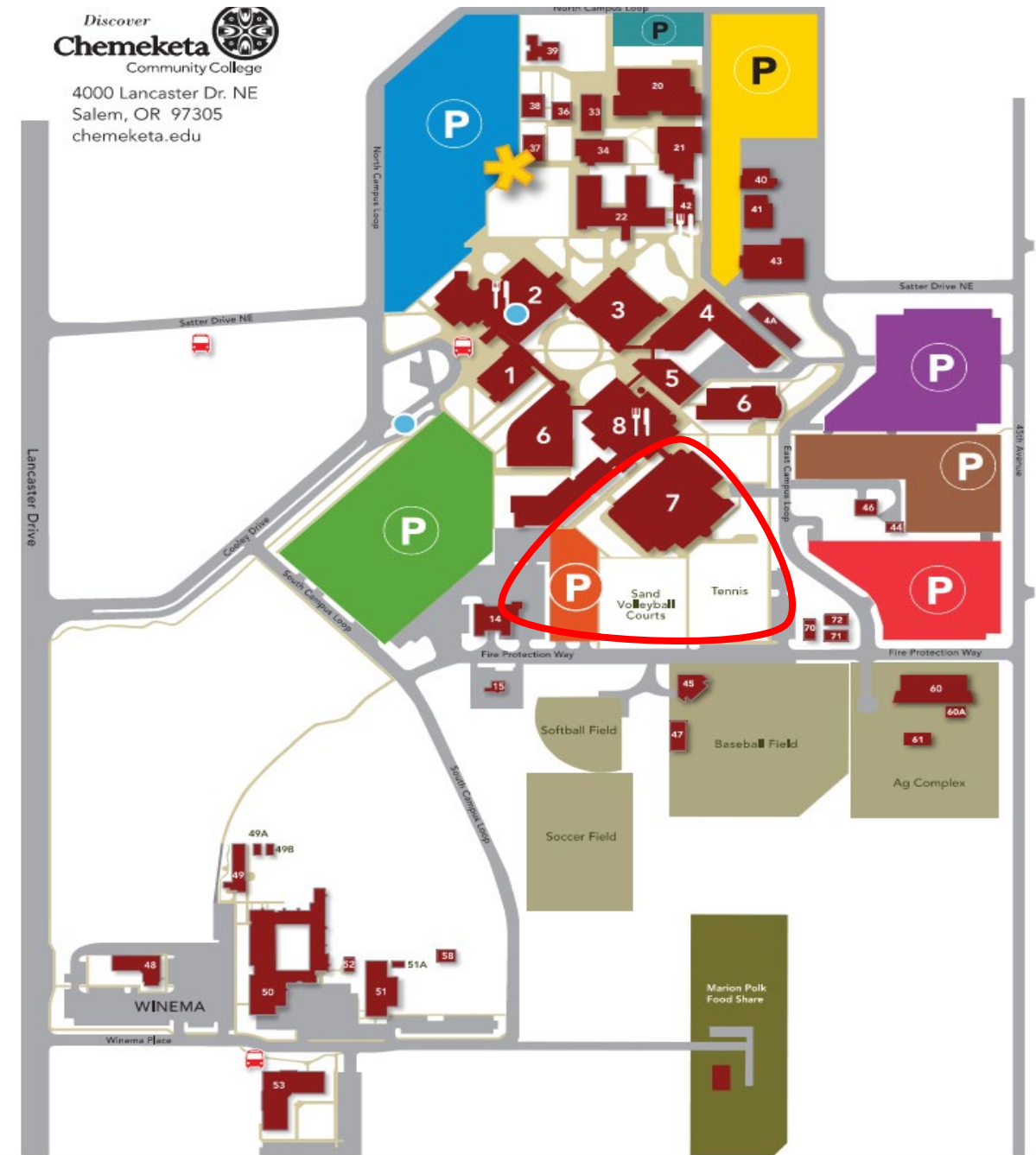
Furthermore, the existing systems are past end of life and need replacement. The mechanical system will need to be rebuilt entirely, which can be challenging within an existing structure. A

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CM/GC contractor can bid to the most qualified subcontractors that have this specialized experience. They can also work with the engineers to talk through various solutions to potential issues. This continues to accentuate the importance of coordination and continuity that is paramount to this project's success.

