CONSENT AGENDA **Coded: 05.08.13-CA a**

CCC Board of Education – Topic Summary
Topic: Minutes of the Work and Regular Sessions for April 10, 2013
Date: May 8, 2013
Prepared By: Sean Pollack, Assistant to the President and Board of Education
Division/Department: President's Office
ISSUE BEFORE THE BOARD: Approval of the Minutes **APPROVED 05.08.13**

BOARD OF EDUCATION MEETING
MINUTES of the WORK and REGULAR SESSIONS
Wednesday, April 10, 2013

WORK SESSION

CALL TO ORDER

Chair Ron Adams called the work session of the Clackamas Community College Board of Education to order at 5:30 PM on Wednesday, April 10, 2013 in the Bill Brod Community Center at Clackamas Community College, Room 127.

Digital Media Communications (DMC) and Distance Learning (DL): Steve Beining and Andy Mingo

In a presentation titled "Instructional Media and its Role in Effective Teaching," Steve Beining gave an overview of the College's joint ventures between the Distance Learning department and the Digital Media Communications Department in the service of teaching and learning. Distance/web enabled learning enrollment has been steadily growing since 2005-06 to current enrollment of 12,866 -- not including hybrid courses. The growth curve suggests that we need to make sure that our online courses are of the highest possible quality. Multimedia integration is one way that we are working to stay current and take advantage of the advances in technology; we need to be aware of and competitive with the numerous new options such as MOOCs (Massively Open Online Courses) and other low-cost options for distance learning.

High quality experiences that include video and other media produce high levels of student engagement, which helps them meet standards for student outcomes. The College has streaming video services, a YouTube channel, and professional and student expertise. A crucial element of video production is the final stage: packaging and distribution via appropriate channels: the web, VBrick (video streaming server), or other means.

An important principle for our efforts is universal design: students learn better if they can access information in ways that account for multiple learning styles: reading, watching, doing.

Andy Mingo: Director of DMC Program. DMC encompasses video production, film study, sound, and web design. DMC works to create content for distance learning content. DMC takes advantage of multiple revenue streams for video/distance learning for workforce development department. The DMC program works with multiple stakeholders, including the governor's office, to create video content. The DMC offers high quality video production inside and outside the College.

Beining and Mingo showed a video montage of instructional videos produced by DL and DMC in manufacturing technology that demonstrated the kinds of learning videos CCC students would use. They also announced the College's latest technology acquisition, a "Green Screen" studio that allows an instructor or presenter to appear to interact with a video, and demonstrated the concept to the board via a video used to market the training opportunities provided by DL and CLC. Ron Adams asked about the tuition and fees for online courses. Online courses have the same tuition plus a $35 per course fee. Member Reid asked about completion rates; Beining replied that they vary, but are generally in line with the completion/persistence rates for other classes. Reid also inquired how the community colleges could share online classes. There is a program called Host Provider that has been phased out for the most part. Steffen Moller also addressed course sharing online among institutions—in general most institutions focus on their own students. Some states do have virtual online community colleges, but Oregon does not.
Member Greg Chaimov related his experiences in sampling different CCC online/hybrid classes. He offered praise and thanks for the instructors who facilitated his participation.

Elizabeth Lundy recognized Josh Dillen of *The Print* as the recipient of a Snowden Journalism Internship; Mr. Dillen will be working for the *Baker City Herald* as an intern journalist. He is the first CCC student, and the only community college student this year, to receive this award.

REGULAR SESSION

CALL TO ORDER

Chair Adams called the regular meeting of the Clackamas Community College Board of Education to order at 6:20 PM on Wednesday, April 10, 2013 in the Bill Brod Community Center at Clackamas Community College, Room 127.

ROLL CALL

Declaration of a quorum: Board members present were: Chair Ron Adams, Vice Chair Judy Ervin, Jane Reid, Chris Groener, Greg Chaimov, Jean Bidstrup (via telephone), and Richard Oathes.

Also in attendance: President Joanne Truesdell, Vice President Courtney Wilton, and Vice President Elizabeth Lundy; Ex Officio Representatives to the Board in attendance: Full-time Faculty Association President Steve Beining, Part Time Faculty Association Vice President Douglas Watson (for Jennifer Rueda), Classified Staff Association President Tamera Davis, ASG President Diana Muresan, and Sean Pollack (recorder). Others attending were Dean of Campus Services Bob Cochran, Dean of Advancement Shelly Parini, Dean of HR Marsha Edwards, Dean of Foundations and First Year Connections Phillip King, Dean of Curriculum, Planning, and Research Steffen Moller, and Joshua Dillen (*The Print*).

COMMENTS FROM CITIZENS

There were no comments from citizens.

CONSENT AGENDA

Items for Consideration:

A. Minutes (Work and Regular Sessions) 03.13.13	[03.13.13-CA a]
B. Monthly Financial Report - Wilton/Robuck	[03.13.13-CA b1,2]
C. Personnel Action Report - Wilton/Edwards	[03.13.13-CA c]

M/S—Chaimov/Groener Approval of Consent Agenda items a,b,and c .

