

**MEMORANDUM OF UNDERSTANDING****Linn-Benton Community College  
Diagnostic Imaging and  
Occupational Therapy Assistant Programs**

This Memorandum of Understanding outlines the commitment of Linn-Benton Community College and **CHEMEKETA COMMUNITY COLLEGE** for the implementation of the Linn-Benton Community College Diagnostic Imaging and Occupational Therapy Assistant Programs. THIS MOU is executed between LINN- BENTON COMMUNITY COLLEGE, hereinafter referred to as **COLLEGE**, and **CHEMEKETA COMMUNITY COLLEGE**, including all other entities/agencies dba, departments and related affiliates of same as appropriate and mutually agreed to, hereinafter referred to as **AGENCY**, for the purpose of providing necessary training experience for students enrolled in any health occupations program at the **COLLEGE**. Both colleges agree this program will allow students to train in their "home" communities, encouraging graduates to remain and work in these communities to help meet occupational demand. In support of our joint vision to make this program a reality, **COLLEGE** and **AGENCY** agree to the following roles and responsibilities regarding the Diagnostic Imaging (DI) and Occupational Therapy Assistant (OTA) program:

**COLLEGE will:****Diagnostic Imaging Program**

- Develop the DI program, including curricula, delivery method, and establishment of fieldwork education sites
- Deliver the DI program, including didactic, laboratory, and clinical components
- Evaluate the DI program per LBCC and ARRT requirements
- Provide Agency with an electronic brochure and student bulletin to assist with recruiting and advising
- Advise all students who inquire about the DI program and who reside in the region serviced by the AGENCY that Agency is a partnering community college
- Assist students with the application process as needed
- Select students for the DI program
- Send to LBCC's Department of Admissions complete application packets for all ACCEPTED and ALTERNATE students. Keep all other complete application packets for a minimum of 6 months
- Notify the AGENCY of the ACCEPTED and ALTERNATE students from their region
- Communicate and collaborate with the AGENCY on a regular basis and as needed
- Create and implement a system for DI students to apply for and, if eligible, receive financial aid

**OTA Program**

- Continue to pursue program accreditation through the Accreditation Council for Occupational Therapy Education (ACOTE)
- Develop the OTA program, including curricula, delivery method, and establishment of fieldwork education sites
- Deliver the OTA program, including didactic, laboratory, and clinical components
- Evaluate the OTA program per LBCC and ACOTE requirements
- Provide Agency with an electronic brochure and student bulletin to assist with recruiting and advising

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### Linn-Benton Community College Diagnostic Imaging and Occupational Therapy Assistant Programs

- Advise all students who inquire about the OTA program and who reside in the region serviced by the AGENCY that Agency is a partnering community college
- Assist students with the application process as needed
- Select students for the OTA program
- Send to LBCC's Department of Admissions complete application packets for all ACCEPTED and ALTERNATE students. Keep all other complete application packets for a minimum of 6 months
- Notify the AGENCY of the ACCEPTED and ALTERNATE students from their region
- Communicate and collaborate with the AGENCY on a regular basis and as needed
- Create and implement a system for OTA students to apply for and, if eligible, receive financial aid

#### **AGENCY will:**

- Recruit students for the DI and OTA programs
- Advise students regarding pre-requisite and general education courses
- Refer students to LBCC's Academic Planning Assistant for assistance with the application process as needed
- Provide student support services when appropriate, including counseling, library/learning center, computing/technology services, and including proctored testing services.
- Communicate with the DI Program Director, OTA Chair, and Partner College Liaison on a regular basis and as needed

#### **Both parties will:**

Be responsible for liability arising out of the wrongful acts of employees or agents of their respective institution and shall indemnify and hold harmless the other party for any intentional or negligent acts or omissions of its own employees, agents, or assigns. Each party shall have the right to direct the defense of any claim or suit subject to this paragraph, including providing or retaining attorneys.

Both parties agree to comply with all applicable requirements of federal, state, and local laws, ordinances and regulations applicable to the work under this contract as well as prohibiting unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. Please see **Exhibit A: Linn-Benton Community College Equal Opportunity/Statement of Nondiscrimination** attached and included as part of this Agreement.

# MEMORANDUM OF UNDERSTANDING

## Linn-Benton Community College Diagnostic Imaging and Occupational Therapy Assistant Programs

**TERM OF AGREEMENT:** December 1, 2025 Through November 30, 2030

**FOR LINN-BENTON COMMUNITY  
COLLEGE**

**FOR SOUTHWEST OREGON**

Signed by:  
  
73627733423B473

**P. Sheldon Flom**                      **Date**

**VP, Finance & Operations**

**Contact Information**

**Pauletta Huffman**  
**HOC Secretary**  
**Linn-Benton Community College**  
**300 Mullins Drive**  
**Lebanon, OR 97355**  
**P: 541.917.4738**  
**huffmap@linnbenton.edu**

**CHEMEKETA COMMUNITY COLLEGE  
and all affiliates /DBA**

  
1/7/26

**David Hallett**                      **Date**

**VP, Academic & Student Affairs**

**Contact Information**

**Tim Pierce**  
**Curriculum, Articulation & Transfer Coordinator**  
**Chemeketa Community College**  
**4000 Lancaster Drive NE**  
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**Mary Scamahorn**  
**Administrative Coordinator**  
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**Exhibit A**  
**Linn-Benton Community College**  
**EQUAL OPPORTUNITY/STATEMENT OF NONDISCRIMINATION**

**LBCC Comprehensive Statement of Nondiscrimination**

Linn-Benton Community College does not discriminate based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws in its programs or activities. For further information see Board Policy 1015 and Administrative Rule 1015-01. The following staff members have been designated to handle inquiries regarding the nondiscrimination policies:

**For concerns or inquiries regarding disability accessibility and accommodations:**

Contact: Carol Raymundo, Director of Center for Accessibility Resources  
RCH-101, Albany Campus, Albany, OR 97321  
(541) 917-4789  
[raymundo@linnbenton.edu](mailto:raymundo@linnbenton.edu)

**For concerns or complaints about the College or an LBCC staff member:**

Contact: Scott Rolén, Director of Human Resource Development and Support and Title IX Coordinator  
CC-108, Albany Campus, Albany, OR 97321  
(541) 917-4425  
[rolens@linnbenton.edu](mailto:rolens@linnbenton.edu)

**For concerns or complaints about a student:**

Contact: Jill Childress, Manager for Student Conduct and Retention and Title IX Coordinator WH-215, Albany Campus, Albany, OR 97321  
(541) 917-4806  
[childrj@linnbenton.edu](mailto:childrj@linnbenton.edu)

**Request for Special Needs or Accommodations**

Direct questions about or requests for accommodations to the Center for Accessibility Resources, 541-917-4789 or [cfar@linnbenton.edu](mailto:cfar@linnbenton.edu) at least three business days in advance for special events and as soon as possible for classroom or other emerging requests. LBCC will make every effort to honor requests. LBCC is an equal opportunity educator and employer.