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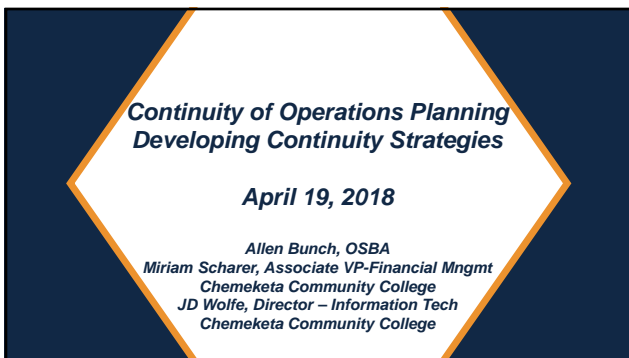
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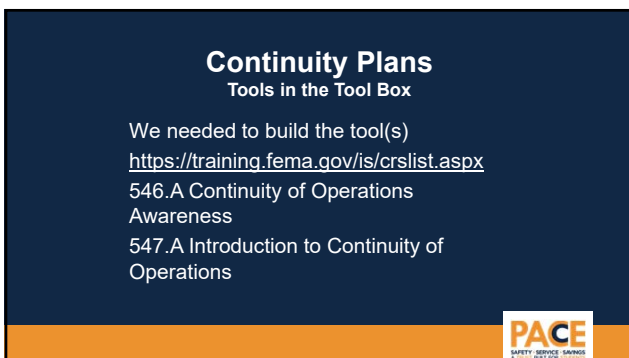
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## Chemeketa Community College Framework

- Identify CORE areas vital to the operation of the college
- For each CORE area, identify *Critical Functions*
- Rate the *Critical Function* (impact assessment)
- Identify critical dependencies (*internal & external*)
- Develop continuity strategies (work arounds) for each critical function on an All Hazards basis



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## Critical Functions

- Is it required by law?
- What are the short term and long term consequences if it is not completed?
- Is it a critical dependency to other plans?



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## Critical Level

1. Must continue, possible at an increased service load. The function is necessary for health, safety, preservation of property and/or environment
2. Must be continued or resume shortly after an event, even with a reduced service load. Suspending completely could have significant adverse consequences
3. May be suspended but must be restored at some level in two-four weeks



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## Continuity Strategies All Hazards Basis

Develop Strategies considering:

- limited or no access to technology
- limited staff
- limited or no access to regular work place



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## Business Services & Information Technology

- Who are our customers?
- What services do we provide?
- How did we identify our critical functions?
- What challenges did we have in this work?



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## Continuity Strategies

- Examples of continuity strategies
  - Business Services:
    - Issuing financial aid refunds to students
    - Paying vendors for emergency work
  - Information Technology:
    - Keeping systems on-line and accessible
    - Securing systems and data



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## Obstacles

- What obstacles needed to be addressed in the development of continuity strategies?
  - Change/modify institutional policies/procedures
  - Change guidelines and/or handling instructions
  - Delegation of authority
  - Data security issues



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## Changing Landscape & Evolving Plans

- How do we remain current in our plans?
  - Annual Reviews
- Examples of strategies that have changed over time
  - Business Services:
    - Procurement Card
  - Information Technology:
    - Hybrid cloud based systems



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## Lessons Learned

- Prioritizing process – never a “good” time
- Practice more
- Practice with key staff
- Document
- Communicate, communicate, and communicate again



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## Questions or Comments?

Thank You!



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## Contact Information

Allen Bunch, [abunch@sdao.com](mailto:abunch@sdao.com)

Miriam Scharer, [miriam.scharer@Chemeketa.edu](mailto:miriam.scharer@Chemeketa.edu)

JD Wolfe, [jd.wolfe@Chemeketa.edu](mailto:jd.wolfe@Chemeketa.edu)



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