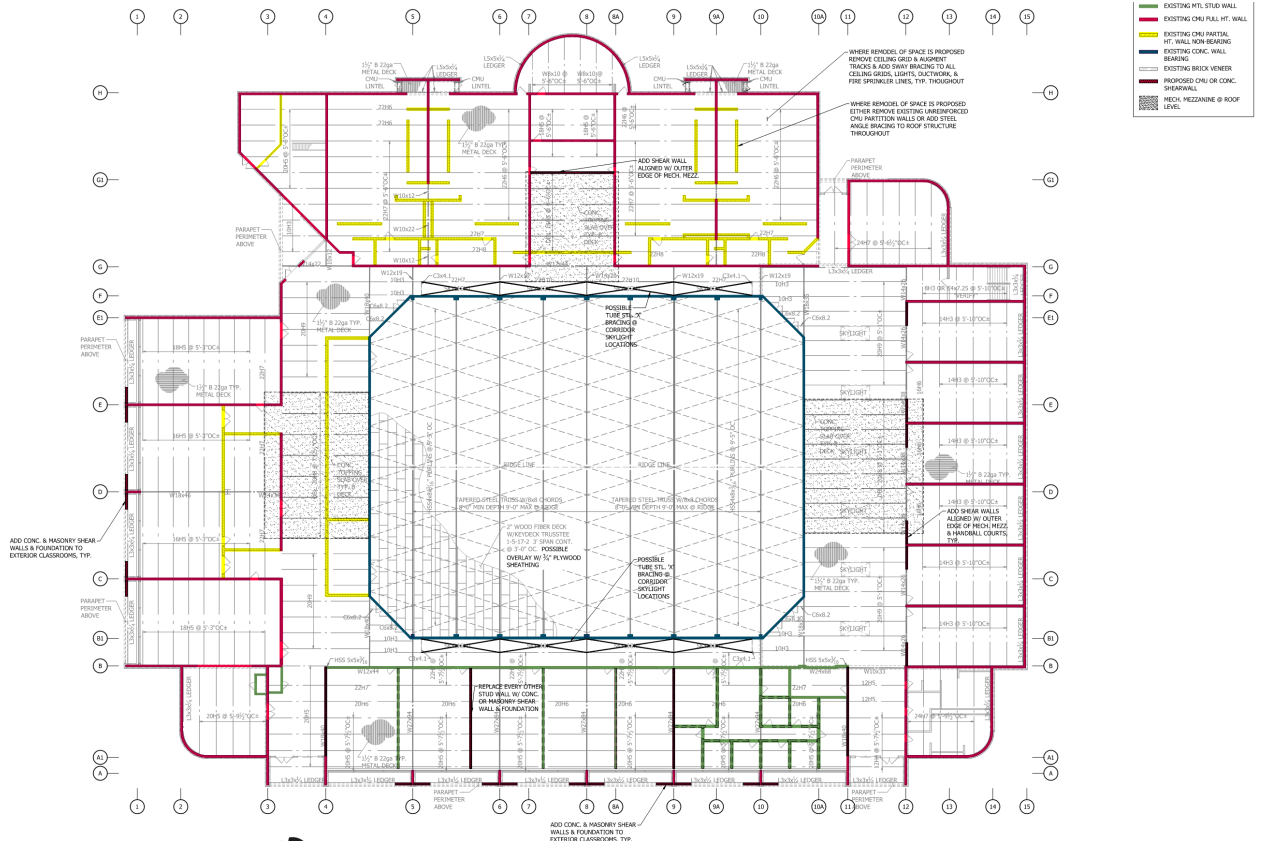
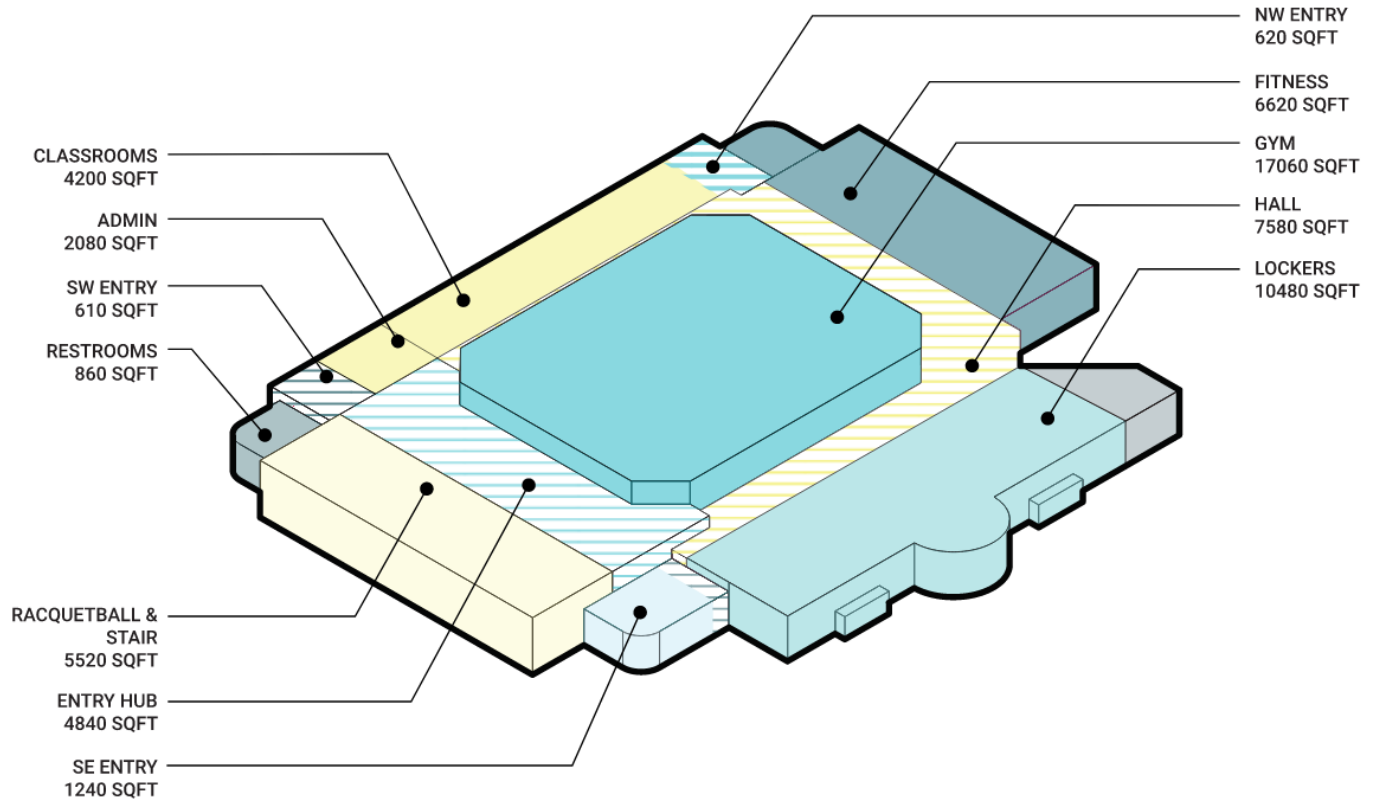
The budgetary constraints are also a concern for this project. Due to the age of the facility and quantity of desired renovations, it is understood that all sought after changes are not likely achievable within the given budget. We must consider all possible solutions and work as a team with the contractor to achieve creative design solutions that maximize the budget. Their participation during design will help the team consider more options. The budget is also affected by the bidding/construction process itself. While it may seem feasible to split the three scopes and bid to three separate contractors, this will add cost to the project due to paying for mobilization and general conditions items three separate times. Having one CM/GC contractor reduces excess overhead costs and provides continuity for end-product quality.