Chair Adams asked about a correction in the tuition increase on the minutes from 03.13.13. The correction was noted.

Motion carried unanimously

COLLEGE REPORTS

Vice President Elizabeth Lundy -- Three Year Accreditation Report.

VP Lundy informed the Board on the status of the report and background on the process. The first Report was submitted in fall 2011. The Committee made two recommendations (on the mission statement) and expressed one concern (on number and types of indicators). College publications were revised so that the mission statement is consistent across all publications. The NWCCU Committee reported that the College had responded to all recommendations made.
The reviewers gave Compliments, Commendations, as well as Concerns and Recommendations. A Recommendation is something that the College must respond to.

The Committee complimented the College on its commitment to professional development, to align the various curricular efforts on campus, information literacy, and fund-raising, partnerships, veteran support.

The Committee commended the College on its participatory decision making process, budgetary process, the welcoming campus culture, creative partnerships and innovative solutions, physical plant and facilities, and cooperative learning.

Concerns: students have difficulty finding student policies; lack of protocols to insure the efficacy of library reference services (inadequate feedback mechanisms). The Committee expressed concern of the College's use of reserve funds to get through the financial challenges of the present; the College's master plan is not currently tied to the Core Themes and long-range plans for the college.
President Truesdell noted that the College will have to go through its next phase of financial planning for the next five to seven years to achieve stability.
Recommendations (agreed to by the entire team; the College is required to address).

- Expand definitions of outcomes to the program level
- Gather input for strategic technology planning
- Formally define the financial relationship between general operation and auxiliary enterprises
- improve the currency of library resources

Conclusions:
The College is in compliance; most areas for improvement were those identified in the College's self-study. VP Lundy thanked the members of the Accreditation Steering Committee. The NWCCU letter does not state that a follow up report must be made; this is extraordinary.

The next steps include Planning and Implementation, Effectiveness and Improvement, and Mission, Fulfillment, Adaptation, and Sustainability. The remaining standards that would normally be addressed in a seven year cycle will actually be addressed by the final report that is due in Fall 2015 (a five year cycle), which will include another site visit in 2015. The final report from NWCCU will be received in early 2016.

Chair Adams asked whether any CCC staff are NWCCU evaluators. VP Lundy and Dean Moller named a number of CCC staff who have or are currently working on such evaluations.

Sabbatical Report: Carol Burnell

Dean Phillip King introduced Carol Burnell who runs the CCC Writing Center. She studied a number of other community college writing centers and learning centers, and researched data and did site visits on peer tutoring at such centers. Ms. Burnell found that many students want to work with peers over faculty. She examined the various modalities for integrating students into the Writing Center model. A small fee on writing courses will pay for the student/peer mentor staff. Ms. Burnell introduced two of the peer mentors Taira Averill and Brandi King. All of the peer mentors are helping their peers succeed by providing a bridge between students and faculty, and campus services.

Ms. Burnell shared a number of positive comments from peer mentors and CCC faculty on the positive impact of peer tutors on writing across the curriculum, and across campus. She also thanked the College for the opportunity the sabbatical presented to create a new peer mentoring program on campus. Both peer mentors expressed gratitude and pride for their accomplishments and work as peer mentors.

President— Business Report — Joanne Truesdell

President Truesdell reported on several noteworthy accomplishments by students and faculty:

- Soroptomist International of Lake Oswego will present a $500 Women's Opportunity Award to CCC student Sarah Tedrick. She will use the funds to fulfill transfer requirements at CCC and then go on to Marylhurst University, where she will study for her Master's in Art Therapy.
- An article in oregonsportsnews.com made note of CCC's wresting program and quoted Sociology faculty Eric Pfeiffer on the relationship between athletics, academics, and student success.

The president also reported on state-level activity at the State Board of Education, and a proposed rule change to an OAR on dual credit. President Truesdell worked on the rule change, which makes this Oregon Administrative Rule consistent with accreditation language. President Truesdell also reported on her work with the Oregon Presidents' Council and the State Board on how policy language becomes embedded in state's Outcomes Based Distribution Model. President Truesdell also gave her thanks to CCC Board members, students, and staff who came to the state capitol on to testify in support of community college funding before the Joint Ways and Means Committee on Education.

Business Report, Board Chair Ron Adams

Chair Adams reported on the group from CCC that testified before the Ways and Means Subcommittee on the funding levels for Community Colleges and Workforce Development. The Committee was highly impressed with all, including students, who came.

Pres. Truesdell expressed appreciation for Dean Shelly Parini for her help in preparing everyone to testify. Vice Chair Judy Ervin expressed appreciation for Sean Pollack and BJ Nicoletti for the data that they gave to her for her testimony.