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Example concepts on next page.

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ROOF FRAMING PLAN OVERALL  
1/8" = 1'-0"

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The Project will entail many challenges and require careful planning and coordination during the design and construction phases for effective and efficient completion. Robust budget and schedule controls are essential to the Project's success. It will be important to utilize a construction firm with the following specific capabilities:

- Ability to provide a complete project within CCC's budget.
- Requisite expertise in renovating existing structures
- Seismic forensic expertise
- Exemplary reputation for on-time delivery with an aggressive timeline
- Supervisory staff experienced with working in and around occupied facilities and tight schedules
- Phasing logistical experience with various college programs utilizing space needs
- Innovative approaches to unique opportunities and unforeseen conditions
- Understanding of the importance of an integrated project team to the Project's success
- Experience working closely with architects and engineers
- Ability and commitment to advise CCC on the state of the current market and engage the local subcontracting community

#### **CM/GC ALTERNATIVE CONTRACTING METHOD**

The default method of procurement under the Oregon Public Contracting Code is competitive bidding, where a project is bid after completion of design and the contract is awarded to the lowest bidder. ORS 279C.337, however, authorizes the use of the Construction Manager/General Contractor (CM/GC) alternative contracting process provided that the Board of Directors, acting as the Local Contract Review Board, approves an exemption from competitive bidding. Under the CM/GC contracting method:

- The contractor is solicited prior to completion of the design phase pursuant to a competitive request for proposals process where selection is based upon evaluation of factors relating to the experience and expertise of the contractor rather than low bid.
- The contractor works with the owner and architect to develop the final design with the goals of improved constructability and value engineering, which results in fewer change orders and the ability to expedite the construction schedule. Under the standard design/bid/build method, the design is completed before the project is bid and the contractor brought on board.
- At the end of the design phase, the owner and contractor negotiate and agree on a guaranteed maximum price ("GMP") and the construction schedule for the construction phase of the project.

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- Generally, execution of the GMP Amendment starts the construction phase of the project. Early work, such as site demolition and preparation and early procurement of long lead items can occur prior to completion of the design phase under an Early Work Amendment, which also helps to expedite the construction schedule as compared to the standard design/bid/build method.
- Selection of subcontractors by the CM/GC must be competitive and involve the college in final decision making.

CM/GC is the commonly used alternative contracting method by local governments for complex projects such as major expansions, renovations, and remodels of existing facilities such as the Project.

**Requested Action**

Grant a specific exemption from the competitive bid process for a general contractor to allow the use of the Construction Manager/General Contractor method for the Building 7 Renovation Project. The request is based upon the draft findings in Exhibit A, which addresses the statutory requirements for an exemption from competitive bidding.



## Exhibit A

*ORS 279C.335 Competitive bidding requirement:*

*(2) Subject to subsection (4)(b) and (c) of this section, the Director of the Oregon Department of Administrative Services, a local contract review board or, for contracts described in ORS 279A.050 (Procurement authority) (3)(b), the Director of Transportation may exempt a public improvement contract or a class of public improvement contracts from the competitive bidding requirement of subsection (1) of this section after the Director of the Oregon Department of Administrative Services, the Director of Transportation or the local contract review board approves the following findings that the contracting agency submits or, if a state agency is not the contracting agency, that the state agency that is seeking the exemption submits:*

*(a) The exemption is unlikely to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts.*

The requested exemption will not encourage favoritism or substantially diminish competition. The College will utilize a competitive RFP process to select the CM/GC firm. That procurement is formally advertised with public notice and disclosure of the planned Alternative Contracting Method. Full competition will be encouraged, and all qualified contractors will be invited to submit a proposal. The award will be based upon an objective review and scoring of proposals by a qualified College review committee based identified selection criteria set forth in the RFP. Once selected, the CM/GC will select subcontractors via competitive bid process in accordance with ORS 279.337. The process will therefore provide for vigorous competition and provide the opportunity for all interested large and small contractors to participate in the project.

*(b) Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the contracting agency or the state agency that seeks the exemption or, if the contract is for a public improvement described in ORS 279A.050 (Procurement authority) (3)(b), to the contracting agency or the public. In approving a finding under this paragraph, the Director of the Oregon Department of Administrative Services, the Director of Transportation or the local contract review board shall consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract or class of public improvement contracts, the following:*

*(A) How many persons are available to bid;*

Facilities staff regularly receive inquiries into working at CCC from qualified construction manager/general contractor firms of varied sizes. There have been close to a dozen interested CM/GC firms on this project who have spoken to project team members over this last year and many of those are anticipated to respond to the RFP solicitation.

*(B) The construction budget and the projected operating costs for the completed public improvement;*

*Target value GMP budget of \$26M for construction and \$39M overall project been established and have been provided to the design team. Renovation of Gym and surrounding structures should reduce operating costs; renovation of remaining structures is focused on addressing deferred maintenance of existing buildings and overall campus operational costs. CCC has not conducted a detailed analysis of the operating costs but estimates the current operating costs for this facility at \$375K per year and expects the improved design targeting improvements will substantially reduce long-term operating costs due to improved HVAC, upgrades in the roof and other building components. This is one of the design goals of the Project that will be addressed by bringing the contractor on board during the design phase.*

*(C) Public benefits that may result from granting the exemption;*

Key benefits of using the CM/GC method is the coordination between the varied Project elements, including *coordination* of interruptions to campus activities, including pathway and utility shutdowns. During a CM/GC preconstruction phase the contractor will be performing exploratory destructive surveying of existing building conditions to help verify design and limit unknown conditions. We call this foreseeing the unforeseeable and planning accordingly. This service is non-existent in a hard-bid traditional method of contracting and would result in immediate change orders. Coordinated efforts between the elements will reduce burden on campus staff and minimize the impact to classroom wellness and gym activities and other student activities and will reduce change orders and limit delays during the construction phase. This benefits the public through cost savings, provides “guaranteed” costs, and therefore allowing the public tax dollars to be spent more efficiently. This is also more likely to result in timely delivery of the Project and can reduce the closure timeframe of public facilities.

Unlike traditional design/bid/build procurement, an RFP allows CCC to be able to review the resumes of the Project Manager, Superintendent, and Subcontractors who will make up the proposed general contractor’s project team, ensuring the selected firm(s) has experience and expertise in this type of complicated, interrelated project on an operating campus site.

*(D) Whether value engineering techniques may decrease the cost of the public improvement;*

Value engineering provided by a single Construction Manager should optimize trade production while on site and tighten the overall time frame of construction duration. Due to the proximity of construction zones of the varied elements, a Construction Manager looking at the time of implementation may suggest adjustment of scope between elements to better align with phasing of adjacent work. The resequencing of work to align Project scope and optimize utilization of trade labor is a significant advantage of the CM/GC contract approach for this project group. The CM/GC delivery method also allows for the general contractor and subcontractors with specialized expertise and common project goals to participate in the value engineering process during the design phase, to work with the Owner and Design Team to evaluate and select true alternatives of comparable quality not simply reduce cost with value diminishment. This will also result in a more effective and efficient process as compared to value engineering by change order to a completed design.

*(E) The cost and availability of specialized expertise that is necessary for the public improvement;*

The RFP process allows for review of contractor expertise not afforded in traditional procurement. The Project is complex and requires a general contractor with specialized expertise due to the complexities of the campus, including:

- The renovation of Building 7, seismic work, HVAC, gymnasium, locker rooms, parking lot, auxiliary gym, lighting, gym floor, admin/office, classroom space, racquetball renovation, fitness center, roof and other related projects
- Executing the Project with the least disruption to critical campus safety operation.
- Cooperation and coordination with multiple consultant and contractors on this and other projects.
- Complex Phase logistics between college programs and needed spaces during construction

*(F) Any likely increases in public safety;*

Selecting a contractor with experience working on an operating campus will be critical to preserving Public Safety, as will selecting a contractor who is experienced with tight schedules and complex coordination. Because the Project directly impacts campus activities, it will be important to select a contractor with experience in renovating and relocating existing spaces. The renovation of various spaces in the Project will also require that safety barricades and egress paths be frequently adjusted as construction progresses. In this instance, minimizing disruption and ensuring smooth relocation and safe egress will directly improve campus operations.

*(G) Whether granting the exemption may reduce risks to the contracting agency, the state agency or the public that are related to the public improvement;*

The CM/GC process will mitigate risks as described above and listed below:

- Site coordination.
- Site staging and laydown coordination.
- Site safety and work hours.
- Use of a highly qualified renovation team.
- The establishment of the GMP will provide a complete project within CCC's budget.
- CM/GC contracting allows for CCC to engage in early work agreements that give more insight and site verification of unforeseen conditions to the architects, contractors, and CCC, as well as expedite the construction schedule by starting early work during the design phase.

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- Prior to the establishment of the GMP, the CM/GC will provide collaborative cost alignment during the reconciliation process with real-time cost information in conjunction with Design Team and a third-party Cost Estimation Team.

*(H) Whether granting the exemption will affect the sources of funding for the public improvement;*

This project is to be funded with proceeds from the 2025 general obligation bond proceeds and \$8 million state grant. The contracting method has no impact on the funding source.

*(I) Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement;*

Because the CM/GC process appoints the general contractor early into the design, CCC takes advantage of market prices by facilitating early purchase of certain project elements, if needed. The construction manager can also seek the help of specialized subcontractors regarding information about specific equipment needs and gain advanced notice of when price increases are expected. This allows CCC to make better informed decisions and reduce the risk of acting prematurely or reacting too late. The preconstruction efforts of a construction manager should also help to explore alternative suppliers of equipment and materials along with alternative construction methods to react to changing market conditions and control project costs.