NEW BUSINESS --First Reading

Use of Personal Credit Cards by Board Members -- Courtney Wilton

When it is impractical for a Board Member to use the College's credit card for Board business, Members will often use their personal cards. Any rebates or frequent flyer miles accumulated as the result of Board business does violate the prohibition on compensation under Oregon Business Law. Monitoring the accumulation of such minimal "compensation" is impractical, however, even though it is required under the law. The College recommends the Board consider such ancillary benefits from use of credit cards to be indirect compensation, not a direct financial benefit.

NEW BUSINESS – First Reading

Board of Education and Budget Committee Meeting

The proposed schedule for 2013-14 Board and Budget meetings was reviewed.

NEW BUSINESS – ACTION

College Bid award: Selection of an Independent Audit Firm -- Chris Robuck, Director of Fiscal Services Chris Robuck explained the process for the selection that included an RFP. Eight firms responded, with three finalists selected. For efficiency's sake, both the College and the Foundation will use the same firm. The three finalists were:

- Kenneth Kuhns & Co.
- Clifton Larson Allen, LLP
- Eide Bailly

The current incumbent, Kenneth Kuhns & Co., was selected as most qualified.

M/S Chaimov, Groener.

Chair Adams asked about the relative weight of the fees, and whether the fees were close or competitive. VP Wilton noted that the process was fair, and all the proposals were thoroughly reviewed.

Motion passed unanimously.

Future Board Agenda Items -- Chair Ron Adams

- Affirmative Action Report
- Achievement Compact Adoption
- School District Visit
- Campus Safety
- Report from CASE Evaluator

Member Report -- Greg Chaimov

Member Greg Chaimov commented on his interactions with neighborhood associations throughout the city of Milwaukie, Zone 1. He noted that the College is highly popular and well-regarded among his constituents.

REPORTS

Full Time Faculty Association President Steve Beining

Association leaders worked through the BAG process; faculty have expressed disappointment with the RIF of one faculty member.

The Association seeks nominations for Faculty Senate.

Mr. Beining noted that he will be defending his dissertation.

Part Time Faculty Association President Jennifer Rueda; Vice President Douglas Watson reporting

PT FA VP Douglas Watson reported how much he enjoys working at the College

Classified Staff Association President Tamera Davis

In week 2 of Spring term, Classified Staff are very busy with much to do to prepare for the end of the school year, and the beginning of the next year. She reported on working with ESL and their use of the portal; she enjoyed learning some phrases in Arabic and Chinese. Classified will begin bargaining on the 17th of April, and elections soon.

ASG President Diana Muresan

ASG has a number of events: Be a Kid Week, a barbecue, certification for ASG, and elections will be held soon, with two challengers for president.

Foundation-- Jean Bidstrup, Board Liaison

March 18 was the foundation retreat. The Foundation is aiming toward raising new funds for many new endowed scholarships. Chuck Clemans Sculpture Garden phase I is complete; an opening ceremony is planned June 27.
The Foundation is trying to make the scholarship application process more efficient; a new software package will come online in the next six months.

OCCA, Judy Ervin, President

OCCA President Ervin detailed efforts to secure funding for community colleges in state appropriations. Even $453M will not get colleges out of economic difficulty.
HECC (Higher Education Coordinating Commission) discussions regarding reconfiguration and new powers continue. There was an extended discussion on SB754, put forth by OSBA through the Republican caucus. OCCA will support PERS reform, in whatever form that wins majority support in both chambers. OCCA is hiring a new office manager. CCC was well represented at Ways and Means Education Subcommittee in April 3. The All-Oregon Academic Team will be honored on April 17; two CCC students will be honored among 39 throughout the state.

President Joanne Truesdell

The President has a Governance Task Force call on Thursday. There appears to be a one year reprieve from the formation of a state Department of Post-Secondary Education (DPSE). The HECC will probably have governing authority over community colleges instead of the State Board of Education. Outcomes Based Distribution Formula: the presidents are still working through this; there will be a report on principles and definitions regarding what community colleges do. The model is problematic in that it creates winners and losers for funding.
Environment Water Quality students are using the campus infrastructure as a lab for student water quality projects.
PIO Janet Paulson reported on the upcoming Earth Day events surrounding the appearance of Dr. John Francis, which will include a speech on April 17 and a workshop on April 18.

Member Jane Reid

Member Reid gave an update on an OSBA leadership program in which she is a participant. She learned about legal issues surrounding social media and technology; one recommendation was that policies should be updated annually. There was another presentation on K-12 funding and its history in Oregon, and another from Thomas Ausberry of Seattle Pacific University on making the case for the relevance of school boards.

Chair Ron Adams

Chair Adams enjoyed visiting with the Foundation on March 18; they want to give 50 scholarships by the college's 50th anniversary.
On community college funding, the chair noted the increase from $395M to $428M will not even cover the PERS increase that is coming in the next biennium.
The President's contract will be discussed at the next meeting.
Meeting adjourned at 8:35 PM

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Date	**Sean Pollack, Recorder**
_____	_____
Ron Adams, Board Chair	**Joanne Truesdell, Clerk**