*(J) Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement;*

The Project is very complex, and the work will be spread out in various areas, rather than focusing work on a single, isolated area. A construction manager can forecast the shifting needs of construction and better predict the schedule, allowing CCC to communicate more effectively with campus programs. Having a single construction manager for this group of project elements will minimize the need for CCC staff to coordinate various trade activities between scopes and instead focus on coordination of projects with campus entities.

*(K) Whether the public improvement involves new construction or renovates or remodels an existing structure;*

The project scope is both new and renovation of existing structures within and around the Building 7 campus area, reference campus map in Project Scope section above. Procuring a contractor with experience in new, renovation and remodel on a live learning campus setting is critical.

*(L) Whether the public improvement will be occupied or unoccupied during construction;*

The Building 7 gymnasium and surrounding spaces may need to remain in a fully functional operation during the construction renovation. Other structures may not be intended to be occupied during active construction yet areas in close proximity to active gym classroom, fitness, admin and office spaces and campus pathways will most likely need specialized access consideration.

*(M) Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions; and*

The project phasing and logistics will most likely require multiple complex and specialized construction phasing. The preconstruction period required by the CM/GC method of contracting allows careful study, analysis and planning to ensure minimal disruption in construction to occupancy overlapping to minimize disruptions. Other project elements may combine phases or be best executed in conjunction with standalone phasing scopes.

*(N) Whether the contracting agency or state agency has, or has retained under contract, and will use contracting agency or state agency personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency or state agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.*

Current facilities management, retained consultants, and bond staff have successfully developed project management tools and executed many CM/GC projects to substantial completion on past bond measures on campus for CCC and other community colleges in Oregon. This same staff and tool set will be used for this project Building 7 Renovation Project.

CCC has used this alternative contracting method on the following projects: The Agricultural Science Building Project in 2020 utilized CM/GC, Health Science Complex in 2008 and Yamhill Valley Campus in 2010 both utilized CM/GC successfully.

CCC's project management consultant, DPM Company, LLC, and outside legal counsel, Miller Nash LLP, has extensive experience with the CM/GC alternative contracting method and with utilization of the CM/GC contracting on community colleges and other public-body construction projects throughout Oregon.

The above findings addressing ORS 279C.335(2)(b)(A)-(N) fully consider the information as required under "Findings" defined, 279C.330(1)(a)-(h).

Based upon the analysis above, granting the exemption will likely result in substantial cost savings and other substantial benefits to CCC.

## **CONCLUSION**

For the reasons stated above, the draft findings support an exemption from competitive bidding under ORS 279C.335 to utilize the CM/GC alternative contracting process for the Building 7 Renovation Project.

Separate Action-2  
September 17, 2025

**APPROVAL OF RETIREMENT RESOLUTION  
NO. 25-26-07, SUSAN E. VARNUM  
[25-26-114]**

**Prepared by**

Alice Sprague, Vice President—Governance and Administration

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The College Board of Education honors employees who retire after years of service to the college. Attached is the resolution honoring Susan E. Varnum who retired effective August 31, 2025.

It is recommended that the College Board of Education adopt Resolution No. 25-26-07, for the retirement of Susan E. Varnum.

Separate Action-2  
September 17, 2025

**RETIREMENT RESOLUTION NO. 25-26-07  
SUSAN E. VARNUM**

WHEREAS, Susan E. Varnum began her 37 year 11-month association, as a salaried employee, with Chemeketa Community College in September 1987; and

WHEREAS, Susan E. Varnum gave dedicated service to Chemeketa Community College currently as a Department Technician I, Financial Aid, and Student Affairs Division,

BE IT RESOLVED, that upon her retirement date of August 31, 2025, the College Board of Education hereby honors and commends Susan E. Varnum for her loyalty, dedication, and personal commitment to Chemeketa Community College.

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Diane Watson  
Board Chair

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Jessica Howard  
President/Chief Executive Officer

# VISION • MISSION • VALUES

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

Chemeketa will be a gathering place for lifelong learning.

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

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

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

### **ADAPTABILITY**

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

### **BELONGING**

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

### **COMMUNITY**

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

### **OPPORTUNITY**

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

### **QUALITY**

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



Appendix-2  
September 17, 2025



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



Building directory on reverse side

## Appendix-2 September 17, 2025

### Building and Primary Function(s)

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

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

### Area or Service—Building/Room

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

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

### Instructional Department Offices

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

### Restrooms

#### Single Occupancy

- Building 2—First floor
- Building 4—Second floor
- Building 5—Second floor
- Building 6—First floor
- Building 8—First floor
- Building 20—First floor
- Building 36—First floor
- Building 37—First floor
- Building 38—First floor
- Building 40—Second floor
- Building 50—First floor
- Building 51—First floor

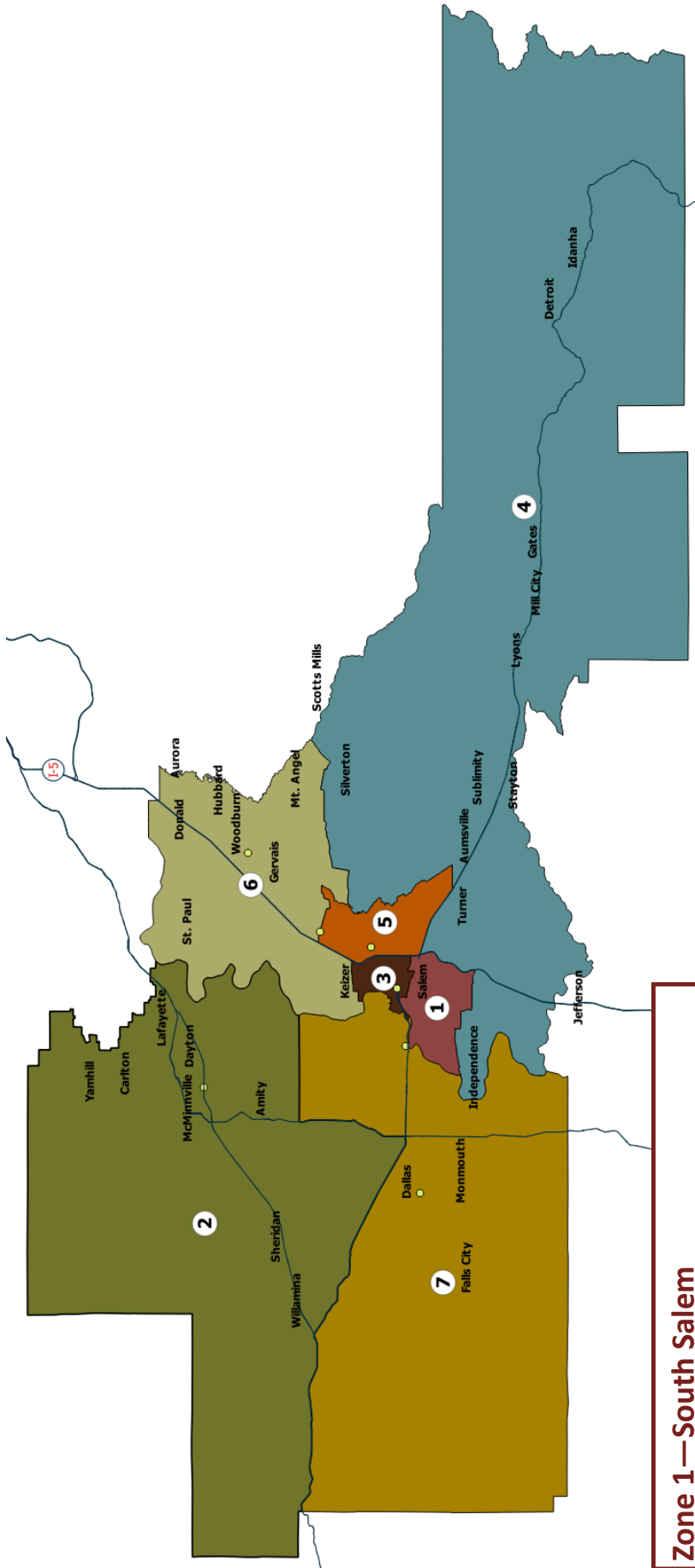
#### Lactation/Wellness Room

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

### Elevators

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

# Chemeketa Community College Board Zone Boundary Maps and Descriptions



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

- Board Members
- ZONE 1 Iton Udosenata**
  - ZONE 2 Birgitte Ryslunge**
  - ZONE 3 Neva Hutchinson**
  - ZONE 4 Ken Hector**
  - ZONE 5 Jackie Franke**
  - ZONE 6 Diane Watson, Chair 2025-2026**
  - ZONE 7 Betsy Earls, Vice Chair 2025-2026**